

CT 0 Key Handset

To answer a call	Lift receiver
To make a call	Lift receiver and dial 9 and telephone no.
To place a call on hold	Press the Hold key
To retrieve a held call	Press the flashing line key
To transfer a call	Press the Cnf/Trn key, dial extension number, announce call and replace receiver
To retrieve a call	Press the Cnf/Trn key
To park a call	Press Cnf/Trn #332, then enter Orbit number 900 – 919 and replace receiver
To retrieve a parked call	Press # 332 and orbit number 900 – 919 (You will be connected to the call)
To set a call back on a busy extension	Dial extension number, get busy tone and press 4
To redial last number	Dial ## (This will redial last number dialled internal or external)
To answer another extension that is ringing in your group	Dial #5#34
To answer another extension that is ringing outside of your group	Lift receiver, and dial #5 and extension which is ringing
To make an all call page to any unused handsets	Lift receiver, dial #30 and make announcement
To programme personal speed dials	Lift receiver, dial # 66 # * enter speed dial code 100 – 139, enter 9 + Tel no. and # key to store
To use speed dial numbers	Lift receiver, Press the * key and location e.g. 200 – 999 or 100 - 139
To divert your calls immediately	Lift receiver, dial #601, enter internal number to receive calls, replace receiver
To divert on busy	Lift receiver, dial #602, enter internal number to receive calls, replace receiver
To divert on no answer	Lift receiver, dial #603, enter internal number to receive calls, press * key, enter number of secs to ring 08 – 60, press # key and replace receiver
To divert on busy/no answer	Lift receiver, dial #604, enter internal number to receive calls, press * key, enter numbers of secs to ring 08 – 60, press # key and replace receiver
To cancel your divert	Lift receiver, dial #601, replace receiver
Conference calls	Receive / Make 1 st call, press Cnf/Trn key, dial 2 nd number, when they answer, press Cnf/Trn key to join all 3 together
To exit Conference	Press Cnf/Trn key and then hang up