FIXED FEATURE KEYS

HOLD
The HOLD key is used to place calls on hold from any line number on your telephone set.

GOODBYE
Disconnects you from a call. Helpful if using HANDSFREE or a headset. Also allows you to disconnect from the caller last added to a conference call.

HANDSFREE
Allows you to dial a call or to have a conversation without holding your handset. To speak privately, lift the handset.

MUTE
Press MUTE (while on the HANDSFREE speaker) to disable the microphone and prevent the other party from hearing you.

MESSAGE
Preprogrammed to dial the voice messaging system. A lamp on your phone set will notify you when you have a new message.

OPTIONS
Allows you to customize the Options of your telephone including, volume, display contrast, ring type, etc. Press the OPTIONS key and follow the prompts on the display to customize your telephone settings.
PLACING CALLS
Within the system: Dial 4-digit extension
Outside the system: Dial 9 +

HOLD
To place a caller on hold:
Press HOLD or
Press another line key
To retrieve the call:
Press flashing line key

TRANSFER = TRANS
To transfer a call to another extension:
Press TRANS
Dial 4-digit extension
Announce call (optional)
Press CONNECT
If extension is busy or does not answer:
Press GOODBYE
Press flashing line key

CONFERENCE = CONF
To establish a conference call (up to 6 parties):
Answer or place a call
Press CONF
Dial another party
(announce conference)
Press CONNECT
To add additional parties (up to 6 parties)
Press CONF
Dial another party
(announce conference)
Press CONNECT
If added party is busy or does not answer:
Press GOODBYE
Press flashing line key

CALL FORWARD
To temporarily redirect your incoming calls to another extension:
To program destination and activate feature:
DO NOT LIFT HANDSET!
Press FORWARD
Dial number to receive calls
(for voice mail dial 5900)
Press DONE
Calls are forwarded
To deactivate:
Press CHECK FW
Press CANCL FW
To reactivate if the programmed forwarding destination has not changed:
Press FORWARD
Press DONE

AUTODIAL (If Applicable)
To Program:
DO NOT LIFT HANDSET!
Press AUTODIAL
Dial number to be stored
Press AUTODIAL
To use: Lift handset
Press AUTODIAL
Programmed number is dialed
To erase:
Press AUTODIAL
Press #
Press AUTODIAL
Then change key label
To Change Label Key:
Press OPTIONS
Scroll to - Change feature key label
Press SELECT
Follow screen prompts

CALL PARK
To place an existing call in a special holding status to then retrieve it from another station:
To Park a call using a designated key:
Press PARK
Note the Bin number provided in the display
Press PARK
Hang up
To retrieve the parked call from another station:
Lift handset
Dial the bin number provided when the call was parked
You are connected to call

LAST NUMBER REDIAL
Lift handset and press line key or press the line key twice
Number is redialed