

### Making Calls

#### To make a call

1. For an external call, dial '0' then external number
2. For an internal call, dial the extension or '9' for the operator

#### To set callback

1. While the ringing or busy tone is present, display will show: **LATER**
2. Press **LATER** to initiate
3. Display will show: **CALLBACK?**
4. Press **YES**
5. When destination handset has been replaced, display will show: **CALL: (Name of Caller)?**
6. Lift the handset and press **YES** - you will automatically connect to the destination
7. To cancel callback press **FEATURE** # 2

### Answering Calls

#### To hold current call

1. Press **HOLD**
2. Press the Call Key where the caller is waiting to return to held call

#### Call pick up

*NB: Must be programmed into pick up group*

Assuming group member handset is ringing,

1. Press **FEATURE** 75 to activate call on your handset, **OR**
2. Press **FEATURE** 76 then the extension number for direct call pick up.

### Transferring Calls

#### To transfer a call

1. Press **TRANSFER** or **FEATURE** 70
  2. Dial the internal extension number and replace handset
- To return to the original caller press the call key where the caller is waiting

#### To camp on

While busy tone is present,

1. Press **FEATURE** 82 and replace handset

Call is now rerouted to the busy station

### Diverting Calls

#### To divert calls

1. Press **DIVERT** or **FEATURE** 4
2. Enter the destination number  
For an external call, include '0' before the number
3. Press **OK** to save

#### To cancel call divert

1. Press **FEATURE** # 4 **OR**
2. Press **FWD** # then cancel

### Parking Calls

#### To park a call

Whilst on a call,

1. Press **FEATURE** 74
2. Note the call park position (eg 101) and replace the handset
3. To retrieve a parked call lift the handset and enter the same call park position (eg 101)

### Using Speed Dial

#### Use Speed Dial

1. Press **FEATURE** 0
2. Enter location number (000 - 279)

#### Program Individual Speed Dial

1. Press **FEATURE** \*4
2. Dial the speed dial location (256 - 279)
3. Dial the required telephone number  
Display will show: **Save Entry?**
4. Press **OK**

Note position where the number has been stored

### Creating a Conference

With your first call in progress,

1. Press **HOLD**
2. Dial (or answer) the telephone number for the 2nd party
3. Press **FEATURE** 3 after the call has been answered
4. Press the line key of the first party (this step is not required on the Economy handset)
5. To place a conference call on hold, press **HOLD** - other parties may still speak to each other
6. To end a conference call, press **RLS** **OR** replace the handset

### Other Features

#### Do not disturb

1. Press **FEATURE** 85
2. Press **FEATURE** # 85 to cancel

#### Ring Volume

1. Press **FEATURE** \*80
2. Press volume up or down

#### Ring Tone

1. Press **FEATURE** \*6
2. Choose from tones 1 - 4

#### Message

1. Press **FEATURE** 1 **OR** **MSG**
2. Press **ADD** followed by extension number
3. Press **SEND**

#### Page

1. Press **FEATURE** 61
2. Press zone required (1-6) or **ALL** to page all zones
3. Use key station speakers to make announcement