



PROTEGE® Business Keypad without LCD Quick Reference Guide

The Quick Reference Guide lists the keystrokes that allow you to use the basic features of the keypad. Included in the instructions are terms such as "Press" and "Dial." Press means to press and release a key. Dial means to press the desired numbers on the dial pad. There may be several methods for selecting a particular feature that are not found in this Guide. Or your system programming may not allow certain features to be used. Check your User Guide for complete instructions and with your System Administrator to learn more about your system's programming. See the User Guide for complete instructions.

OUTSIDE CALL

Answer:

- Lift the handset or press the **SPEAKER** key

Place:

- Select **TRUNK** key or dial **9**
- Dial telephone number

INTERCOM CALL

Answer:

- Lift the handset or press the **SPEAKER** key

Place:

- Dial extension number

TRANSFER

On Call:

- Press **XFR/CONF** and dial extension number
- Press **CLEAR** key or hang up

INDIVIDUAL ABBR. DIALING

To Store Numbers:

- While on-hook, press **FUNCTION** key
- Dial **1** and dial directory number
- Dial **1** to store number
- Dial telephone number
- Press **HOLD** key to save
- Press the **CLEAR** key to exit

To Dial Number:

- Dial Directory number of desired stored ABBR. #

COMMON ABBR. DIALING

To Dial Number:

- Dial Directory number of desired stored ABBR. #

CALL BACK

Busy Trunk or Extension:

- Receive busy signal or no answer
- Dial **5**, receive confirmation tone

To Cancel All Callbacks:

- Press the **FUNCTION** key
- Dial * # **5** *

CAMP ON

To Camp On a Busy Extension:

- Hear busy signal
- Dial **4** to Camp On

CONFERENCE

To Start a Conference Call:

- On an existing call, press **HOLD**
- Dial extension number or press **TRUNK** key and dial telephone number
- Press the **FUNCTION** key, then press the **XFR/CONF** key
- Repeat for additional party

To End the Conference:

- Wait for other extensions to hang up, or release them
- Hang up your extension



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REDIAL

Last Number Redial:

- Press the **REDIAL** key to dial the last number dialed

Save Number Redial

To Store:

- While on a call, press the **FUNCTION** key, dial **51**

To Dial:

- Handset on hook, press the **FUNCTION** key, dial **51**

User Saved Redial

To Store:

- While on a call, press the **FUNCTION** key, dial **5***
- Dial number to be saved
- Press **HOLD** key to save, receive confirmation tone

To Dial:

- Handset on hook, press the **FUNCTION** key, dial **5***

PAGING

To Page a Tenant Group:

- Lift handset, press **PAGE** key for group or dial Tenant Group Page number

To Page a Group:

- Lift handset, press **PAGE** key for group or dial Group Page number

To Answer a Page:

- Lift handset, press **FUNCTION** key, dial **59**
- Speak to Paging Party

DO-NOT-DISTURB

To Activate:

- Press the feature key marked **DND**; LED will light

To Cancel:

- Press the feature key marked **DND**; LED will go out

HOLD

- While on a call, press **HOLD** key
- To return to a call, press the **TRUNK** key or press the **FUNCTION** key, dial **7***

CALL FORWARD (DIVERSION)

To Activate Call Forward Busy:

- Press **FUNCTION** key, dial **21**
 - Dial the Extension number to forward calls
 - Dial **1** to forward trunk calls only
- OR**
- Dial **2** to forward all calls
- OR**
- Dial **3** to forward intercom calls only

To Activate Direct Call Forward:

- Lift handset, press **FUNCTION** key, dial **22**
 - Dial the Extension number to forward calls
 - Dial **1** to forward trunk calls only
- OR**
- Dial **2** to forward all calls
- OR**
- Dial **3** to forward intercom calls only

To Activate Call Forward No

Answer:

- Lift handset, press **FUNCTION**, dial **24**
 - Dial the Extension number to forward calls
 - Dial **1** to forward outside calls only
- OR**
- Dial **2** to forward all calls
- OR**
- Dial **3** to forward intercom calls only

To Cancel All Call Forwards:

- Lift handset, press **FUNCTION** key, dial **20** to cancel all Call Forwards

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Last Number Redial:

- Press the **REDIAL** key to dial the last number dialed

Save Number Redial

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