

**5316 MULTI-BUTTON SETS  
QUICK REFERENCE GUIDE  
100 SALINA ST. SYRACUSE**

**PLACING A CALL**

**Internal** - Hear dial tone  
Dial 4-digit extension number

**External** – Hear dial tone  
Dial 9 and number

**HOLD**

Press **HOLD** button, hang up

Retrieve Call:  
Press Flashing Indicator button

**TRANSFER**

Press **Trans** button  
Hear dial tone  
Dial extension number  
Announce call or wait for first ring  
Press **Trans** button again  
Press **Rls** button or hang up

On a busy, don't answer or when party does not wish to

Transfer:  
Press **Rls** and then your extension button  
You are connected to original call

**CONFERENCE**

**Join up to 3 Parties including yourself.**  
Dial first party, announce conference  
Press **Conf 3** or **Conf** button  
Hear special dial tone  
Dial third party, when party answers  
Press **Conf 3** or **Conf** button

**CALL PICKUP**

**To pick up another call in your group**  
Hear dial tone  
Press **Call Pickup Button** or dial \*70  
You are connected to ringing call

**CALL FORWARD ALL CALLS**

**Redirects calls to another extension**  
With handset on hook  
Press **Call Fwd** or **Forward** button (indicator flashes)  
Dial extension number (no sound is heard)  
Press **Call Fwd** or **Forward** button (indicator is steady)

To Cancel:

With handset on hook  
Press **Call Fwd** or **Forward** button (indicator goes out)

**RING AGAIN**

(Internal only)  
Calls you back when line is busy.  
While listening to busy signal  
Press **Ring again** button (Indicator is steady)  
Hang up

When both parties are idle or free  
Hear Priority ring (indicator will flash)  
Lift handset  
Press **Ring again** button, it will dial the call again.

**AUTODIAL**

(Optional)  
Store numbers for one touch dialing.

**To program:**  
With handset in place, Press **Autodial** button (indicator

Dial telephone number to be stored  
Press **Autodial** button again, Number is stored

**To Use:**  
Hear dial tone, Press **Autodial** button

**MESSAGE WAITING**

**Alerts you when a new message has been left.**  
**When the indicator next to Msg Wait button is steady:**  
lit:  
Lift handset  
Press **Msg Wait** button, dialing voice mail number  
Follow prompts to retrieve your messages

**SPEAKERPHONE / MUTE**

**To place a call using the Speakerphone:**  
Press **Handsfree** (indicator is steady)  
Dial desired number  
When party answers, speak towards set  
**To end a call:**  
Press **Rls** or **Handsfree**

**To change from Handset to Handsfree speaker:**  
While on call, press **Handsfree**

**To change from Handsfree speaker to Handset:**  
While on **Handsfree speaker**, lift Handset (the Indicator next to **Handsfree** goes out and handset is connected)  
**Mute**  
(When light flashes mute is engaged)  
Press mute to toggle on and off

## OTHER FEATURES

### Rls (Release)

Pressing the release (Rls) allows you to disconnect from your current call.

### On-Hook Dialing

Pressing any line key will activate dial tone on your speaker.

### Volume Control (Ringer and Speaker)

While set has a call ringing or a call on Handsfree speaker, use the rocker switch to adjust volume

Right - to raise volume or  
Left - to lower volume.