

PROGRAMMING INFO SHEET



Transfer To Voice Mailbox:

1. Answer Line
2. Press VM Xfer Button
3. Dial Extension Number
4. Hang Up Headset

Page Over The System:

1. Lift the Hand Set
2. Press The Page Button
3. Make Page
4. Hang Up

Transfer Outside Call:

1. Answer The Ringing Line
2. Do NOT Put Line on Hold
3. Press the Transfer Button
4. Enter the extension number
5. Hang up Receiver

Internal ONE Touch Call:

1. Press **PROG** button (on display area)
2. Enter PREFERRED BUTTON location
3. Dial 1
4. Dial Extension number
5. Press ENTER
6. Press EXIT

Outside ONE Touch Call:

1. Press **PROG** button (on display area)
2. Enter PREFERRED BUTTON location
3. Dial 2
4. Dial 9
5. Dial PHONE NUMBER
6. Press ENTER
7. Press EXIT



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