OUTSIDE CALLS
PLACE
Depress idle outside line. Lift handset.
THEN
Dial telephone number
OR
Depress SPD key and Dial 00-19 for Station Speed Dial, 20-99 for System Speed Dial or “#” key for Last Number Redial.
ANSWER
Lift handset. Depress flashing outside line key (if needed). Converse.
HANDS FREE
Depress Speaker key. Replace handset. Resume conversation.
HOLD
SET
Depress Hold key for Non-Exclusive Hold. OR
Depress Feature key and Hold key for Exclusive Hold. (Only your station can retrieve this call.)
RETRIEVE
Lift handset. Depress flashing held line key.
TRANSFER
Depress Transfer key. Dial station number. Announce call. Replace handset.
CO/PBX LINE QUEUE
When all outside lines are busy:
Lift handset. Dial 68 – Replace handset.
Note: Your station will ring when an outside line is available.
INTERNAL CALLS
PLACE
Press Speaker key. Dial station number. Voice announce after tone burst.
ANSWER
Receive voice announcement. Ensure MIC LED is lit. Respond hands-free by pressing Speaker key. OR
Receive voice announcement. Lift handset.
CONFERENCE
With a call in progress:
Depress Hold key. Place second call (internal or outside). Announce Conference. Depress Conf key to establish Conference.
Note: No more than 2 parties can be outside lines.
CALL FORWARD
SET
Depress Feature key. Dial 66 – Call forward all. OR
Dial 67 – Call Forward busy/no answer. Dial 00 – Depress Feature key.
CANCEL
Depress Feature key. Dial 66 – Call Forward off. OR
Dial 67 – Call Forward busy/no answer. Dial 00 – Depress Feature key.
AUTOMATIC REDIAL
Receive busy tone or no answer from CO/PBX line:
Depress Speaker key and replace handset. Depress SPD key. Note: Call will be reprocessed automatically up to 7 times.
CALL PICKUP
SET
Lift handset. Dial access code: 60 = Outside call in a different tenant group. 61 = Internal call in the same group. (79 = Call pickup ISDN.)
PAGING
Lift handset. Dial desired page code:
INTERNAL – Dial 70
EXTERNAL – Dial 75
ALL CALL – Dial 77.
PAGE ANSWER
(Internal/External)
Lift handset. Dial 74.
CALL BACK REQUEST
SET
Receive call waiting tone, busy tone, or no answer:
Dial “#” key. Listen for confirmation tone. Replace handset.
Note: Call Back Request cannot be sent to single-line telephones.
ANSWER
Receive an LCD or LED indication:
Lift handset. Depress “#” key.
**AUTOMATIC CALL BACK**

| SET | Receive call waiting tone or busy tone: Dial 0. Listen for confirmation tone. Replace handset. Station rings when called station is idle. Lift handset, call is placed automatically. |

**TONE OVERRIDE SET**

| Receive call waiting tone: Dial “*” key to send Tone Override. Wait for station to answer. Note: Tone Override cannot be sent to single-line telephones. |

**DOOR PHONE CALLS**

| Receive door phone chime: Lift handset and converse OR Dial access code. B1 = Door Phone 1; B2 = Door Phone 2. |

**DOOR LOCK RELEASE**


**VOLUME CONTROL**

| To adjust handset receive volume with a call in progress: Depress Volume Up/Down key. |

**MUTE CONTROL**

| To mute handset receive with a call in progress: Depress Feature key. Dial 2. |

**BACKGROUND MUSIC**

| SET/CANCEL Depress Feature key. Dial 93. Depress Feature key. Note: System Speed Dial must be programmed from extension 10 or 11. |

**DSS/SPEED DIAL**


**PROGRAMMING**

| Depress Feature key. Depress SPD key. Dial desired Speed Dial Memory (00-19 for station, 20-99 for system). Depress Feature key. Note: System Speed Dial must be programmed from extension 10 or 11. |

**ACCEPT**

| Receive Tone Override. Depress Hold key; converse. |

**MUTE CONTROL**

| To mute handset receive with a call in progress: Depress Feature key. Dial 2. |

**BACKGROUND MUSIC**

| SET/CANCEL Depress Feature key. Dial 93. Depress Feature key. Note: System Speed Dial must be programmed from extension 10 or 11. |

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