GASTON COLLEGE BASIC TELEPHONE TIPS

CURSOR KEY
Round silver button located on the bottom right hand side of your phone.

RING TONES & VOLUMES
1. Press MENU
2. Press 5 or use the CURSOR KEY to scroll to Setting
3. Select User Setting
4. Select Incoming Call
5. Select Ring Tone
6. You may change ring tones for External and Internal incoming calls.

PLACING STATION CALLS
1. Lift Receiver or press SPEAKER
2. Dial extension number

PLACING OUTSIDE CALLS
1. Lift Receiver or press SPEAKER
2. Dial 9, Area Code, Telephone Number

PLACING OUTSIDE CALLS – LONG DISTANCE
1. Lift Receiver or press SPEAKER
2. Dial 9, 1, Area Code, Telephone Number

SPEAKER
1. Press SPEAKER to activate/deactivate

NOTE: Steady red LED for MIC indicates it is on. If MIC is off, “sending voice transmission (your voice) is muted from speaker. Keep MIC on at all times.

ANSWERING CALLS
To answer a call on your primary line, lift the receiver, or press SPEAKER.

To answer a call for a line appearing on your phone (line appearance), press flashing line key before picking up the handset.

If already on a call, either disconnect with party or place on HOLD (press HOLD key) before pressing flashing line key to answer the second call.

CALL PICKUP GROUP
To answer an incoming call from another phone in your pre-designated group, Lift Receiver & dial **5

CALL PICKUP DIRECTED
1. Lift Receiver
2. Dial #, 6, ringing extension number

HOLD / RETRIEVING CALL ON HOLD
With Caller on the line Press HOLD.

To retrieve press flashing line key.

NOTE: If a held call is not retrieved within the predetermined HOLD time, it will ring back to holding station.

TRANSFER
With caller on the line, press TRANSFER followed by extension. Remain on line to announce the call or hang up to complete transfer.

NOTE: Pressing TRANSFER button again (before completing transfer) recalls original caller and cancels the transfer.

REDIAL – (System Holds Last 5 Numbers)
1. Press CURSOR KEY (left) to scroll, when the number you want appears, Press * to have the number dialed

RECALL
Press RECALL to cancel, disconnect current call and to recall dial tone.

FORWARD CALLS – Send Calls To Another Number

TO SET
Lift Receiver, or press SPEAKER
a. FORWARD ALL CALLS Press * * 3
b. FORWARD BUSY CALLS Press * * 2
c. FORWARD NO ANSWER Press * * 1

TO CANCEL FORWARDS
1. Lift Receiver or Press SPEAKER
   a. Press * # 3 for Forward All
   b. Press * # 2 for Forward Busy
   c. Press * # 1 for No Answer

ONE TOUCH SPEED DIAL
Blank keys can be programmed as one-touch speed dials.

PROGRAM
1. While phone is idle, press FEATURE
2. Press blank key to program
3. Dial number to store
4. Press FEATURE to save, display will show SPEED SET

TO DIAL
Lift Receiver and press desired speed dial button.