

PARTNER ACS QUICK REFERENCE GUIDE

Outside call

Lift handset , Press *outside line* , dial desired number
(or simply lift handset and dial depending on how your system is programmed)

Intercom call –(Depending on how your telephone is programmed):

Lift handset , dial 2-digit extension number
or lift handset , press *intercom* , dial 2-digit extension number
or lift handset , press the *programmed button*.

Hold

Press *hold* button (Line button flashes). To return to the call, press the flashing *line button*.

Call Transfer

While connected to the call , press *transfer* , dial the 2 digit extension number , either wait for the party to answer ,and announce the call or simply hang up. The call will transfer when you hang up.

Speed dial program :

Press *Feature 00*

Press *Feature* and a 2-digit address (from 80 – 99)

Dial the telephone number to be stored , finish by pressing *Feature 00*

To use speed dial :

Press an *outside line*(or simply lift the handset if your phone is programmed for auto line) ,press *feature* and 2-digit address (80-99)

Last number redial

Press *outside line* , press *feature 05* or *preprogrammed Redial button*

Page

Lift handset and press preprogrammed *page* key **or** *70

Conference

Take or place the first call, while connected , press *conference*
Place the second call , press *conference*

Check a voice mail box for messages

Press *V Mail button* or press *intercom 777* follow the prompt

Transfer a call to voice mail

Press *VM trans* , dial the 2 digit extension number of the intended party , hang up.