

**MULTI-BUTTON SETS
QUICK REFERENCE GUIDE
POUGHKEEPSIE
OFT Help Desk 1-888-784-4647**

PLACING A CALL

Internal - Hear dial tone
Dial 4 digit extension number

External - Hear dial tone
Dial 9 and number within your own area code.
Long Distance - 9 and 1, area code and number for all calls outside your area code.

HOLD

Press **HOLD** button, hang up

Retrieve Call:
Press Flashing Indicator button

TRANSFER

Press **Trans/Conf** button or **Trans** Button
Hear dial tone
Dial extension number
Announce call or wait for first ring
Press **Trans/Conf** button or **Trans** Button
Press **rls** button or hang up

To Cancel:
Press your extension button
Reconnected to held call

CONFERENCE

Join up to 6 Parties including yourself.
(It is recommended only 2 outside calls)
Dial first party, announce conference
Press **Trans/Conf** button or **Conf** Button
Hear dial tone
Dial next party, when party answers
Press **Trans/Conf** button or **Conf** Button
Repeat steps to add parties

CALL PICKUP

To pick up another call in your group
Hear dial tone
Press **Call Pickup (or 13)**
You are connected to caller

DIAL INTERCOM

Call another phone in your group by dialing a 1 or 2 digit number.

Press **i/c** group number
Dial the intercom number

To Answer call:
Hear dial tone
Press **i/c** button

LAST NUMBER REDIAL

Hear dial tone
Press **Last** or **Last Number** button
OR
Hear dial tone
Press main extension button once
Last number called is redialed

CALL FORWARD ALL CALLS

Redirects calls to another extension
With handset on hook
Press **Call Fwd** or **Forward** button
Dial extension number
Press **Call Fwd** or **Forward** button

To Cancel:

With handset on hook
Press **Call Fwd** or **Forward** button

CALL PARK

Allows you to park a call on your extension and answer another call or retrieve it from another phone.

During a conversation, press **Trans/Conf** or **Trans** button
Dial **171** and your extension number
Press **Trans/Conf** or **Trans** button, hang up

To retrieve:
Lift handset
Dial **172** and your extension number

RING AGAIN

Calls you back when line is busy.
While listening to busy signal
Press **Ring Again** button

Hang up

When both parties are idle or free
A buzz tone will be heard,
Lift handset
Press **Ring Again** button, it will dial the call again.

SPEED CALLING

Allows faster dialing of numbers by using 1 or 2 digit codes
List of up to 10 numbers = codes 0-9
List of up to 100 numbers = codes 00-99

To Program:
With handset in place, Press **Speed Call** button
Press 1 or 2 digit Speed Call Code
Dial number to be stored (up to 20 digits)
Press **Speed Call** button

To Make a Call:
Hear dial tone, Press **Speed Call** button
Dial 1 or 2 digit Speed Call Code

STORED NUMBER REDIAL

Allows user to store a single telephone number for reuse.

To program before a call:
With handset in place, Press **Stored** or **Stored Number**
Dial number to be stored
Press **Stored** or **Stored Number** button, Number is stored.

To program during active, busy or no answer call:
While active on call, or when you hear a busy or no answer,
Press **Stored** or **Stored Number** button
Number remains stored until changed.

To use:
Hear dial tone, Press **Stored** or **Stored Number** button
Stored number is dialed.

AUTODIAL

Store numbers for one touch dialing.

To program:
With handset in place, Press **Autodial** button
Dial telephone number to be stored
Press **Autodial** button again, Number is stored

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