

How to make an Internal Calls

While phone is on or off hook, dial extension number. After 2 short rings or when person answers, begin talking. To force ring, dial # before extension number.

How to make a Local or Long Distance

Lift handset or press speaker button.

Press **Outgoing** key.

Dial the phone number (1+ area code for long distance)

When party answers, begin speaking.

How to Redial

Press **Redial** and wait for call to go through. When party answers, begin conversation.

How to answer a call

When phone is ringing, lift handset or press speaker button and talk.

How to Transfer to Hold (Call Park)

Answer call.

Press ∞ or ⊗ 346 and extension to park call on and hang up.

How to Reverse Transfer

Lift handset press ∞ or ⊗ 4 dial extension where call is holding or Ringing.

How to transfer to another extension

Press **Transfer** dial extension number. Announce the call, then hang up to complete transfer.

How to Transfer to Outside Line

Press **Transfer** key press **Outgoing** and dial phone number. Wait for answer, announce call, and hang up to complete transfer.

How to Transfer to Voice Mail

Press **Transfer** Dial **VM** or 2500 dial extension number and hang up
To complete transfer.

FEATURES

How to use Do Not Disturb

Press **DND** button
Choose message (01-20)

01 DO-NOT-DISTURB	06 ON VACATION	11 OUT OF TOWN 'TIL	16 UNAVAILABLE
02 LEAVE MESSAGE	07 CALL ME AT	12 OUT OF OFFICE	17 IN CONFERENCE
03 IN MEETING UNTIL	08 AT THE DOCTOR	13 OUT UNTIL	18 AWAY FROM DESK
04 IN MEETING	09 ON A TRIP	14 WITH A CLIENT	19 GONE HOME
05 ON VACATION 'TIL	10 ON BREAK	15 WITH A GUEST	20 OUT TO LUNCH

A time or date may be entered after any of these messages. (* key is a colon for time)

Press **SPKR** button to activate.

To deactivate, press **DND**.

How to create a Conference call

While on a call, press **CNF** place an intercom or outside call
Repeat process. You may conference 3 parties plus yourself.
Press **CNF** twice to connect all parties together.

How to Initialize your Mail Box

Dial **VM** or 2500

Press * enter mail box number and password.

(These numbers are the same as your extension number.)

Then press # follow directions, after you hear "Your mailbox has been Initialized", press 4 (Personal Options) press 1 for Primary Greeting follow directions.

How to Listen to New Messages your extension

Press **SPKR** and then **MSG** enter password and then #. Follow directions.

How to Listen to Saved Messages

Dial **VM** or 2500 Press * enter mailbox number enter password and then # follow directions.


How to Listen to Messages from Outside the Office.

Dial main phone number while greeting is playing, press *. Enter mailbox number enter password and then # follow directions.

How to Changing Greeting or Directory Name

Dial **VM** or 2500 press * enter mailbox number enter password and then #. Press 4 and follow directions.

How to Page

Press ∞ or  7 or **PAGE** key enter page zone number and then speak. When finished speaking, hang up.