

How to phone guide

Place an Internal Call

1. Lift handset.
2. Dial 4 digit extension number.

Place an External Call

1. Lift handset.
2. Dial 9 + number may be prompted for Authorization Code for long distance calls.
 - a. You will hear ringing if call is allowed.
 - b. You will hear a dial tone if call is restricted.

Three-Way Conference Calls

1. During initial call, press FLASH.
2. Dial 4 digit extension number for internal call or 9 plus the number for an external call.
3. Once answered press FLASH to connect conference.

Transferring Calls

1. During initial call, press TRANSFER.
2. Enter the extension to transfer the call to.
3. Hang up the phone.

Call Hold

1. Press HOLD button
2. To reconnect: press the flashing line key.

Call Park (Use this feature to put someone on hold and move to a different phone)

1. During initial call press the PARK button.
2. Dial your own 4 digit extension number.
3. Hang up
4. Go to the other phone and lift the handset.
5. Press PARK + your own 4 digit extension number.
6. You are now connected to the caller.

Camp-On (If you receive a busy signal on an internal call, use this feature to be connected when they hang up)

If you receive a busy signal on an internal call:

1. Press CAMP-ON button.
2. CAMP-ON lamp goes on.

When the party you are trying to reach hangs up:

1. Your telephone will ring.
2. The other person's telephone will ring.
3. Connection will be made.
4. CAMP-ON lamp goes off.

Forward All Calls

1. Lift handset or press SPEAKER button
2. Press FORWARD ALL CALLS button
3. Dial 4 digit extension or voicemail 7999

To cancel:

1. Lift handset
2. Press FORWARD ALL CALLS button.

Do Not Disturb

1. Press DO NOT DISTURB button to activate and all calls directed to voice mail without ringing phone.

To cancel:

1. Press the DO NOT DISTURB button again

Last # Redial

Press LAST # REDIAL button to redial the last number dialed.

Auto-Dial/Speed-Dial

1. Do Not lift the handset.
2. Press PROGRAM button.
3. Press AUTODIAL button.
4. Dial the extension or outside number.
5. Press PROGRAM button again.

Message Waiting

The Message Waiting button flashes when you have a new message in your voice mailbox.

1. Lift handset
2. Press Message Waiting button to retrieve a message left in your Voice Mail box.