

<b>Outbound Calling</b>	Off-hook, Press Line Button or Dial 9, Dial Phone Number
<b>Internal Calling</b>	Off-hook, Dial Extension Number (201-364)
<b>Answering a Call</b>	Off-hook or Press either Line or Intercom Button
<b>Call Transfer</b>	Press Transfer, Dial Extension Number, Announce Call, On-hook
<b>Call Hold</b>	Press Hold Button. To Retrieve, Press Line or Intercom Button
<b>Conference Call</b>	Whilst on a Call, Press CONF, Dial Third Party, Press CONF to connect
<b>Paging Extensions</b>	Off-hook, Dial 62* or 63*, Hear Confirmation Tone, Make Announcement
<b>Paging Answer</b>	Off-hook, Dial 42 or 43, Hear Confirmation Tone, Speak
<b>Call Forwarding Set</b>	Off-hook, Press FWD/DND, Dial 2 and Extension Number, On-hook
<b>Call Forwarding Cancel</b>	Off-hook, Press FWD/DND, Dial 0, On-hook
<b>Do Not Disturb Set</b>	Off-hook, Press FWD/DND, Dial 1 then *
<b>Do Not Disturb Cancel</b>	Off-hook, Press FWD/DND, Dial 0
<b>Call Pick-Up</b>	Off-hook, Dial 4*, Hear Confirmation Tone, Talk
<b>Trunk to Trunk Transfer</b>	On Call, Press Transfer, Select Line, Dial Number, Announce Call, On-hook
<b>System Speed-Dialling Use</b>	Off-hook, Press Auto-Dial/Store, Dial 000-499, Talk

- **System Speed Dialling:** Press Program Key.  
Dial \*\*Password. Dial 001. Press Next.  
Enter Code (000-499)  
Enter Telephone Number (Always Prefix with 9)  
Press the Auto-Dial/Store Key.  
Press Next or End.

**NB:** (If you have ISDN Lines and you want 'Name Popping' you must put a hyphen between the 9 and the Telephone Number. Do this by adding 9 then Press CONF followed by the Telephone Number (This is only applicable to System Speed Dials)

- **To Store a Name:** Press Program Key. Dial \*\*Password.  
Dial 002. Press Next.  
Dial Speed Dial Code (000-499)  
Enter the Name (Max 16 Letters)  
Press Auto-Dial/Store Key. Press Next or End.
- **Speed Dial Name Hints:** 0 to add a Space.  
Press TRANS to clear screen  
Press CONF to delete a Space  
Press HOLD to take you to the first screen  
Press SP-PHONE Key to forward  
Press 7 plus shift twice to add S
- **Handset Button Programming:** Per Handset  
Press Program. Dial 99  
Press key to Program...

**To Make Button an Extension:** Dial 1 then Extension Number

**To Make Button an External Telephone Number:** Dial 2 then 9 and Telephone Number

**For Feature Access:** Dial 2 then Enter Feature Code  
Press Auto-Dial/Store Key

- **Changing the Date and Time: Use Extension 201 Only**  
  
Press Program Button. Dial \*\*1234. Enter 000  
Press Next, Press Next,  
Enter Hour HH (12hr) →  
Enter Minutes MM →  
Press Select for AM/PM  
Press Store  
Press End then Press Program Button to Exit