



Telephone Reference Guide for Executone 6 Key Phone

Placing Calls

Place an outside call:

1. Lift handset
2. Press "OUT"
3. Dial desired number.

Place an internal call:

1. Lift handset
2. Dial desired extension number.



Receive a call: Lift handset

Camp-On

When you are on a call, a "camp-on" tone may be heard. This indicates that another call is waiting. If you hear the tone:

1. Press the "HOLD" key.
2. Replace the handset or press the hook switch once.
3. Lift the handset or release the hook switch.

To Camp-On an internal extension which is busy "press 2" and hang-up. When the called extension completes the current call and hangs up the system rings both extensions immediately. Lift handset to answer the call.

Last Number Redial

1. Lift handset
2. Press "OUT" or select a line
3. Press the "#" key.

Place an Outside Call on Hold - While on a call, press "HOLD"

Retrieve an Outside Call on Hold - Press "*" on the dial pad.

Retrieve an Internal Call from Hold - Press "HOLD"



Transfer a Call

Allows a user to transfer an outside call to another extension. If the destination extension is busy, the user can reconnect to the caller by dialing "2" and the extension number of the failed transfer attempt.

1. While on a call, press "TR/CON"
2. Dial the extension number.
3. Replace handset. If the call is not answered promptly, the call will ring back to the transferring extension.

Forward All Calls to Voicemail

1. Lift Handset
2. Dial 7 * 3
3. Hang-up Handset

Cancel Forward to Voicemail

- 1 Lift Handset
- 2 Dial 7 * *
- 3 Hang-up Handset

Volume Adjustments

There are four distinct volume changes which can be adjusted.

1. Outside call handset receive volume.
2. Internal call handset receive volume.
3. Ring volume for outside calls.
4. 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.

Voicemail Message Waiting Indicator

The "Prog" key LED is programmed to serve as a message waiting indicator light. The light will flash when a new message has been received in your voicemail box. The light will extinguish when your voicemail box is accessed using your security code.

Please refer to the "Voicemail User Guide" for information on Voicemail procedures.

