For use at the following locations: Nelson, & Terrawatt

### One-Touch Speed Dial

Speed dial allows you to program the blank flexible keys. (Note: You can lift cover to write a notation about each key on the plastic template.)

1. While phone is idle, press **<CONF>**.
2. Select a flexible key and press it to program.
3. Dial the number to be stored (dial 9 first for off-campus numbers).
4. Press **<CONF>** to store.

### Call Park

Enables users to hold a call and retrieve it at another extension.

**Call Park Set**

1. While caller is on the line.....
2. Press **<Call Park>** button (Display indicates retrieval code (00-14))
3. Replace handset.

**Call Park Pickup**

1. When at other phone, pick up handset.
2. Press **<Park P/up>** followed by 2-digit retrieval code (00-14).

### Call Pickup - Group

You can answer incoming calls for other stations within your pickup group.

1. Pick up handset and dial *7.

### Call Pickup - Direct

You can answer incoming calls to other phones regardless of whether or not you are in a call pickup group.

1. When at another phone, pick up handset / press **<SPEAKER>** / press **<HSET>** softkey.
2. Dial #7 followed by the 5-digit extension of ringing phone.

### Forward All Calls

Sends incoming calls to another number.

**Set**

1. Pick up handset OR press **<SPEAKER>** OR press **<HSET>** softkey.
2. Press **<FWD ALL>** (or dial *5) followed by destination number.

If setting to voice mail, after pressing **<FWD ALL>**, press **<VMAIL>**.

**Cancel**

1. Pick up handset OR press **<SPEAKER>** OR press **<HSET>** softkey.
2. Press **<FWD ALL> + *** (or dial #5).
**Soft Keys**

**Mute**
On/off for headset, handset, and speaker.

**CNTRX (Centrex Speed Dial)**
Allows 4-digit dialing of “784” campus numbers. Pick up handset and press <CNTRX> softkey, followed by 4-digit extension.

**S&R (Save & Repeat)**
Save a dialed number for 1-time one-touch speed dial use.
1. After dialing number, and while still connected, press <S&R> softkey. Number is stored.
2. To use stored S&R number, pick up handset and press <S&R> key.

**HSET (Headset)**
On/off for headset.

**Up/Down Arrow Keys**
- LCD contrast, while phone is idle.
- Call volume while on a call.
- Ring volume, while phone is ringing.
Settings are stored until changed by user.

**Ring Tones & Ring Volume**
Select ring tone:
1. While phone is idle, press <FEATURE> + 3.
2. Press 3 to scroll through ring tones.
3. Adjust ring volume using your Up/Down arrow keys (▲▼).
4. Press <FEATURE> to set.

**Speaker**
You can mute your voice from the speaker by deactivating the microphone.
1. Press <SPEAKER> to toggle between activate and deactivate.
2. Lit MIC LED light indicates it is on.

**Answer**
Non-used key.

**Answering Calls**
1. To answer a call on your extension, pick up handset OR press <SPEAKER> OR press <HSET> softkey.
2. To answer a call for a line appearing on your phone (department line or someone else’s extension), pick up handset and press flashing line key.

**For new phone and/or voice mail support, please call the Helpdesk by dialing “25000”, option 5.**

**Placing Calls**
1. Pick up handset OR press <SPEAKER> OR press <HSET> softkey.
2. Dial 5-digit extension or press 9 first for off-campus dialing.
3. For long-distance calls, dial 9 + 1 + area code + number. When you hear staccato beeps, dial the long-distance access code.

**Recall**
Recalls a fresh dial tone without replacing and picking up handset.

**Redial**
1. Press <REDIAL> to scroll through the last 5 numbers dialed. (Redial is your scroll key.)
2. As you scroll, you can view the numbers in the display screen.
3. When at the desired number, press * to dial it.

**Hold**
1. To place a call on hold, press the red <Hold> button.
2. To retrieve it again, press the flashing line key.
3. By default, a held call will ring back within 1.5 minutes.

**Transfer**
1. While on a call, press <TRANSFER> + the 5-digit extension.
2. Remain on the line to announce the call.
3. To complete transfer, either hang up or press <RECALL>.

To add up to 2 more (internal extensions only), repeat steps 1–3.

If one party disconnects, the other 2 will stay connected as long as one of them is an internal extension.

To return to the original caller (in the event of a busy signal, or to cancel before voice mail answers) press <TRANSFER> again.

**Conference**
Allows you to talk with up to 2 other parties simultaneously.
1. While on a call, press <TRANSFER>.
2. Dial the number of party to be added. (Dial either the 5-digit campus extension or 9 + number for off-campus parties.)
3. After called party answers, press <CONF> to join all 3 parties.
To add up to 2 more (internal extensions only), repeat steps 1–3.

If one party disconnects, the other 2 will stay connected as long as one of them is an internal extension.