

ELITE Multi-Line Phone Instructions

Volume Key

- Adjusts Speaker Volume & Display Contrast

Ring Volume

- Speaker + 60 + 1 + Up or Down Arrows + Speaker

Answering Calls

Ringin calls = Lift handset and converse

Placing Calls

- Intercom (In house) = Lift handset + Press DSS (Name) button or dial 3 digit extension number.
- Outside Calls = Lift handset, select the LINE key.

Park

- To place a caller in a "Park" = Press PARK + chose park zone

Pick-Up

- To "Pick-Up" a "parked" call = Press Pick-Up + Zone (0-9)

Transferring Calls

- Press DSS (Extension button) or **TRANSFER** + 3 digit extension.

Recall

- Clears dialing mistake

Redial

- Redial + * = Last number redial

Conference Call

- With a call in progress, Press **CONF**, place internal or external number, Press **CONF** = Established.
- NOTE: If external conference dial 9 before **CONF** button

Speakerphone Calls & Microphone Control

- Mic Mute = Feature + 1 (ON) / Feature + 1 (OFF)

DND (Do Not Disturb)

- Press DND button to activate (or Feature 60 Feature to turn ON and Feature 69 Feature to turn OFF)

Paging

- Pick up the handset and press **PAGE** button

Background Music

- Feature + 26 (set/cancel)