

## 9316 Deluxe Single-Line User Guide for Intellipath Users (Capital District)

### PLACING CALLS

Inside:

- Lift handset, or press **Handsfree** key (hear dial tone)
- Dial **5-digit** extension number

Outside:

- Lift handset, press idle line or press **Handsfree** key (hear dial tone)
- Dial "9" and desired telephone number

### HOLD

To place a call on hold:

- Ask party to hold
- Press the **Hold** key

To return to hold call:

- Press the **Hold** key

### LAST NUMBER REDIAL

- Lift handset
- Press **Redial** key

### CALL TRANSFER

To transfer a call to another extension:

- Ask party to hold
- Press **LINK** key (hear special dial tone)
- Dial **5-digit** extension number
- When party answers, announce call
- Press **LINK** key
- Press **RLS** or hang up

If called extension is busy or does not answer:

- From busy or no answer tone; press **LINK** key twice (you are connected to original call)

### THREE WAY CALLING

To add a third party to an existing call:

- Ask first party to hold
- Press **LINK** key (hear special dial tone)

- Dial third party's number
- When party answers, Press **LINK** key (all parties are connected)
- If called number is busy or does not answer: Press **RLS** (you are connected to original call)

- To disconnect last party added to conference: Press **LINK** key (you are connected to original call)

### CALL PICKUP

To answer a call that is ringing at another

Telephone in your group:

- Lift handset or press **Handsfree** key (hear dial tone)
- Dial \*
- (you are connected to ringing call)

Note: If ringing extension is not within your assigned pickup group, fast busy tone will be heard.

### COMBINATION HANDSFREE/ MUTE KEY

- Handsfree:** press for two way conversation through the set's speaker
- Mute:** press while on a call to listen without disrupting call with background noise.

### CALL FORWARDING

To temporarily redirect your incoming calls to another extension:

- To activate: Lift handset (wait to hear dial tone)
- Dial 106 (hear special dial tone)
- Dial number to receive your calls
- Press # (hear confirmation tone)
- Hang up (Your calls are forwarded)

To cancel:

- Lift handset
- Dial 107

- (hear confirmation tone)
- Hang up

### SETTING THE RINGING VOLUME

- Press rocker button up or down while telephone is ringing.
- The display shows the adjusted ringing volume level.
- This level remains in effect until the next adjustment.

### SETTING THE HANDSET VOLUME

- Press rocker button up or down while using The handset on a call.
- The display shows the adjusted volume level.
- This level remains in effect until the next adjustment.

### (TO REVEAL, MOVE SLIDING PANEL BELOW DISPLAY )

### LANGUAGE

### DATE TIME

- PRESS SET OPTIONS
- PRESS 2 OR DOWN ARROW TWICE
- FOLLOW DISPLAY INSTRUCTIONS

### RINGER-ON/OFF

- VOLUME UP- PRESS RIGHT SIDE OF VOL. BAR
- VOLUME DOWN - PRESS LEFT SIDE OF VOLUME BAR

### RINGER TONE AND VOLUME-

- PRESS OR DOWN ARROW THREE TIMES
- FOLLOW DISPLAY INSTRUCTIONS
- PRESS SAVE TO END WHEN SATISFIED

### DIRECTORY

### PROGRAMMING NAMES AND NUMBERS:

PRESS **SAVE**  
PRESS **DIRECTORY**  
PRESS THE **NUMBER** USING THE DIAL  
PAD  
PRESS **SAVE**  
PRESS **DIAL PAD KEYS** TO SPELL NAME  
EXAMPLE:  
TIM = 8,444,6  
T = 8 (PRESS 8 KEY ONCE FOR FIRST  
LETTER ON KEY)  
I = 4 (PRESS 4 KEY THREE TIMES FOR  
THIRD LETTER ON KEY)  
M = 6 (PRESS 6 KEY ONCE)  
PRESS **SAVE**

**NOTES:**

**FINDING NAMES:**

PRESS **DIRECTORY**  
PRESS **DIAL PAD KEY** FOR PARTICULAR  
LETTER (USING KEY IN ABOVE  
INSTRUCTIONS

**MEMORY KEYS-PROGRAMMING(up to 24  
digits)**

Press **Save**  
Press desired **MEMORY KEY**  
Enter number using keypad(if pause needed,  
press HOLD key 24 digits)  
Press **Save**

**SETTING UP FEATURES**

Your telephone has a variety of other local  
features which you can set up to make the set  
easier to use and to customize the set to meet  
your specific needs.

Consult your User Manual for specific details  
On setting up features such as:

Time and Date  
Call Timer  
Ringing Tones (4)

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NEW YORK STATE  
OFT  
TELECOMMUNICATIONS

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INTELLIPATH DIGITAL  
CENTREX

M9316  
Nortel DMS 100  
Quick Reference User Guide

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