Basic User Instructions

On newer model phones the feature key may be labeled as follows

Find Your Extension - Press **Feature *0**, Then the **Intercom** key
-Extension will be shown on the display

Transfer a Call - Press **Feature 70** (While on you are on the Call), Then Enter the Extension

Transfer a Call To an External Phone Number - Press **Feature 70** (While on the Call),
Then your line access code, usually 9
Followed by the area code and phone number
**Requires Proper Configuration & Newer Software!

Transfer a Call Directly to a Mailbox - Press **Feature 986**, Then the Mailbox Number

Park a Call - Press **Feature 74** (While You Are On The Call)

Retrieve a Parked Call - Press **Intercom**, Then the Parked Code

Speakerphone - Press the **Handsfree** button

Conference Call - 1. Place first call, put them on hold, pay attention to which key the call is on
2. Place second call, press **Feature 3** and the key with your first call

Call Forward - Press **Feature 4**, Then Enter the Extension

Call Forward to an External Phone Number - Press **Feature 4**,
Then your line access code, usually 9
Followed by the area code and phone number
***This will forward all calls that ring at your phone!
**Requires Proper Configuration & Newer Software!

Change Display Contrast - Press **Feature *7**, Then 1 thru 9 on the Dial Pad (1 thru 4 on older phones)

Redial - Press **Feature 5**

Set Ring Tone - Press **Feature *6**

Page All Phones - Press **Feature 610**

Initialize New Mailbox - Press **Feature 981**,
Enter a New Password,
Record Your Name for the Company Directory

Check Voicemail - Press **Feature 981**, Then Enter Your Password

Send a Voicemail - Press **Feature 980**, Then Enter The Mailbox Number

Program External Autodial Key - Press **Feature *1**,
Then Press the Key to be Programmed,
Then Enter the Area Code and Phone Number
**Key to be Programmed Must Not Be a Line Key or Intercom Key!

Centerpoint Digital Services, Inc.   770-529-5678   Nortel Basic User Instructions
http://www.mysecuritydog.com/site_flash/Pdfs/basicuser.pdf

Program Internal Autodial Key - Press **Feature *2**,
Then Press the Key to be Programmed,
Then Enter the Extension
**Key to be Programmed Must Not Be a Line Key or Intercom Key!

Program Feature Key - Press **Feature *3**,
Then Press the Key to be Programmed,
Then Press Feature and the desired code
**Key to be Programmed Must Not Be a Line Key or Intercom Key!