

EXT.	NAME / DEPT.	EXT.	NAME / DEPT.	EXT.	NAME / DEPT.

Operation and Features

Answer Call

When phone rings lift handset or press [SPK], from non ringing phone dial , oldest call = * 9

Transfer Call

With call on line press [station button] or press [HOLD] and dial extension number.

To announce call stay on line, when ready press [TRF/FL]. To transfer direct, press [TRF/FL] and hang-up.

Place Call On Hold

With call on line press [HOLD], (Line button will flash green).

Retrieve Call On Hold

Press flashing line button, or dial * plus holding extension number.

Placing Call

Outside Call = Dial 9 or press CO button, dial phone number to call.

Speed Dial Call = Personal, press [SPD] press [button] or dial 0 ? . System, press [SPD] ??? or [DIR]

Inside Intercom = Press [station button] or dial extension number. Voice-Ring swap = 3

Conference Call

With call on line press [HOLD], call 2nd party, once on line press [DND/CN] *repeat upto.5,calls*

Call Forward

Press [PRG] [FWD]select forward type and dial extension number or press [station button].

To cancel press [PRG] [FWD], select type to cancel and enter own station number.

Station Lock

Lock / Unlock = [PRG] 9, enter code. Temporary Unlock = [PRG] #, enter code.

Operator 0	Set Default Volume Levels [PRG] 6	Auto Line Select Press 771 <i>toggles on/off</i>
Day/Night Mode [PRG] [TRF] To change hit [TSF] again.	Date/Time Set [PRG] [HOLD] To change dial 7 [SAVE]	Selected Line Access 801, 802, 803,-->808 Selects line 1, line 2, line 3 etc.
Message Waiting Call station if N/A or busy press [MSG]	Answer Message Waiting Press [MSG], lift handset or press [SPK]	Flash [TRF/FL]
Advisory Message Press [PRG] [MSG]	Busy Line Camp on During busy signal press [MSG]	Exclusive Hold Press [HOLD] [HOLD]
Automatic Last Number Redial Press [SPD] [REDIAL]	Background Music Press #, <i>toggles music on/off</i>	Feature Menu [PRG] 0
Automatic Redial After N/A or busy press [SAVE] then hang up. To redial number at any time hit [SAVE]	Station Reminder Press [PRG] {REDIAL} to cancel enter 00 00 00 [SAVE]	Save Number While on call press [SAVE] enter number To recall number at any time press [SAVE]