

To activate **Handsfree Answer Back** on your extension, the **Auto Answer** key must be on

TO MAKE A CALL**Internal**

Press Sp-Phone or lift handset
Dial extension number
or Press DSS key

External

Press Sp-Phone or lift handset
Dial line access code "0"
Dial the required number.

Speed Dial

Press Sp-Phone or lift handset,
Press Auto Dial key or **
Dial System Speed Dial number

RECEIVING A CALL

Press Sp-Phone or lift handset.
Once answered the line appearance turns green

TRANSFER

During a conversation press the Transfer key Dial
the required extension number,
or During a conversation press the DSS key

Wait for an answer to announce a call and / or
hang up

HOLD

Press Hold key.
To retrieve call press flashing green line key

CONFERENCE (3-way call)

While in a conversation press CONF. Key
Call the third party
Press CONF key again
All three are connected

AUTOMATIC CALLBACK

Dial busy extension
Press CBck soft key
Hang up

Busy extension will notify you when they become
free.

To cancel callback, dial *46

CALL FORWARDING – Internal

Press Sp-Phone or lift handset.

Dial *71 and one of the following:

1. for external calls only
2. for internal calls only

or

Press FWD/DND key for both types of calls
Then dial one of the following:

2. All Calls - dial the extension number
5. Busy/No Answer - dial the extension number
7. Follow Me - dial your extension number
8. Follow Me Cancel - dial the extension number

Dial # and hear confirmation tone, then hang up

To cancel forwarding lift handset

Dial *7100
Hang up

**CALL FORWARDING – External
(Only on Non VM Systems)**

Press Sp-Phone or lift handset.
Press FWD/DND button
Dial 2
Dial line access code 0
Dial Mobile number
Dial #
Hang up

To Cancel

Press Sp Phone or lift Handset
Dial *7100
Hang up

BACKGROUND MUSIC

Plays your hold music through your telephone speaker or headset -

To turn ON dial *7511
To turn OFF dial *7510

Or access through Navigator key

CALL PICKUP GROUP

Allows you to answer a call that is ringing at another extension within your extension group

Press Sp-Phone or lift handset
Press PICKUP key
Confirmation Tone (optional)
Talk

This feature will not work for call waiting calls

CALL PICKUP DIRECTED

Allows you to pickup an incoming call at any other extension.

Press Sp-Phone or lift handset
Dial *41
Dial the extension number where the call is ringing
Confirmation Tone (optional)
Talk

ABSENT MESSAGE CAPABILITY

(Internal advisory message)

Press Sp-Phone or lift handset
Dial *750 then text number:
Will return Soon
Gone home
At extension xxx
Back at xx:xx
Out until xx-xx
In a meeting
Dial #, hear confirmation tone
Hang up

For 3-5 enter information after text number

Press Sp-Phone or lift handset
Dial *750 0
Hang up

**TO PROGRAM PERSONAL SPEED DIAL
DIRECTORY**

With handset down, enter 0 for line access code followed by telephone number

Press Store or Enter

Enter name from letters on dialpad (max 20 characters)

Press Store or Enter

Press Exit soft key or Pause key

To Access

Press Navigator Key right arrow until "Personal Directory" appears on screen

To name search: Enter letter/s of name on dial pad

Press Navigator Key up or down until desired name shown on screen

Lift handset or press Sp-phone to dial

**TO PROGRAM FLEXIBLE BUTTON / ONE
TOUCH BUTTON****1. For Extension Number (DSS Button)**

Press Program key or Pause key

Press desired button

Then Dial 1

Dial extension number

Press Enter or Store

Press Program or Pause to exit

2. For One Touch Dialing (external numbers)

Press Program or Pause key

Press desired button

Then Dial 2

Dial Exchange access code "0"

Then desired number

Press Enter or Store

Press Program or Pause to exit

TO PROGRAM A BUTTON FOR EXTERNAL FORWARDING

Press Program or Pause
Press desired button
Dial 2 *710 2 0 phone number #
Press Enter or Store
Press Program or Pause to exit

To Forward

Press FWD/DND button, LED will stay on.

To Cancel

Press FWD/DND button, LED will go out.

PAGING

Lift Handset

Dial *33 and paging group number (e.g. 01)
Talk

To disable paging from a handset
Lift handset
Dial 7211

To enable paging from a handset
Lift handset
Dial 7210