

Telephone line	<p>-to make a call, take line from _ to 1 -This will prevent you from taking an incoming call that may not be answered when you hang up... possible loss of customer or to make the transfer yourself</p>
Free keys	<p>-to program yourself (see below for details - PROGRAM)</p>
INTERCOM	<p>Your active telephone set</p>
CONF	<p>-incoming or outgoing call -push the button CONF (the line will go on hold only) -take 1 other line, dial no. wait for established communication -press the key again CONF -leave the handset open, people and you will be on a call</p>
FWD/DND	<p>-the light must be red at all times (by pressing it once, it lights up) -this simplifies call transfers from reception or other to your mailbox</p>
AUTO DIAL	<p>-list of pre-registered telephone numbers -push the button AUTO DIAL -choose the letter on telephone device without lifting the handset (vis-à-vis the numbers) (for alphabetical search) -see possible list de 000 à 999 (to plan)</p>

PROGRAM	<p>Be very careful not to do any programming on a call line (1 à __)</p> <p>It will be very problematic</p>
PROGRAM	<p><u>Program a new outside telephone number</u> (on your free buttons)</p> <p>Leave the handset closed</p> <ul style="list-style-type: none"> -push the button PROGRAM -Choose a button to program -press the number 2 -press the number 9 <p>(gives access to an available line starting from the last one)</p> <ul style="list-style-type: none"> -enter phone number wanted without space -to register -push the button AUTO DIAL -push the button PROGRAM or -open and close the handset <p>**if there is an extension (extension)</p> <ul style="list-style-type: none"> -be careful if you have 1 phone number and several (telephone extension) (example : city or government) <i>It would be preferable to enter only the phone number and dial the extensions as you call.</i> <p>Leave the handset closed</p> <ul style="list-style-type: none"> -push the button PROGRAM -Choose a button to program -press the number 2 -press the number 9 - enter phone number wanted without space -press the key 3 times PAUSE + extension - to register -press the button AUTO DIAL -press the button PROGRAM or - open and close the handset

<p><u>Deprogram a programmed key</u></p> <ul style="list-style-type: none"> -Leave the handset closed -push the button PROGRAM -choose a button to program -press the number 2 -press the number 9 -push the button AUTO DIAL -push the button PROGRAM or -open and close the handset 	
PAUSE	-only used for programming on your device
TRANSFERT	<p><u>Transfer an incoming call</u></p> <ul style="list-style-type: none"> -you are online with someone transfer -push the button HOLD (put on hold) -make the desired position and ask if he wants to speak (call waiting) -If yes -resume the line on hold, say I transfer you -push the button TRANSFERT -enter the number of the desired extension (the line will ring) -hang up your handset -People will talk to each other or go directly to voicemail if the extension is busy <p><u>Communication-conference (2 telephone lines)</u> (conference call without an internal office)</p> <ul style="list-style-type: none"> -1 incoming or outgoing call -push the button TRANSFERT -choose another line and indicate the phone number. -when the person answers, inform him of the call transfer – and if you hang up he will be in communication -close the handset
REDIAL	<ul style="list-style-type: none"> -take an available phone line (starting from the last line) -press the Redial key

-redialing your last outgoing call



<p>HOLD</p>	<p>Incoming call</p> <ul style="list-style-type: none">-press once on the key HOLD-the light of the standby line will be red and can be used anywhere in the office (by mistake, another internal person could take your call and will have to put it I turn to Hold)-press twice on the key HOLD-the line light will be green and will be exclusive to your post And can only be resumed from the station where it was put on Hold,-<i>waiting time</i> 1 minute 30 seconds approx.-after the call will be sent to your voicemail automatically
<p>SP-PHONE</p>	<ul style="list-style-type: none">-You are on the line with someone and you have to work simultaneously or a few people inside have to listen to the incoming call;-push the button SP-PHONE-place the handset on the telephone device (the conversation will not be cut off)-proceed with your conversation-to end your conversation-press the SP-PHONE button and the incoming call will be ended or pick up the handset and finalize your phone call in the conventional way <p>P.S. to be careful in the workshops it becomes very disturbing for the others around you.</p>
<p>FLASH (given to the receptionist and GCH secretariat)</p>	<ul style="list-style-type: none">-you are online (e.g. number error)-press the FLASH key you are online-It will release and restore access to a telephone line immediately

<p>ROULETTE <i>(in the middle right of the device)</i></p>	<p><u>Handset closed / ringing your phone</u> <i>-press the wheel down or up slowly, you can adjust your ring intensity on your device (it will ring several times and stop by itself)</i> <i>-for devices with display, you can see stars according to the desired intensity</i> <i>ex.: RING. * (low ringing) RING. ***** (ringing louder and louder)</i></p> <p><u>Handset by ear / sound with your interlocutor</u> <i>-press the caster slowly, you will be able to adjust the sound (voice) of your incoming call / interlocutor (the person at the end of the line won't hear the difference only you)</i></p>
<p>AUTO ANSWER (must not be activated)</p>	<p><i>-press the AUTO Answer button</i> <i>-as soon as a call comes to your telephone set</i> <i>Your incoming interlocutor will hear everything that is happening around you (internal call only)</i></p>
<p>MESSAGE</p>	<p>Constant light right corner, you have message <i>-pick up your handset</i> <i>-push the button MESSAGE</i> <i>(a voice will give you instructions)</i> <i>-enter your password followed by the square (#)</i> -choice to listen to message <i>-press 1 / listen</i> <i>-press 2 / deliver a message (by entering only voicemail)</i> <i>-press 3 / management</i></p>