5316 MULTI-BUTTON SETS QUICK REFERENCE GUIDE- NEW YORK CITY FOR DMS 100 SYSTEMS ONLY

REPORT ALL TELEPHONE PROBLEMS TO: 1-800-688-8895

PLACING A CALL

Internal - Hear dial tone
 Dial 4 - digit extension number

External – Hear dial tone
9 + 1 + area code + 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 accept 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 Press the** * **key**
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)

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.