

Extension Name

201 Insert appropriate numbers/names
202
203
204
205
206
207
208
209
210

101
102
103
104



Basic User Guide - 24 Key Phones

To make an external call - dial 9 followed by number

To dial an internal extension - press appropriate button on the side of the phone, or dial extension number if button not available

To transfer a call - whilst speaking press appropriate button on the side of the phone, either wait for the person to answer and announce the call, or hang up and the call will be at the receiving extension when answered, (if extension button is not programmed press the transfer key, then enter relevant extension number). If no answer then press the flashing green line button to retrieve the call

To page to all keyphones - dial *3301, speak after the short beep

To use call pickup - dial *4001, speak after the short beep



Extension Name

201 Insert appropriate numbers/names
202
203
204
205
206
207
208
209
210

101
102
103
104



Basic User Guide - 8 Key Phones

To make an external call - dial 9 followed by number

To dial an internal extension - press appropriate button on the side of the phone, or dial extension number if button not available

To transfer a call - whilst speaking press appropriate button on the side of the phone, either wait for the person to answer and announce the call, or hang up and the call will be at the receiving extension when answered, (if extension button is not programmed press the transfer key, then enter relevant extension number). If no answer then press the flashing green line button to retrieve the call

To page to all keyphones - dial *3301, speak after the short beep

To use call pickup - dial *4001, speak after the short beep



Extension Name

201 Insert appropriate numbers/names
202
203
204
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206
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208
209
210

101
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103
104



Basic User Guide - Cordless Phones

To make an external call - press green handset button, then dial 9 followed by number

To dial an internal extension - press green handset button and then dial extension number

To transfer a call - whilst speaking press the transfer button (which is labelled as 'c'), and then dial the extension number, either wait for the person to answer and announce the call, or hang up by pressing the red key and the call will be at the receiving extension when answered. If no answer then press the 'c' button again to retrieve the call

To page to all keyphones - dial *3301, speak after the short beep

To use call pickup - dial *4001, speak after the short beep

