

Storing Speed Dial Numbers

To store an outside called number as a speed dial number on one of your phone buttons:

Press INTERCOM

Dial1**

Press a programmable button where you want to store a number

Dial 00(for the system to select a line out)

Dial the number you wish to store at this location

Press the T/C button to store the number

Press the SPKR button to complete this installation



Comdial Impression Impact Handsets

Hints and Shortcuts



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Connecting Through Conference Calls

To bring calling parties together in a conference call:

Place the first call

Get a connecting acknowledgement

Press the T/C button (this places the first call on hold)

Make a second call on another free line to an outside number or an intercom number

Press the T/C button again to bring all of the callers including yourself into a conference call



Transferring Calls To transfer a call to another line:

Answer to the outside line

Press the T/C button (this places the call on hold)

Dial the intercom number of the telephone to which you wish to make the transfer

Announce the call to the intercom party and **Hang up**

The first caller and the intercom number will now be connected

Hint: If the called party places a call on hold, press the **TAP** button to retrieve the call and let the party know that the other phone is busy with another call.

T/C stands for transfer or conference call



Storing Intercom Numbers

Press the INTERCOM button

Dial3**

Press a programmable button at the location where you want the number stored.

Dial the intercom number you want stored

Press the SPKR button to complete the procedure

