

ELECTRA ELITE

- 1. TO PLACE AN OUTGOING CALL:**
PICK UP HANDSET OR PRESS SPEAKER KEY
DIAL "9" OR PRESS A LINE KEY
- 2. TO PLACE AN INTERCOM CALL:**
PICK UP HANDSET OR PRESS SPEAKER KEY
ENTER EXTENSION NUMBER OR PRESS PROGRAMMED INTERCOM KEY
- 3. FEATURE KEY:**
THIS KEY IS USED FOR PROGRAMMING SPEED DIAL NUMBERS AND INTERCOMS
- 4. RECALL KEY:**
(THIS KEY ONLY WORKS WITH CENTREX LINES.) IT IS USED TO TRANSFER AN INCOMING CALL TO AN OUTSIDE TELEPHONE NUMBER, SUCH AS A CELL PHONE. WITH THE CALLER ON THE LINE, PRESS RECALL KEY. WHEN YOU RECEIVE NEW DIAL TONE, DIAL THE TELEPHONE NUMBER, AWAIT ANSWER OR HANG UP WHEN RINGING. ONCE YOU HANG UP, CALLER WILL BE CONNECTED TO THE OUTSIDE PARTY.
- 5. CONFERENCE CALLING:**
ACCESS AN OUTSIDE LINE & DIAL FIRST PARTY AND AWAIT ANSWER
PRESS CONF KEY
ACCESS A SECOND OUTSIDE LINE & DIAL SECOND PARTY AND AWAIT ANSWER
PRESS CONF KEY. ALL THREE PARTIES ARE CONNECTED!
- 6. LAST NUMBER REDIAL KEY:**
PRESS REDIAL KEY
PRESS *
- 7. ANSWER KEY:**
WHILE YOU ARE ON A CALL, PRESS ANSWER KEY TO PLACE THE CURRENT CALLER ON HOLD AND AUTOMATICALLY CONNECT YOURSELF WITH THE NEXT INCOMING CALL.
- 8. CALL TRANSFER:**
WITH THE CALLER ON THE LINE, PRESS TRANSFER KEY AND DIAL THE APPROPRIATE EXTENSION, OR SIMPLY PRESS A PROGRAMMED INTERCOM KEY.
ANNOUNCE THE CALL, IF DESIRED
HANG UP. CALL IS TRANSFERRED.
- 9. TO PLACE A CALL ON HOLD:**
WITH THE CALLER ON THE LINE, PRESS HOLD KEY
IN KEY SYSTEMS WITH DIRECT LINE APPEARANCE, CALLS CAN BE PICKED UP FROM ANY PHONE. IN PBX SETUPS, CALLS ARE AUTOMATICALLY PLACED ON EXCLUSIVE HOLD
- 10. TO PLACE A CALL ON EXCLUSIVE HOLD:**
WITH THE CALLER ON THE LINE, PRESS FEATURE KEY
PRESS HOLD KEY
CALL IS NOW ON HOLD ONLY AT YOUR PHONE.

11. GROUP LISTENING:

WHILE ON A HANDSET CALL, PRESS SPEAKER KEY
CONVERSATION IS NOW HEARD OVER SPEAKERPHONE
(CALLER DOES NOT KNOW THEY HAVE BEEN PLACED ON SPEAKERPHONE, AS THERE IS NO CHANGE IN THE SOUND QUALITY. CALLER ONLY HEARS PERSON ON HANDSET AND ANY "NORMAL" BACKGROUND NOISE).

12. MICROPHONE CONTROL:

(WORKS AS A MUTE FEATURE WHEN YOU ARE USING SPEAKERPHONE)
PRESS FEATURE KEY AND THEN "1" TO TURN MIC LIGHT ON/OFF
WHEN MIC LIGHT IS ON, CALLERS CAN HEAR YOU AND YOU CAN HEAR THEM
WHEN MIC LIGHT IS OFF, CALLERS CANNOT HEAR YOU, BUT YOU CAN HEAR THEM

13. PAGING:

LIFT HANDSET & PRESS PROGRAMMED PAGE KEY, MAKE ANNOUCEMENT AFTER TONE
OR:
LIFT HANDSET AND ENTER ONE OF THE FOLLOWING PAGING CODES:
INTERNAL 51 EXTERNAL 55 INTERNAL & EXTERNAL 59
MAKE ANNOUCEMENT AFTER TONE

14. DO NOT DISTURB:

(BLOCKS INCOMING CALLS, INTERCOM CALLS AND PAGES. YOU CAN STILL MAKE CALLS)
PRESS PROGRAMMED DND KEY
OR: *(WITH HANDSET DOWN)*
TO SET: PRESS FEATURE KEY, ENTER 60, PRESS FEATURE KEY
TO CANCEL: PRESS FEATURE KEY, ENTER 69, PRESS FEATURE KEY

15. TO PROGRAM INTERCOM BUTTONS:

(WITH HANDSET DOWN)
PRESS FEATURE KEY
PRESS REDIAL KEY
PRESS THE BLANK FEATURE ACCESS KEY YOU WANT TO PROGRAM
DIAL "1" AND ENTER THE EXTENSION NUMBER
PRESS FEATURE KEY TO SAVE

16. TO PROGRAM SPEED DIAL ON THE ALPHABETICAL SCROLLING ROLODEX:

(WITH HANDSET DOWN)
PRESS FEATURE KEY
PRESS REDIAL KEY
ENTER SPEED DIAL CODE (80-99 PERSONAL)(00-79 SYSTEM; FROM EXT. 100 ONLY)
DIAL 9
ENTER TELEPHONE NUMBER TO BE STORED
PRESS HOLD AND ENTER NAME USING DIALPAD KEYS
(ENTER # # TO LEAVE A SPACE; ENTER # WHEN TWO CONSECUTIVE LETTERS ON SAME KEY)
PRESS FEATURE KEY TO SAVE

17. ACCESSING THE SPEED DIAL DIRECTORY:

SYS = SYSTEM SPEED DIAL / STA = PERSONAL STATION SPEED DIAL
UP/DOWN SOFT KEYS ARE USED TO SCROLL THROUGH THE DIRECTORY
*(TO SKIP TO A PARTICULAR LETTER OF THE ALPHABET, PRESS SYS OR STA SOFT KEY, PRESS APPROPRIATE DIALPAD KEY UNTIL CORRECT LETTER DISPLAYS ON LCD, PRESS *. YOU CAN THEN USE THE UP/DOWN SOFT KEYS TO SCROLL)*
LIFT HANDSET OR PRESS SPEAKER KEY TO DIAL PARTY DISPLAYED ON LCD
(IF YOU ARE NOT USING THE SCROLLING ROLODEX, YOU CAN ACCESS SPEED DIAL NUMBERS BY PRESSING THE REDIAL KEY AND ENTERING THE 2-DIGIT CODE)