Left Column

	RECEIVING CALLS
TO ANSWER YOUR OWN EXTENSION	Lift hand piece or Press SPK key
TO ANSWER ANOTHER RINGING EXTENSION	GROUP CALL PICK UP: Dial * 0 Where ringing extension is in the same pickup group, OR DIRECTED CALL PICK UP: Dial * then the ringing extension number

	TRANSFERRING CALLS
TRANSFER	Press the extension button, OR Press HOLD, and dial the extension number Wait for an answer (optional) Press TRF key and replace hand piece
To hold the call on the engaged extension	Inform your caller the extension is engaged, transfer the call as above, and hang up. *(if the call is unanswered it will return to you)*
If you have transferred the call and want the caller back	Reselect the line key flashing in green (if you have not pressed the TRF key) OR Select the line key slowly flashing in red (if you have pressed the TRF key)

	HOLDING CALLS		
	TO HOLD	**TO RETRIEVE THE CALL ON HOLD**	
TO HOLD A CALL AT YOUR EXTENSION	Press the HOLD key	FROM YOUR KEYPHONE Press slowly flashing green line key	FROM ANOTHER KEYPHONE Press slowly flashing red key line
			FROM A STANDARD PHONE Dial held line number (e.g.801-8xx) or * & Ext. No.

	OTHER FEATURES

CALL FORWARDING
 	
Diverts your phone to ring at an alternative extension
	1. Press PRG key (Hand piece in cradle)
	2. Press Keypad for forward options:
	   1 = Forward ALL calls
	   2 = Forward calls on BUSY
	   3*: 1 = Forward calls on BUSY / NO ANSWER
	      2 = Forward calls on NO ANSWER
	3. Enter the extension number you wish your calls to divert to or enter 86 to forward to Personal Voice Mail Box or your personal speed code DSS key** (Last 2 optional)
	
	To cancel: Press PRG key, then dial 1 followed by your extension number.
	  * Forward option 3 for GDS is only BUSY/NO ANSWER
	  ** Only option 1 available when forwarding to your personal speed code.

Right Column

CONFERENCE CALLS (Time limitations may apply)	1. While you are engaged in conversation 2. Press HOLD key (1st caller goes on hold) 3. Make second call 4. When 3rd party answers, press DND/CN key to connect all parties together
DAY/NIGHT MODE SYSTEM SWITCHING Can only be set from the operator's telephone	Hand piece remains in cradle Press PRG,TRF,TRF,SPK (Repeat to switch back)
PAGING	Dial # 1 internal all page Dial # 9 External (Must have external Paging unit) Dial # 0 Internal and External
DO NOT DISTURB	Hand piece remains in cradle Press CONF to activate or deactivate DND
BACKGROUND MUSIC	While hand piece in cradle Press # to activate or deactivate
ABSENT MESSAGES	TO SET 1. Press PRG 2. Press MSG 3. Select and enter message number (0-9) below including time date or extn as required:

0 = Vacation (enter date)	1 = Will be back (enter time)
2 = Lunch (enter time)	3 = Meeting (enter time)
4 = Call (enter ph number)	5 = DND (enter time)
6 = Call ext number (enter ext)	7 = Off duty (enter time)
8 = Business trip	9 = Customised message

4. Press SAVE key, then SPK key
  (SPK not required for GDS)
TO CANCEL
1. Press PRG
2. Press MSG (Also SAVE for GDS)
3. Press SPK (Not required for GDS)

CHANGING THE RING TONE	1. Press PRG and dial 65 (Hand piece in cradle) 2. Press 1-8 on your keypad to hear and select a setting of your choice. 3. Press SPK to finish selection.

VOLUME ADJUSTMENT
To permanently adjust Ringer, Speaker, Handset.
	1. Press PRG and dial 6 (Hand piece remains in cradle)
	2. Press: 1 for Ringing volume, or
	      2 for Speaker volume, or
	      3 for Handset volume (MIC)
	3. Press Volume up/down key to increase/decrease volume
	4. Press SPK key to finish selection

OPERATOR CONSOLE PROGRAMMING

STORING SYSTEM SPEED DIALS

1. Hand piece remains in cradle
2. Press PRG key
3. Dial 87
4. Dial speed access code. e.g. 100-199
5. Press SAVE key
6. Enter the telephone number you wish to store
7. Press SAVE key
   (Saves the number and scrolls forward numerically to the next speed dial)
8. Repeat steps 6 & 7 to continue entering further speed dials
9. When you have finished, press SPK key

   N.B. "REDIAL" key deletes any incorrect entry

CHANGING DATE AND TIME

1. Hand piece remains in cradle
2. Press PRG key
3. Press HOLD key and dial 7
4. Press SAVE key (current date/time is displayed)
5. Make your entry
   (Month; Day of month; Year; Hour; Minute; Day of week)
6. Press SAVE key
7. Press SPK

OPERATOR CALL FORWARD CONTROL

The Operator Call Forward (CFWD) Control is Different from that of Other Digital Extensions because the Operator can Set & Un-set other Extension Users Call FWD's.
To Set Call Forwards (CFWD) for, and from, the Operator phone: (Not for GDS systems)

1. Hand piece remains in cradle
2. Press PRG key (Leave hand piece in cradle)
3. Press SPD key
4. Dial extension number you wish to call forward (eg. your extension number)
5. Press Keypad for forward options:
   - 1 = Forward ALL calls
   - 2 = Forward calls on BUSY
   - 3: 1= Forward calls on BUSY / NO ANSWER
     - 2= Forward calls on NO ANSWER
6. Enter the extension number you wish your calls to divert to; or enter 86 to forward to personal Voice Mail Box; or press your personal speed code DSS* key (Both optional)

To cancel : Repeat steps 1-3, press keypad 1, then enter the Ext. No. you wish to cancel CFWD on.
   * Only forward option 1 (Forward ALL calls) is available when forwarding to your personal speed code (DSS key)

The above steps enable the Operator to modify the diversions of any other extension, as well as controlling the Operators own call diversions.

DK7 PHONE   Quick Reference Guide

MAKING CALLS	
OUTWARD DIALING	Dial 9 or 0
INTER OFFICE CALLING	Dial extension number OR Press the displayed extension button (DSS key)
If extension is engaged or does not answer	Press MSG (If enabled in system)
Voice Call	Dial extn no. then Press 3: May toggle between voice auto answer and ring signal at the dialed extension.
REDIAL	Press REDIAL key (External calls only)
AUTOMATIC REDIAL	1. After you have dialed a number that is busy press SAVE key 2. When you are ready to redial, press SAVE key (Leave hand piece in cradle) NB: *If the number is still busy, the system will redial the number at regular pre-set intervals.* To cancel press SPK while redialing

SPEED DIALING	
SYSTEM SPEED DIALING Accesses your company's most frequently dialed numbers (Set by Operator)	Press SPD key Dial the 3 digit access code (e.g. 100 – 199)
PERSONAL SPEED DIALING Provides up to 10 personal speed dials, via one or two methods (see opposite)	<u>TO STORE YOUR PERSONAL SPEED DIALS</u> 1. Hand piece remains in cradle and SPK key off. 2. Press PRG key 3. Dial 8 (88 on operator's phone) 4. Select DSS keys 1-10 5. Enter the telephone number you wish to store 6. Press SAVE key 7. Press SPK Key <u>TO USE PERSONAL SPEED DIALS</u> 1. Press SPD key 2. Press your personal access code i.e DSS1~10