

TO MAKE A CALL

External

Go 'Off Hook'
Dial '0' or press line key
Dial required phone number
NB: 'Off Hook' = pick up the handset or press the 'Speaker' Key

Internal

Go 'Off Hook'
Dial extension number or press the DSS button if programmed
To activate handsfree answer back at your extension, *Auto Answer* light must be on

Speed Dial

Go 'Off Hook'
Press Auto Dial key
Dial system speed dial code

TO ANSWER A CALL

Press fast flashing (red) line key
OR
Lift handset or press 'Speaker' key at ringing extension

TRANSFER

Whilst conversing press DSS key if programmed
Wait for extension to answer and announce call and/or hang up
OR
Whilst conversing press transfer key
Dial extension number
Wait for extension to answer and announce call and/or hang up
OR
Put call on 'Hold'
Press DSS key if programmer or dial extension number
Wait for extension to answer and announce call and line number

HOLD

Press 'Hold' key
Line key will flash slow green
Press the 'Hold' key twice for exclusive hold

CONFERENCE (3-way call)

While in conversation
Press 'Pause' Button and Volume 'V' button
Dial 3rd party
Press 'Pause' button and Volume 'V' button
All parties can now converse
(4th party conference available with a maximum of 2 outside lines, repeat above process to include 4th party)

PAGE

Lift handset
Dial '330'
Make announcement
Press hook down before replacing handset
NB: Page will sound through all handsets that are not in use

DO NOT DISTURB (DND)

Lift handset
Dial '714#'

To Cancel

Lift Handset
Dial '710#'

AUTO CALL BACK

When calling a busy extension
Dial '6'
Hang up
With both parties are free originating station rings
Go 'Off Hook'
Call back is placed

BACKGROUND MUSIC

When 'On Hook' press '1' to turn on and '1' to turn off

MESSAGE

To leave a Message Indicator call the extension
When there is no answer press 'Message Button'
To answer lift the handset and press 'Message'

CALL FORWARD - Internal**To Set**

Go 'Off Hook'
Press '71'
Dial '1' to divert all calls or '2' to divert calls when busy/no answer
Press '#'
Hang up

To Cancel

Go 'Off Hook'
Press '710#'
Hang up

ONE TOUCH KEY ASSIGNMENT**For Extension**

Press 'Program'
Select the key you wish to program
Press '1' to program an extension DSS key
Enter the extension number
Press 'Store'
Press 'Program'

For Speed Dial

Press 'Program'
Select the key you wish to program
Press '2' for One Touch Speed Dial
Exchange access code (0)
Enter the required phone number
Press 'Store'
Press 'Program'

PROGRAMMING SYSTEM SPEED DIAL**(Available Locations 00-99)**

Press 'Program * # 1234'
'001'
'Next' (speaker key)
Dial Location (i.e. 00-99)
Exchange access number (0)
Enter the required phone number
Press 'Store'
To continue press 'Next'
Press 'Program'

To Access

Go 'Off Hook'
Press 'Auto Store'
Dial Speed Dial location number

STATION SPEED DIAL**Personal Use****(Available Locations 0-9)**

Go 'Off Hook'
Dial '2 *'
Enter the location (ie 0-9)
Exchange access number (0)
Enter the required phone number
Press '#'
Hang Up

To Access

Go 'Off Hook'
Press '#'
Dial Speed Dial location number (0-9)

From A Cordless Phone

Turn on then press '*'
Then Speed Dial number 00-99

DATE & TIME

Begin with the handset down on main phone
Press 'Program' soft key (on screen)
Dial '**0000' or '**1234' (system program no)
Dial enter program user '#000'
Press 'Next' soft key (on screen)
Enter the date using your dial pad
Press 'Next' soft key (on screen)
Enter the time using your dial pad
Press the 'Store' key
Press 'Program' to exit