

Dialing Information

Station to Station	Dial 4 Digit Extension Number
Local Calls	Dial 9 + 7 Digit Number
800 Toll Free Calls	Dial 9 + 1 + Toll Free Number
Long Distance Calls	Dial 9 + 1 + Area Code + Number

Number Information

Main Number	Main Number is the same as now.
Voice Mail Number	Extension 7600
Express Messaging Number	Extension 7601

Feature Information

Goodbye - Press the Goodbye button to disconnect the current call even if the handset is not in the cradle.

Volume – After selecting **Volume adjustment...** from the **Telephone Option** menu, choose Ringer, Handset, or Handsfree for volume adjustment. Select **Ringer** from the **Volume** menu. Press **Lower** to decrease volume, **Higher** to increase volume. Choose on of the following:

- Press the **Select** key to save the volume level and return to the **Telephone Option** menu.
- Press the **Quit** key to keep existing settings.

Handsfree / Mute - To make a handsfree call select an intercom number without lifting the handset. Dial the call as normal. If on an existing call, press the Handsfree button and hang up the handset. Lifting the handset will turn off the speaker and make the call private. If you press the Mute button while on a call, your side of the conversation is muted. The red LED flashes to confirm the microphone is muted.

Inbox (Message) key is to access your voice mailbox.

Navigation keys scroll through menus and lists in the display area.

Press the **Directory** key to access Directory services.

Quit keys end an active application. Pressing the Quit key does not affect the status of the calls currently on your telephone.

Services key allows access to the following items:

- Telephone Option:
 - Volume Adjustment
 - Contrast Adjustment
 - Language

- Date/Time Format
- Display diagnostics
- Local Dialpad Tone
- Ring Type
- OnHook Default Path
- Change Feature key Label
- Set Information

More. Key accesses the next layer of **Soft Keys (self-labeled)** keys.

Soft Keys (self-labeled) are located below the display area. The LCD label above the key changes, based on the active feature.

Note: *A triangle before a key label indicates that the key is active.*

Redial - Press the **Line** (DN) button twice and the last number dialed will be redialed.

AutoDial - You can program this button with one telephone number to automatically be dialed when pressed. To program this button press the AutoDial button and enter the number just like you dial it. Then press AutoDial a second time to complete programming. To use this feature, pick up the handset and press the AutoDial button to call that number.

Forward - Use this feature to forward your telephone to another extension. Press the Forward button. The LCD triangle starts to flash indicating the Forward button is ready to program. Enter the desired extension number and press the **Forward** button. To cancel, press the **Forward key once**.

Ring Again – Use this feature as a call back feature.

To use – Lift the handset and dial the number. During the ringing process, press the Ring Again button (RingAgn). To cancel the feature, press the Cancel Ring Again button (CancelR).

Conference - Make or receive the first call. Then press the Conference button and dial the number you want to join to the conference. Announce the conference and press the Conference button to join all three parties. Repeat the process until four people are in the conference.

Transfer - While on a call press the Transfer button and dial the number you want to transfer the caller to. Announce the call and press the **Transfer** button. If the person is not available, press the **Line** (DN) key to reconnect to the original call.