

## OPERATING YOUR PHONE

### ■ TO PLACE A CALL

- Lift Handset (private) OR press speakerphone button
- External call: Dial "9" or press an outside line button – Dial desired number
- Internal call (Intercom call): Dial extension number OR press pre-programmed extension (DSS) key

### ■ TO ANSWER A CALL

- When your phone rings and lamp flashes: Lift handset (private) or press speakerphone button

### ■ TO TRANSFER A CALL

- With the caller on line press the transfer button
- Dial the extension number OR press "DSS" button
- Announce the call (optional) and hang up the handset

### ■ TO TRANSFER A CALL TO ANOTHER'S VOICE MAIL BOX

- With the caller on line press the VTM (voice mail transfer key)
- Dial extension number OR press extension "DSS" key and hang up the handset

### ■ PUTTING A CALL ON HOLD

- With the caller on the line press the hold button
- The active outside line button flashes green on your phone
- If the call is not picked up (in a predetermined amount of time) the caller will ring back to your phone

### ■ TO RETRIEVE A CALL ON HOLD

- Press the line button that the call is being held on. Lamp will turn solid green – begin speaking

### ■ CONFERENCE CALLING

- Yourself and up to eight other callers (internal or external)
- With caller on line, press the conference button
- Dial second number (or extension #) – when connected announce call and press conference button again; the conference call will be completed
- Repeat same procedure for additional members

### ■ LINE TO LINE TRANSFER

- With caller on line, press transfer button
- Select another line – dial the number
- When connected, announce the call and then press transfer button again and hang up

### ■ PARKING CALLS

- With the caller on the line "Press Park Button" (key). Intercom Dial tone will be heard – enter ext number or page for call to be picked-up at remote location

### ■ TO RETRIEVE PARKED CALL

- From any extension lift handset, press park key and converse with caller

### ■ ONE TOUCH DIALING (SPEED DIAL)

#### TO STORE:

- Press program [PROG] button located "top left" immediately under LCD display
- Press a "blank" button located down right hand side of telephone
- Dial "2" on the dial pad, dial "9" for automatic line selection and enter desired telephone number
- Press ENTER button and end programming by lifting handset and hanging up OR press EXIT

#### TO USE:

Press one touch key and number will be dialed

### ■ ONE TOUCH EXTENSION OR FEATURE DIALING

#### TO STORE:

- Press program [PROG] button located "top left" immediately under LCD display
- Press a "blank" button located down right hand side of telephone
- Dial "1" on the dial pad; enter extension # OR feature code and press the ENTER button
- End programming mode by lifting handset and hanging up OR press EXIT

#### TO USE:

Press one touch key and extension or feature will automatically be dialed

NOTE: Refer to telephone administrator for feature codes.

**VOICE MAIL**

■ **TO SET UP VOICE MAIL FOR THE FIRST TIME**

Press V-Mail button and follow the prompts to set up your unique password

■ **TO CHECK MESSAGES FROM YOUR PHONE**

Press V-Mail button and enter password

■ **TO CHECK MESSAGES FROM OTHER SYSTEM PHONES**

- Dial into office
- If answered by Auto Attendant, enter #6\* PLUS your extension number and password.
- Follow instructions provided by the voicemail
- If answered by live person, have them transfer you to the voice mail system
- When the system answers you, press \* plus your mailbox number, and follow the recorded instructions



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