




## MEMORY KEYS

Up to 15 speed dial numbers can be programmed

To program:

- Press one of the 7 blank memory keys
- Screen will show "EMPTY"
- Press  will show "ENTER NUMBER"
- Dial Extn to save or 9 + outside number
- Press  will show "ENTER NAME"
- Enter name OR Press 






To use:

- Press 1-touch memory key



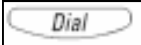
## DIRECTORY

Allows you to program up to 20 names and numbers that you call frequently.

To Program:

- Press 
- Screen display gives directory number (1—20)
- Press  to scroll
- Press 
- Enter number, up to 16 digits. Press 
- \* Enter name and/or Press 

To Use:

- Press 
- Press  to scroll to desired number
- Lift handset or press 


## CALLER LIST

Stores up to 80 calls. Displays last call first.

To view list:

- Press 
- Use  to scroll through list

When number you want to dial is displayed

- Press 

## CALL FORWARD

Temporarily *redirects* your calls to another extension

To Forward your Calls:

- Get dial tone
- Enter \*72
- Enter Extn where calls should go
- Wait for confirmation tone
- Hang up

To Cancel Call Forwarding:

- Get dial tone
- Enter #72
- Hang up

## NOTES

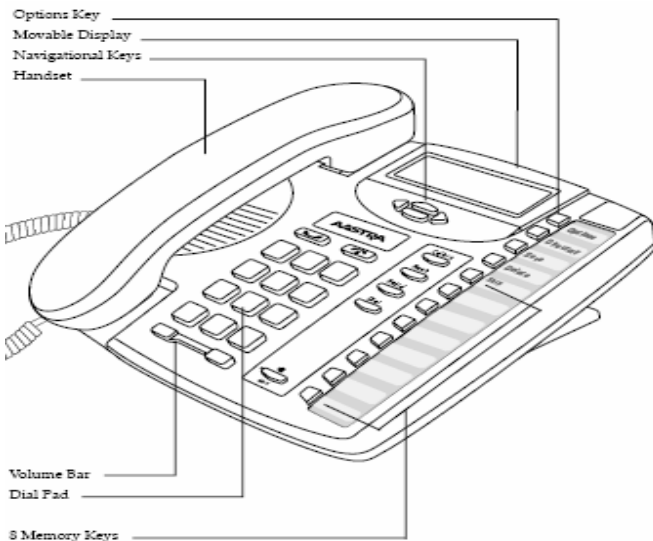


# Telephone Quick Reference Guide

**AASTRA 9116**

**HELP DESK = 6000**

## AASTRA 9116



### KEY DESCRIPTIONS



The DIRECTORY button allows you To store up to 20 names & numbers



These SCROLL keys allow you to move up and down in the Directory or forward and back in different Menus



Good-bye button. This will end a call



Places a call on HOLD. Retrieves calls on HOLD



Sets the handset & speaker volume while on a call



MUTE activates the speaker & also Mutes the microphone



Accesses a list of the last 80 calls received. List begins with newest Call



Places call on a temporary hold & Allows for transfer & conf calls



Displays the LAST number you dialed

### Additional KEY DESCRIPTIONS



Dials the displayed number and/or activates the handsfree mode



Used to store numbers in directory, Memory keys & to access & save Option feature settings



Removes individual entries in the Directory, or Callers List. Erases memory key information




Use to access the eight 2-touch memory positions




Memory keys store numbers, names and features

### MAKING A CALL

- Lift the handset
- Or
- Press  (mute)
- Dial the Extn or 9 + outside number

### ANSWERING A CALL

- Lift the handset
- Or
- \* Press  (mute)

### RINGER VOLUME

Can be adjusted by the 3 position switch on the back of your phone

### HOLD

Allows you to place a call on HOLD While on a call:

- \* Press  Light will flash quickly


To Retrieve Previous Caller:

- Press  or 

### TRANSFER

Allows you to TRANSFER a call to another extension

To transfer a call, during call:

- Press  (Flash)
- Dial **Extn**
- Announce call (optional)
- Hang up



To Return to the Original Caller:

- Press   (Flash, Flash)

### CONFERENCE

Allows you to create a 3-way call

While on a call:

- Press  (Flash)
- Dial Extn or 9 + number
- Press  (Flash)

To return to original caller :

- \* Press   (Flash, Flash)

### DIRECT PICKUP

Allows you to Pick-Up a call from any telephone:

- Get dial tone
- Enter \*13, Dial the Extn that is ringing

### SEND ALL CALLS

Sends your calls immediately to a call coverage destination (most cases this is VM)

To SEND your calls:

- Get dial tone
- Enter \*62

To Cancel Send All Calls:

- Enter #62

### LAST NUMBER REDIAL

Allows you to automatically redial Last Number.

To use:

- Press 