IPK

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 ONE-TOUCH KEY
    FOR PRIVACY PRESS 1 AFTER THE EXTENSION NUMBER OR PROGRAMMED KEY. THIS WILL FORCE THE
    PHONE TO RING.

3. **FEATURE KEY:**
    THIS KEY IS USED FOR PROGRAMMING SPEED DIAL NUMBERS AND ONE-TOUCH KEYS

4. **RECALL KEY:** PRESS TO TERMINATE ESTABLISHED CALL & RESEIZE INTERNAL DIAL TONE.
    (THE NEXT OPTION ONLY WORKS WITH CENTREX LINES.) 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. IF THE CALLER HAS NOT PICKED UP, PRESS RECALL TWICE TO RETRIEVE THE CALL.

5. **CONFERENCE CALLING:**
    ACCESS AN OUTSIDE LINE & DIAL FIRST PARTY AND AWAIT ANSWER
    PRESS CONF KEY, THIS WILL PUT THE FIRST CALLER ON HOLD. ACCESS A SECOND OUTSIDE LINE &
    DIAL SECOND PARTY OR INTERNAL EXTENSION NUMBER AND AWAIT ANSWER. PRESS CONF KEY. ALL
    THREE PARTIES ARE CONNECTED!

6. **DIRECTORY KEY:** *ADDITIONAL EQUIPMENT NEEDED FOR THIS FEATURE* CALLER ID INFO.

7. **MESSAGE KEY:** PRESS TO ACCESS VOICEMAIL

8. **LAST NUMBER REDIAL KEY:** PRESS REDIAL KEY THEN PRESS *

9. **ANSWER KEY:**
    WHILE YOU ARE ON A CALL, PRESS ANSWER KEY TO PLACE THE CURRENT CALLER ON HOLD AND
    AUTOMATICALLY CONNECT YOU WITH THE NEXT INCOMING CALL.

10. **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.

11. **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.

12. **TO PLACE A CALL ON EXCLUSIVE HOLD:**
    WITH THE CALLER ON THE LINE, PRESS THE FEATURE KEY, PRESS THE HOLD KEY.
    CALL IS NOW ON HOLD ONLY AT YOUR PHONE.

13. **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).*

14. **MICROPHONE KEY:**
    (WORKS AS A MUTE FEATURE WHEN YOU ARE USING SPEAKERPHONE OR HANDSET)
    USED TO ACTIVATE OR DEACTIVATE THE MICROPHONE.
    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

15. **PAGING:**
    LIFT HANDSET & PRESS PROGRAMMED PAGE KEY, MAKE ANNOUCEMENT AFTER TONE
    OR:
    LIFT HANDSET AND ENTER ONE OF THE FOLLOWING PAGING CODES:
    INTERNAL ALL **51**   EXTERNAL ALL **55**   INTERNAL & EXTERNAL ALL **59**
             ZONE A **52**   ZONE A **56**
             ZONE B **53**   ZONE B **57**
             ZONE C **54**   ZONE C **58**
    MAKE ANNOUNCEMENT AFTER TONE

16. **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

17. **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 OR DIAL "0" THEN "9" FOR AN OUTSIDE NUMBER.
    PRESS FEATURE KEY TO SAVE

18. **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

19. **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)*

20. **UP AND DOWN ARROWS:**
    WHEN PHONE IS IDLE, THESE WILL ADJUST THE LCD ON YOUR PHONE
    WHEN YOU ARE ON SPEAKER PHONE, THESE WILL ADJUST THE VOLUME
    WHEN YOU ARE ON YOUR HAND SET, THESE WILL ADJUST THE VOLUME
    WHEN YOUR PHONE IS RINGING, THESE WILL ADJUST THE VOLUME OF THE RING
    *ALL SETTINGS WILL REMAIN WITH THE EXCEPTION OF THE HANDSET VOLUME; THIS WILL DEFAULT
    BACK TO THE ORIGINAL VOLUME EVERYTIME.