

Analog Telephones

Q U I C K R E F E R E N C E G U I D E

FEATURE DESCRIPTIONS	DIALING INSTRUCTIONS
<p>CALL FORWARDING - ALTERNATE - Call forwarding (alternate) lets you temporarily redirect your incoming calls to another extension.</p> <p>CALLBACK – Allows a user to request a position in queue when calling a busy or rings no answer.</p>	<ul style="list-style-type: none"> - Get a dial tone. - Press # 9 1 - Dial the number of the extension that you want to receive your calls. - Press the # key. - Hang up. <p>To cancel forwarding:</p> <ul style="list-style-type: none"> - Get a dial tone. - Press # # 9 1. - Hang up. <ul style="list-style-type: none"> - Dial # 1 - Hang up (phone will ring back with triple ring) <p>To cancel:</p> <ul style="list-style-type: none"> - Get a dial tone. - Dial # # 1 - Hang up
<p>CONFERENCE - Allows you to conference up to eight parties (including yourself) on a call. (Seven of the the parties can be outside lines).</p>	<p>To set up a conference call:</p> <ul style="list-style-type: none"> - Dial the first extension number, or dial 8 and the outside number. - Press the switchhook - Dial the next extension number, or dial 8 and the outside number. - Inform the called party that this is a conference call. - Press the switchhook - Press *4 (wait for dial tone) - Repeat steps to join additional parties. <p>To reconnect to the conference when a called party isn't joining:</p> <ul style="list-style-type: none"> - Press the switchhook
<p>CONSULTATION - Lets you talk privately with a second party while the first party is waiting on hold.</p>	<p>To consult with a second party during a call:</p> <ul style="list-style-type: none"> - Press the switchhook, dial the second party's number. <p>To reconnect:</p> <ul style="list-style-type: none"> - Press the switchhook
<p>HOLD - Feature puts a call on hold until you can return to it.</p>	<p>To put a call on hold while you answer another call or perform another task:</p> <ul style="list-style-type: none"> - Press the switchhook - Press * 9 (do not set the receiver back in cradle) <p>To reconnect:</p> <ul style="list-style-type: none"> - Press the switchhook - Dial * 9

<p>LAST NUMBER REDIAL - Feature automatically redials the last extension or outside number (up to 16 digits) you dialed. NOTE: You can save only one number at a time from any one line on your telephone. Each time you make a call, you erase the previously saved number.</p>	<p>To call your saved number: - Press # # 4</p>
<p>PARK - Park lets you transfer a call to an extension and hold it there. The call will not ring at that extension. This feature is useful when you want to continue a conversation at an idle extension, or transfer a call to a busy extension.</p>	<p>To park a call: - While connected to caller, press the switchhook - Dial * 6 1 - Dial extension you want to Park the call on. - Hang up</p> <p>To connect with a call parked on your extension: - Press the switchhook</p>
<p>PICK-UP - Group Pick-up lets you answer a call on your phone that is ringing on any phone in a designated group of phones in your work area, without knowing the ringing extension's number.</p> <p>Direct Pick-up lets you answer a call to any extension, if you know the number. You can also use this feature to pick-up calls that are on hold at another extension.</p>	<p>To answer a call in Group Pick-up: - Get dial tone - Dial * * 3</p> <p>To answer a call in Direct Pick-up: - Get dial tone - Dial * 3 - Dial the number of the ringing extension</p>
<p>Station Speed Dial - Station Speed Dial (STA SPD) lets you set up codes for your frequently called internal extensions and outside numbers. You can then dial a two-digit index speed number.</p>	<p>To set or change a station speed code: - Dial # # 3 - Enter a index speed number 00 through 29 - Dial number to be stored - Hang up</p> <p>To make a station speed call: - Dial # 3 - Dial the two-digit speed code</p>
<p>Transfer - The Transfer feature allows you to transfer a call from your telephone to another extension or outside number.</p>	<p>To transfer a call: - Ask the party to hold. - Press the switchhook - Dial the extension number. - When the party answers, announce the caller - Hang up. The transfer is complete</p> <p>To reconnect: - Before hanging up, press the switchhook twice.</p>

FOR ASSISTANCE WITH YOUR OPTIPOINT TELEPHONE OR FEATURES, ' CALL TELEPHONE SERVICES AT 4-3121 '