

About the Fixed features

- **SPEED** button provides you with access to speed dialing. "SPEED" "*" last number dialed.
- **TRANS/PGM** (TRANSFER) button is used to transfer an outside call from a station to another.
- **CALL BACK** button allows you to leave a call back indication at a station that is busy, unattended, or in Do Not Disturb.
- **CONF** soft button is used to establish conference calls.
- **DND/FWD** (Do Not Disturb/Forward) button allows you to forward your calls to another destination, or make DND mode.
- **SPEAKER** button enables you to make a phone call with-out lifting handset. It turns the telephone on and off when using the speakerphone.
- **HOLD** soft button enables you to place an outside caller on hold. Press twice for exclusive hold.
- **REDIAL** soft button allows you to make last number redial and auto call number redial.
- **▼ VOLUME ▲** bar allows you to adjust speakerphone and handset volume.
- **FLASH** soft button is used to terminate an outside call and re-seize dial tone without having to hang up the handset.

Note: Most features can be accessed via the menu. Press TRANS/PGM scroll up & down by the volume keys. Make your selection by pressing the relevant digits



FEATURES AND FUNCTIONS: How to...

TO MAKE AN INTERNAL CALL: Dial the extension number - ie. "102"

TO SELECT A LINE: Dial "0"

TO DIAL THE ATTENDANT: Dial "9"

TO TRANSFER A CALL: "TRANS/PGM" Then enter the Ext. No. Hang-up or wait for an answer then hang-up. Alternatively if you have a Key Panel press the DSS button Hang-up (DSS=direct station selection)

USING CALL PARKING/HOLD: Dial "TRANS/PGM" 601-619. **TO RETRIEVE THE CALL:** dial 601-619

TO Activate BGM: (Back Ground Music) "TRANS/PGM" 73 (channel 01-12, 00 to cancel) Hold/Save

TO CALL BACK: "CALL BACK" (call back a busy or no answer extension.)

FEATURES AND FUNCTIONS: How to... (continued)

TO CALL FORWARD: Dial 554 or Press "SPEAKER" then "DND/FWD"

The different types of call forwards are:

- 1=forward all calls,
- 2=forward calls on busy,
- 3=forward calls on no answer,
- 4=forward calls on busy/no answer,
- 5=forward to off-net,
- 6= forward to off-net no answer,
- 0=follow me (add # for VMIB)

CANCEL FORWARD: Dial 554 # or press "DND/FWD" to cancel.

CHANGE INTERCOM MODE: Press "TRANS/PGM" 12 1=Hands free, 2=Tone ring, 3=Privacy Hands free SAVE

CHANGE RING TONE: Press "TRANS/PGM" then 11 then 1-4 (depending on the tone you would like) then press "HOLD/SAVE"

CONFERENCE: First call the 1st Party and then press "CONF" (using the soft keys) then call the 2nd Party and press "CONF" "CONF" (twice). Now all party's will be on the line.

HEADSET MODE:

To Activate: Press "TRANS/PGM" then Press 17, Press save.

To Cancel: Press Trans 17 Save. (Ring modes: 76)

PAGEALL #00 INTERNAL: Dial #5 **EXTERNAL:** Dial #9

PICKUP ** Direct Pickup: Press * the press 7 then the Ext.No you want to pick up.

PROGRAM FLEXIBLE BUTTONS "TRANS/PGM" Press DSS (Flexible button) dial code or Ext.no "HOLD/SAVE"

PROGRAM STATION SPEED: Press "TRANS/PGM" then "SPEED" 01-19 then enter the Phone number to be stored. Press "HOLD/SAVE" then enter the name then press "HOLD/SAVE".

DIAL SPEED NUMBER Press "SPEED" dial speed number I.e. "19"

LAST NUMBER REDIAL Press "REDIAL" soft key and scroll through the last 10 numbers dialed using the "NAVIGATION BUTTON" or "VOLUME BUTTON" Press "OK" or "HOLD/SAVE"



ATTENDANT (RECEPTION) FEATURES

TO NIGHTSWITCH Press: “DND” (at Reception)

SETTING DAY/NIGHT/ WEEEKEND MODE: Press “DND/FWD” button at the attendant and scroll through the modes –On-Demand, Night, Weekend, Auto, Day depending on what is required.

TO SET GREETING: Press “TRANS/PGM” then dial 61 then press # to record your greeting. Once you have recorded your greeting press HOLD/SAVE to save the message.

TO CHANGE THE TIME/DATE Press “TRANS/PGM” then dial ‘041’ then add the correct Date in MMDDYY format and press save. Then enter the correct Time in HHMM format and press save (at Reception).

PROGRAM DSS KEYS “TRANS/PGM” DSS (flex key) dial the code or the Ext number required and the press “HOLD/SAVE”.

PROGRAM SYSTEM SPEEDS “TRANS/PGM” “SPEED” 2000-4999, Enter Phone number to be stored
“HOLD/SAVE” Enter name “HOLD/SAVE”

OVERRIDING AN EXTENSION IN Do Not Disturb (DND) MODE

Press the programmed flexible button of the station to be overridden (DND tone is heard).

Dial “*(Star)” to override the extension (pre enabled)

CHANGING TEMPORARY CLASS OF SERVICE Activate a lower COS Press “TRANS/PGM” Dial “021” Enter station range to be changed Press “HOLD/SAVE”

Remove COS Press “TRANS/PGM” Dial “022” Enter station range to be changed. Press “HOLD/SAVE”

