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
3. Begin speaking after tones

How to intercom all extensions at once (paging):
1. Lift handset
2. Dial 8010
3. Begin speaking after tones

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

How to make intercom calls to your phone go to speakerphone:
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:
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 ringing phone

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 VMsg soft 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 CALL1
2. Dial 855
3. Dial bin number (1-9, 0) (you can have up to 10 speed dial numbers)
4. Dial 9 and the telephone number (include 1 + area code for long distance)
5. Press HOLD
6. Enter name if desired (see other instructions)
7. Press HOLD
8. Press SPK to finish
   --or--
8. Repeat steps 3 through 7 to program more speed dials
9. Press SPK to finish

How to use personal speed dials:
1. Press CALL1
2. Dial #7 plus the bin number (1-9, 0)

How to program a function key for extension or speed dial number:
1. With handset in cradle, press CALL1
2. Dial 851
3. Press an available function key
4. Dial 01
5. Dial three-digit extension or 9+number for speed dial
6. Press HOLD
7. Press SPK to finish
   --or--
7. Repeat steps 3 to 6 to program more keys
8. Press SPK to finish