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

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
### KEY DESCRIPTIONS

**Directory**
- The DIRECTORY button allows you to store up to 20 names & numbers.

**Scroll Keys**
- These SCROLL keys allow you to move up and down in the Directory or forward and back in different Menus.

**Good-bye**
- Good-bye button. This will end a call.

**Handset**
- Places a call on HOLD. Retrieves calls on HOLD.

**Volume**
- Sets the handset & speaker volume while on a call.

**Mute**
- MUTE activates the speaker & also Mutes the microphone.

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

**Flash**
- Places call on a temporary hold & Allows for transfer & conf calls.

**Redial**
- Displays the LAST number you dialed.

### Additional KEY DESCRIPTIONS

**Dial**
- Dials the displayed number and/or activates the handsfree mode.

**Save**
- Used to store numbers in directory, Memory keys & to access & save Option feature settings.

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

**Shift**
- Use to access the eight 2-touch memory positions.

**Memory Keys**
- 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

### LAST NUMBER REDIAL

Allows you to automatically redial Last Number.
- To use:
  - Press

### 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

### GOODBYE