



Answering a Call

1. When an incoming call rings to your phone, pick up the handset or press **SPKR**.
2. When you are through, place the handset back in the cradle.

Placing an Outside Call

1. Pick up the handset or Press the **SPKR** button and
2. Press an available CO Line button.
3. Dial the number and talk.
4. When you are through, place the handset back in the cradle.

Placing an Intercom Call

1. Pick up the handset or dial the station number of the person you wish to intercom.
2. When you are through, hang up.

*note: if you wish to utilize the speakerphone to place or receive calls, press the **SPKR** button. When the lamp next to the **SPKR** button is on, the speakerphone is active. Press **SPKR** again to disconnect.*

Change from Handset to Speakerphone

1. While talking on the handset, press the **SPKR** button (The LED will illuminate).
2. Place the handset on the cradle.

Change from Speakerphone to Handset

- Pick up the handset. The speakerphone will be deactivated.

Holding a Call

1. While speaking to an outside party, press the **HOLD** button.
2. To retrieve the held call, press the corresponding CO Line button, or press the **HOLD** button again.

Transferring a Call

1. While speaking to the calling party, press the **TRANS** button.
2. Press the DSS or dial the extension number of the person that will receive the call.
3. If the person at that extension answers, or if the phone is in hands-free reply mode, you may announce the caller.
4. Press the **CLEAR** or **SPKR** button, or place the handset back in the cradle to complete the call transfer.

Transferring a call into another user's mailbox

1. Press your Voicemail button
2. Press the preprogrammed DSS button or dial the extension number
3. Press the **CLEAR** or **SPKR** button, or place the handset back in the cradle to complete the call transfer.

Page (Zone and All Call)

1. Dial 200 for all telephones
2. Dial 201 - 208 representing zones 1 - 8
3. Make announcement
4. Place the handset in the cradle

Speed Dial Bins:

- 5 0 0 _____
- 5 0 1 _____
- 5 0 2 _____
- 5 0 3 _____
- 5 0 4 _____
- 5 0 5 _____
- 5 0 6 _____
- 5 0 7 _____
- 5 0 8 _____
- 5 0 9 _____
- 5 1 0 _____
- 5 1 1 _____
- 5 1 2 _____
- 5 1 3 _____
- 5 1 4 _____
- 5 1 5 _____
- 5 1 6 _____
- 5 1 7 _____
- 5 1 8 _____
- 5 1 9 _____

Call Forward (No Answer) to Voicemail

note: This feature requires the Integrated Voicemail.

1. Press **FEAT 2**.
 2. *Display Phone:* Press [next] then, press the [rAns] soft button.
Non-Display Phone: Press **4**
 3. Dial the hunt group (253) which corresponds to your voicemail system.
 4. Press [save]
- note: Voicemail is preprogrammed as hunt group 253 on the system.*
5. Select [CO] for outside lines, or [icM] for internal calls or [icM/CO] for all calls
 6. *Non-Display Phone:* Press **0** for 10 seconds, ..., **4** for 50 seconds.
 7. *Display Phone:* Press the [chg] soft button until the desired no-answer time is reached.
 8. Press the **CLEAR** button to return to idle
 9. To delete call forwarding press the soft button under [CFW] in the display, then press [del]

Pick up - Group

- Press ***** to pick up an actively ringing call within your pick up group.

Last Number Redial (LNR / Redial)

- Press **FEAT 8** to dial the last number

Background Music (if enabled)

- Dial **800** to toggle source one on and off
- Dial **801** to toggle source two on and off

Conferencing

1. While on a telephone call, press **HOLD**.
2. Make the next call:
 - a. Press a CO Line button and dial the telephone number.
 - b. Dial the station number if the next call is within the system.
3. Join the callers by pressing **FEAT 60**.
4. If you wish to join an additional caller, repeat steps 2 and 3.

Conference Room

1. Transfer a call or Dial into the Conference room number **860 - 867**
2. Hang up to exit the conference room

Speed Dialing (Station)

Saving:

1. Press **FEAT 1**.
2. Dial the bin number (**500** thru **549**).
3. *Display Phone:* Press the [show] soft button.
4. Press [chg]
5. Dial the telephone number. The system will automatically access a CO Line.
6. Press [save]

Dialing

1. Dial the preprogrammed Station Speed Dial bin number (**500** thru **549**).