



NOTE: The **TRANSFER** button may be called:
TRF/FLASH/PBX RECALL/EARTH

To Make an Internal Call

- ◆ Dial the required Extension Number

To Make an Outgoing Call

- ◆ Dial '0' for outside line access
- ◆ Dial the required number

To Call the Operator

- ◆ Dial '9'

To Place a Call on Hold

- ◆ Press **TRANSFER** (do NOT hang up)
- ◆ To retrieve call from hold, press **TRANSFER**

Redial (Last Outside Number)

- ◆ Lift handset
- ◆ Dial #

To Transfer a Call

Whilst on a call, press **TRANSFER**

- ◆ Dial extension number and announce the call
- ◆ If call is accepted, hang up or press **TRANSFER** to return to caller
- ◆ If extension is busy, press **TRANSFER** to return to caller

Conference Call

To establish a 3-way conversation:
(One external party only)

- ◆ Whilst on a call, press **TRANSFER**
- ◆ Dial extension number or press '0' and external number
- ◆ When called party answers, press **TRANSFER** to establish a 3-way conversation.

Call Forward All

All calls to your extension to forward immediately

SET

- ◆ Lift handset
- ◆ Dial **41**
- ◆ Dial number your calls are to be forwarded to
- ◆ Hang up

CANCEL

- ◆ Lift handset
- ◆ Dial **42**
- ◆ Hang up

Call Pick Up - Group

To answer another extension in your group

- ◆ Lift handset
- ◆ Dial **68**

Call Pick Up - Direct

To answer a specific extension in any area:

- ◆ Lift handset
- ◆ Dial **67**
- ◆ Dial **Extn No.** of ringing phone

Call Pick Up - Line (if applicable)

To answer an incoming line key ringing on another handset

- ◆ Lift handset
- ◆ Dial **6†**

Call Forward No Answer/Busy

Forwards calls after approx. 5 rings or when your extension is busy

SET

- ◆ Lift handset
- ◆ Dial **43**
- ◆ Dial number your calls are to be forwarded to
- ◆ Hang up

CANCEL

- ◆ Lift handset
- ◆ Dial **44**
- ◆ Hang up

Automatic Call Back

If you dial a busy extension:

- ◆ After receiving busy tone
- ◆ Dial **'0'**
- ◆ When both extensions are free, your phone will ring
- ◆ Lift handset and the previous busy extension will ring

To Access System Speed Dial

- ◆ Lift handset
 - ◆ Dial Call Access Code: **77**
 - ◆ Dial 2 digit Speed Dial No. **(00-79)**
- e.g. 7701, 7702, 7703 etc.

Programming Station Speed Dial

Speed Dial numbers between 80-99

To Program:

- ◆ Lift handset
- ◆ Dial Programming Code: **76**
- ◆ Dial 2 digit Speed Dial No. **(80 - 99)**
- ◆ Dial **'0'** (outside line access)
- ◆ Dial telephone number
- ◆ Hang up

To Access:

- ◆ Lift handset
- ◆ Dial Access Code: **77**
- ◆ Dial 2 digit Speed Dial No. **(80 - 99)**

Call Access Code
+ Speed Dial No.

	Name	Phone Number
77 80		
77 81		
77 82		
77 83		
77 84		
77 85		
77 86		
77 87		
77 88		
77 89		
77 90		
77 91		
77 92		
77 93		
77 94		
77 95		
77 96		
77 97		
77 98		
77 99		