

TO MAKE A CALL**External**

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

Internal

Press 'Sp-Phone' or lift handset
Dial the extension number or DSS button if programmed

Speed Dial – Non Display Handsets

Press 'Sp-Phone' or lift handset
Press 'Auto Dial'
Dial System Speed Dial number

TO ANSWER A CALL

Press 'Sp-Phone' or lift handset
The line will show green once answered

TRANSFER

During conversation press the DSS button if programmed
Wait for an answer to announce the call and/or hang up
OR
Press 'Transfer' and dial the extension number
Wait for an answer to announce the call and/or hang up

HOLD

Press 'Hold' key
To retrieve calls press the flashing green line button
Press 'Hold' twice for an exclusive hold

MESSAGE - Manual**To Leave A Message**

Call the extension
Press 'Message' button

To Retrieve A Message

Lift handset
Press 'Message' button
OR
To turn off message lamp
Dial "*700" then your extension number

DO NOT DISTURB (DND)

Press 'Sp-Phone' or lift handset
Press 'FWD/DND'
Dial '1*' to set
Dial '0' to clear

To override, call extension dial '2' and wait

BACKGROUND MUSIC

To turn on with handset off hook dial '*7511'

To turn off with handset off hook dial '*7510'

EXTENSION PAGE/INTERCOM

Lift handset
Dial Extension number
While extension is ringing press "*" key
Tone
Announce

PAGE ALL EXTENSIONS or via PA System

Lift handset
Dial '*33'
Page group number (2 digits)
Tone
Announce
Wait for answer

To turn on pick up and dial '*7210'

To turn off pick up and dial '*7211'

AUTOMATIC CALLBACK

Dial the busy extension
Press 'CBCK' soft key on display
OR
Dial '6' on a non display
Hang up

Busy extensions with notify you when they become free

CALL PICKUP DIRECTED

Allows you to pick up 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

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

Dial '*4001'

Confirmation Tone (optional)

Talk

If Tenant Service is utilised this feature is only available for the calls ringing on an extension within the same tenant.

OR

If Groups are utilised extensions must be members of the same group.

This feature will not work for call waiting calls.

CONFERENCE.

You can connect up to 7 other parties in a single conference call.

(Beyond 4 parties may require a conference card –depending on line quality)

While in conversation press 'Conf' key
Call the 3rd party –dial "0" for outside line then destination number.

Party answers.

Press 'Conf' key again to join all parties.

All three are now connected

Press "Conf" key again to dial 4th party.
Dial Number. "0" for outside line then destination number.

Press 'Conf' key again to join all parties.

Repeat steps to join up to 7 other parties

To leave a conference call press 'Conf' key and hang up

CALL FORWARDING GROUPS

Lift handset

Dial '*71

Then select – 4 = both calls, 5=Outside calls, 6=internal calls.

Then select – 1= Set or 0 = cancel'

Then select – ICD Group No'

Enter extension number, (0 first) outside number, voice mail number

Press '#' – you will heard tone, hang up

To cancel, Lift handset, dial '*7140, ICD Group No'#

PROGRAMMING SYSTEM SPEED DIALS

500 locations available

Location codes 000-499

With handset down

Press 'Program' key

Dial '*#1234'

Dial '001'

Enter location code (000-499)

Dial '0'

Dial desired number

Press 'Auto Dial/Store'

Pick up handset and put down to exit programming

To Enter A Name

Press 'Program' key

Dial '**0000'

Enter '002'

Enter location code (000-499)

Enter name using letter on keypad

Press 'Store' key

Pick up handset and put down to exit programming

PROGRAMMING PERSONAL SPEED DIALS

10 locations available

Location codes 00-09

With handset down

Press 'Program' key

Scroll down using the toggle key to 10 Speed Dial

Press 'Enter' key

Enter location code (00-09)

Press 'Enter' key

Press 'Clear' key

Enter desired number with '0' in front of it

Press 'Enter' key

CALL FORWARDING EXTENSION CALLS

Lift handset

Dial '*71

Then select – 0 = both calls, 1=Outside calls,
2=internal calls.

Then select – 2= all calls, 3 = busy, 4 =No
answer, 5 = busy/no answer'

Enter extension number or voice mail number
Press '#'

To cancel, Lift handset, dial '*7100#

SET DATE AND TIME**Date**

With handset down on main phone

Press 'Program' soft key (on screen)

Dial '**1234'

Dial '000'

A month with default on screen use the 'Auto
Answer' key to scroll to correct month

Press 'Store' key

Use the jog dial arrows to scroll to the day, year
and month

Press the numbers keys to add day of month

Press 'Store' key

Press the jog dial arrows to scroll to the year

Press number keys to type year

Press the 'Store' key

Time

With handset down at main phone

Press 'Program' soft key (on screen)

Dial '**1234'

Dial '000'

Press the number keys to type the time

Use the 'Auto Answer' key for AM or PM

Press 'Store' key