DIGITAL KEYSET
Tip Sheet

Placing a Call (P.13)
You may do one of the following:
• Press the “Outgoing” Button
• Press the “Call Key” Button
• Press “8”

Placing a Station Speed Call (P.46)
• While On-Hook, Dial 382 or Press programmed button, then Loc # (0-9)

Receiving a Call (P.14)
You may do one of the following:
• Press the “Answer” Button (Headsets)
• Press the “Call Key” Button
• Pick up your Handset

Pick a Holding or Ringing Call (P.17)
At the station it was placed on hold at:
• Press any ‘Fluttering’ Key
At ANY station:
• Dial “4” then the Extn #

Redial (P.22)
• While On or Off Hook, Press Redial Button
• Redial will redial last number dialed

Placing a Call on Hold (P.15)
• Press the “Hold” Button & Hang Up

Programming Station Speed Dial (P.46)
Basic Phone (No Display)
• While On-Hook, Press Personal Spd
• Select Loc # (0-9), hear tone
• Dial Outside # starting with “8”
• Press “#”, Hear confirmation tone

STD or EXEC Digital Phone with Display
• While On-Hook dial 383
• Select Loc # (0-9), hear tone
• Enter Name (via keypad), press “#”
• Dial Outside # starting with “8”
• Press “#”, Hear confirmation tone

Pick a Holding or Ringing Call (P.17)
At the station it was placed on hold at:
• Press any ‘Fluttering’ Key
At ANY station:
• Dial “4” then the Extn #

Programming Programmable Keys (P.49)
Will only work if you have an available Key.
• On-Hook dial 397, hear tone
• Press Key to be programmed
• Dial Feature Code you want programmed
• Press “SPKR” button to complete

Transfer a Call “To Ring” (P.18)
• Press “Transfer” then Destination Extn #
• Wait for answer or hang up

Transfer a Call “To Hold” (P.15)
• Press “Transfer”
• Dial Extn #, Press “Hold”
• Hang Up

Transfer a Call “To Voicemail” (P.17)
• Press “Sys VM” Button
• Dial Mailbox or Extn #
• Hang Up

Volume Bar (P.31)
• Left side decreases volume
• Right side increases volume
• Pressing center will save volume level

Conference Call
• While on 1st call, Press “Cnf” Button
• Dial internal or external 2nd party number
• Repeat steps 1 & 2 for 3rd & 4th parties
• To Join press Cnf button quickly for each conferenced party

Call Forwarding (P.18)
Dial one of the following:
• Dial “355” – Forward ALL Calls
• Dial “356” – Forward No Answer Calls
• Dial “357” – Forward if Busy Calls
• Dial “358” – Fwd No Answer or Busy Calls
• Then dial destination #, 2503 for V/Mail
• Hang Up
• To Cancel FWD press “FWD” then “SPKR”