



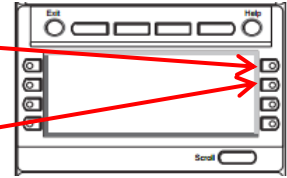
Dial Out

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

Speaker Phone 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

- 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)




Placing a Call on Hold

- With an active call, Press the **Hold**  key

NOTE: When placing a call on hold, another employee will **NOT** be able to retrieve the call. Hold is exclusive for yourself. If you need an employee to take that call, you will need to transfer it to them.


To Pick Up the Held Call: Press the flashing Call 1 or Call 2 key 

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

Transfer a Call to Voicemail: Press the **Transfer** key, Press the **VMsg** key (on display), followed by the extension

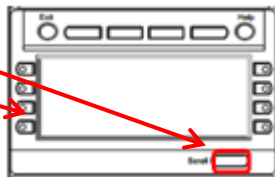
Intercom Calls

- **Lift handset** (or press **Speaker**  key)
- **Dial Extension Number**

Note: Press **VMsg** soft key (or press **8**) after the extension to go directly to voicemail

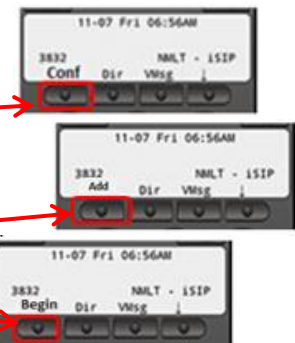
Paging

- **Lift handset**, Press the **Scroll** key
- Press pre-programmed **Page** key
- **Announce Call**
- **Hang Up** (Gently)



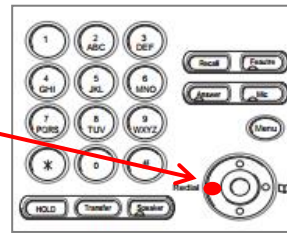
Conference call

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

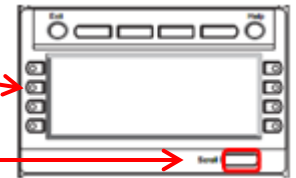


Note: If you have a missed call, you will see  on the top left corner. When reviewing your Caller ID, the missed call will appear with a * beside the date and time of the call

Record a Phone Conversation

- With an active call, press your **Scroll** key, locate the Record key
- 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



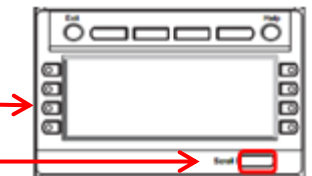
Do Not Disturb

- Press the Scroll key
- 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:

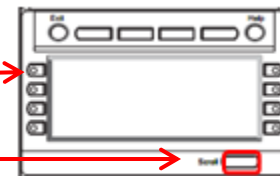
- Press **DND** key + **1** (sends **EXTERNAL** calls straight to vmail)
- Press **DND** key + **2** (sends **INTERNAL** calls straight to vmail)
- Press **DND** key + **3** (sends **ALL** calls straight to vmail)
- Press **DND** key + **0** (cancels **DND**)







Call Forward

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

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







Button Programming

1. Press **Speaker**  Key, enter **751**
2. Press Scroll key to scroll through the available buttons to program
3. Press the button you'd like to program
4. Dial **01**
5. Enter an **Extension number** **OR** **9** + **Phone number** (if long distance it requires a 1 in front of the number)
6. Press **Hold** 
7. Using keypad, **Spell out name** (NOTE: Pressing # after the letter will move the cursor to the right, press **Feature** to backup)
8. Press **Hold** 
9. Press Next key to be programmed and follow steps 4 – 8 to program another button OR
10. Press **Speaker**  Key when finished



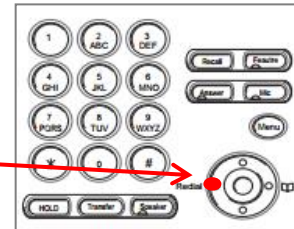
Station Speed Dial Programming:



1. Press **Speaker**  Key, enter 755
2. Enter the **speed dial** number you'd like to **Program** (0 to 9)
3. Dial 9 plus a telephone number
4. Press **Hold** 
5. Using keypad, **Spell out name** (NOTE: Pressing # after the letter will move the cursor to the right, press **Feature** to backup)
6. Press **Hold** 
7. Enter Next Speed Dial to be programmed and follow steps 3 – 6 to program another OR
8. Press **Speaker**  Key when finished

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:

- Lift Handset (or press Speaker),
- 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, dial 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, dial 729
- Use arrow keys to adjust volume
- Press **Speaker**  Key

