DK Non-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
To retrieve a call	Press the green flashing line key
To set a call back on a busy extension	Dial extension number, get busy tone and press **4** or pre-programmed **ACB** key
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 10 -49, 9 + Tel number, press redial key to store
To programme system speed Dials from port 000	Press **Redial** key, speed dial key, location number 600-999, 9 and Tel number, redial key
To use speed dial numbers	Press the **Speed dial** key and location e.g. 600 – 999 or 10 - 49
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 1st call, press **Cnf/Trn** key, dial 2nd number, when they answer, press **Cnf/Trn** key to join all 3 together
To exit Conference	Press **Cnf/Trn** key and then hang up