



Function	Action
Answer an incoming call	Lift handset or press SPEAKER or OHD key.
Make an internal call	Dial extension number.
Make an external call	Dial 9 and telephone required.
Transfer a call	Press Trans/PGM and dial extension number or press programmed key. Announce caller and hang up to complete.
Transfer a call to external number <small>*Only applicable on ISDN networks</small>	Press TRANS/PGM , Dial 9 and telephone number. Announce caller and hang up to complete.
Return to caller	Press flashing line key.
Hold	Press Hold/SAVE key.
Return to caller	Press flashing line key.
Redial	Press REDIAL key to dial or SPEED + * and HOLD/SAVE .
Call Pick Up	Dial 566 to pick up call from other handset.
Program name	TRANS/PGM, 74 Enter name, press HOLD/SAVE .
Ring Tones	Press TRANS/PGM , Dial 11 . Select ring tone 1 – 4. Press HOLD/SAVE to store.
Conference Calls	Call first party, Press CONF key, Dial second party. Press CONF key twice to establish conference.

Function	Action
Programming User (Personal) Speed Dials	Press TRANS/PGM , Press SPEED . Enter speed dial number, Enter phone number, HOLD/SAVE . Enter Name, HOLD/SAVE .
Using Speed Dials	Dial SPEED and Speed Dial number or Press SPEED twice, select group, 1 for internal, 2 for user (personal) 3 for system. Dial 1 or 2 and HOLD/SAVE to call.
Programming a flexible key	Dial TRANS/PGM , press the key you wish to program, enter the ext number or SPEED key and Speed dial number. Press HOLD/SAVE to store.
*Date & Time Change	Press TRANS/PGM , dial 041 , enter date, Press HOLD/SAVE , enter time, Press HOLD/SAVE .

**Please note that the date and time must be changed from the attendant handset and changes will apply to all users.*

