

Dial Out

- **Lift handset** or press **Speaker** key
- **Choose Line** or Dial **9** (system will automatically choose an available line for you)

Note: To **Mute** yourself, press the Mute key, key will be lit **Red** when muted

Transfer a Call

- *With an active call*, Press **Transfer** key
- **Dial extension** number or **9 + phone number**, announce call (optional)
- **Hang up** for call to be transferred

Note: Press **8** after the extension to transfer call directly to voicemail

Intercom Calls

- **Lift handset** or press **Speaker** key
- **Dial extension** number (if employee is on the other line you will get a busy and ring tone together)

Note: Press **8** after the extension to transfer call directly to voicemail


Paging (if Applicable)

- **Lift handset**
- Press pre-programmed **Page** key
- **Announce Call**

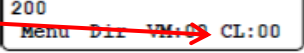
Conference call

1. **Make** or **receive first call** (internal or external), when the call is connected,
2. Press the **Conf** soft key (on display)
3. **MAKE** or **receive second call** (internal or external)
4. Press **Add** soft key, continue to follow steps 3 & 4 to add more callers OR
5. Press **Begin** soft key (on display) to join all calls

Redial

- *With the handset in the cradle...* Press **Redial** key 
- Press **cursor** left/right ← → to review last 10 numbers you have called
- **Lift Handset** or press **Speaker** to call number on display

Caller ID (if Applicable)

- Press the **CL** soft key (on display) 
- Choose All for all calls to your extension or Unan for all missed calls
- Use cursor ↓ ↑ to review calls
- **Lift handset** to call that number or press **Exit**

Record a Phone Conversation (If Applicable)

- *With an active call*, Press the **Record** Key (records conversation into your voicemail)
- Press **Record** key at any time to stop recording the conversation

Note: Retrieve the recorded conversation the same way as retrieving voicemail

Do Not Disturb

- Press **DND** key- system will automatically turn it on within 5 second (to DND all)

To Cancel: Press **DND** - system will automatically turn it off within 5 second. *Other options available:*

- Press **DND** key + **1** (sends **External** calls straight to vmail)
- Press **DND** key + **2** (sends **Internal** calls straight to vmail)
- Press **DND** key + **3** (sends **All** calls straight to vmail)
- Press **DND** key + **0** (cancels **DND**)

Call Forward (If Applicable)

- Press **Call Fwd** Key, then press **1**
- Enter another **Extension**; or **9** plus phone **Number**
- Press **Speaker** Key

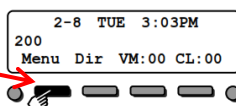
To Cancel: Press **Call Fwd** key, press **0**

Button Programming

- Press **Speaker** Key, enter **751**
- Press **key to be programmed**, then dial **01**
- Enter **Extension number** **OR 9 + Phone number** (if long distance it requires a 1 in front of the number)
- Press **Hold**, press **Speaker** Key

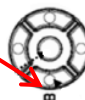
Programming Personal Speed Dials:

- Press **Menu** soft key (on display), enter **71**
- Press **Select**
- ENTER** desired **Speed Dial** Number **00** to **19**
- Press **Select**
- Enter **9** plus a telephone number, press **Next**
- Spell out name** (press **#** to move cursor to the right, press **Clear/Back** to move to the left)
- Press **Save**, press **Speaker** Key



Accessing Personal/System Speed Dials:

- Press **Dir** soft key (on display) **OR** press the directory key
- Spell name **OR** Scroll **↑ ↓** through speed dials
- Press enter to select the speed dial
- Press enter again to connect call or press **Exit**



Ring Tone:

- Press **Speaker** Key, enter **720**
- Press **1** to set **Internal** ring or **2** for **External** ring
- Dial from **1** to **8** to listen to the different ring tones
- Press **Speaker** key to **Save**

Ring Volume:

- Press **Speaker** Key, enter **729**
- Use arrow keys** to adjust volume
- Press **Speaker** Key

