## ANSWERING CALLS

### *RINGING CALLS*
Lift Handset
Converse
**NOTE:** *If additional incoming CO calls are received, the **ANSWER** key **LED** will flash. Pressing the **ANSWER** key places the current call on non-exclusive hold and connects you to the next call. Press the flashing LINE KEY to return to the original call.*

### *VOICE ANNOUNCE CALLS*
Ensure MIC is lit
Adjust Speaker volume (up or down) as needed
Respond handsfree
**NOTE:** *The handset may be used at any time during the conversation.*

### *CAMP ON (CALL WAITING)*
Receive camp-on tone while on another call:
Replace handset to disconnect current call **OR**
Press **HOLD** and hookswitch to converse with the second party

## PLACING CALLS

### *INTERNAL CALLS*
Lift handset
Dial station number or "0" for the attendant **OR**
Press Feature access key or One Touch key programmed for Direct Station Selection
Voice announce after tone burst or wait for ringing call to be answered
**NOTE:** *When calling a multiline telephone, dialing "1" after the station number will change ringing to voice or voice to ringing.*

### *OUTSIDE CALLS*
Lift handset
Press idle Outside Line key **OR** Dial 9
Dial telephone number
Converse

### *LAST CO/PBX NUMBER REDIAL*
Lift Handset
Press **REDIAL (LNR/SPD)**
Dial last number Redial code - **\***
Converse

### *STATION/SYSTEM SPEED DIAL*
Lift Handset
Press **REDIAL (LNR/SPD)** and dial Speed Dial Memory Location:
    Station      00-19
    System    20-99
**OR** Press Feature Access key or One Touch Key programmed for Station Speed Dial
Converse

### *TRUNK QUEUING*
After dialing 9 or Pressing a busy Line key and receiving a fast busy signal:

Dial Trunk Queue set code **64**
Replace Handset
**NOTE:**  *When line is available, your telephone will ring; lift handset and place call.*

## MICROPHONE CONTROL

*USING ACCESS CODE*
Press **FEATURE (FNC)**
Dial MIC on/off code **1**

*USING SOFT KEY*
Press **MIC** soft key to turn MIC on/off

**NOTE:**  *Lit **MIC** LED indicates MIC on*

## HANDSET TRANSMIT CONTROL

*USING ACCESS CODE*
With outside call in progress:
Press **FEATURE (FNC)** key
Dial handset transmit on/off code **2**

*USING SOFT KEY*
With outside call in progress:
Press **MUTE** soft key to turn handset transmit on/off.

## SPEAKERPHONE CALLS

Press **SPEAKER (SPKR)**; LED lights
Ensure **MIC** LED is lit
Place internal or outside call
Converse
Press **SPEAKER (SPKR)** to disconnect call.
**NOTE:**  *The handset may be used at any time during the conversation.  To resume handsfree operation or to monitor a call, press **SPEAKER** (LED lights) and replace handset.*

## HOLDING CALLS

*NON-EXCLUSIVE HOLD*
With a call in progress:
Press **HOLD**

*EXCLUSIVE HOLD*
With a call in progress:
Press **FEATURE (FNC)**
Press **HOLD**
**NOTE:**  *To retrieve a held call, press the flashing line key or CONF key (internal calls).*

## TRANSFERRING CALLS

*USING MANUAL DIAL*
With an outside call in progress:
Press TRANSFER (TRF)
Dial station number
Wait for answer
Press TRANSFER (TRF)
Replace handset

*USING DIRECT STATION SELECTION (DSS)*
With an outside call in progress:
Press preprogrammed DSS key
Wait for answer
Press **TRANSFER (TRF)**
Replace handset

*USING INTERNAL LINE*
With an outside call in progress:
Press **HOLD**
Dial station number
**OR Press** programmed DSS key
Announce call indicating which Line key is being transferred
Replace handset
**NOTE 1**: *Multiline telephone users can pickup a held line key at their convenience.*
**NOTE 2**: *This operation is not applicable when transferring to a single line telephone.*

## CALL PICKUP

Lift handset
Dial Call pickup code **6#**
Converse

## STATION BUSY/NO ANSWER OPTIONS

*AUTOMATIC CALLBACK*
TO SET:
When calling a busy multiline telephone:
Dial automatic callback code **0**
Replace handset

TO ANSWER:
When both telephones are idle originating telephone rings:
Lift handset
Call is place automatically

*CALLBACK REQUEST*
TO SET:
When calling a busy or unanswered multiline telephone:

Dial callback request code **#**
Replace handset

TO ANSWER:
Receive display and/or **Feature(FNC)** LED indication:
Lift handset
Dial **#**; request originator is automatically called
Repeat above procedure to respond to additional messages

*TONE OVERRIDE*
TO SET:
When calling a busy multiline telephone:
Dial Tone override code **\*** to send tone
Wait for signalled party to answer

TO ANSWER:
With call in progress:
Receive tone override signal
Press **HOLD**
Converse with second party

*VOICE OVER*
ORIGINATOR:
When calling a busy multiline telephone:
Press **FEATURE (FNC)**
Dial **\***
Voice Announce

ANSWER:
Receive voice over signal
Press **HOLD**
Converse with second party
Press **ANSWER** to switch between parties.


## CO/PBX DIALING OPTIONS

*SAVE AND REPEAT*
SAVE:
With an originating outside call in progress:
Press **FEATURE (FNC)**
Dial **#**; called number is stored
Replace handset

REPEAT:
Lift handset
Press **REDIAL (LNR/SPD)**
Dial **#**; call is placed.

*AUTOMATIC REDIAL*
After originating a busy or unanswered outside call on the handset:

Press **SPEAKER**
Replace handset
Press **FEATURE (FNC)**
Press **REDIAL (LNR/SPD)**
Call is repeatedly dialed until answered, canceled or the maximum number of redial attempts is reached.
Lift handset when the called party answers
NOTE:  *Press **SPEAKER** to cancel*


## CONFERENCE

With a call in progress:
Press **CONF**
Place second call (internal or external)
Announce conference
Press **CONF** to establish conference

*PRIVACY RELEASE*
With outside call in progress:
Press FEATURE (FNC)
Dial Privacy Release code **7**
NOTE:  *Once privacy is released, another multiline telephone with the same outside line appearance can enter the conversation by pressing the appropriate line key.*


## PAGING

*USING ACCESS CODE*
Lift handset
Dial paging code:
  Internal – **77**
  External – **75**
Page
Wait for Meet-Me answer or replace handset

*USING SOFT KEY*
Lift handset
Press **PAGE** soft key
Page
Wait for Meet-Me answer or replace handset

*MEET ME ANSWER*
Lift handset
Dial Meet-Me answer code:
  Internal – **7***
  External – **7#**
Converse


## CALL FORWARD ALL CALLS (CF/A)

TO SET:
Press **FEATURE (FNC)**
Dial Call Forward All call code **61**
Dial destination station number
Press **FEATURE (FNC)**

TO CANCEL:
Press **FEATURE (FNC)**
Dial Call Forward All code **61**
Press **FEATURE (FNC)**


## CALL FORWARD BUSY/NO ANSWER (CFB/NA)

TO SET:
Press **FEATURE (FNC)**
Dial CFBNA code **62**
Dial destination station number
Press **FEATURE (FNC)**

TO CANCEL:
Press **FEATURE (FNC)**
Dial CFBNA code **62**
Press **FEATURE (FNC)**


## DO NOT DISTURB

*USING ACCESS CODE*
Press **FEATURE (FNC)**
Dial DND on/off code **60**
Press **FEATURE (FNC)**

*USING SOFT KEY*
Press **DND** soft key to turn DND on/off.


## VOLUME CONTROL

*OFF HOOK RINGING VOLUME*
Lift handset
Dial **60**
Dial off-hook ringing volume code **1**
Press up or down arrow to set level
Replace handset

*RINGING VOLUME*
Press **SPEAKER**
Dial **60**

Dial ringing volume code **1**
Press up or down arrow to set level
Press **SPEAKER**


## BACKGROUND MUSIC CONTROL

Press **FEATURE (FNC)**
Dial BGM on/off code **93**
Press **FEATURE (FNC)**

## PROGRAMMING

*RESETTING FEATURE (FNC) LED*
Press **FEATURE (FNC)**
Dial reset code **99**
Press **FEATURE (FNC)**
**NOTE:** *Resetting the **FEATURE (FNC**) LED will cancel Call Forward, Do Not Disturb and Callback Request settings.*


*STATION SPEED DIAL – DIAL ACCESS*
Press **FEATURE (FNC)**
Press **REDIAL (LNR/SPD)**
Dial speed dial memory location **00-19**
Dial trunk access code **9**
Dial telephone number to be stored
Press **FEATURE (FNC)**

*FEATURE ACCESS KEYS/ONE TOUCH KEYS*
SPEED DIAL – OUTSIDE NUMBERS
Press **FEATURE (FNC)**
Press **REDIAL (LNR/SPD)**
Press button to be programmed
Dial **0**
Dial speed dial memory location number **00-99**
Press **FEATURE (FNC)**

SPEED DIAL – INTERNAL NUMBERS AND CODES
Press **FEATURE (FNC)**
Press **REDIAL (LNR/SPD)**
Press button to be programmed
Dial **1**
Dial extension number to be stored **or** feature access code to be stored
Press **FEATURE (FNC)**