



Premiere 5-Button Speakerphone Guide

While the phone is ringing you will hear the ringer and see the "message" light flashing. Lift the handset to answer the call.

_____ To reach an office or Residence Hall on campus simply dial the four-digit extension number (XXXX).

_____ For local calls, dial _____, then the seven digit telephone number. If the call is in a different area code, but is still a local call, dial _____, _____, the area code, then the seven-digit number.

Ask the party to wait. Press (your original call is placed on hold), then dial the four-digit extension () where you want the call transferred. Announce the call when the called party answers and hang up, hang up after dialing the extension number without announcing the call. In either instance, the original caller w9.4 Tm od), thenhen dilt(mbi)-13(d)-3()-54

1. Dial the first party. When the first party answers, ask them to hold, then press .
You will hear recall dial tone. The first party is placed on hold.

Used in conjunction with Memory Dialing, if so needed.

Pick up the handset and press the REDIAL button to automatically redial the last number you dialed using your telephone touch pad. This feature will not redial a number you called using Memory Dialing or Station Speed Dial.

The switch is located on the back side of the telephone. You may set the ringer switch to HI, MED, or LO.

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