

## 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

**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 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**
- **Spell out name** (press # to move cursor to the right, press **Feature** to move to the left)
- 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

