


PERSONAL AD LIST

To Program

- Lift handset. listen for dial tone
- Press **Program** button **OR**
- Lift handset; listen for dial tone and Dial * **0 0**; dial tone will continue
- Dial the list number; 1 or 2
- Dial the code you wish to assign
- Dial 9 and the telephone number
- Dial #
- Hear confirmation (3 beeps)
- To continue programming, repeat from  above

To Use Personal AD list 1

- Press **Personal AD List 1** button **OR**
- Lift handset; listen for dial tone and Dial * **7 7**
- Dial the assigned code 0 to 9

To Use Personal AD list 2

- Press **Personal AD List 2** button **OR**
- Lift handset; list for dial tone and Dial* **8 8**
- Dial the assigned code 0 to 9

PRIVACY

To Activate

- While on a call, press Privacy button

To De-Activate

- While on a call, press Privacy button again

NOTE: When you hang up, the Privacy feature will automatically be deactivated.

RING CUTOFF

To Activate or Cancel

- Press **Ring Cutoff** button

NOTE: When green light is lit, the feature is active.

SEND ALL CALLS

To Activate

- Press **Send All Calls** button, **OR**
- Lift handset; listen for dial tone
- Dial * **3 3**
- Hear confirmation tone (3 beeps)

To Cancel

- Press lit **Send All Calls** button. **OR**
- Lift handset; listen for dial tone
- Dial # **3**
- Hear confirmation tone (3 beeps)

SHIFT/SELECT

On 7406 models only, the **Shift/Select** button activates the gray area of the dual feature button.

To Use

- Press **Shift/Select** button then press gray feature button

SPEAKER (2 Way)

To Use

- Press **Speaker**
- Press **Mute** to disallow the called party from hearing
- Press **Speaker** and **Volume** ▲ or ▼ to adjust volume
- Press **Select** and **Speaker** to reset speaker and eliminate the flashing light

TRANSFER

- While on a call, press **Transfer** button
- If busy occurs, press an available extension
- Dial the extension number where the call is to be transferred
- When the dialed extension answers, announce call and press **Transfer** button again, **OR**
- When ringing begins, press **Transfer** button again; the call is connected
- Hang up handset

FEATURE ACCESS CODES

Feature	Code
Call Forward-Activate	* 2 2
Call Forward- Cancel	# 2
Call Park - Activate	* 1 6
Call Park - Retrieve	* 7 0
Call Pickup	# 4
Group AD List	* 8 8
Last Number Dialed	# 9
Leave Word Calling - Activate	* 6 6
Leave Word Calling - Cancel	# 6
Personal AD List	* 7 7
Program	* 0 0
Send All Calls - Activate	* 3 3
Send All Calls - Cancel	# 3
Transfer AUDIX	# 7

TELEPHON

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Name _____ Phone # _____

DIALING INSTRUCTIONS

To Place a Local Call

Dial 9 + 7 digit telephone number

To Place a Long Distance Call

Dial 9 + 1 + area code + 7 digit telephone number

To Place an International Call

Dial 9 + 011 + country code + city code + telephone number

To Call Another Extension within Your Company

Dial the last 4 digits of the telephone number

DISTINCTIVE RINGING

Internal Calls - one burst ring



External Calls - two burst ring

Intercom Calls - one alerting ring

Ring Ping - a short ring indicating an incoming call when the **Send All Calls** or **Call Forward** feature has been activated.

(8400 SERIES TELEPHONES ONLY) Soft Keys

To Scroll


- Press **Menu** button; features will be displayed
- Press **Next**  button; to continue to review feature choices
- Press **Prev**  button; to return to previously displayed features

To Use

- Press **Menu** button; features will be displayed
- Press the soft key associated with the selected feature
- An arrow is displayed above the selected feature

AD BUTTONS

To Program

- Lift handset; listen for dial tone
- Press **Program** button **OR** Dial * **0 0**; dial tone will continue
- Press **AD** button to be programmed; dial tone will continue
- Dial 9 and the telephone number
- Press **AD** button again
- Hear confirmation tone (3 beeps)
- To continue programming; press next **AD** button to be programmed and repeat from  above

NOTE: When programming gray dual feature buttons on 7406 models. Press **Shift/Select** button first

To Use

BUSY LAMP

- Lights when the designated extension is off hook **OR**
- Press **Busy Lamp** for any extension; number will automatically be dialed

CALL FORWARD

To Activate

- Press **Call Forward** button **OR**
- Lift handset; listen for dial tone and Dial * **2 2**
- Dial the extension number you are forwarding your calls to
- Hear confirmation tone (3 beeps)

To Cancel

- Press **Call Forward** button **OR**
- Lift handset; listen for dial tone and Dial # **2**
- Hear confirmation tone (3 Beeps)

CALL PARK

To Activate

- While on a call, press **Transfer** button
- Dial * **1 6**
- Press **Transfer** button again


To Retrieve

- Lift handset; listen for dial tone and Dial * **7 0**
- Dial originating extension number, where call is parked

CALL PICKUP

- Press **Call Pickup** button **OR**
- Lift handset; listen for dial tone and Dial # **4**

CONFERENCE

- Place or receive a call
- Press **Conference** button
- Dial telephone number or extension
- Press **Conference** button again; party is connected
- To add additional parties, up to six total, continue from  above

DIAL INTERCOM

To Originate

- Press **Dial intercom** button
- Dial the assigned 2 digit intercom number

To Answer if the Handset is on Hook

- Lift handset

To Answer if on

- Press the **HOLD** button
- Press the **DIAL** button

DROP

- Press **Drop** button
- To retrieve call from a conference

GROUP AD

- Press **Group AD** button
- Lift handset;
- Dial the assigned

HOLD

- Press **Hold** button
- To retrieve call

LAST NUMBER

- Press **Last Number** button
- Lift handset; listen for dial tone

LEAVE WORK

To Activate with

- Lift handset; listen for dial tone
- Press **Leave Work** button
- Dial the extension number
- Hear confirmation tone (3 beeps)

To Activate Dial

- Lift handset; listen for dial tone
- Dial extension number
- Press **Leave Work** button
- Hear confirmation tone (3 beeps)

To Cancel

- Lift handset; listen for dial tone
- Press **Leave Work** button
- Dial the extension number
- Hear confirmation tone (3 beeps)

NOTE: Leave Work button will not work if originating extension is on hook

MESSAGE LIGHTS

Lights when you have a message. Check your voice mail for details.