

Telephone Tips

Making Intercom Calls

Lift the handset and dial the extension number, or just dial the 3 digit extension using the key pad

Making Outside Calls

Lift the handset and press 8, or press the OUTGOING button, (do not use 8 if you are using the outgoing button).

Placing a Call on Hold

(With the caller on the line) Press the red 'HOLD' key and hang up the handset. To retrieve a call from hold, press Hold button again or the flashing IC button.

Transfer

(With the caller on the line) Press TRANSFER key, enter extension number and announce the caller or you may just hang up.

Conference (4 parties total) With the caller on the line:

Press Conference Call (Call is now on hold)

Place an intercom or outside call, press Conference (2nd call is now on hold)

Repeat above steps to place a 3rd call on hold

Press the Conference again to connect all parties.

DND (Do Not Disturb)

Press DND, enter message number or SCROLL, press SPKR to activate. To cancel DND, press DND again and then press DND OFF.

To Program a Button

(With the handset in cradle) Press 397, press the button you want to program, enter feature code or extension number. Repeat for each button you wish to program.

To Save Volume Levels

Press either end of the VOLUME bar and press the center of the volume bar to save.

Other Tips

To change the ring type of your telephone, (with handset in the cradle) Press 398

To pick up another call that is ringing at another extension – press the PICK UP button – enter the extension number of the phone you would like to answer.