

f9600

Quick Reference Guide

For the Digital Telephone

BASIC FEATURES

Placing a Call

Internal:

-Access an idle

-Listen for dial tone.

-Dial a station number or

for the operator

External (ARS):

-Access an idle

-Listen for dial tone.

-Dial external access code

-Dial desired number.

Answering a Call

-Lift handset.

-Depress slowly flashing

-Greet the caller.

New Call

To disconnect from one call and place another without hanging up the handset:

-Press

New Call (Cont'd)

-Listen for dial tone.

-Place your new call.

Transferring

To transfer a call to another station:

-Ask the party to please wait.

-Press and listen for recall dial tone.

Dial the desired number

-When the called party answers, announce the call.

Hang up.

NOTE: In case of busy or no answer, press Flash to return to the original party.

To transfer a call to the operator:

-Ask the party to please wait.

-Press and listen for recall dial tone.

-Dial

-When the operator answers, announce the call.

-Hang up.

Consultation

To consult with another party while in conversation:

-Ask the party to please wait.

Consultation (Cont'd)

- Press
- Listen for recall dial tone.
- Dial the desired number.
- When the called party answers, consult privately.

To return to the original party:

- Allow consulted party to hang up.
- You will automatically return to the original party.

NOTE: In case of a busy or no answer, press Flash to return to the original party.

Conference - Three-Way

To add a third party to an existing call:

- Ask the party to please wait.
- Press
- Listen for recall dial tone.
- Dial the desired number.
- When called party answers, press to establish the 3-Way Conference.

NOTE: If the third party is an outside call, you must press Flash a second time to add that party to the conference.

NOTE: In case of busy or no answer, press Flash to return to the original party.

Non-Exclusive Hold

To place a call on hold so that another station with the same may pick it up.

- Ask the party to please wait.
- Press
- Hang up.

To return to a held call:

- Go off-hook.
- Access the held

Exclusive Hold

To place a call on hold so that it cannot be picked up at any other station:

- Ask the party to please wait.
- Press twice.
- Hang up.

To return to a held call:

- Go off-hook.
 - Access the held
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Park

To Park a call so that you can free your line to receive another call:

- Ask the party to please wait.
- Press + the station number where you wish to park the call.

Park (Cont'd)

To retrieve a Parked call from your station or any other station:

- Go off-hook, listen for dial tone.
- Press + the station number where the call was parked.
- Greet the caller.

Camp-On

To Camp-On to a busy station so that you will be called back when it is no longer busy:

- Listen for distinctive busy tone.
- Press
- Verify that the CAMP-ON LED is on.
- Hang up.
- When your station rings with the Camp-On call back ringing pattern, go off hook. The CAMP-ON LED will go off.
- The system will automatically redial the number for you.

To cancel a Camp-On:

- Go off hook.
- Press the CAMP-ON LED will go off.

Speakerphone

To place or answer a call using Speakerphone instead of the handset:

- Press
- Verify that the SPEAKER LED goes on.
- Follow the preceding directions for placing or answering a call.

To change from handset to Speakerphone while engaged in a call:

- Press
- Verify that the SPEAKER LED goes on.
- Hang up.

To disconnect from a Speakerphone call:

- Press
- Verify that the SPEAKER LED goes off.

To disengage the microphone so the other party cannot hear a conversation taking place in your office:

- Press
- Verify that the MIC-OFF LED goes on.

To return to a two-way conversation:

- Press again.
- Verify that the MIC-OFF LED goes off.

OPTIONAL FEATURES

Intercom-Dial

To place a call over the intercom to another member of your Intercom Group:

- Go off hook.
 - Press
 - Listen for the dial tone.
 - Dial the desired Intercom number.
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Call Pick-Up — Group

To answer any ringing telephone within your assigned pick-up group:

- Access the idle
 - Listen for dial tone.
 - Press or dial
 - Greet the caller.
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Call Pick-Up — Directed

- Access an idle
- Listen for dial tone.
- Press or Dial + the Station number that is ringing.
- Greet the caller.

Message Waiting

To leave a message:

- You have placed a call to a busy or unanswered station.
- Press
- Listen for service tone.
- Hang up.

To answer a message:

- Access your
 - Listen for dial tone.
 - Press
 - The system will automatically call the person that left the message.
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Call Forwarding

Feature Button-Forward All Calls Only

To activate:

- Access your
- Listen for dial tone.
- Press
- Dial the station number to which you wish to forward your calls.
- Verify that the CALL FORWARD LED is on.
- Hang up.

CALL FORWARDING (CONT'D)

To cancel:

-Access your

-Listen for dial tone.

-Press

-Verify that the CALL FORWARD LED is off.

-Hang up.

Call Forwarding Access Codes

Activate

Feature

Cancel

<input type="text" value="*30"/>	Forward all calls	<input type="text" value="#30"/>
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<input type="text" value="*31"/>	Forward on Busy/No answer	<input type="text" value="#31"/>
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<input type="text" value="*32"/>	Forward on No Answer	<input type="text" value="#31"/>
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To establish or change the condition for Call Forwarding:

-Access your

-Listen for dial tone.

-Dial desired Call Forwarding access code.

-Dial the station number to which you wish to forward your calls.

-Listen for service tone.

-Hang up.

To cancel Call Forwarding:

-Access your

-Listen for dial tone.

-Dial appropriate Call Forwarding cancellation code.

CALL FORWARDING (CONT'D)

-Listen for service tone.

-Hang up.

Follow Me Call Forwarding

To have your calls follow you to another station:

-Access the

-Dial + your station number

-Listen for service tone.

-Hang up.

To cancel from the new station location:

-Access the

-Dial + your station number

-Listen for service tone.

-Hang up.

To cancel from your station:

-Access your

-Press

-Listen for service tone.

-Hang up.

SPEED CALLING FEATURES

Saved Number Redial

To save a dialed number:

-Press after dialing is completed.

SPEED CALLING FEATURES (CONT'D)

-The SAVED NUMBER REDIAL LED will flash once.

To redial the saved number:

-Access an idle

-Listen for dial tone.

-Press

-Remain off hook; the system will automatically dial the number for you.

Group/Station Speed Calling

To place a call using Speed Calling:

-Access an idle

-Listen for dial tone.

-Dial + the desired entry code.

-Remain off hook; the system will automatically dial the number for you.

To program or change a Speed Calling Number:

-Access an idle

-Listen for dial tone.

-Dial + an entry code + the number, including any applicable external access codes.

-Listen for service tone.

-Hang up.

Last Number Redial

To implement Last Number Redial:

-Access an idle

-Listen for dial tone.

-Press

-Remain off hook; the system will automatically dial the number for you.

Auto Dial

To dial using the Auto Dial feature button:

-Access an idle

-Listen for dial tone.

-Press the desired

-Remain off hook; the system will dial the number for you.

Program Mode

To enter or change numbers stored for Auto Dial use:

-Press

-Press desired

-Dial the number to be stored, including any applicable external access codes.

-Press