



Telephone Reference Guide for Executone Display Phones

Answering an Internal call

1. Lift the handset and the call is connected.
2. Press the “H/F” hands free key to answer the call.

Answering an Outside Line call.

1. Lift the handset and the call is connected.
2. Press the “H/F” key to answer the call.

Answering a call ringing on another phone.

1. Lift handset and dial “2” plus the 4 digit ext number of the ringing phone and the call is connected.



Make an Internal Call.

1. Lift the handset and internal dial tone is heard.
2. Press the H/F key and internal dial tone is heard
3. Dial the 4-digit number.

Make an External Call.

1. Lift the handset and press a Line key. (External dial tone will be heard.)
2. Dial a 7 or 10 digit number.
3. Use the H/F key to call out hands free.

Last number redials.

1. Lift the handset and press a line key.
2. Press the # key.

Place a call on Hold

1. Place an Outside call on hold by pressing the “Hold” key.
2. The line key will flash with the line on Hold.
3. To retrieve the call; press the flashing line key.
4. To retrieve an internal call on hold press the “Hold” key again.



Call Transfer

1. While you are on a call (internal or external), press the “Trans/Con” key.
2. Dial the desired extension number or press the “DSS” key for the desired extension.
3. When the destination extension rings hang up the handset to execute the transfer.
4. To reconnect to the calling party before the transfer is completed press the Trans/Con key again to retrieve the call.
5. To transfer to a voicemail box press the “Trans/Con” key and dial 76 plus the 4 digit mailbox number and hang-up.

Call Forwarding

1. To forward calls to another extension press the upper key under FWD characters on the display.
2. In the lower portion of the display will be 3 choices, VMS, EXT#, OPER.
3. Choose one of the above by pressing the key below the destination choice.
4. The display will momentarily show the choice selected.
5. If the choice is EXT#, the display will prompt for a 4 digit extension number entry.
6. Once the forwarding feature has been activated, a * appears before the FWD symbol in the display.
7. To cancel forwarding press the FWD key again and the * will extinguish.

In/Out feature

Press the key under the display characters OUT and the display will change to >> OUT <<. This feature will send all calls to your voicemail box without ringing your phone, and disable the dial pad and keys. Press the IN button to return to the IN status.

Volume Adjustments

There are four distinct volume changes which can be adjusted.

- Outside call handset receive volume.
- Internal call handset receive volume.
- Ring volume for outside calls.
- Ring volume for internal calls.

Each of the above volume settings must be made when the phone is actively using the feature to be adjusted, i.e. when ringing on an outside line for ring volume adjustment or when talking on an internal call for handset volume.

For further information on other features such as conference calls, speed dials, Direct Station Select keys contact the District Technical Support Department.