



PARTNER TELEPHONE FEATURES

Call Pickup – Any

Press **Intercom**, Dial **6**, Enter **Ext #** of ringing phone

Conference Call

1. While on active call, press Conference – the call is now on hold
2. When you hear dialtone, dial the number of the second party
3. When the call is answered, press Conference again – you are now all connected
4. To add additional parties, repeat step 2
5. To drop out of a conference call, press Drop twice or Feature 06 twice if your phone does not have a Drop key
6. To drop certain parties, press Drop, scroll through the parties, when the party is shown on the display, press Drop

Do Not Disturb – On

Press **Feature**, Dial **01**

Do Not Disturb – Off

Press **STATUS**, Press **OFF**

Intercom Calls

- Lift handset to answer incoming intercom call
- Lift handset, dial extension number or press pre-programmed extension button to place outgoing intercom call

Call Announce or Voice Call

Lift handset, dial *, enter extension number or press pre-programmed extension button

Call Park – While on a call, Press **TRANSFER** key, Enter your own Extension Number, Hang Up.
(If the call is not picked up within three minutes, it rings back at your extension.)

Retrieving a Parked Call – use Call Pickup

Paging, Group – All – Lift handset, dial *70 and announce page through handset

Speed Dial – Personal: Each extension can have 20 personal speed dials configured (Codes between 80 – 99)
Press **ADMIN**, Scroll down until Display shows Telephone Programming – Press **SELECT**
Scroll down until Display shows Personal Speed Dial – Press **SELECT**
Display shows Code: Enter **80** (first code), Enter **phone number desired**, Press **Enter**, Press **Back**
Press **Select**, Enter next code and continue until all numbers desired are entered
Once complete, press **Back, Back, Exit**

Speed Dial – System: 100 frequently dialed numbers can be programmed (Codes between 600 – 699)
Press **ADMIN**, Scroll down until Display shows Telephone Programming – Press **SELECT**
Scroll down until Display shows System Speed Dial – Press **SELECT**
Display shows Code: Enter **600** (first code), Enter **phone number desired**, Press **Enter**, Press **Back**
Press **Select**, Enter next code and continue until all numbers desired are entered
Once complete, press **Back, Back, Exit**

Transferring Calls

While on call, press the **Transfer** button, enter extension number or press pre-programmed extension button
You can hang up to immediately transfer call to that extension or wait for co-worker to answer, announce call then hang up

Transfer to Voicemail

While on a call, Press **Feature 14**, Enter **extension number** or press **pre-programmed button**



TELEPHONE SETTINGS

Button Programming

Press **ADMIN**

Scroll down until Display shows Telephone Programming – Press **SELECT**

Display shows Button Programming - Press **SELECT**

Display shows Button – Press the button you wish to program, press **Program**

Scroll down until you find the feature you are looking for (for example Voice Mailbox Transfer), press **Select**, press **Program**, press **Back**

Press next button you want to program or press **Back, Back, Exit**

Display Brightness Adjustment Setting

Press **MENU**

Display shows Screens/Sounds...Press **SELECT**

Display shows Brightness...Press **SELECT**

Use left and right arrow keys to adjust brightness, press **DONE, DONE, EXIT**

Display Contrast Setting

Press **MENU**

Display shows Screens/Sounds...Press **SELECT**

Scroll down until Display shows Contrast... Press **SELECT**

Use left and right arrow keys to adjust contrast, press **DONE, DONE, EXIT**

Ring Type Setting & Volume Setting

Press **MENU**

Display shows Screens/Sounds...Press **SELECT**

Scroll down until Display shows Personal Ringing... Press **SELECT**

Display shows Current Pattern: 1, use the up and down arrow keys to select options 1 through 8

Once desired ring pattern is active, use the volume – and + bar to adjust the ring volume

Press **SAVE, DONE, EXIT**

Change the Date

Press **ADMIN**, Display Shows System Administration - Press **SELECT**

Display Shows System Parameters – Press **SELECT**

Display shows System Date – Press **SELECT**

Enter: **MMDDYY**

To continue to change time, press **BACK** and scroll down to System Time – Press **SELECT** – Enter **HHMM** (24 hour clock format)

Change the Time

Press **ADMIN**, Display Shows System Administration - Press **SELECT**

Display Shows System Parameters – Press **SELECT**

Scroll down to System Time – Press **SELECT**

Enter: **HHMM** (24 hour clock format)

Press **EXIT** when complete