



***The *ANS/RLS* key can be used to answer a ringing call or hang up.**

<i>Making Calls</i>	<i>Internal</i> <i>External</i>	Dial the extension, station or group number. Press an idle line key or dial '9', then dial the telephone number.
<i>Using the Speakerphone.</i>		Press an idle line key or dial '9', then dial the telephone number to disconnect from a hands free call, press <i>ANS/RLS</i> To allow group listening press scroll key three times, press listen soft key.
<i>Hold</i>	<i>Regular</i> <i>Exclusive</i>	Press the <i>HOLD</i> key <i>once</i> . Press the <i>HOLD</i> key <i>twice</i> This feature will hold a line exclusively on your set and cannot be picked up from another telephone.
<i>Transfer to another extension</i>		While talking to the caller, press DSS/BLF station key or, press the TRANSFER key then dial extension announce the call if required, hang-up or press <i>ANS/RLS</i> key to complete the transfer *if you need to return to the caller press the RETURN soft key.
<i>Conference Call</i>		Make or receive your first call, press CONF key or press SCROLL . CONF . press DSS/BLF key or, dial extension or outside telephone number, press CONF key to add another party or press CONF key twice to begin conference . Maximum of 5 parties can be connected.
<i>Personal Speed Dial</i>		Press TRANSFER , dial 105 Enter speed dial memory number (00-49) Dial '9' and the telephone number Press TRANSFER to store the number.
<i>To use personal Speed dial</i>		Press SPEAKER or lift handset, Press speed dial or dial 16 , Enter 2 digit memory code 00-49
<i>System wide Speed Dial</i>		Press speed dial, or dial 16 Enter 3 digit memory code 500-999
<i>Last Number Redial</i>		Press REDIAL or dial '19'
<i>Automatic Redial</i>		Receive busy tone, press SCROLL and press RETRY . The system makes up to 15 attempts to dial the busy telephone number. Lift and replace handset to cancel.
<i>Headset Operation</i>		Press the HEADSET key to disable the handset then use the Speaker key to answer and disconnect callers

Paging	Lift handset and press Page key or dial ' 55 ' + paging group . Press * for all call Page, press ANS/RLS or Press the Hook Switch
Meet Me Paging	Lift handset, dial ' 54 ' plus page group Press * for all call Page, press WAIT softkey or Transfer when done. Remain off hook
To respond	On any telephone, Lift handset, Dial 56 .
Changing your name	Press TRANSFER , dial 104 Spell your name using the keypad. press Use the Volume Keys to move cursor. Press Hold to erase name Press TRANSFER when complete
Changing intercom mode	Press TRANSFER , dial 103 Use volume keys to set intercom answer mode Press TRANSFER when complete
Call Forward options 600 Fwd cancel 601 Fwd All 602 Fwd Busy 603 Fwd No Answer 604 Fwd B/NA set	Press TRANSFER , dial 102 Use Volume Keys to select forward type All, Busy, No Answer , Busy/No Answer, DND Auto or External. Press the right soft key Dial extension or group number to transfer to or dial 9 then the external number. Use Volume Keys to select Yes/No Press TRANSFER when complete Set Busy and No Answer destinations before selecting B/NA
Changing Ringing	Press TRANSFER , dial 111 Dial 1 thru 8 or Volume Keys Use Volume Keys to select Yes/No Press TRANSFER when complete
Calling line Name/Number	Press Transfer dial 119 select Name/Number or information

If you have a SVMi series Voicemail system

*DS16 systems Voicemail extension is 509.
OS100 systems Voicemail extension is 519.
OS7000 systems Voicemail extension is 5039*

To Access Voicemail	Press VM key Enter your password default is 0000 Use the softkeys to listen to messages
----------------------------	---

To transfer a call directly to a mailbox

Using **VMXfer** key

Press **VMXFER**, dial extension
press **ANS/RLS** key or hang up

Manual Transfer

Press **Transfer**, Dial Voicemail group
When voicemail answers
press *****, **9** + **extension** number
press **ANS/RLS** key or hang up

Shortcuts

51 up to 9 custom greetings (advance users)
57 for mailbox greeting(recommended)
#71 password
#72 mailbox name
#73 directory spelled name

Press **0** for more options see the complete user guide for detailed instructions

To Program other user features.

These features are customizable on a per set basis and are programmed on the station to be customized.

Press **Transfer** then:

100 station lock

101 change user pass code

102 Call forward

103 set answer mode

104 station name

105 station speed dial

106 station speed dial name

107 Key extender

119 Caller ID display

108 Station Status

109 Date time display

110 Station On/Off

111 Key set ring tone

112 Alarm Reminder

114 Station Volume

115 Set Text Message

116 Alarm and message

121 Assign station language

Press **Transfer** when complete