SET FEATURES

WHO AM I
Press MENU (you are now in Guide Mode)
Press + (arrow key next to speaker)
Press 3
Press + to get extension number

ADJUST VOLUME
Press + or – (arrow keys next to speaker)
Press END

ADJUST MELODY (16 options)
Press LISTEN OK (until you hear a ring you like)
Press END (to kept that ring)

ADJUST DISPLAY CONTRAST
Press * key, then dial 67
Press + or – (arrow keys next to speaker)
Press END

SET SUPERVISION
If you have one appearance of another telephone line on your set
To answer the call
Press the key that is ringing
The call will automatically go to Line 1 or Line 2 on your set
If you need to transfer to the party you are answering for you must use the Transfer feature

MULTI LINE ACCESS (MLA)
If you have two appearances of another extension on your set
To answer the call
Press the ringing line
Press the Hold key to put on hold

VOICE MAIL ACCESS
Press Envelope Key
Press Listen/OK Key twice
(This will access your voice box)
Enter password and proceed

FOR YOUR NOTES:

FEATURES TO DISCUSS:

VOICE MAIL:
Display will let you know if you have new messages
Press *##to hear messages
PLACING CALLS

Within the old & new system:
Dial 4 digit extension number

Between the old & new system:
Dial 9 + 877 + extension number

Outside the System:
Dial 9 + number

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

TRANSFER
To transfer a call to another extension:
Dial 4-digit extension
(first caller automatically placed on hold)
Announce call
Press TRANSFER
To cancel transfer Press 2
To transfer a call directly to voice mail
Dial *79 + 4 digit extension

TRANSFER A CALL YOU INITIATED OFF CAMPUS
Dial 9 + number
Choose the second call appearance
Dial 4-digit extension
Announce call
Press TRANSFER

CALL PICK UP
Lift handset
Press Call Pickup key
If no Call Pickup key
Press * then dial 73

CONFERENCE - 6 Party
To establish a conference call:
Answer or place a call
Dial another party
(first caller automatically placed on hold)
Press CONFERENCE
Press CONFERENCE
Dial another party
Press CONFERENCE
All parties are connected
(Repeat until all calls conference)
If a party doesn’t want to be on the conference press 2
And your back on the conference call
(No 6 party conference on MLA lines)

CALL FORWARD (All Calls)
To temporarily redirect your incoming calls to another extension:
Press Call Forward Key and Press End
(calls are automatically forwarded to voice mail)
If you wish to forward to another number
Press Call Forward Key
Dial number you wish to call forward to.
To deactivate:
Press Call Forward Key
If you do not have a Call Forward key
To program destination and activate feature:
Press * key, then dial 60
Dial number to receive calls
Press END
Calls are forwarded
To deactivate:
Press * key, then dial 64
Press END

CALL ANNOUNCE
Allows you to call another party through their station’s speaker:
Dial 4-digit extension
Dial 8 (call announce feature code, while ringing)
(you’re connected to their station’s speaker)
Announce yourself
To speak with you, your party must lift the handset or use “hands free”

MEMORY DIAL
Allows you to program 1 number per spare key:
Press MENU
(you are now in Guide Mode)
Press + (arrow key next to speaker)
Press 2 (Program)
(you are now in Program Mode)
Press + (arrow key next to speaker)
Press 1 (Keys)
Enter telephone number to be dialed when key is pressed, including a ‘9’ if it is an outside call
Select the key to be programmed
Press END

PERSONAL DIRECTORY
Allows you to program up to 12 personal directory numbers:
Press MENU
(you are now in Guide Mode)
Press + (arrow key next to speaker)
Press 2 (Program)
(you are now in Program Mode)
Press + (arrow key next to speaker)
Press 2 (PRS Directory)
Enter telephone number to be dialed when key is pressed, including a ‘9’ if it is an outside call
Press DIRECTORY key
Select the number you want to program
(0 thru 9, *, #)
Press MENU

DIAL BY NAME
Using the keypad at the lower right hand corner of the telephone, enter the first few letters of the last name.
After entering the first few letters (or full spelling) of the person’s last name, press the _ key
Press space to view number information
If more than one selection press down arrow.
Once the desired party number is displayed, press _ to initiate the call