INTELLIPATH SYSTEM
QUICK REFERENCE GUIDE
SINGLE LINE SET-8003, 8004, or JAZZ
SET-FOR DMS100 LOCATIONS

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

PLACING A CALL

Internal –
Hear dial tone
Dial 4-digit extension number
Within your own area code
Hear dial tone
Dial 9 and number
Outside your area code-
9 + 1 + area code + number
To place a call on hold:

HOLD

Press the **HOLD** button.
OR
Press the **SWITCHHOOK**
Press the **# Key**
Do Not Hang Up!

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To retrieve call:
Replace handset, phone will ring (lift handset)
You are reconnected to your call

CONFERENCE

To add a third party to an existing call
Ask party to hold
Press **SWITCHHOOK OR FLASH KEY OR
LINK KEY(hear special dial tone)**
Dial third parties number
When party answers, press the **SWITCH
HOOK OR FLASH KEY OR LINK KEY**
All three parties are connected
_____
If the extension is busy or does not answer:
Press the **SWITCH HOOK OR FLASH KEY
OR LINK KEY TWICE**
(you are reconnected to the call)

TRANSFER

(Internal Only)
To transfer a call to another extension:

Ask Party to hold
Press **SWITCH HOOK, FLASH KEY OR
LINK KEY**
Dial extension number
Announce call

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If extension is busy or does not answer:
Press **SWITCH HOOK, FLASH KEY OR
LINK KEY TWICE**
You are reconnected to the call

CALL FORWARD ALL CALLS

(**Internal Only**)
**To temporarily redirect your incoming calls
to another extension:**

Lift handset (hear dial tone)
Dial **105** (hear *special dial tone*)
Dial extension number to receive calls
(hang up, your calls will be forwarded)
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To Cancel:
Lift Handset (hear dial tone)
Dial **106**
(Wait for *confirmation tone*, hang up)

CALLPICKUP

**To pick up another ringing telephone in your
group:**
Lift handset
Hear dial tone, Dial *** Key**

Note: If ringing extension is not within your
group reorder tone (fast busy) will be heard.

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SPECIAL DIAL TONE:

Three beeps followed by the steady dial tone.
This is heard after the **SWITCHHOOK** is pressed
and is your indication that you may proceed with
feature activation.

CONFIRMATION TONE:

Two short bursts of tone followed by silence.
This is heard after a feature access code has
been entered and indicates the feature has been
successfully activated.

REORDER TONE:

A rapid busy signal that indicates you have attempted a
restricted feature or incorrectly entered an access code.