

ANSWERING CALLS

Standard

- Lift handset.
- Press flashing line or ITCM button
- Talk.

Speakerphone

- Press flashing line or ITCM button.
- Talk.

Station with Ringing Line Preference

With calls ringing at this station,

- Lift handset.
- Talk.

Call Pickup - Directed

- Press ITCM * 4.
- Dial station number (of ringing station).

Call Pickup - Group

- Press ITCM # 4.

MAKING CALLS

Standard

- Lift handset.
- Select line or ITCM button.
- Dial number or press autodial button.
- Talk.

Speakerphone

- Press line or ITCM button.
- Dial number or press autodial button.
- Talk.

Voice Announce

- Lift handset.
- Press DSS (or press ITCM and dial station number).
- Make announcement.

Line Group Access

- Lift handset.
- Press ITCM.
- Press Group Access Code:

| | |
|----|---------|
| 9 | Group 1 |
| 81 | Group 2 |
| 82 | Group 3 |
| 83 | Group 4 |
- Dial telephone number.

Station Speed Dial

While station is idle,

- Press keypad digit 0 - 9 (see directory).

System Speed Dial

While station is idle,

- Press * and two digit memory location (see attendant for system speed dial list).

Last Number Redial

While station is idle,

- Press #.

Auto-Redial

While station is idle,

- Press assigned auto-redial button (refer to programming instructions on back of this page).

TRANSFERRING LINE CALLS

Screened Transfer

- Press TRANS/CONF.
- Press DSS (or press ITCM and dial station number).
- When intercom party answers, announce call.
- Hang up handset.

Unscreened Transfer

- Press TRANS/CONF.
- Press DSS (or press ITCM and dial station number).
- Hang up.

CONFERENCING

Multiline conference (2 external parties, 1 internal party)

To set up,

- Establish first outside call and press TRANS/CONF.
- Establish second outside call and press TRANS/CONF.
- Talk.

Add-on conference (1 external party, 2 internal parties)

- Establish outside call.
- Press TRANS/CONF.
- Dial extension number of intercom party or press DSS.
- Wait for answer.
- Press TRANS/CONF (a three-way connection is established).

Three-Way Conference (three intercom parties)

To set up,

- Establish first intercom call.
- Press TRANS/CONF.
- Establish second intercom call.
- Press TRANS/CONF. Conference is active.

To remain active with one conferee,

- Stay on line when one party hangs up.

HOLD

To set,

- While on line, press HOLD for regular HOLD.
- While on line, press HOLD + HOLD for exclusive HOLD.

To retrieve, press flashing line button.

Direct Station Hold

(Park a call to a station)

To set,

- While on line, press ITCM (outside call placed on hold).
- Press * 90 + extension number for station to receive park.

To retrieve from the park receiving extension, press # 90.

Call Park

To set,

- While on line, press ITCM.
- Press *.
- Select a park zone (91 - 99).

To retrieve (from any station),

- Press ITCM.
- Press #.
- Select a park zone (91 - 99).

PAGING

Zone

To originate,

- Lift handset.
- Press ITCM + zone number (84, 85, 86).
- Make announcement.
- Stay on page (if waiting for answer back).

All-Call

To originate,

- Lift handset.
- Press ITCM + 87.
- Make announcement.
- Stay on page (if waiting for answer back).

Meet-Me Page (Answerback of Page)

- Lift handset (of nearest station).
- Press ITCM + 88.
- Talk.

External

- Lift handset.
- Dial assigned page access code.

-OR-

- Press page button.