

<p>Placing Outgoing Calls</p>	<p>Lift handset or press the ON/OFF button. Listen for the system intercom tone.</p>	<p>Press an available outgoing line button or dial 9. Listen for TELCO dial tone. Dial phone number.</p>	<p>Intercom Calling</p> <p>Lift handset or press the ON/OFF button if using a speakerphone. Dial extension number then wait for answer. NOTE: Dial 1 after the extension number to switch between voice/call mode.</p>		
<p>Answering Incoming Calls</p>	<p>Lift handset to answer call. or press the ON/OFF button if using a speakerphone.</p>	<p>If line button is flashing green, answer the call by lifting the handset or pressing the ON/OFF button.</p>	<p>If line button is flashing red, answer the call by pressing that button.</p>		
<p>Call Transfer (Announced)</p>	<p>While on a call Press!</p> <p>HOLD</p>	<p>The line button will quickly flash green to let you know the caller is on hold. You will also here the system intercom tone. Dial the extension number of the person you are trying to reach, wait for answer, announce call then hangup.</p>	<p>If dialed party does not accept the call or does not answer PRESS!</p> <p>FLASH</p> <p>To return to caller, press green flashing line button.</p>		
<p>Call Transfer NOT (Announced)</p>	<p>While on a call Press!</p> <p>HOLD</p>	<p>The line button will quickly flash green to let you know the caller is on hold. You will also here the system intercom tone. Dial the extension number of the person you are trying to reach, then hangup.</p>	<p>Call is now transferred.</p>		
<p>Conference 2 Outside Calls</p>	<p>Lift handset</p>	<p>Press an available line button, dial FIRST phone number to establish call.</p>	<p>Press!</p> <p>HOLD</p>	<p>Press an available line button, dial SECOND phone number to establish call.</p>	<p>"Press" CONF</p> <p>Conference call is established.</p>
<p>Conference 1 Outside Call 1 Inside Call</p>	<p>Lift handset</p>	<p>Press an available line button, dial FIRST phone number to establish call.</p>	<p>Press!</p> <p>HOLD</p>	<p>You will hear the system dial tone. Now dial an extension and wait for party to answer with handset lifted.</p>	<p>"Press" CONF</p> <p>Conference call is established.</p>
<p>Conference Call Tips</p>	<p>To drop a caller</p>	<p>Press! Dial 1 to drop the second caller added to the conference or Dial 2 to drop the first caller.</p> <p>PROG</p>	<p>To have a private conversation:</p>	<p>Press! CONF</p>	<p>Dial 1 to have a private conversation with caller 2 or dial 2 to have a private conversation with caller 1. Press the CONF button to re-establish conference.</p>
<p>Call Park From (Your Extension)</p>	<p>While on a call</p>	<p>Press!</p> <p>HOLD</p>	<p>Dial feature code 771 or press the Call Park button if programmed. Call is now parked.</p>	<p>Do not hangup if you need to page a person! (See Paging)</p>	
<p>Call Park To (Their Extension)</p>	<p>While on a call</p>	<p>Press!</p> <p>HOLD</p>	<p>Dial feature code 774 or press the Call Park button if programmed.</p>	<p>Dial the extension number to receive the call. Call is now parked at their extension. Do not hangup if you need to page a person (see paging) to let them know a call is parked.</p>	
<p>Call Park Answer (From Any Phone)</p>	<p>Lift handset! Listen for system intercom tone.</p>	<p>Dial 773 or press the Call Park Answer button. Dial the number of the extension that parked the call.</p>	<p>Call Park Answer (Directed To Your Extension)</p>	<p>Dial 773 or press the Park Answer button and dial your extension number. You are now connected to the parked call.</p>	
<p>Paging</p>	<p>Lift handset! Listen for system intercom tone.</p>	<p>Press!</p> <p>PAGE</p>	<p>Or Dial # followed by the 1 digit page zone number 0-9</p> <p>Example: # 0</p>	<p>Wait for confirmation tone, then begin announcement!</p>	<p>Press!</p> <p>FLASH</p> <p>Hangup!</p>
<p>Adjusting The Ring Volume Level</p>	<p>Press!</p> <p>ON/OFF</p>	<p>Press!</p> <p>PROG</p>	<p>Dial 91 to adjust the (incoming ring) volume Or Dial 92 to adjust the (intercom ring) volume</p>	<p>Tap volume up/down button to adjust.</p>	<p>VOLUME</p>
<p>Headset Mode</p>	<p>Press!</p> <p>ON/OFF</p>	<p>Press!</p> <p>PROG</p>	<p>Dial 90</p>	<p>Phone is now in headset mode.</p>	<p>Repeat to cancel.</p>
<p>Storing Personal Speed Dial</p>	<p>Press!</p> <p>ON/OFF</p>	<p>Press!</p> <p>PROG</p>	<p>Press! one of the 10 speed dial buttons.</p> <p>Dial Phone Number.</p>	<p>Press!</p> <p>HOLD</p>	<p>Press!</p> <p>ON/OFF</p>
<p>Accessing Personal Speed Dial</p>	<p>Lift handset or press the ON/OFF button.</p>	<p>Press an available line button or dial 9. Listen for TELCO dial tone.</p>	<p>Press! one of the 10 speed dial buttons.</p>	<p>Wait For Answer!</p>	