

FEATURE CODES	
0	Outside Line
9	Operator
	Dialling a System Directory number
5	Automatic Call back †
# 99	Cancel automatic callback
# *	Paging All Calls
# 2	Paging Group
* 7	Parking a Call
* 7	Retrieve Parked Call from your extension
* 7 (extn)	Retrieve Parked Call from your own or another extension
# 6 (extn)	Direct Pick Up
* 6	Group Pick Up
* 01	Forward All Calls
* 02	Forward Calls on Busy
* 00	Cancel Call Forwarding
* 06	Forward I'm Here
* 07	Cancel Forward I'm Here
# 1	Redial
3	Conference †
##	Send DTMF Tones †





† These features are only activated during conversation/call




Premium Telephone Quick Reference Guide



MAKING CALLS

CHANGING HANDSET TO SPEAKERPHONE	While in conversation using the handset Press  key Replace handset Press  to disconnect
OUTWARD DIALING	Dial 0 followed by the desired number
INTER OFFICE CALLING	Dial extension or press extension key
CALLBACK <i>If an extension is engaged you may programme your phone to ring you when the extension is free</i>	After you have dialled the extension and hear busy tone Dial 5 to set a Callback To Cancel dial # 99
REDIAL	Press REDIAL or dial # 1
MUTE	Press  light illuminates red when in use Press  light turns off when not in use
<h2>DIRECTORY DIALLING</h2>	
BY NUMBER <i>Accesses up to 400 Company speed dials by number</i>	Dial the 4 digit speed code
BY NAME <i>Dials Internal and Company names using Directory</i>	From your alpha keypad, enter the first letter of the name you require Press + or - to scroll to desired name Press OK (The number is automatically dialled for you)

INFORMATION KEY

Press 

Press + or - to scroll and select from the following additional features



Each time the desired feature is displayed on your screen, press the OK key to confirm your choice

FEATURES

1. **WHO AM I** – Displays your extension number
2. **LOCK** – Disables your phone from being used (Note if voicemail is used on this extension the passcode to lock/unlock phone is the same as voicemail passcode. If voicemail is not being used the default passcode is 1515)
3. **APPMT** – (Appointment) By inserting a time (4 digits) you may get your phone to ring you (Alarm)
4. **DIVERT** – Diverts your phone or enables text messaging
5. **CUSTOMISE** –
 1. **Mailbox** – Record or set default greeting
 2. **Personal Assistant** – Set voicemail assistant – once turned on press 2 to customise the options
 3. **Set** – Melody, Contrast, Headset (* to go to previous menu)
 4. **Options** – Password, Language, Voice Guides on/off (# to confirm)
 - Press 1 for on then # to confirm
 - Press 2 for off then press # to confirm

READING A TEXT MESSAGE


WHEN YOUR MAIL KEY IS ILLUMINATED

1. Press  key or dial code
(Screen displays how many text or voice messages received)
2. Press 3 (Senders name is displayed on screen)
Optional – Press NEXT SCRN to display extension and date/time
3. Press OK
Press NEXT SCRN (if you cannot view the entire message)
4. Press OK to call sender or  mute key to clear message

DIVERTING CALLS

TO SET

Diverts your phone to ring at an alternative destination, e.g. extension or external number


1. Press 
 2. Press + (until 4-Div is displayed on screen)
 3. Press OK
 4. Press + (until desired Divert type is displayed on screen)
 5. Press OK
 6. Enter destination extension
- To Cancel Press DIVERT or Dial * 00

SENDING DTMF TONES

FOR AUTOMATED VOICE MESSAGING, *i.e. telephone banking; voicemail etc*

- Dial the required number
Press DTMF key or Dial # #
Dial the required digits from your keypad




PROGRAMMING DSS KEYS

1. Press 
2. Press key you wish to programme
3. Press NEXT SCRN key (shows current setting)
4. Press MUTE (deletes current setting)
- 5a. Enter extension
- 5b. Enter external number, remembering to first enter 0 for outside line
6. Press OK

PERSONAL SPEED DIALLING


PROGRAMMING

Stores and accesses up to 10 speed dials exclusive to your phone

1. Press  Directory key
2. Press 
3. Enter a speed number between 1 - 9
4. Enter the name from your alpha keypad (+ and – scroll)
↑ while held down with a letter creates a capital
← deletes characters
5. Press OK
6. Enter 0 followed by the telephone number
7. Press OK 

0	1
2	3
4	5
6	7
8	9

TO DIAL

1. Press  Directory key
2. Press + or - to scroll to desired name
3. Press OK The number is automatically dialled for you

RECEIVING CALLS

GROUP PICK UP

Answers any ringing phone in your group

- Press PICKUP or Dial * 6

DIRECTED PICK UP



Answers a specific ringing phone

- Press DIR PICK or Dial # 6
Followed by the extension number you wish to answer


ANSWERING NIGHT BELLS

- Dial * 1



TRANSFERRING

TRANSFER	Ask your caller to hold Dial extension number Wait for an answer (optional) Press  and hang up
➤ To Retrieve the call if you <i>have not</i> hung up	Press  then CALL key (flashing) You are connected to your caller
➤ To Retrieve the call if you <i>have</i> hung up	Press DIR PICK or Dial # 6 Followed by the extension number

CALL WAITING

IGNORE THE CALL	It will return to its sender
REPLACE YOUR RECEIVER	The 2 nd call will ring your phone
ANSWER THE CALL WAITING AND HOLD YOUR 1ST CALLER	Ask your caller to hold Press flashing CALL key (first caller goes on hold automatically) You are connected to the 2 nd caller
SHUTTling BETWEEN THE TWO CALLERS	Press CALL key  (flashing) to shuttle between the two callers

HOLDING

HOLD A CALLER	Ask your caller to hold Press HOLD key  Displays next to CALL key
RETRIEVE CALL ON HOLD	Press CALL  key

PARKING

PARK	Ask your caller to hold Press PARK (or Dial * 7) (Note: You can only park one call at a time)
PARK RETRIEVE	Press PARK (or Dial * 7) Dial the extension number the call is parked at


PAGING

ANSWERING PAGE	From any phone Dial * 7 followed by the number announced by the operator
ALL CALLS	Dial # *
PAGING GROUP	Dial # 2


CONFERENCING

CONFERENCING UP TO 3 PARTIES <i>Any combination internal and external</i>	While in conversation Dial the extension you wish to conference (Speak with the new party – the other party can not hear) Press CONF key to conference all parties
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LEAVING A TEXT MESSAGE FROM YOUR PHONE

TO SET <i>Displays a visual message to screen phone extensions</i>	<ol style="list-style-type: none">1. Press 2. Press + (until 4-Div is displayed on screen)3. Press OK4. Press + (until Text is displayed on screen)5. Press OK6. Press + and - (until desired message is displayed on screen) Enter information from your keypad where prompted, press OK7. Press OK "Text Answering" is now displayed on your screen <p>To Cancel Press DIVERT or Dial * 00</p>
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SENDING A TEXT MESSAGE

TO SET <i>Sends a visual text message to Display phones (N.B. Once sent the message can not be cancelled)</i>	<ol style="list-style-type: none">1. Press  key2. Dial 33. Enter destination extension or enter letter from keypad5. Press + and - (until desired message is displayed on screen)6. Press OK
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