

## CT Non-Display Handset

|                                                                   |                                                                                                                                                                                  |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To answer a call                                                  | Lift receiver or press <b>Spkr</b> key to answer call handsfree                                                                                                                  |
| To make a call                                                    | Lift receiver and dial 9 and telephone no. or press <b>Spkr</b> key and dial number                                                                                              |
| To place a call on hold                                           | Press the <b>Hold</b> key                                                                                                                                                        |
| To retrieve a held call                                           | Press the green flashing line key                                                                                                                                                |
| To transfer a call                                                | Press the <b>Cnf/Trn</b> key, dial extension number, announce call and replace receiver                                                                                          |
| To retrieve a call                                                | Press the green flashing line key                                                                                                                                                |
| To park a call                                                    | Press Park key or <b>Cnf/Trn</b> #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 <b>4</b> or pre-programmed <b>ACB</b> key                                                                                         |
| To redial last number                                             | Press the <b>Redial</b> key (This will redial last number dialled internal or external)                                                                                          |
| To answer another extension that is ringing in your group         | Press the <b>Pickup</b> 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 <b>Redial</b> 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 <b>Redial</b> key, speed dial key, location number 200-999, 9 and Tel number, redial key                                                                                   |
| To use speed dial numbers                                         | Press the <b>Speed dial</b> 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 <sup>st</sup> call, press <b>Cnf/Trn</b> key, dial 2 <sup>nd</sup> number, when they answer, press <b>Cnf/Trn</b> key to join all 3 together                    |
| To exit Conference                                                | Press <b>Cnf/Trn</b> key and then hang up                                                                                                                                        |