



Centrex

User's Guide:

Digital Telephone

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External Calls

(local and long-distance)

For a call via the public network.

- 1 Press the primary directory number key, marked **DN**.
- 2 Enter the dial out code (usually **9**).
- 3 Dial the number you wish to call. For a long-distance call, dial **1** and then the area code, followed by the number.

Note:

Because a dial out code (usually **9**) is necessary to access the public network, all systems or equipment that use preprogrammed numbers must be reprogrammed (ex.: alarm systems, fax machines, etc.).

Internal Calls

For a call within the system.

- 1 Press the **DN** key.
- 2 Dial the extension you wish to call (usually 4 digits).
- 3 If busy or no answer, press **DN**.

Call Pickup¹

Allows you to use your own telephone to pick up a call to another telephone in your group.

When another phone in your group rings:

- 1 Press the **DN** key at your telephone.
- 2 Press **PICKUP**.
You are on the line with the caller.

Hold

Allows you to place a call on hold.

To place a call on hold:

- 1 Press the **HOLD** button.
The call is on hold at your telephone.

To retrieve a call on hold:

- 1 Press the **DN** key.
You are back on the line.

Call Park¹

Allows you to place a call on hold. It can then be retrieved from any other telephone.

To place the call on hold:

- 1 Press the **CALL PARK** button.
- 2 Hang up.

To retrieve the call from another telephone:

- 1 Press **DN**.
- 2 Press **CALL PARK**.
- 3 Dial the extension where the call was placed on hold.

Speed Calling¹

Allows you to assign a one or two-digit code to frequently called numbers and store them in memory for easy dialing.

To store a number:

- 1 Press the **SPD CALL** button.
- 2 Dial the code identifier you wish to assign to the number to be stored.
Code **0** to **9** for the short list (available with package A and Basic Business Bundle).
Code **00** to **49** for the long list (available with package B) (maximum 30 numbers).
- 3 Dial the number you wish to store (maximum 24 digits), including your dial out code (if required).
- 4 Press **SPD CALL** again to confirm.

Note:

Repeat these steps for each number you wish to store.

To call a stored number:

- 1 Press **DN** .
- 2 Press **SPD CALL** .
- 3 Dial the code identifier from your personal list assigned to the number you wish to call.

To delete a stored number:

- 1 Press **SPD CALL** .
- 2 Enter the code from your personal list assigned to the number you wish to delete.
- 3 Press **#**.
- 4 Press **SPD CALL** .

Automatic Dial¹

Allows you to store a frequently called number and then dial it by pressing a button.

To program or change a stored number (one only):

- 1 Press the **AUTO DIAL** button.
- 2 Dial the number you wish to store (maximum 24 digits), including your dial out code.
- 3 Press **AUTO DIAL** again to confirm.

To dial a stored number:

- 1 Press **DN** .
- 2 Press **AUTO DIAL** .

Intercom Group

Allows you to reach a member of a pre-established group by dialing a one or two-digit code.

To make a call:

- 1 Press the **I/C GROUP** button.
- 2 Enter the intercom code.

Note:
Intercom codes must be pre-programmed.

To answer a call:

- 1 Press **I/C GROUP** .

Last Number Redial

Allows you to automatically dial the last number dialed.

- 1 Press **DN**.
- 2 Press **#** twice.
The last number dialed is automatically redialed.

Message Waiting

A visual indicator tells you when you have a new message in your voice mailbox.

You have a new message when the indicator light is flashing at the **MESS WAIT**, position. To access the voice mail system:

- 1 Press **NA**.
- 2 Press **MESS WAIT**, and follow the voice prompts.

Call Waiting

With this function, a special dial tone signals an incoming call while you are already on the line. You can answer the second call without disconnecting the first one.

The sound of 2 beeps when you are on the line means that you have an incoming call. To answer the call:

- 1 Press the **CALL WAIT**, button. This places the original call on hold, and puts you on the line with the second caller.
- 2 To return to the first call, press **DN**, again.

Three-Way Conference Consultation Hold Transfer

This function allows you to connect to a third party during a call. Once you have reached the third party, you can either return to the original call (Consultation Hold), add the third party to the conversation in progress (Three-Way Conference) or transfer the original call (Transfer).

To transfer a call, consult a third party or establish a three-way conference when you are already on the line, first:

- 1 Place the first call on hold by pressing **3 CONF**.
- 2 Enter the dial out code and the number you wish to reach. If the line is busy or there is no answer, press **DN** to return to the original call.
When the third party answers, you have three options:

Consultation Hold:

- 1 You can speak privately with the third party.
- 2 To return to the first call, press **DN**.

Three-Way Conference:

- 1 Press **3 CONF** again. The first person will be added to the conversation.

Transfer:

- 1 Press **3 CONF** + **RLS**. This will connect the first person.
- 2 Hang up.

Call Forwarding¹

This function lets you redirect all incoming calls to another number.

To forward all incoming calls:

- 1 Press **FORWARD**.
- 2 Dial the extension to which you want calls forwarded, if it is different from the one already stored in memory. For an outside number, enter your dial out code followed by the number.

3 Press **FORWARD** again.

To deactivate:

1 Press **FORWARD**.

¹ These functions can be assigned to the main number when no button is available. Refer to the analog phone user's guide for how to use them with the digital phone.

Speed Calling Code Identifiers Short List

CODE	NAME	NUMBER
0	_____	_____
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____

Speed Calling Code Identifiers Long List

CODE	NAME	NUMBER
00	_____	_____
01	_____	_____
02	_____	_____
03	_____	_____
04	_____	_____
05	_____	_____
06	_____	_____
07	_____	_____
08	_____	_____
09	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____
18	_____	_____
19	_____	_____
20	_____	_____
21	_____	_____
22	_____	_____
23	_____	_____
24	_____	_____
25	_____	_____
26	_____	_____
27	_____	_____
28	_____	_____
29	_____	_____
30	_____	_____

