

One-Touch Speed Dial

Speed dial allows you to program the blank flexible keys. (Note: You can lift cover to write a notation about each key on the plastic template.)

1. While phone is idle, press <FEATURE>.
2. Select a flexible key and press it to program.
3. Dial the number to be stored (dial **9** first for off-campus numbers).
4. Press <FEATURE> to store.

Call Park

Enables users to hold a call and retrieve it at another extension.

Call Park Set

1. While caller is on the line, press the <Call Pk> key.
2. Replace handset.

Call Park Pickup

1. When at other phone, pick up handset.
2. Press <Park P/up> followed by 5-digit extension of parking station.

Call Pickup - Group

You can answer incoming calls for other stations within your pickup group.

1. Pick up handset and dial *7.

Call Pickup - Direct

You can answer incoming calls to other phones regardless of whether or not you are in a call pickup group.

1. When at another phone, pick up handset / press <SPEAKER> / press <HSET> softkey.
2. Dial **#7** followed by the 5-digit extension of ringing phone.

Forward All Calls

Sends incoming calls to another number.

Set

1. Pick up handset OR press <SPEAKER> OR press <HSET> softkey.
2. Press <FWD ALL> (or dial ***5**) followed by destination number.

If setting to voice mail, after pressing <FWD ALL>, press <VM>.

Cancel

1. Pick up handset OR press <SPEAKER> OR press <HSET> softkey.
2. Press <FWD ALL> + * (or dial **#5**).



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**Phone
User's Guide**

Soft Keys

Mute On/off for headset, handset, and speaker.

CNTRX (Centrex Speed Dial) Allows 4-digit dialing of “784” campus numbers. Pick up handset and press <CNTRX>softkey, followed by 4-digit extension.

S&R (Save & Repeat)

Save a dialed number for 1-time one-touch speed dial use.

1. After dialing number, and while still connected, press <S&R> softkey. Number is stored.
2. To use stored S&R number, pick up handset and press <S&R> key.

HSET (Headset) On/off for headset.

Up/Down Arrow Keys

- ▲ ▼ LCD contrast, while phone is idle.
- ▲ ▼ Call volume while on a call.
- ▲ ▼ Ring volume, while phone is ringing.

Settings are stored until changed by user.

Ring Tones & Ring Volume

Select ring tone:

1. While phone is idle, press <FEATURE> + 3.
2. Press 3 to scroll through ring tones.
3. Adjust ring volume using your Up/Down arrow keys (▲ ▼).
4. Press <FEATURE> to set.

Speaker

You can mute your voice from the speaker by deactivating the microphone.

1. Press <SPEAKER> to toggle between activate and deactivate.
2. Lit MIC LED light indicates it is on.

Answer

Non-used key.

Answering Calls

1. To answer a call on your extension, pick up handset OR press <SPEAKER> OR press <HSET> softkey.
2. To answer a call for a line appearing on your phone (department line or someone else’s extension), pick up handset and press flashing line key.

Placing Calls

1. Pick up handset OR press <SPEAKER> OR press <HSET> softkey.
2. Dial 5-digit extension or press 9 first for off-campus dialing.
3. For long-distance calls, dial 9 + 1 + area code + number. When you hear staccato beeps, dial the long-distance access code.

Recall

Recalls a fresh dial tone without replacing and picking up handset.

Redial

1. Press <REDIAL> to scroll through the last 5 numbers dialed. (Redial is your scroll key.)
2. As you scroll, you can view the numbers in the display screen.
3. When at the desired number, press * to dial it.

Hold

1. To place a call on hold, press the red <Hold> button.
2. To retrieve it again, press the flashing line key.
3. By default, a held call will ring back within 1.5 minutes.

Transfer

1. While on a call, press <TRANSFER> + the 5-digit extension.
2. Remain on the line to announce the call.
3. To complete transfer, either hang up or press <RECALL>.

To return to the original caller (in the event of a busy signal, or to cancel before voice mail answers) press <TRANSFER> again.

Conference

Allows you to talk with up to 2 other parties simultaneously.

1. While on a call, press <TRANSFER>.
2. Dial the number of party to be added. (Dial either the 5-digit campus extension or 9 + number for off-campus parties.)
3. After called party answers, press <CONF> to join all 3 parties.

If one party disconnects, the other 2 will stay connected as long as one of them is an internal extension.