

Dial Out

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

Note: When using the **Speaker Phone** you must have your **MIC** key **lit RED** in order for the caller to **hear you**, turn the **MIC** key **off** if you would like to **Mute** the **Speaker Phone**


Parking a Call for another Employee (if Applicable)

- *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 your call on your **PERSONAL CALL KEY** and **NO ONE** else will be able to retrieve it (must be placed on park for other employees to retrieve call)

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 **VMsg** soft key (or 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 **VMsg** soft key (or press **8**) after the extension to transfer call directly to voicemail


Paging

- **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  arrows to review last 10 numbers you have called
- **Lift Handset** or press **Speaker** to call number on display

Caller ID (if Applicable)

- Press **List** soft key
- Press **CID** soft Key
- Use ↓ to review calls to *your* extension, lift handset (or press speaker) to call that number
- Display will show the name of the caller, Press **Help** to view phone number

Record a Phone Conversation

- 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

- 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

Station Speed Dial Programming:

- Press **Speaker** Key, enter **755**
- **Enter** desired **Speed Dial** Number **0** to **9**
- Enter **9** plus a telephone number, press **Hold**
- **Spell out name** (press # to move cursor to the right, press **Feature** to move to the left)
- Press **Hold**, press **Speaker** Key

To Use: Lift Handset, press #, press **7** **enter speed dial** number (0 – 9) **OR** Press **Dir** soft key, then **STA**, then ↑ to scroll through speed dials, then lift handset




System Speed Dial:

- Press **Speaker** key or **Lift Handset**
- Press **Redial** key; **Enter Speed Dial Number** you'd like to call **000-999 OR**
- Press the **DIR** soft key, press **SPD**
- Scroll **↑↓** through speed dials **OR Key in Name** of the contact
- **Lift Handset** to connect call

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

