



## Premiere 10-Button Speakerphone Guide

While the phone is ringing you will hear the ringer and see the message light flashing. Lift the handset to answer the call.

\_\_\_\_\_ To reach an office or Residence Hall on campus simply dial the four-digit extension number (XXXX).

\_\_\_\_\_ For local calls, dial **9**, then the seven digit telephone number. If the call is in a different area code, but is still a local call, dial **9**, **1**, the area code, then the seven-digit number.

\_\_\_\_\_ Dial **9**, then 1-800-XXX-XXXX (888, 877, 866, etc).

\_\_\_\_\_ Dial **9**, **1**, the area code, then the seven-digit number.

\_\_\_\_\_ Dial **9**, **1**, the country code, the city code, then the telephone number.

This feature allows you to answer another phone in your department, which has already been programmed into your common pickup group. To answer the call, lift handset and dial **\* 9**. The phone will stop ringing and you will be connected to the caller.

Ask the party to wait. Press \_\_\_\_\_ (your original call is placed on hold), then dial the four-digit extension ( \_\_\_\_\_ ) where you want the call transferred. Announce the call when the called party answers and hang up, \_\_\_\_\_ hang up after dialing the extension number without announcing the call. In either instance, the original caller will be on hold until you hang up your phone.

1. Dial the first party. When the first party answers, ask them to hold, then press [ ] . You will hear recall dial tone. The first party is placed on hold.
2. Dial the [ ] code [ ][ ], then dial the second party: 4-digit extension number for on campus [ ] 9 + (1 + area code) and then the number for outside party.
3. When the second party answers, announce the call and press [ ] , [ ] . You are now in a three-way conference call, and ready to add the next party.

1. Ask the connected parties to wait, and then press [ ] . A recall dial tone will be heard, and both parties are placed on hold.
2. Dial the [ ] number. A ring back will be heard until the party answers.
3. Announce the call and press [ ] , [ ] . All parties are connected to the conference.
4. Repeat steps 1 through 3 to add subsequent callers.

If you receive no answer, a busy tone, voice mail, or if you dialed a wrong number, press [ ] and you will hear a series of beeps. When the beeping stops, the unwanted call will be dropped and you will be connected to the original caller(s). At that point, follow steps 1 - 3 to continue adding more participants.

This phone jack is located on the right side of the telephone and provides a modular connection with the telephone line for connecting devices such as a laptop computer or modems for dial-up.

This button is used for many different functions. You will notice the flash feature listed in many feature descriptions. The main function is to transfer calls, but is also used for features such as conferencing and call waiting to name a few.

Dial \* [ ][ ][ ] + and the four-digit extension ( [ ][ ][ ][ ] ) number where you want your phone to forward to when you are away from your office. When you hear a confirmation beep, hang up. Your phone will not ring but will immediately forward to new destination. If you want your calls to go to Voice Mail, enter [ ] as your forward to destination.

Lift handset, then dial # [ ][ ] . When you will hear the confirmation beep, hang up.

Depress the volume button once to amplify the voice of the caller. Press the button again to return the handset volume to normal.

Press the \_\_\_\_\_ key on your phone and hang up (a red light will illuminate). The call is on hold on your phone (you will not be able to receive another call as your phone will be in a busy state with the hold button), \_\_\_\_\_ press \_\_\_\_\_ and dial \* \_\_, hang up and the call will be on hold in the phone system (this will allow you to receive additional calls while on hold in the system).

Lift the handset (if you put the call on hold on your phone) and you will be reconnected dial # \_\_ (if you put the call on hold on the system). To retrieve a held call via the \* 1 from another phone, dial the Remote Retrieve code \* \_\_ \_\_+ your extension number.

Lift the handset for dial tone. Dial the telephone number, or press REDIAL. Disconnect the call by replacing the handset in the cradle again.

The Meet-Me Conference feature lets you schedule in advance up to eight, o

1. Remove the clear faceplate and paper mat.
2. Remove the pink insulator strip from the battery.
3. Check the position of the TONE/PULSE switch.
4. Lift the handset to obtain dial tone.
5. Press the \_\_\_\_\_ button.
6. Dial the \_\_\_\_\_ to be saved.
7. Press the \_\_\_\_\_ button again.
8. Press one of the ten \_\_\_\_\_ where the number is to be saved.
9. If more numbers are to be programmed, follow steps 5 through 9.
10. Hang up the handset.
11. Record the number on the on the paper face mat and replace along with the faceplate.

1. Lift the handset, or press the SPKR button.
2. Press the Memory location button where you stored the number.

" " \_

To retrieve your message(s), lift the handset and dial the message retrieval access code, # \_ or simply dial extension \_\_\_\_\_.

Park allows you to place a call on hold in a specific parking position for the purpose of retrieving the call from another phone on campus. Ask the caller to hold and press \_\_\_\_\_ + \* \_ . Next, dial your four-digit extension number ( \_\_\_\_\_ ). The call will be parked (held) in the system on your extension.

You can go to any phone on campus and dial \* \_ + your extension number ( \_\_\_\_\_ ). You will be connected to the parked call.

Used in conjunction with Memory Dialing, if so needed.



when your

phone rings and goes unanswered.

There are three forwarding option when your phone is busy:

- 1) Transfers to the department secretary.
- 2) Transfer to Voice Mail.
- 3) callers. Internal callers will hear a busy tone, at which point they can hang up and call you back, or they can activate the camp-on feature, if they are familiar with it.