RECEIVING A CALL:

Press ringing line to answer the following calls:
Outside Call..............................Fast Ring Signal
Internal Call..............................Normal Ring Signal

PLACING A CALL:

- Local Outside Call: Dial “9” followed by the desired number.
- Long Distance Calls will be handled as they are currently with your authorization codes required to complete the call.
- Internal Call: Dial the 4 digit extension number.

UP / DOWN ARROWS:

- LCD Contrast: Press ∆ or ∇ key while phone is idle.
- Speaker / Handset Volume: Press ∆ or ∇ key during conversation.
- Ringer Volume: Press ∆ or ∇ key during ring cycle.

FEATURE KEY ACTIVITIES:

Feature + 1 = Turns microphone on or off.
Feature + 3 = Selects ringer tone.
Feature + 4 = Adjusts transmission/receiving volume

SPEAKER PHONE:

When using the speaker to answer or place a call, you must first activate your microphone by pressing the “MIC” key. The “MIC” light indicator will light red and “MIC” will flash on the display.

TRANSFERRING A CALL:

Press Transfer, hear interrupted dial tone, dial station number to receive call, hear ringing or converse and hang up to complete the transfer. (Pressing Transfer a second time before the transferred call is answered will cancel the Transfer function and return the caller to the party that originally answered the call.)

CONFERENCE CALLING:

With a call in progress, (internal or outside), press Transfer, dial a station number or the desired outside number for the third party, wait for third party to answer, inform them of the conference call, press Conf and a three-way conference is established. The associated Conf lights and CNF will appear in the display.

CALL HOLD:

- Standard Hold: Press HOLD once, associated LED flashes green, replace handset. Anyone with this line appearance may pick up the call.
- Hold Retrieval: Lift handset and press desired (green) flashing line key.
**REDIAL:**

REDIAL will display the last 5 numbers that you called. Press REDIAL button until desired number is displayed, then press * to place the call.

**CALL FORWARDING:**

- All Calls  Redirects all of your calls to another extension or voicemail.
  To Set: Lift handset, press FWD-A key, and dial the extension that calls are to be directed to.
  To Cancel: Lift handset, press the FWD-A key.

- Busy/No Answer  Redirects your calls to another extension or voicemail when your extension is busy or when it is not answered.
  To Set: Lift handset, press FWD-B/NA key, and dial the extension that calls are to be directed to.
  To Cancel: Lift handset, press the FWD-B/NA key.

**RECALL:**

This key is used to disconnect a call in progress and receive immediate dial tone in order to place a new call. If you will be placing an outside call, remember to dial 9 first.

**MESSAGE:**

The MESSAGE key acts as a speed dial to the VoiceMail System extension 6245 (MAIL).

**SOFT KEYS:**

The following features have been programmed and will appear in the display. Pressing the soft keys located directly below the display activates these features. When activated, the display will flash as a reminder that the feature is activated.

- MUTE - Deactivates either the speaker or handset.

- VOICE CALL - Allows a call to be placed to another user’s built in speaker.
  When calling another extension, you may press your VOICE soft key to activate the speaker on the called extension. You will hear a tone burst which will also be heard by the called party. After the tone, you may speak and your voice will be heard on the called party’s speaker.

- HEADSET - This key allows you to go on-hook and off-hook when used with a headset.

- CALL PICKUP (GROUP) - To answer an incoming call within your call pickup group, lift your handset and press the “PICK” soft key.

- CALLBACK - When calling a busy extension, press your “CB” soft key, then hang up. When the called extension becomes idle, you will receive a call back automatically.

**DIRECTORY:**

The DIRECTORY key is used for system speed dial numbers. The University is not currently using system speed dial numbers.
TO PROGRAM SPEED DIAL NUMBERS ON UNUSED BUTTONS:

Buttons that do not have a line appearance or feature assigned to it may be programmed as one touch speed dial numbers.

- Press the Feature key and the button will light.
- Press the button you want programmed as a speed dial.
- Dial the number to be programmed. Remember, if you are programming an outside number, dial 9 before the number.
- Press the Feature key to save your entry.

To place a call using a speed dial button, press the button where you stored the number. Your speaker will be activated and the number will be dialed automatically.

Note: As a security precaution, do not store your LD authorization code as a speed dial.