



FXII TELEPHONE SYSTEM CHEAT SHEET

Answer a call:

While phone is ringing lift handset or press the Speaker button to answer.

Place an outside call:

Lift handset and dial 9 or press an available line key.

Place an internal call:

Lift handset and dial extension number, or press the DSS (Direct Station Selection) key for the appropriate user.

Transfer a call:

With the caller on the line press the Transfer key and dial the extension number that the call is to be transferred to, announce the call and hang up. (the caller will not hear the announcement)

Call Hold:

With the caller on the line press the hold key.

Call Hold Retrieve:

Press the appropriate line key.

Call Park:

Press available Park button..

Call Park Retrieve:

Go to any phone on the system and press the appropriate park key.

Do Not Disturb (DND):

Press the DND button, to deactivate press DND again

Paging:

Press All Call Page and make announcement. (to avoid excessive noise the hooks witch should be depressed before placing the handset back in the cradle).

Redial:

With the handset down press the # key, the system will redial the last number called from your telephone. You may pick up the handset at any time for privacy.

Conference Call:

With the caller on the line press Conf (soft key), access another line (dial 9 or press key) dial number to be added press Conf key to join parties. Press Conf again to add more parties.

Storing Speed Dial:

Select Options, press Next until Sdial option appears, Select Sdial, Press button to program or 0-9 on dial pad. Dial 01 enter number to be stored, press Save. Press Speaker to end.

Placing a Speed Dial Call:

Press the button where the speed dial number is programmed.