

## Display

Call State	Call Information	Name/Number		
DIAL	Enter#	555-1234	12:32	- 1 Talk/Dial
HOLD	Internal	Bob Smith		- 2 2nd Party
RING	External	Barney Jones	CW=3	- 3 Ringing
HLD 2	HLD 3	PAG 2		- 4 Hold

  

1	2	3	4	5	6	- Hold Loop buttons
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**Talk/Dial Line** – shows information about the party you are currently connected to or dialing. The time of day is displayed at the right.

**2nd Party Line** – shows information about the second party associated with a call, usually a caller waiting to be transferred or connected.

**Ringing Line** – the next ringing call is shown here. At the right side of the display is the number of additional calls waiting to be answered.

**Hold Line** – calls on hold are placed in Hold Loops. The hold type and time (in 10 second increments) the call has been on hold is displayed above the call's Hold Loop button.

## Call Answering

ANSWER

Press the ANSWER button to answer the ringing call shown on the Ringing line.

Calls are prioritized for answering based on the call type.

## Call Transferring

(DSS)

Press the DSS key for the desired station. Press the SHIFT button first if dialing a station on the lower half of a DSS key.

Or press the ORIGINATE button, dial the station with the dial pad.

The calling party will be placed on hold and will move to the 2nd Party line of the display.

CONNECT

Press the CONNECT button to immediately transfer the call.

Or wait for the called party to answer, then ask them if they will accept the transferred call. The SPLIT button will switch the handset between the calling and called parties. The Talk line of the display always shows who you are talking to.

Press the CONNECT button to complete the transfer, or press the CANCEL button to return to the caller.

## Call Hold

HOLD

Press the HOLD button to place a call on hold.

The call will be placed in the first available hold loop. The display will show HLD and the time, in 10 second increments, that the call has been on hold.

*Calls that are on hold longer than a preset recall time will ring at the console.*

1

Press the Hold Loop button for the held call (directly beneath the call's hold display) to reconnect to the call.

POLL

3

To display a held call's status, press the POLL button followed by the call's Hold Loop button.

## Call Release

RELEASE

Press the RELEASE button to release (hang up) a call.

## Call Originating



(DSS)

Press the DSS/Autodial button for the desired station or outside party.

ORIGINATE

Or press the ORIGINATE button, then dial the number with the dial pad.

## Adjusting the Handset Volume

VOL ▼

VOL ▲

While connected to a call, press the VOL▼ or VOL▲ button.

Volume levels are not reset after each call.

## Adjusting the Ringer Volume

VOL ▼

VOL ▲

While not connected to a call, press the VOL▼ or VOL▲ button.

The console will beep with the new ringer volume setting.