Voice Call
This feature allows you “intercom” another station user, provided that the called station is idle at time of voice call.
1. Dial extension or press programmed one-touch, immediately followed by pressing the <VOICE> softkey.
2. After voice call announce beep, make your announcement.

Please remember to practice discretion when using this feature, so as NOT to be disruptive.

Call Forward All
This feature allows for users to automatically direct all incoming calls to another number.
1. Select extension to forward. Press line key for selected extension and pick up handset.
2. Then press <FWD ALL>.
3. Enter destination.
   - If vmail, press <MESSAGE> or dial “7820.”
   - If to an outside number, dial “9” first.
   - If to an extension, dial extension.
FWD ALL key lamp lights red when active.

To cancel:
1. Select extension from which to cancel forwarding. Press line key for selected extension and pick up handset.
2. Then press <FWD ALL>.
LED for key goes out when cancelled.

Call Pickup - Group
To answer a ringing phone within your call pickup group using your phone, pick up handset and dial “#3.”

Call Pickup - Direct
To answer a specific ringing extension using your phone, pick up handset and dial “#4” followed by extension of ringing phone.

Voice Mail Access
- From your phone, press the <MESSAGS> key or dial “7820.”
- From another phone: Access voice mail. When asked for your security code, dial “*2#.” At the company greeting, enter your personal ID (9 + your mailbox number).
- From outside the system, dial “630-844-7820.” At system greeting, enter your personal ID.

Notes
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Placing Calls
1. Pick up handset or press <SPEAKER>.
2. Dial number (remember to press "9" first for external numbers.)

Answering Calls
Pick up handset or press <SPEAKER>.
(If answering a line, other than your primary ext, press the flashing line key first.)

Recall
Pressing this key recalls dial tone to your station.

Conference
1. While call is in progress, press <TRANSFER>.
2. Dial number of 3rd party.
3. After called party answers, press <CONF> to join all 3.

Redial
Stores the last 5 numbers dialed.
1. Press <REDIAL> to scroll through last 5 numbers dialed.
2. Press "*" to dial selected number displayed in LCD.

Hold
While on the call, press <HOLD>.
To retrieve held call, press the flashing line key.

Message Waiting Indicator Lamp
Lights red to indicate a message left in voice mail.

One-Touch Speed Dials
1. Press <FEATURE>.
2. Press One-Touch key to program.
3. Dial the number to be stored.
4. Save by pressing <FEATURE>.
To use, press programmed key.
To verify programming, repeat steps 1 & 2, and number will display in LCD.

Up/Down
While station is idle: LCD contrast.
While on a call: adjusts volume.
While phone is ringing: ring volume.

MIC
Turns Speaker MIC on & off.
LED lights red when MIC is active.
To MUTE voice transmission from your speaker, turn your MIC off.
Other party will not be able to hear you but you will be able to hear them.

Speaker
<SPEAKER> key lights red when active.

Transfer
1. While on the call, press this key followed by desired ext.
2. Remain on the line to announce call ("screened transfer"), or hang up to complete transfer.
   If you have misdialed or no one answers, and would like to return to the caller, press <TRANSFER> again.
   If voice mail answers, and you would like to return to the caller, press "***."