

# DIGITAL TELEPHONE USER GUIDE

## External Calls

To **make an outside call**, lift the handset **Dial '0'**, then telephone no.

To **answer an incoming call**, Lift the handset and press the flashing **Line** Button

To **transfer a call**, press the ext's **DSS** Button, or press the **Transfer** Button then dial the ext no.

You can announce the call then hang up, or just hang up and the call will be transferred. If the other party doesn't answer, press the transfer key or flashing line key to retrieve the call.

## Call Pick Up

To answer an incoming call that is ringing at another extension from your phone without leaving your desk.

To pick up a call by **Group** Dial \*4001

To pick up a call by **Extension** Dial \*41 then Ext no.

## Call Park/Retrieve

You can put a call on hold in a common parking zone of the PBX so that any extension can retrieve the parked call.

To Park a call, press the **Transfer** Button then Dial **\*52**. A call can be put into either a specified parking zone (2 digits), or a idle parking zone automatically (\*).

To Retrieve a Parked call, Dial **\*52** then enter the calls parking zone no.

## System Speed Dials

To use System Speed Dials

Lift the Handset

Dial \*\* or press the **Autodial** Button

Enter the Speed Dial Position 000 – 999

To edit System Speed Dials

See section 3.3 (Customising your system). Pg 209 of the user manual

System speed dials can only be programmed by the operator ext.

## Flexible Buttons

You can change the flexible CO buttons/DSS buttons to the following feature buttons

1 DSS Extension button

2 One-Touch Quick dial or feature code button

To change a flexible button press the **Programme** button, then the flexible button.

Dial **1** first for an extension, then enter the extension no.

Dial **2** first for a quick dial, then enter the phone no. Don't forget 0 for an outside line.

Press the **Autodial/Store** button to save the changes, then press the **Programme** button to exit programme mode.

## Background Music

You can listen to the music for callers on hold through your telephone speaker while on-hook.

To Set Dial \*7511

To Cancel Dial \*7510

# DIGITAL TELEPHONE USER GUIDE

## External Calls

To **make an outside call**, lift the handset **Dial '0'**, then telephone no.

To **answer an incoming call**, Lift the handset and press the flashing **Line** Button

To **transfer a call**, press the ext's **DSS** Button, or press the **Transfer** Button then dial the ext no.

You can announce the call then hang up, or just hang up and the call will be transferred. If the other party doesn't answer, press the transfer key or flashing line key to retrieve the call.

## Call Pick Up

To answer an incoming call that is ringing at another extension from your phone without leaving your desk.

To pick up a call by **Group** Dial \*4001

To pick up a call by **Extension** Dial \* 41 then Ext no.

## Call Park/Retrieve

You can put a call on hold in a common parking zone of the PBX so that any extension can retrieve the parked call.

To Park a call, press the **Transfer** Button then Dial **\*52**. A call can be put into either a specified parking zone (2 digits), or a idle parking zone automatically (\*).

To Retrieve a Parked call, Dial **\*52** then enter the calls parking zone no.

## System Speed Dials

To use System Speed Dials

Lift the Handset

Dial \*\* or press the **Autodial** Button

Enter the Speed Dial Position 000 – 999

To edit System Speed Dials

See section 3.3 (Customising your system). Pg 209 of the user manual

System speed dials can only be programmed by the operator ext.

## Flexible Buttons

You can change the flexible CO buttons/DSS buttons to the following feature buttons

1 DSS Extension button

2 One-Touch Quick dial or feature code button

To change a flexible button press the **Programme** button, then the flexible button.

Dial **1** first for an extension, then enter the extension no.

Dial **2** first for a quick dial, then enter the phone no. Don't forget 0 for an outside line.

Press the **Autodial/Store** button to save the changes, then press the **Programme** button to exit programme mode.

## Background Music

You can listen to the music for callers on hold through your telephone speaker while on-hook.

To Set Dial \*7511

To Cancel Dial \*7510