

CT Display Handset

To answer a call	Lift receiver or press Spkr key to answer call handsfree
To make a call	Lift receiver and dial 9 and telephone no. or press Spkr key and dial number
To place a call on hold	Press the Hold key
To retrieve a held call	Press the green flashing line key
To transfer a call	Press the Cnf/Trn key, dial extension number, announce call and replace receiver or press key underneath Trns in the display
To retrieve a call	Press the green flashing line key or press the key underneath Rtrn in the display
To park a call	Press Park key or Cnf/Trn #332, then enter Orbit number 900 – 919 and replace receiver
To retrieve a parked call	Press Park key or # 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 key underneath ACB in the display
To redial last number	Press the Redial key (This will redial last number dialled internal or external)
To answer another extension that is ringing in your group	Press the Pickup key or 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	Press Redial key, speed dial key, location number 100 -139, 9 + Tel number, press redial key to store
To programme system speed Dials from port 000	Press Redial key, speed dial key, location number 200-999, 9 and Tel number, redial key
To use speed dial numbers	Press the Speed dial key and location e.g. 200 – 999 or 100 - 139
To divert your calls immediately	Receiver down, press Internal key, dial #601, enter internal number to receive calls, press spkr key
To divert on busy	Receiver down, press Internal key, dial #602, enter internal number to receive calls, press spkr key
To divert on no answer	Receiver down, press Internal key, dial #603, enter internal number to receive calls, press speed dial key, enter number of secs to ring 08 – 60, press redial key and spkr key
To divert on busy/no answer	Receiver down, press internal key, dial #604, enter internal number to receive Calls, press speed dial key, enter numbers of secs to ring 08 – 60, press redial Key and spkr key
To cancel your divert	Receiver down, press Internal key, dial #601, press spkr key
Conference calls	Receive / Make 1 st call, press Conf key in display, dial 2 nd number, when they answer, press Join key to join all 3 together
To exit Conference	Press Exit key in display and then hang up