INTERCOM FEATURES

How to intercom a co-worker:
1. Lift handset (optional)
2. Press HOTLINE key for co-worker
   --or--
2. Enter the three-digit extension number

How to intercom all extensions at once (paging):
1. Lift handset
2. Dial 8010 (on some systems, you can dial *10)
3. Begin speaking after tones

How to make your intercom calls ring:
1. With handset in cradle, press CALL 1
2. Dial 823
3. Press SPK

How to make your incoming intercom calls voice announce:
1. With handset in cradle, press CALL 1
2. Dial 821
3. Press SPK

MAKING OUTGOING CALLS

How to make an outgoing call:
1. Lift the handset
2. Press an available (unlit) outside line key
3. Dial number

How to redial:
1. Lift the handset
2. Press an available (unlit) outside line key
3. Press LND (Last Number Dialed)

How to make a conference call:

technology in the public interest
1. Establish the first call
2. Press CONF
3. Establish the second call
4. Press CONF
5. Press CONF again to establish three-way conference call
   --or--
5. Establish third call
6. Press CONF twice to establish four-way conference call

HANDLING INCOMING CALLS

How to answer an incoming call:
   1. If the call is ringing at your extension, lift the handset
      --or--
   1. If the main line is ringing, lift handset and press slowly-blinking line key
      --or--
   1. If the call is ringing at another extension, lift the handset, press
      ** and the three-digit extension number of the phone ringing

How to put a call on HOLD:
   1. While on call, press HOLD
   2. Hang up

How to transfer a call to a co-worker:
   1. While on call, press HOLD (do not hang up)
   2. Press the co-worker's HOTLINE key
      --or--
   2. Dial the co-worker’s three-digit extension number
   3. Announce call (optional)
   4. Hang up (call will ring the co-worker’s extension; if not answered, the call will
      automatically go to the co-worker's voicemail)

How to transfer a call directly to a co-worker’s voicemail:
   1. While on call, press HOLD
   2. Press the MSG key
   3. Press the co-worker's HOTLINE key
      --or--
   3. Dial the co-worker’s three-digit extension number
   4. Hang up
PERSONALIZING YOUR EXTENSION

How to put your extension in do not disturb:
1. Press the DND key
2. Select the DND option:
   --Press 1 to block only outside calls
   --Press 2 to block internal (intercom) calls
   --Press 3 to block all calls
   --Press 4 to block only transferred calls
--or--
2. Wait for confirmation tone (about 10 seconds). System automatically chooses option 3.

How to cancel do not disturb:
1. Press the DND key
2. Press 0 to cancel
--or--
2. Wait for confirmation tone (about 10 seconds). System automatically cancels DND.

How to program personal speed dials:
1. With handset in cradle, press CALL 1
2. Dial 855
3. Press speed dial key to program (within top two rows)
4. Enter 9 + telephone number (including 1 + area code for long distance)
5. Press SPK

How to use personal speed dials:
1. Lift handset (optional)
2. Press speed dial key

How to program HOTLINE keys on your phone:
1. With handset in cradle, press CALL 1
2. Dial 851
3. Press the function key to program
4. Dial 01
5. Dial three-digit extension for the HOTLINE key
6. Press HOLD
7. Press SPK