IP Edge

To Make an Outside Call

You may leave the handset down to use the speaker option, or lift the handset Press **9,** and enter the phone number. For Long Distance Calls from Restricted Phones Dial 88, then your account code, then 9 plus phone number.

To Place an Internal Call

Enter the 4-digit extension number, You may leave the handset down, to use the speaker option, or lift the handset for a private call. If you press the digit **2,** after dialing an extension number, it will change from tone announce to voice announce. **Note:** When calling a classroom phone and getting a busy signal, those authorized can touch the DND override in the display to break through to talk to classroom.

To Receive an Outside Call

A Line Button, Pool Button or Intercom Button (INT) flashes and/or rings.

Lift the handset to answer the call. DID calls will ring to your **INT-**button.

To Transfer a Call

While connected to a caller, touch CNF/TRN - the caller is automatically put on

Hold. Dial the 4 digit extension or 9 and the phone number. You may wait for

them to answer the call to screen it, or hang up before they answer to do a

blind transfer.

Conference Calling

While connected to an outside party, press CNF/TRN and access another line.

Call the next outside party. **When they answer**, press CNF/TRN again to rejoin

the group. (YOU MAY HAVE A MAX OF 6 OUTSIDE LINES & A TOTAL

OF 8 PARTIES ON A CONF CALL INCLUDING INSIDE EXTENSIONS)

To add an inside extension, press CNF/TRN and enter the 4 digit extension, press

CNF/TRN again to rejoin the group.

Placing Calls on Hold

> Depress the HOLD button once.
>
> To retrieve the call, depress blinking Line, Pool or INT button.

Park/Orbit

> To park a call, press **Park** plus the extension you wish to park the call for.
>
> Release the call and press **Page**, or dial the page code, to announce the call.
>
> To pick up a call that has been parked for you, press **Park** and dial the extension
> number where the call has been parked.

Call Pickup

> Press STATION PICKUP key and dial 4 digit extension.
>
> This will answer any call ringing that individual phone or Phantom Line or on
> Hold at that phone.

Do Not Disturb

> Used to busy-out an extension. Touch once, **DND** becomes red. Touch again,
> light goes off and the phone will be ready for calls again.

Paging

> **Dial 7083** to connect to External Paging Equipment.

Volume Control.

> To change the **Ring** volume: While the phone is idle hold down the Volume Up
> or Volume Down keys.
> To change the **Speaker** volume: While on Speakerphone hold down the Volume
> Up or Volume Down keys.
> To change the **Handset** volume: While on the handset hold down the Volume Up
> or Volume Down keys.

Redial

Press the **Redial** key to dial the last number you dialed.

MIC

While on Speakerphone pressing the **MIC** key will mute out your phone. The person you are talking to can't hear you, but you can hear them. Touch **MIC** again to turn it back on.

Speaker

To transfer a call from your handset to your speakerphone, touch the **Spkr** button then hang up the handset.

To Change The Contrast on the LCD Screen

Press and <u>hold down</u> the **MIC** button, and <u>press and release</u> the **VOL UP or DOWN,** repeatedly, until you reach the contrast you desire. Each time you press **VOL** It increases or decreases. There are 8 levels.

Day/Night key

Press the **Day/Night** key
(usually at ext 200 - Used to change where the Lines ring)
Enter **1** for the **DAY** ring pattern   (usually rings to front desk)
Enter **2** for the **DAY 2/ LUNCH** ring pattern
Enter **3** for the **NIGHT** ring pattern (usually rings to voice mail)
Check with system administrator to see how your system is programmed

Call Forward Codes:

Int #6011, then enter 9 plus phone number, then # (Forward all calls immediate)

Int#6041, then enter 9 plus phone number, then # (Forward all calls Busy/No Answer)

Int#6051 to cancel forwarding

Note: If you have a Follow me button, simply press to turn on to have all desk calls go to your cell, then press again when back in the office to have calls ring your desk phone.