

RECEPTIONIST FEATURES

Quick Reference Guide

NIGHT ANSWER (NIGHT/NIGHT MODE): Toggles the “night” condition on and off manually.

TO PROGRAM: Press NIGHT ANSWER Button

TO CANCEL: Press NIGHT ANSWER Button

EXTENSION APPEARANCE Buttons: Lights to show the status of another extension. You can also use these buttons to dial a user’s extension or transfer a call to a user.

Button light indicates the status of an extension:

NO LIGHT: Extension is available

SLOW FLASH: Extension is ringing

FAST FLASH: Extension is in use (on an active call)

STEADY (SOLID): Extension is on DND

TRANSFER: Allows you to connect your call to someone else (With call on line)
Press EXTENSION APPEARANCE BUTTON, Call automatically held

Blind Transfer: Press TRANSFER Button or COMPLETE Softkey, Call is connected,

Announced Transfer: Wait for party to answer, (speak privately)

TO COMPLETE TRANSFER: Press TRANSFER Button or COMPLETE Softkey

TO RETURN TO HELD CALL: Press CALL APPEARANCE BUTTON next to Held Line

NOTE: When an extension is busy or in DND Status and you use the Extension Appearance button to transfer a call or to call the user, the call will not automatically go through to the extension. You will be able to scroll through the following additional feature buttons: (use your navigation key to scroll through additional options).

CALL: Rings the extension.

MESSA: Places a message on the user’s display to alert them to call you and lights their message light.

VMAIL: Transfers to the user’s voicemail.

CALLB: When extension is available, you receive a ring back. Lift the receiver to call the extension.