

## COMMONLY USED FEATURES

### PROGRAMMABLE FEATURES (Programmed by System Administrator)

<b>PARK</b>	<p><b>To Park a Call and Retrieve from Different Extension:</b> Press the button next to the programmed <b>Park 1 Park 2 or Park 3</b> the light will flash slow. The light is green on the phone that parked the call, it flashes slow red on all other phones.</p> <p><b>To Retrieve a Parked Call:</b> Press the button next to <b>Park 1 Park 2 or Park 3</b>, press the soft key under <b>Connect, take the call</b>.</p>
<b>DND</b>	<p><b>To Activate:</b> Press the <b>DND</b> button, the light comes on, DND is on.</p> <p><b>To De-Activate:</b> Press the <b>DND</b> button again, the light goes off, DND is off.</p>
<b>CALL FORWARD</b>	<p><b>To Activate...</b> Press the programmed <b>CFrwd</b> button, Press 9 then key in the outside number you want your calls forwarded then press <b>Save</b> soft key, your calls are forwarded. When call forwarding is on, the green light comes on. Change the number using the backspace soft key.</p> <p><b>To De-Activate...</b> Press the <b>CFrwd</b> button again, the light goes off, call forwarding turned off.</p>
<b>PAGE (thru phones)</b>	<p>Paging through the phones turns on all speaker phones. If you are on the phone, the page will not come through your speaker.</p>
<b>INTERCOM</b>	<p><b>Connects call to an extension without ringing.</b> <b>To activate.....</b> Press the <b>Intercom</b> button, dial the <b>3 or 4 digit extension</b>, press the softkey under <b>call</b>. You are connected via speakerphone. Start Speaking.</p>
<b>GROUP PICKUP</b>	<p>When a phone is ringing in your group, <b>press the Group Pickup button</b>, you now have that call.</p>
<b>TWINNING</b>	<p><b>Allows an external phone (cell phone) to be twinned with your IP Office extension. When a caller rings your extension, both your extension and your twinned device will ring. If the call is not answered from either device, the call will follow the rules set up for the extension (such as being re-directed to voicemail.</b></p> <p><b>Press the Twinning button, press 9 then enter the phone number you want to "twin" press save, the light illuminates when twinning is on.</b></p> <p><b>With the twinned device active, pick up at your extension and press the twinning call appearance. The call to the twinned device is terminated.</b></p>