



## Scalable Cloud Communications

### **TO MAKE AN INTERCOM CALL:** **(Voice announce)**

Lift handset  
Dial "7"  
Dial Desired Ext. No.  
Press "Talk/Dial" Soft Key  
Make Announcement

### **TO MAKE AN INTERNAL CALL:**

Lift Handset  
Dial Desired Ext. No.  
Press "Talk/DIAL" Soft Key

### **TO MAKE AN EXTERNAL CALL:**

Lift Handset  
Dial desired telephone number  
Press "DIAL/Talk" Soft Key

### **TO PLACE A CALL ON HOLD:**

While on the Call  
Press "HOLD" Soft Key OR Hard Key  
Caller will then be visible on your telephone

### **TO RETRIEVE CALLER ON HOLD:**

Press "Resume" Soft key or "Hard Key"  
**(NOTE:** May only be retrieved from  
The telephone that placed it on hold)

### **TO PARK A CALL:**

While on the call, press the PARK key if configured or  
Press "TRANSFER" Soft Key  
Dial "7000"  
*Listen For Announced PARK Position (7001-700X)*  
Press "Transfer" Soft Key to Finalize

### **TO RETRIEVE A CALLER ON PARK:**

From Any Telephone, press the illuminated PARK key or  
Lift Handset  
Dial Appropriate PARK Code (7001-700X)  
Press "Talk/Dial" Soft Key

### **TO TRANSFER A CALL with ANNOUNCEMENT:**

While on the call

Press "TRANSFER" Soft Key  
Dial Desired Ext. No.  
Wait for response, Announce Call  
Press "TRANSFER" Soft Key to complete the transfer  
OR, press "CANCEL" Soft Key to cancel it

### **TO TRANSFER A CALL without ANNOUNCEMENT:**

While on the Call  
Press "TRANSFER" Soft Key  
Press "BLIND" Soft Key  
Dial Desired Ext. No.  
Press "Transfer" Key

### **TO TRANSFER A CALLER DIRECTLY TO A VOICE MAILBOX:**

While on the Call  
Press "TRANSFER" Soft Key  
Dial "6" + Desired Mailbox No.  
Press "Transfer" Key  
Hang Up

### **TO PICK UP A CALL RINGING AT ANOTHER EXTENSION:**

Lift Handset  
Dial "\*" (star)  
Dial "8" + Ext. No. That Is Ringing  
Alternatively you can just press \*8 + DIAL/Talk

### **TO ACCESS YOUR MAILBOX:**

***From Your Desk:*** Lift Handset  
Press "MSG" Key  
***From Another Desk:*** Lift Handset  
Dial "1000", Enter M/Box + Password  
***From Outside:*** Dial VM Tel Number  
When System Answers,  
Press "\*", Follow Prompts

