



5312 IP PHONES

To make an outside call:

Lift the handset
Dial 9 and the outside number

To answer an incoming call:

Lift the handset

To put a call on hold:

(While on a call)

Press the hold key

To retrieve a call on hold:

Press the flashing line key

To transfer a call:

(While on a call)

Press the Transfer key

Dial the extension number you want to transfer the call to

(Announce the call)

Hang up

Call Forwarding: to forward you phone to another phone

To program:

Press Superkey

Call forwarding appears

Press Yes

Always will appear

Press Program

Dial extension number where calls are to forward to

Press Save

Press Superkey

To make an intercom call:

Lift the handset

Dial the extension number

To answer an intercom call:

Lift the handset

To retrieve a call on hold from another phone:

Dial 64

Dial the extension where the call is holding

To get call back without transferring:

Press Cancel

To cancel:

Press Superkey

Call Forwarding appears

Press Yes

Press Change

Press Turnon

Press Superkey

Call Pickup: to pick up a ringing call at another phone

Lift handset

Dial #3

Dial the extension number of the ringing phone

Conference:

Establish first call (inside or outside)

Press the Trans/Conf key

Establish second call (inside or outside)

Press the Trans/Conf key

Do not Disturb:

Press the DND key to turn on and off

Redial: to call the last number dialed at that phone

Press the Redial key

Speed Dial:

To store a personal speed dial number:

Press the Superkey

Press No until Personal Keys appear

Press Yes

Press a Personal Key

Press Change

Press Yes

Dial the phone number

Press Save

Press the Superkey

To dial a speed dial number:

Press the programmable key

Volume:

Pitch of Ring

Press the Superkey

Press No until Ringer Adjust appears

Press Yes twice

Press arrow up and down keys

Press the Superkey twice

Ringer Volume

While phone is ringing

Press arrow up and down keys

Handset Volume

While on a call

Press arrow up and down keys