



Cordless Telephone Module

Feature Codes:

Call Pickup Intercom	+ 3
Call Pickup Phone Line	* * + 5
Call Transfer	* + * + Ext + # + *
Conference	* + * + 2 nd Call + # + 9
Hold	* + *
Intercom Calling	301 – 399
Intercom Force Ring	Ext + *
Page – All Call	* + 2
Page – All Answer Page	* + 2
Telephone Line Any	9
Telephone Line Specific	5+L (Line No. 1-6)
Transfer to Ext. VM	# + * + 8 + Ext
Transfer to Operator VM	# + * + 8 + 0

Answering a Call

- When an incoming call rings at your phone, pick up the handset or if equipped press the talk or speaker button.
- When you are done speaking, place the handset back in the cradle or press the talk or speaker button.

Placing a call on Hold

- While speaking to an outside party, press * + * to place the call on hold.
- To retrieve the held call from the same extension dial * + * again. To pick up a call placed on hold from a different extension dial 5 + the line number between 1 – 6

Placing an Intercom Call

- Pick up the handset or if equipped press the talk or speaker button.
- Dial the extension number 301 – 399, press the “*” button to force the telephone to ring.
- When you are done speaking, place the handset back in the cradle, or if equipped press the talk or speaker button.

Page All

- Pick up the handset or if equipped press the talk or speaker button.
- Dial * + 2 to initiate a Page which will be heard at all idle telephones.

Page All (Answer)

- From any extension dial * + 2 to speak privately with the extension paging.

Transferring a Call

- While speaking to the calling or called party, press * + * to place the call on hold.
- Dial the desired extension
- When the party at the extension answers, or if the extension is in voice announce mode, you may announce the caller... or simply...
- Dial # + * to complete the transfer

Placing an Outside Call

- Pick up the handset or if equipped press the talk or speaker button.
- Dial 9 or to access a specific telephone line dial 5 + the line number 1–6 i.e. 51 – Line 1, 52 – Line 2, etc.
- Dial the desired telephone number and speak with the outside party
- When you are done speaking, place the handset back in the cradle, or if equipped press the talk or speaker button.

1) Cut this paper in half

2) Fold so the 2nd column becomes the back

3) Laminate