

Key Telephone/Digital Single Line Telephone Quick Reference (Section 751)

NOTE: Some features may not be available depending on system programming.

PLACING OUTSIDE CALLS

Make a call using pooled trunk access

→ access trunk (9, 81-84) → phone number → (talk)

Set Personal Speed Dial (PSD) numbers

→ **Key Tel** → **PROG** → **AUTO** → PSD bin number (80-99) → phone number → **HOLD** →
DSLT → **7 PRS** → **1** → **0 OPER**

Access speed dial numbers

→ **AUTO** → speed dial bin number →

Check speed dial numbers (Key Telephone Only)

→ **CONF** → **AUTO** → speed dial bin number → data displayed →

Delete speed dial numbers

→ **Key Tel** → **PROG** → **AUTO** → speed dial bin number → **HOLD** →
DSLT → **7 PRS** → **1** → **0 OPER**

Automatically redial the last number dialed

→ **REDIAL** → (talk)

Have a busy outside line call you back when it becomes open/free

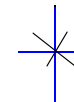
→ access trunk (9, 81-84) → busy tone → **3 DEF** → → extension rings when trunk is free → → dial phone number

Assign an account code before making a call

→ **8 TUV** → **#** → account code → **#** → access trunk (9, 81-84) → phone number

Assign an account code for a client during a call

(talk) → **AUTO** → **#** → account code → **#** → (talk)

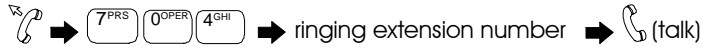


HANDLING INCOMING CALLS

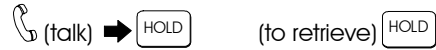
Answer a call ringing at someone else's phone in your call pickup group



Answer a call ringing at another extension



Place a call on hold (and then retrieve it)



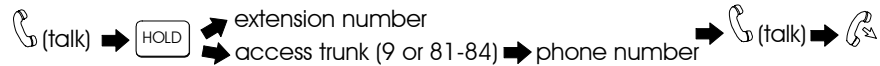
Answer a second call and toggle between the two calls



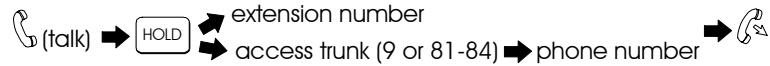
Retrieve a call that has been placed on Floating Hold



Supervise the transfer of a call to an extension or outside number



Transfer a call to an extension or outside number without supervising the call



Transfer a call to a busy extension

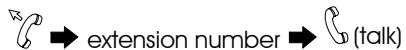


COMMUNICATING WITHIN YOUR OFFICE

Answer a ringing phone



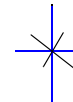
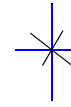
Call another extension







Page another party or make an announcement











Answer a page using Meet-Me Answer



Set Call Forwarding for:

All Calls:  → for your extension → destination extension number → 
 → for another extension → number of the extension of calls to forward → destination extension number → 





Busy:  → for your extension → destination extension number → 
 → for another extension → number of the extension of calls to forward → destination extension number → 

No Answer:  → for your extension → destination extension number → 
 → for another extension → number of the extension of calls to forward → destination extension number → 

NOTE: If forwarding calls to an outside number, press the # key, and then enter a preassigned system speed dial number.



Cancel Call Forwarding for:

All Calls:  → for your extension → 
 → for another extension → their extension number → 

Busy:  → for your extension → 
 → for another extension → their extension number → 

No Answer:  → for your extension → 
 → for another extension → their extension number → 

Camp-on to a busy extension and send a call waiting signal

 → extension number → busy tone → →  (stay on line till party answers)

Answer a camp-on signal

 →  or →  (talk)

Have a busy extension call you back when it becomes free

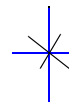
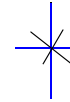
 → extension number → busy tone → → ringback tone → 

Respond to a callback request

 →  (talk)

Send a message waiting indication to another extension



 → extension number → ring or busy tone → → 





Answer a message waiting indication

 → hear message waiting tone → * 6MNO →  (talk)

Cancel a message waiting indication sent by another extension

 → * 5JKL → 

Turn Do-Not-Disturb on or off

 → 7PRS 2ABC 0OPER → 

Interrupt another extension's call and make an announcement

 → extension number → busy tone → 9WXY →  (talk)

Using Additional Features

Establish a conference call from your current call

 → extension number →  → access trunk (9 or 81-84) → phone number →  (talk) → CONF →  (talk)


Set a reminder alarm

 → * 3DEF 1 → enter time (24 hour format) → 

Cancel a reminder alarm

 → * 3DEF 9WXY → 

Have the system redial a busy outside number until the called number answers

 → access trunk (9, 81-84) → phone number → REDIAL (system makes redials up to 15 redial attempts)

Turn background music on and off

 → * 3DEF 0OPER → 

Set Station Lock-out to limit the use of your phone by others when you are away

 → 7PRS 4GHI 6MNO → 


Cancel Station Lockout on your phone

 → 7PRS 4GHI 6MNO → Walking TRS/Station Lockout security code → 

Assign an Absence Message to your phone

 → 7PRS 2ABC 9WXY → Absence Message number → hookflash → 

Turn off Absence Message

 → 7PRS 2ABC 9WXY → hookflash → 

