

Telephone Hints

To Receive A Call:

Upon hearing the phone ring, lift the handset and begin speaking,
-or-
press the **[Send]** button to answer hands free.

To Call Another Extension:

Lift the handset
Dial the desired extension number
-or-
Press the desired Programmed **[DSS]** key

To Place An Outside Call:

Pick up the handset and Dial **[9]** plus the telephone number from the key pad,
-or-
Dial **[9]** plus the telephone number from the key pad and the phone will automatically go into hands free mode

To Pick Up a Call Ringing at Another Extension

To retrieve a call ringing at another extension from any phone, dial **[6][5]** + ext. that is ringing.

To Transfer A Call To Another Extension:

While on a call, press the **[TRANS]** key
Dial the desired extension number
-or-
Press the desired Programmed **[DSS]** key

You can wait for the recipient to answer in order to announce the call and then hang up. If the recipient does not wish to take the call, press the **[Return]** Softkey to retrieve the original call.

To Transfer A Call Directly to Voice Mail:

While on a call, press the **[Xfer VM]** key
Dial the desired extension number

To Place A Call On Exclusive Hold:

To place a call on hold at your telephone so that other users cannot answer it, press the **[HOLD]** key (the Call key will flash.) To take the caller off hold, press that Call Key again or the Hold button.

To Park a Call

To park a call, press the **[Park]** key and **[*]**. The call will automatically be placed the call in the first available park zone. The park zone used will show on the screen.

Note: Your park zones are 0-9

To Retrieve a Parked Call

To retrieve the call, press the **[Park]** key and dial the appropriate park zone from any phone.

To Park a Call (on Cordless)

To park a call, press the **[Transfer]** key and dial an available park zone (0-9). The park zone used will show on the screen and you will hear a confirmation tone.

To Retrieve a Parked Call (on Samsung Cordless)

To retrieve the call, dial **[3] [0]** dial the appropriate park zone (0-9).

Do Not Disturb:

Press the **[DND]** key and all calls will forward straight to voicemail. The **[DND]** key will light on your phone. Press the **[DND]** key again to turn off.

To Make a Conference Call

Make your first phone call, press the **[Conference]** key, dial the second call, either to another extension or 9+phone number, press the **[Conference]** key twice to bring all parties together.

Call Log

To review Incoming and Outgoing calls, press the **[Menu]** button. Scroll to select incoming versus outgoing phone calls and press **[Enter]** to select. Scroll to the desired phone number. Press **[Send]** to call.

To Program A Station Speed Bin:

Do **NOT** lift the handset
Press the **[Transfer]** key and **105**
Select a bin number **(00-09)**
Dial 9 plus the phone number
Press the **[Hold]** button to clear an entry.
Press the soft key to the Left to store.
Press the **[Transfer]** key when finished.

To Use A Station Speed:

Press **[SPEED]**
Select a bin number **(00-09)**

To Program A DSS key:

Press the **[Transfer]** key
Enter PGM ID **107**
Press the flexible button to be programmed
Dial the extension
Press the **[Transfer]** key to store

To Use Silent/Vibrate (on Cordless)

Press and hold the **[★]** key to toggle Vibrate/Ring mode on the cordless phones.