

Communique' System

User Operation

- * Placing a Call- Lift the handset or press 'hands free'. On a cordless phone, press 8 followed by the line number.
- * Answer a call- When the phone rings, lift the handset or press 'hands free'. On a cordless, push 'talk'.
- * Redial- Press the redial button. On a cordless, push talk, then **
- * Call Waiting-Press PGM to answer and change between calls.
- * Call on Hold-Push hold for system hold, push hold twice for private hold-only the station that placed the call on hold can retrieve that call. On a cordless, quickly press the 'flash' key. To retrieve the call from hold, enter *4. To enable the call to be picked up at another station, after pressing flash, hang up the phone. If the call was placed on hold at another phone, you have to press *8, then the number of the line, ex. 1,2,3.
- * Call Transfer-Push button of station you wish to transfer to, either talk with person at other station or just hang up. On a cordless, place the call on hold by depressing the flash key, then enter a station number 10 through 33, announce the call is being transferred and/or hang up.
- * Mailbox Transfer-Push button of station you wish to transfer the call to and then press message center button.
- * Line Status / Barge In- While phone is on hook, press 7 (S for Status), then the line you wish to check or barge in on. The display will tell you whether the call was incoming-IC or outgoing-OC, what number the call is from and the station number that is talking. Press 2 (B for Barge) to

- jump in on the call or press the pound (#) sign to terminate their call.
- * Conference Call- Make call to first party, press Conf button, access another line or station, make new call, press Conf button again. To disconnect one party, press the line or extension button of the party you wish to stay on the call, the other person will be history.
 - * Station Call Forwarding- To forward calls from one station to another or to the message center, press the call forward key once, press the message center key or a station key where you want the call to go. To deactivate forwarding press the flashing station key.
 - * All Page-Press all page button. For someone to talk back to the all page, they must hit the all page button. This is now a meet me page. On a cordless, push talk, then 'P"G' (74) for page.
 - * Room Monitoring-Press the room monitor key, select station to monitor. This must be set up in system programming to allow for room monitoring.
 - * Caller I D log- Press 5 (L for Log) to view caller id log. Press line number and use volume arrows to move between calls. To view more info about a call press the clock key, to delete an entry press 3 (D for Delete). Limit on the number of stored calls is 100.
 - * Retrieving Messages- Press hands free, then message center, then your station button. Follow audible instructions. On a cordless, press talk, then 'M"C'(62) for message center and follow voice prompts.
 - * Message Center Caller I d Redial- While scrolling to a callers message and seeing their Caller I D info on the display, pressing redial will return the call provided the number came in on caller I D.

- * Memo Message- To record a message that can later be sent out to multiple extensions, press message center, then 6(M for Memo), follow instruction to record memo, then press the station buttons you wish to send the message to, then press hands free to send.
- * Transferring Messages- To transfer a message to another station, press message center, press the volume up or down keys to get to the message you want to transfer, press 8(T for Transfer) and then the station button where you want the transfer to go. To transfer to multiple stations, transfer the message to your station to convert it to a memo message, then treat it as a memo message. If there is a memo message already recorded, it must be deleted for this to work.
- * Call Intercept- To retrieve a person leaving a voice mail message, press hands free then message center. If it cannot be intercepted the display will tell you.
- * Microphone Mute- To mute the stations mic press the DND/mute key when the phone is off hook.
- * Do Not Disturb- To activate DND, press the DND/mute key when the phone is on the hook.
- * Call Screening-To activate call screening, press message center then 7(S for Screening), press the station button you wish to enable call screening on. To disable, press 6(O for Off).
- * Contrast and Backlight- Pressing the volume up and down when on hook will adjust the contrast of the display. Pressing 1 when on hook will change the brightness of the display.