

Digital Telephone

*Lifting the handset or hanging up is the same as pressing the **SPEAKER** button.*

Placing a Call

To place an inside call . . .

1. Lift the handset and listen for dial tone.
2. Dial the extension number or **0** for the attendant.
3. Remain on the line until the called party answers.

To place an outside call . . .

1. Lift the handset and listen for dial tone.
2. Dial the code _____ for an outside line and the outside number.

Answering a Call

1. Lift the handset.
2. Press the slowly flashing **line** button.

Transfer

To transfer a call to another extension . . .

1. Ask the party to wait.
2. Press the **FLASH** button.
3. Dial the extension number where you want the call transferred or **0** for the operator.
4. Announce the call when the called party answers and hang up.

Transfer (Cont'd)

To transfer a call to an outside party (if your system is programmed for this feature) . . .

1. Ask the connected party to wait.
2. Press the **FLASH** button and listen for recall dial tone.
3. Dial the code _____ for an outside line, the outside number, and listen for ringback.

OR

Dial the speed calling code _____ and listen for ringback.

4. Announce the call and hang up.

NOTE

If the called extension is busy or does not answer, press **FLASH** to return to the original caller.

Conference

To add an inside extension or outside party in order to have a three-way conference call . . .

1. Ask the party to wait.
 2. Press the **FLASH** button and listen for recall dial tone.
 3. Dial the extension number.
- #### OR
- Dial the code _____ for an outside line and the outside number.
4. Tell the called party that you are forming a three-way conference.
 5. Press the **FLASH** button to establish the call.

Conference (Cont'd)

To place a three-way conference on hold...

- While on a three-way conference call, press the **HOLD** button once and hang up. To return, pick up the handset and press the flashing **line** button.

New Call

To disconnect from one call and place another without hanging up . . .

1. Press the **NEW CALL** button and listen for dial tone.
2. Place your next call.

Hold

To place a party on non-exclusive hold . . .

1. Ask the party to wait.
2. Press the **HOLD** button once.
3. Hang up.

To place a call on exclusive hold . . .

1. Ask the party to wait.
2. Press the **HOLD** button twice.
3. Hang up.

To return to the held party . . .

1. Lift the handset.
2. Press the flashing **line** button.

NOTE

A Three-Way Conference can be placed on non-exclusive hold.

Park/Retrieval _____

To place a call in park . . .

1. Ask the caller to wait and remain on the line.
2. Press the **PARK** button.
3. Dial the parking position number (PN) and listen for service tone.

NOTE

See your Communications Manager for available parking position numbers.

To pick up a parked call from your extension or from a different extension . . .

1. Lift the handset and listen for dial tone.
2. Press the **PARK** button.
3. Dial the same parking position number (PN) that you used to park the call.

Camp-On _____

To camp-on to a busy extension or outside line . . .

1. Remain on the line and listen for distinctive busy tone.
2. Press the **camp-on** button and listen for service tone.
3. Hang up and continue to use your extension as needed. You hear the camp-on callback ring when the extension or outside line is available.

OR

Wait on the line until service tone ends. A busy extension then hears call waiting tone.

Camp-On (Cont'd) _____

To cancel a registered camp-on . . .

1. Lift the handset and listen for dial tone.
2. Press the **camp-on** button and listen for service tone.
3. Hang up.

Speakerphone _____

To keep a call when replacing the handset . . .

1. Remain on the line with the calling party.
2. Press the **SPEAKER** button. The **SPEAKER** lamp goes on.
3. Hang up.

Autodial _____

To program an autodial button . . .

1. Press the **program** button.
2. Press the **autodial** button to be programmed, and dial the number you want to register on that button. (The number can be an extension or an outside party. An outside number must have the code for an outside line dialed first.)
3. Verify the autodial number if you have a display telephone, and press the **program** button to save the number and exit the program mode.

To access a frequently called number . . .

1. Lift the handset and listen for dial tone.
2. Press the **autodial** button programmed with the number you want. The **autodial** lamp flashes and your number is dialed automatically.

Call Waiting - Answer/Alternate/Transfer _____

To answer a call waiting, reconnect with original call, and alternate between the calls. . .

1. Ask the connected party to wait.
2. Press the **FLASH** button to connect to the call waiting. Your original call is placed on hold.
3. Press the **call waiting/return** button to alternate between calls.

To transfer the current call and return to the party on hold . . .

1. Ask the party to wait.
2. Press the **FLASH** button and listen for recall dial tone.
3. Dial the extension number or the code _____ for an outside line and the outside number where you want the call transferred.
4. Announce the call when the destination party answers.
5. Press the **FLASH** button and the call transfers. You are automatically reconnected to the party on hold.

Do Not Disturb (DND) _____

To register a Do Not Disturb to your extension . . .

- Press the **do not disturb** button.

To cancel a registered Do Not Disturb . . .

- Press the lit **do not disturb** button.

Call Forward - All Calls _____

To forward all incoming calls to another extension . . .

1. Lift the handset and listen for dial tone.
2. Press the **call forward** button.
3. Dial the extension number where you want to forward the calls and listen for service tone.
4. Hang up.

To cancel Call Forward - All Calls . . .

1. Lift the handset and listen for dial tone.
2. Press the **call forward** button and listen for service tone.
3. Hang up.

Call Forward - Busy/No Answer _____

To forward all calls to another extension if your line is busy or unanswered . . .

1. Lift the handset and listen for dial tone.
2. Dial the registration code _____.
3. Dial the extension number where you want to forward your calls and listen for service tone.
4. Hang up.

To cancel Call Forward - Busy/No Answer . . .

1. Lift the handset and listen for dial tone.
2. Dial the cancellation code _____ and listen for service tone.
3. Hang up.

Call Forward - No Answer _____

To forward all calls to another extension if you do not answer within a certain time . . .

1. Lift the handset and listen for dial tone.
2. Dial the registration code _____.
3. Dial the extension number where you want to forward your calls and listen for service tone.
4. Hang up.

To cancel Call Forward - No Answer . . .

1. Lift the handset and listen for dial tone.
2. Dial the cancellation code _____ and listen for service tone.
3. Hang up.

NOTE

You can override system forwarding if you manually register a Call Forward feature.

Last Number Redial _____

To use last number redial . . .

- Lift the handset and press the **last number redial** button. The system automatically redials the last number called from your telephone.

Night Answer _____

To answer an incoming call when the night answer alarm sounds . . .

1. When the night answer alarm sounds, lift the handset and listen for dial tone.
2. Press the **night answer** button and dial the zone number. You are connected with the incoming call.

Pick-Up _____

To answer a ringing extension in your call pick-up group . . .

1. Lift the handset and listen for dial tone.
2. Press the **call pick-up** button. You are connected with the calling party.

Pick-Up - Directed _____

To answer any ringing extension . . .

1. Lift the handset and listen for dial tone.
2. Press the **directed call pick-up** button.
3. Dial the ringing extension's number.
4. You are connected with the calling party.

Saved Number Redial _____

To save a number . . .

1. Lift the handset and dial the desired number.
2. Press the **saved number redial** button.

Saved Number Redial (Cont'd) _____

To redial the saved number . . .

- Press the **saved number redial** button. The saved number automatically redials.

Speed Calling _____

To place a speed call . . .

1. Lift the handset and listen for dial tone.
2. Dial the appropriate code:

Extension: _____

Group: _____

System: _____

and the entry code.

To register an extension level speed call number . . .

1. Lift the handset and listen for dial tone.
2. Dial the registration code _____ and entry code.
3. Dial the number that you want to register (include the code for an outside line if applicable) and remain on the line.
4. Hang up after you hear service tone.

To register group level (#A or #B) speed calling . . .

1. Lift the handset and listen for dial tone.
2. Dial the group level (#A or #B) code _____ and the entry code.
3. Dial the number you want to register and remain on the line until you hear service tone.
4. Hang up.

Emergency Call to Attendant _____

To place an emergency call to the attendant . . .

1. Lift the handset and listen for dial tone.
2. Dial the **emergency call to attendant** code _____.
3. Remain on the line until the attendant answers.

Directory Book _____

To place a call using the Directory Book feature (searching by name) . . .

1. Press the **RG TONE** button to access Directory mode.
2. Press the **HOLD** button to select the alpha character mode.
3. Enter the first letter or two of the name you are searching. You can also scroll using the "up" or "down" arrows on the **RG TONE** button.
4. Press the **RG TONE** button to display the search. The name that matches with the combination of the characters entered will display.

When the "down" arrow on the **RG TONE** button is pressed, the search data is displayed in alphabetical order.

5. When the desired name is displayed, go off-hook or press **SPEAKER**.

If you do not wish to place the call, press the **RG TONE** button to exit Directory Book.

For more information on this feature, refer to the Digital Telephone Users Guide.

Group Paging Through DT Speakers _____

To place a group page through a Digital Telephone speaker . . .

1. Lift the handset or press **SPEAKER**.
2. Press the **group paging** button (or dial the access code).
3. After the service tone ends, announce your page.
4. When the page is completed, press the **SPEAKER** button again or gently replace the handset.

For more information on this feature, refer to the Digital Telephone Users Guide.

FEATURE CODES

Feature	Feature Code
Call Forward - All Calls	+ Extension
Call Forward - All Calls Cancellation	
Call Forward - Busy/No Ans	+ Extension
Call Forward - No Answer	+ Extension
Call Forward - Busy/No Ans or No Answer Cncl.	
Call Park	Flash +PN
Call Park - Retrieve	+PN
Call Pick-Up	
Call Pick-Up - Directed	+ Extension
Camp-On	Flash +
Do Not Disturb	
Do Not Disturb Cancellation	
Emergency Call to ATT	
Group Paging Through DT Speaker	
Night Answer	
Outside Line Access	
Speed Calling - Ext. Reg.	
Speed Calling - Ext. Call	
Speed Calling - Group Reg.	
Speed Calling - Group Call	
Speed Calling - System Call	

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