

ROCHESTER MULTI-LINE TELEPHONE SETS QUICK REFERENCE GUIDE

**REPORT ALL TELEPHONE
PROBLEMS TO:
OFT TELECOMMUNICATIONS
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.

On-Hook Dialing - Press free extension, Hear dial tone, Dial
number, Pick up the handset when the number starts ringing.
If busy - Press **RLs** button.

HOLD

Press **HOLD** button, hang up

Retrieve Call:
Press Flashing Indicator button

TRANSFER

Press **Transfer** button
Hear dial tone
Dial extension number
Announce call or wait for first ring
Press **Transfer** button, 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 **Conference button**
Hear dial tone
Dial next party, when party answers
Press **Conference**
Repeat steps to add parties

CALL JOIN

Allows you to conference a call on hold to an active
call on your phone.

While on active call, press **Conference button**,
Press extension button of held call,
Press **Conference button**
Joins all parties together.

CALL PICKUP

To pick up another call in your group

Hear dial tone
Press **Call Pickup (or dial 13)**
You are connected to caller

CALL FORWARD ALL CALLS

Redirects calls to another extension
With handset in place
Press **Forward** button
Dial extension number
Press **Forward** button

To Cancel:

With handset on hook
Press **Forward** button

LAST NUMBER REDIAL

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

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

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

FIXED FEATURE BUTTONS

Volume Control - It controls the volume of the speaker and the handset.
Raise or lower volume by tapping the left or right side of the button.

Release - Disconnect a call on any active extension by pressing **RLs** button.

Hold - Place an active call on hold by pressing the **HOLD** button. (A single
buzz tone through the speaker occurs in one minute intervals after a call has
placed on hold.)

Message Waiting - A red light indicator will light to notify you when a voice
mail message has been received. To retrieve messages, press **Message** key or
dial extension of voice mail.

Program Key (Display Set Only)

Controls the display on you phone.

00	Volume Adjustment
01	Predial Recall
02	Contrast Adjustment
03	Call Timer Enabler
04	Idle Screen Format
05	Language Selectoin
07	Display Diagnostics
09	Key Click

** MISCELLANEOUS **

Handsfree - Press **Handsfree/Mute** button, hear dial tone, dial number,
converse with party without lifting handset.

Mute - Press **Handsfree/Mute** to speak without other party hearing your
conversation.

To Cancel : Press **Handsfree/Mute** to return to call.

System Tone -

Special Dial Tone - Three beeps followed by a steady tone.
When this is heard you may proceed with feature activation.

Overflow Tone (Reorder Tone) - A rapid busy signal that
indicates you have attempted a restricted feature or incorrectly
entered an access code.