



Your Connection to the Future

HELPFUL HINTS :

To Receive a Call:	To Place a Call on Hold:
<ul style="list-style-type: none">• Upon Hearing the phone ring, lift the handset or Press Speaker (<i>SPKR</i>)	<ul style="list-style-type: none">• While connected to the call, press the Red <i>HOLD</i> Key
To Place an Outside Call:	To Reconnect to a Holding Call:
<ul style="list-style-type: none">• Lift the handset and press <i>OUTGOING</i> or simply press <i>OUTGOING</i>, then dial the call	<ul style="list-style-type: none">• Press the blinking, holding, <i>CALL</i> Key
To Place an Intercom Call:	To Transfer a call to <u>Ring</u> at another extension:
<ul style="list-style-type: none">• Lift the handset and dial the 4 digit extension number• <u>or</u> without lifting the handset, simply dial the 4 digit extension number,• <u>or</u> press a preprogrammed key	<ul style="list-style-type: none">• While connected to the call, press <i>TRANSFER</i>• Dial the 4 digit extension (or press a preprogrammed key), you may wait to announce the call• Hang up, the call will transfer.
To pick up a call holding or ringing at another extension:	To Transfer a call to <u>Hold</u> at another extension :
<ul style="list-style-type: none">• Lift the handset or press <i>Speaker</i>• Press 4, plus the extension number, preprogrammed key, or group number of the call to be picked up	<ul style="list-style-type: none">• While connected to the call, press <i>TRANSFER</i>• Dial the 4 digit extension (or press a preprogrammed key)• Press <i>HOLD</i> and hang up, the call will be holding at the intended extension.
To forward your calls to another extension	To Transfer a call directly to a voice mail box:
<ul style="list-style-type: none">• Press <i>FWD</i>• Press 355 to fwd all calls or 356 to fwd no answer calls• Dial ext.no. that you wish to fwd to.• To cancel , press Fwd and Speaker or Press Fwd and dial one of the codes listed above	<ul style="list-style-type: none">• While connected to the call, press <i>TRANSFER</i>• Dial 2000 and the extension number• Hang up.
Conference:	To Call your Voice Mail from <u>your</u> Phone
<ul style="list-style-type: none">• Take or place the first outside call• Press <i>CONF</i>• Take or place a second outside call or intercom call• Press <i>CONF</i>• Press <i>CONF</i> again to begin	<ul style="list-style-type: none">• If your message key is lit press <i>MSG</i> and enter your password• If your message key is not lit , press 2501 and enter your password