805 642 3411
www.patrickallantelephone.com

To Make a call
Pick up handset, dial number, and press the dial key.
(Make a normal call.)

To Make a Speaker phone call
Press the speaker button, dial the number, and press the dial key.
(Make a Hands free call.)

Blind Transfer
Press the Xfer key, wait for dial tone, dial extension number press the Xfer key. The call has now been transferred.
(If the caller is transferred and no one answers, the caller will go to voice mail.)

Supervised Transfer
Press the Xfer key, wait for dial tone, dial number, wait for the party to answer. When you hang up, they will get the call.
(If the party does not wish to take the call press drop to get back to the original caller.)

Transfer to Voice Mail
Press Xfer wait for dial tone and dial * followed by the extension number and Press Xfer again.
(Transfer call directly to the voice mailbox for the extension.)

Park
Press the park key or dial ## + 700. Once the system tells you where the call is parked, usually 701, 702, etc. The caller will hear music on hold. Press the Goodbye button. The caller has now been parked.
(If the caller is not picked up after a period of time, they will return to the extension that parked the call.)

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Intercom Page
Press the Icom key or dial** followed by the extension number to page an individual extension.
(This will create a page to the other extension.)

Group Page
Press the Icom key followed by the group number to page the entire group.

Voice Mail
Press the Vmail key or dial 923 to check Voice Mail from your extension.

Voice Mail Main
Dial 924 from any phone to check Voice Mail from your extension.

Group Pickup
Press the pickup key or 99 to answer a ringing call in a group you are a member of.

Directed Call Pickup
Press 99 followed by the extension number to answer a ringing phone.

Busy Lamp
Busy lamps indicate the status of other extensions
(Press a busy lamp button to call the extension.)

Forwarding
Dial *91 to activate call forwarding. Dial *90 to disable call forwarding. Dial *92 to set the forwarding number.
*(Be sure to set the forwarding number
before enabling call forwarding)*

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