

Telephone User Quick Reference

FIXED KEYS

PRIMARY EXTENSION

Your primary extension is assigned to the bottom button on the top right, and the second line is the button above and is used as a rollover line for the primary line or another outgoing line.

SHIFT KEY

When the **Shift** key is pressed, the six extra function keys will be displayed.

GOODBYE KEY

The **Goodbye** key can be used to terminate a phone call. It is especially useful for disconnecting a Hands free phone call.

HOLD KEY

The **Hold** key is used to place an active call on hold. Return to the caller by pressing the extension next to the flashing LCD indicator.

VOLUME BAR

Use the volume bar to control the volume of the handset, speaker and ringer. Raise and lower the volume by pressing the right and left sides of the bar. Volume adjustments can also be made using the **Services Key Options Menu**

HANDS FREE CALLING

To make a hands free call:

- 1 With your handset on hook, press the **Hands free** key or your extension key
- 2 Dial out as normal

To mute your side of the conversation:

- 1 Press the **Mute** key
- 2 Simply press the **Mute** key again to resume 2-way conversation

SERVICES KEY

Options lets you customize your phone with features such as Language, Feature Key Labels, Contrast, Volume Adjust, Ring Type, Call Timer, Date/Time Format, KeyClick

- 1 Press **Options**
- 2 Use the **Navigation** keys to move up and down through the menu
- 3 Press **Select** when your selection is displayed
- 4 Press **Done** to save the changes
- 5 Press **Quit** to exit without saving changes

MESSAGE WAITING LIGHT

Your Message Waiting Light on the top of your phones illuminates to indicate a new message waiting in your voice mailbox.

FIXED KEYS

DIALING PLAN

Internal	4-digit-extensions
Voicemail:	7600
Operator:	0
Local:	9 + XXX-XXXX
Long Distance:	9 + 1 + Area Code + XXX-XXXX
International:	9 + 011 + Country Code + Number
Emergency:	9 + 911
Site to Site	4 digit ext

AUTODIAL

To Program:

- 1 With your handset on hook, press **Autodial**.
- 2 Dial in 9 plus the phone number you want to store
- 3 Press the **Autodial** key again to save the number

To Use:

- 1 Lift handset
- 2 Press Autodial

RELABEL KEYS

- 1 Press the **Services** key
- 2 Select **Telephone Options**
- 3 Press the down **Navigation** key to highlight set feature key label
- 4 Press the **select** soft key
- 5 Press the **Autodial** key just programmed
- 6 Press the **delete** soft key until the word autodial is gone
- 7 Using the dial pad enter the name for this key
- 8 Press the **Done** soft key
- 9 Press **Quit**

MESSAGE

- 1 Lift up handset
- 2 Press **Inbox Message** key

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TELEPHONE FEATURES

FORWARD

- 1 With your handset on hook, press the **Forward** soft key
- 2 Dial the number where you want to forward your calls
- 3 Press the **Forward** soft key

To Cancel:

Press the **Forward** soft key

To Reinstate to the Same Number:

Press the **Forward** soft key twice

TRANSFER

- 1 While on the call, press the **Transfer** soft key
- 2 Dial the extension where the call should go
- 3 (Optional) Wait for the call to be answered and announce the call
- 4 Press the **Transfer** soft key

NOTE: If you reach a busy signal or no answer, to get back to the caller, press the extension where the caller is on hold

CONFERENCE

- 1 While on the call, press the **Conference** soft key
- 2 Dial the 4 digit extension or 9 plus the outside number
- 3 Wait for the call to be answered and announce the call
- 4 Press the **Conference** soft key to add caller to conference
- 5 (Optional) To add more people to the conference call, repeat steps 1 to 4
- 6 Press **Goodbye** for a quiet disconnect

NOTE: After pressing **Conference** and dialing number, if you reach a busy signal or no answer, press the line key with the flashing icon to return to your caller

TELEPHONE FEATURES

CALL PARK

To park a call to be retrieved from another phone:

- 1 While on the call, press the **Park** soft key
- 2 A 3-digit "Parking Space" number is displayed on your LCD display, note this number
- 3 Press the **Park** soft key

To retrieve a parked call from any phone:

- 1 Lift handset of any phone within the system
- 2 Dial the 3-digit "Parking Space" number noted above, and the call is retrieved

SPEED CALL

- 1 Lift up handset or press your extension key
- 2 Press SpcCtrl soft key
- 3 Dial the 1-digit speedcall code (0-9)

Programming SpeedCall Numbers

- 1 Without lifting handset, press the **SpcCtrl** softkey
- 2 Dial a 1-digit speedcall code 0-9 followed by 9 + number that you want to store.
- 3 Press the **SpcCtrl** soft key to save the code and number.

LAST NUMBER REDIAL

Press your extension key twice or Lift your handset and press your extension key once.