


Making a Call

- Lift Handset or Press Speaker key, Choose from the following:
 1. Dial **Extension Number** **OR**
 2. Dial **9 + Phone Number**
 3. Press  **Release** to hang up

Call Handling


On an incoming call you can:

- Press **Ignore** to silence the ringer while ringing(call is silenced for you only) **OR**
- Press **To VM** to send the call straight to voicemail


Call Park

- *With an active call, Press an **unlit Park key** (ex. Park 1), key will then flash on all phones*
- Call or Page Employee to Pick Up "Park 1"

TO RETRIEVE: lift handset, Press the **Flashing Park key**


NOTE: Placing a call on  **Hold** will keep the call on your **PERSONAL** call key and no one else will be able to retrieve it

Transfer

- *With an active call, Press **Transfer** key or  **Feature 70***
- **Dial Extension** number or **9 + phone number**, announce call (optional)
- **Hang up** for call to be transferred or **Complete** to complete transfer


To Cancel: Press **Cancel** soft key

Transfer a call to Voicemail

- *With an active call, press **Transfer** key or press  **Feature 70***
- Press # followed by the **Extension Number**
- **Hang Up** or press **Complete** soft key

To Cancel: Press **Cancel** soft key




Paging (if Applicable)

- **Lift Handset**, press preprogrammed **Page** key or dial *60
- **Announce Call**
- Press  **Release** to hang up

Redial



- Press your **Redial** key(if applicable) Or Press  **Feature 5**

Call History


- Press  **Feature 812**
- Use Volume button  to scroll through calls
- Press **Call** soft key to connect call Or Press  **Release** to hang up




Conference Calls



- Make or receive 1st call, press **Conf** key (if applicable) **OR** press  **Feature 3**
- Make 2nd call, then press **Conf** key **OR** press  **Feature 3** to connect all calls

Call Forward

- Press **Call Fwd** key (if applicable) **OR**  **Feature 4**
- Enter an **Extension** number **OR** Dial **9** + desired **phone number**
- Press **OK** soft key


To Cancel: Press **Call Fwd** key (if applicable) **OR**  **Feature #4**

Do Not Disturb


- Press **DND** key (if applicable) **OR**  **Feature 85** to turn **ON**
- Press **DND** key (if applicable) **OR**  **Feature #85** to turn **OFF**

Button Programming


To Program an External Number:

- Press  **Feature *1**
- **Press** the **Button** you would like **TO Program**
- **Enter** desired **Phone Number**, press **OK**

To Program an Internal Extension

- Press  **Feature *2**
- **Press** the **Button** you would like to **Program**
- **Enter** desired **Extension Number**

To Program a Feature key


- Press  **Feature *3**
- Press the **Button** you would like to **Program**
- Press **Feature** key
- **Enter** the **Feature Code** you would like to program. Ex. Feature 4 to program a Call Fwd key (see below for common feature codes)

Common Feature Codes:


FEATURE CODE:	DESCRIPTION:	FEATURE CODE:	DESCRIPTION:
Feature *0	Button Inquiry	Feature 76	Pick up
Feature 4	Call Forward	Feature *6	Ring Tone
Feature 3	Conference Call	Feature *80	Ring Volume
Feature 5	Last Number Redial	Feature 0	Speed Dial
Feature 70	Transfer	Feature 981	Voicemail
Feature 981	Voicemail	Feature 85	Do Not Disturb






Personal Phonebook:

- Press  **Feature *4**
- Enter speed dial number **00 to 99**
- Dial **9 + desired phone number**
- Press **OK** soft key
- **Enter name** to be associated with the number (press # after each letter)
- Press **OK** soft key to **Save**
- **To Use:** Press **Speed Dial** key (if applicable) **Or Feature 0**, followed by desired **Speed Dial** number, then press #

Ring Tone

- Press  **Feature *6**, enter numbers **1 to 4** to hear the ring tones:
- Press **OK** to save

Ring Tone

- Press  **Feature *80**, use Volume bar  to adjust volume
- Press  **Release** to hang up