CT Analogue 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 R key

To retrieve a held call Press the R key

To transfer a call Press the R key, dial extension number, announce call and replace

receiver

To retrieve a call Press the R key

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)

Or press Redial key

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 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

Issue 3 07/05/02