





## Telephone Features Training Sheet

Button Name	T7100, T7208, T7316
Feature	
Hold	
Volume Control	
Release	

### Telephone Features

#### **Autodial**

##### **Internal Autodial** Feature \* 2

Program an autodial button for an internal extension

1. Press Feature \* 2
2. Press the button on your phone you want to program
3. Enter the extension you want to program

##### **External Autodial** Feature \* 1

Program an autodial button for an external number

1. Press Feature \* 1
2. Press the button on your phone you want to program
3. Enter the external number you want to program

#### **Button**

Feature \* 3

#### **Program**

Program a button on your phone with a feature code.

1. Press Feature \* 3
2. Press the button on your phone you want to program
3. Enter the feature code you want to program.

#### **Button**

Feature \* 0

#### **Inquiry**

Check what is programmed on any button. Use when labeling buttons

#### **Delete**

Feature \*1

#### **Button**

Press button to delete and press HOLD

#### **Call**

Feature 4 or Forward

#### **Forward**

Send your calls to another telephone in the system.

# Telephone Features Training Sheet

**Call Information** Feature 811 or Call Info  
Display the name, number, or line name of a ringing or held call. Press # to move through the information displays.

**Call Log - View** Feature 812 or Call Log  
Log space must be allocated to you before using

1. Press Feature 812
2. Press \* to view old items.
3. Press # to view new items.
4. Press 0 to return to the last viewed item
5. Press the volume bar to view more information on an item.

**Call Park** Feature 7 4 or Park  
Put a call on hold so it can be picked up from any telephone in the system. The display shows a three-digit retrieval code  
To retrieve a parked call from a telephone, press an intercom button and Dial the retrieval code.

**Call Pickup** Feature 7 5 or Pickup  
Answer a call that is ringing at another telephone in your pickup group.

**3 Party Conference** Feature 3 or Conference  
Establish a conference call between yourself and two other parties.

1. Make or answer the first call
2. Put the first call on hold.
3. Make or answer the second call.
4. After the second call is connected, press Feature 3 or Conference key.
5. Press the line or intercom button of the first held call.
6. Press Release to end the conference call.

**Multi-Party Conference** Feature 3, Conference, Feature 807, Newcall  
Conference call with 4 or more people

1. Follow steps to establish a 3 party conference
2. Press the *Newcall* softkey, or press Feature 807
3. After the 4<sup>th</sup> call is answered, press Feature 3 or Conference key and press the held line.
4. Put the 4<sup>th</sup> call on hold and repeat steps 2 and 3 to add more calls to the conference.
5. Press Release to end the conference call.

**Contrast Adjustment** Feature \* 7  
Adjust the contrast of your display.  
Press Feature \*7, then press a number from 1 to 9.

## Telephone Features Training Sheet

**Do Not Disturb** Feature 8 5 or DND      **Cancel**      Feature # 8 5  
When you are not on a call prevent all incoming calls from ringing at your Telephone.

**Last Number Redial** Feature 5 or Redial  
Automatically redial the last external telephone number that you dialed.

**Page** Feature 6 0 and code (1 to 3) and zone (0 to 6)  
Make a page announcement through either the internal (code 1) or external (code 2) speakers, or both (code 3). Zone 0 pages all zones.  
**Internal Page**      **Feature 6 1** and zone (0 to 6)  
Make a page announcement to all, or to a specific group of telephones, through the telephone speakers. Zone 0 pages all zones.  
**External Page**      **Feature 6 2**  
Make a page announcement through an external loudspeaker system.  
**Internal and external Page**      **Feature 6 3** and zone (0 to 6)  
Make a page announcement through both your telephone speakers and an external loudspeaker system. Zone 0 pages all zones.

**Ring Type** Feature \* 6  
Select a distinctive ring to help differentiate between your telephone and others nearby.  
1. Press Feature \* 6  
2. Enter the ring type number (1 to 4)  
3. Press Hold button

**Speed Dial** Feature 0  
Dial an external telephone number using a three digit code. There are two types of speed dial codes: system (01-70 or 001-255) and personal (71-94) System speed dial codes can be used from any display telephone in your system. They are assigned by your system coordinator. Personal speed dial codes are used exclusively at your telephone. To make a call using a speed dial code:  
1. Press Feature 0  
2. Enter a three digit code for the number (01-70 or 001-255 for system, 71-94 for Personal speed dial)  
**Feature \* 4**  
To program personal speed call number  
1. Press Feature \* 4  
2. Enter feature code to program (71-94)  
3. Enter number to program beginning with a 9  
4. Press Hold button to save number  
5. Record the code and number you have programmed.

## Telephone Features Training Sheet

- Transfer** Feature 70 or transfer softkey  
Send a call to another telephone within your system, or to an external telephone. Transfers to an external telephone must be approved by your system coordinator.
1. Make or answer a call.
  2. Press Transfer in display
  3. Call the person you want to transfer to.
  4. Stay on the line if you wish to speak to the person first or press Join
  5. Press Release button to complete the transfer.
- Voice Call** Feature 66 or Voice Call  
Make a voice announcement or begin a conversation through the speaker of another telephone without first making the other telephone ring.
- Voice Call Deny** Feature 88  
Prevent your phone from receiving voice calls.  
Do Not Disturb also prevents your phone from receiving voice calls.
- Voicemail Open** Feature 981 or VM Open  
Open your personal voicemail box to retrieve a voicemail message.
1. Press Feature 981 or VM Open button
  2. Enter your mailbox number and #
  3. Enter your mailbox password and #
  4. Follow commands on VM Cheat sheet or display.
- VM Leave Message** Feature 980 or LV Msg  
Allows you to leave a voicemail message directly in another mailbox without ringing the phone or extension.
1. Press Feature 980 or LV Msg button.
  2. Enter the mailbox number of the person you are leaving a message for.
  3. Follow commands and record message.
- Voicemail Transfer** Feature 986 or VM Trans  
Transfer an incoming call directly into another users mailbox.
1. Make or answer a call
  2. Press Feature 986 (call is put on hold)
  3. Enter the mailbox number of the person you are transferring call to.
  4. Press Release button or hang up.
- Voicemail Interrupt** Feature 987 or VM Interrupt  
Retrieve a call from voicemail while they are leaving the message.
1. While indicator next to VM Interrupt button is flashing, press VM Interrupt
  2. Answer call