





### About Your Set

- 1 - Display
- 2 - Ring and Message Indicator
- 3 - Speaker
- 4 - Programmable Keys
- 5 - Line 2 Key
- 6 - Line 1 Key
- 7 - Volume, Ringer, and Contrast Controls
- 8 - Keypad
- 9 - Handset



### Customizing Your Phone

#### Adjust Display Contrast While your Phone is Idle

1. Repeatedly press  or 

#### Ringer Control

*To adjust the ringer pitch while the set is idle:*

1. Press **Superkey**
2. Press # until "Ringer Adjust?" appears on your display
3. Press \*
4. Press \*
5. Press  or 
6. Press **SUPERKEY**

*To adjust the ringer volume while the set is ringing:*

- Press  or 

## Call Handling

#### To make a call

Pickup your handset and begin dialing

#### To answer a call

While the phone is ringing, lift the handset

#### To end a call

Hang up the handset

#### Hold

To place a call on Hold: Press the **Hold** key

To retrieve a call from Hold: Lift the handset and press the flashing line key

To retrieve a call which is Holding at another station: Dial **##4** and the extension of the station that has the held call

#### Transfer

To transfer an active call:

1. Press **TRANS/CONF**
2. Dial the number of the third party
3. Do one of the following:
  - To complete the transfer by hanging up your handset
  - To announce the transfer, wait for an answer, consult, and hang up

#### Conference

*To form a Conference when a two-party call is already in place, or to add another party to an existing Conference:*

1. Press **TRANS/CONF**
2. Dial the number of the next party
3. Wait for an answer (you cannot conference in a ringing phone)
4. Press **TRANS/CONF**. You will hear a conference tone before a new party is connected

## Using Phonebook

1. Press **Superkey**
2. Press \* when "Phonebook?" appears on your screen
3. Enter the name of the desired party, as follows:
  - For each letter in the name, press the appropriate key on the keypad until the letter is shown in the display. For example, if the letter C is required, press the digit 2 three times.
  - Use \* or # to correct errors.
  - If the next letter in the name is on the same digit key as the previous letter, press # before proceeding.
  - If required, press # to add a space between the first and last name.
4. Press **0** to lookup
5. If no match exists, edit the original entry.
6. If more than one match is found, press # for Next
7. Do one of the following:
  - To make the call, press \*
  - To edit the entry, press #
  - To exit, press **Superkey**

## Speed Calls

### To store a Speed Call number:

1. Press **Superkey**
2. Press # until "Personal Keys?" appears
3. Press \*
4. Press a programmable key that isn't a line key.
5. Press \*
6. Enter the number
7. Press the programmable key again
8. Do one of the following:
  - To make the number private, press \*
  - To keep the number visible, press #
9. Press **Superkey**

### To dial a stored Speed Call number:


1. Lift the handset
2. Press the programmed Speed Call key

Call Forward lets you redirect incoming calls to an alternate extension or phone number. There are different types of Call Forwarding to use:

- **B-Int** (Busy-Internal) - redirects internal calls when your telephone is busy
- **B-Ext** (Busy-External) - redirects external calls when your telephone is busy
- **NA-Int** (No Answer-Internal) - redirects internal calls after several rings if you don't answer
- **NA-Ext** (No Answer-External) - redirects external calls after several rings if you don't answer
- **Always** – redirects all incoming calls

## Call Forward

### To program Call Forward:

1. Press **Superkey**
2. Press # until "Call Forwarding?" appears
3. Press \*
4. Press # until the type of Call Forward that you want to set up appears (see above)
5. If a number is already programmed, press \*
6. Press \*
7. Dial the destination number.
  - If you make an error while dialing, press \* to correct
8. Press 

### To turn Call Forward All Calls on and off (once it has been programmed):

Press the "Call Forward" key or do the following:

1. Press **Superkey**
2. Press # until "Call Forwarding?" appears
3. Press \*
4. Press # until the type of Call Forward appears
5. Press \* and then press #

### Call Forward – 3<sup>rd</sup> Party

You can forward your calls from any phone on the system:

- Lift the handset and dial #1
- Enter the extension number you wish to forward
- Enter the destination you wish to forward to

*Example: you dial #1 1020 2511*

*In this example ext. 1020 is being forwarded to ext. 2511*

### To Cancel Call Forward – 3<sup>rd</sup> Party

- Lift the handset and dial \*06
- Enter the number you wish to cancel the forwarding on

*Example \*06 1000*

*In this example the forwarding is canceled on ext. 1000*

## Do Not Disturb

When a phone is in Do Not Disturb, all calls will go directly to the voice mailbox or alternate answer point. When Do Not Disturb is activated, the programmed button will light up red.

### To turn Do Not Disturb on or off:

1. Press the programmed **Do Not Disturb** button