

**5316 MULTI-BUTTON SETS
QUICK REFERENCE GUIDE 2 CLINTON SQ./
100S. SALINA ST. /ATRIUM**

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.