

SINGLE-LINE TELEPHONE USER GUIDE

Calling Out

- Lift handset
 - Dial internal number
- or
- Dial 9 + outside number

Answering

- Lift handset

Ending Calls

- Hang up
- or
- Press RELEASE key, if equipped.

Hold

- Press HOLD key
 - Hang up
- To retrieve call:*
- Lift handset

Transfer

- Press LINK key, or switch hook
- Dial local; once answered, announce call (optional). If no answer or busy, press LINK key or switch hook to return to caller.
- Hang up

Messages

- Lift handset
- Dial 6345 and log in to your mailbox

Ring Again

- Dial local (busy tone is heard)
 - Press LINK key or switch hook + 11
 - Hang up
- When the called extension becomes free, you will hear short ring tones. Lift handset and the local will be dialed.

Call Pickup

- Lift handset
- Dial 13 to answer a call within your group

Call Forward

To set:

- Lift handset
- Dial #1
- Dial the number where callers are to be forwarded
- Hang up

To cancel:

- Lift handset
- Dial #1
- Hang up

Conference – 3 parties

- With call in progress, press LINK key
 - Dial number (if outside dial 9 + number)
 - Press LINK key to join 3 parties
- If no answer or busy:*
- External call – press LINK key twice
 - Internal call – press LINK key once