

**INSIDE CALLING**

Dial the 4-digit extension number

**EXTERNAL CALLING**

**Local:** Dial 7 + Number

**Long Distance:** Dial 7 + 1 + Area Code + Number.

**RLS**

You can terminate an active call by pressing the **RLS** key. The **RLS** key is useful for disconnecting a handsfree call.

Press **RLS** to disconnect calls

**HANDSFREE**

The **HANDSFREE** key allows you to activate the handsfree feature. The handsfree **LED** lights to indicate handsfree is active, the **LED** flashes to indicate that the Mute option is active.

**NOTE:** If you wish to stop the **HANDSFREE** feature, simply pick up the handset and speak normally. If you would like to initiate the **HANDSFREE** feature but are using the handset, simply press **HANDSFREE KEY** and place the handset back in its place.

**MUTE**

The **MUTE** key allows you to listen to a call without the caller hearing you. This is especially useful when you want to listen in on a conference call. Press the **Handsfree/Mute** key again to return to a two-way conversation. The **MUTE** key applies to handsfree, handset, and headset microphones. The **MUTE LED** flashes when the **MUTE** option is in use.

**VOLUME CONTROL BAR**

Located just below the keypad, the **VOLUME CONTROL BAR** to control the volume of the handset, headset, speaker, ringer, and handsfree. Increase the volume by pressing the right side of the bar. Lower it by pressing the left side.

**CALL HOLD**

Use the **HOLD** feature when you are on the line with one party and another call comes in on a second line. You can answer the second call and retain the original call by putting it on hold. With active call:

- Press **HOLD**
- Your extension indicator will flash
- Press the incoming call extension key
- To return to caller, press flashing extension

**LAST NUMBER REDIAL**

- Lift handset and check for dial tone
- Press an idle extension number and the last number dialed by that particular extension will be dialed again.

**SPEED CALL - PERSONAL**

This feature allows you to pre-program frequently dialed numbers.

To program speed call:

- Leave handset down
- Press **SPEED CALL** key
- Dial "access code" number (00-19)
- Dial 7 + area code + number (7 + 1 + Area Code + Number for long distance)
- Press **SPEED CALL** key to store the number

To activate speed call:

- Lift handset
- Listen for dial tone
- Press **SPEED CALL** key
- Enter the access code number (00-19) and the number is automatically dialed

**AUTO DIAL (BLANK KEYS)**

This feature allows you to program one number per Auto Dial key.

To program auto dial:

- Leave handset down
- Press **AUTO DIAL**
- Dial 9 + area code + telephone number (use 4 digit extension for internal numbers)
- Press **AUTO DIAL** to store

To activate auto dial:

- Lift handset
- Listen for dial tone
- Press **AUTO DIAL** (number is automatically dialed)

**TRANSFER**

This feature allows you to transfer an active call to another extension.

While on an active call:

- Press **TRANSFER**
- Dial extension that will receive call
- Wait for third party to answer and announce caller (optional)
- Press **TRANSFER** to complete

**NOTE:** If you make a mistake when dialing the extension of the person you wish to transfer the caller to or decide not to transfer the call, press the **RLS** key, then press the flashing extension key to return to the caller.

**CONFERENCE**

This feature allows you and up to 5 other people to simultaneously communicate via the same line. While on an active call (either incoming or outgoing):

- Press **CONFERENCE**
- Make second call
- Press **CONFERENCE**
- Repeat for a total of 6 people (yourself + 5 internal/external)

**CONFERENCE NOTE:** If a person you attempted to add to the call is unavailable, press the **RLS** key, then press the flashing extension key to return to the original call.

**FORWARD**

This feature allows you to direct incoming calls to another extension (including voicemail) without ringing at your phone.

