

APO PHONES QUICK REFERENCE

PLACING A CALL

- (1) Using Handset: Pick up handset and dial the **number** ending with **Send, # or ✓**.
- (2) Hands-free: Dial the **number** ending with **Send, # or ✓** without picking up the handset for speakerphone.

RECEIVING A CALL

Pick up the handset to answer an incoming call or select  to use the speakerphone.

CALL TRANSFER:

Attended Transfers - Push the **Transfer** button (upper right to side of LCD screen) or select  and wait for dial tone. Enter **extension or phone number** and hit **Send** (option under display screen). When the person at the extension answers you announce the caller/transfer. Push the **Transfer** button again to end your connection.

Direct Transfer - Push the **Transfer** button (upper right to side of LCD screen) or select  and wait for dial tone. Enter **extension or phone number** and **Transfer** (option under LCD screen), then hang up.

CALL PARKING AND PAGING:

To place an incoming call on hold in order to page the person, select **Parking** (top button on upper right side of phone next to LCD screen). The call will then be “parked” and an extension number will be announced by the automated phone voice. Select the **bottom button on right side next to LCD screen (1 2 3) twice** to go to page “2”. Select the button next to “**Site Page**”, “**2.5m Page**”, “**3.5m Page**”, or “**1m Page**”, wait for **tone** and **announce the name** of the person being paged **and the extension number** reported for the parked call (i.e., 5XX). Select **End** to disconnect before hanging up.

ANSWERING A PARKED CALL:

Dial the announced **extension** then hit **Send**. *Or*, select **Parking** option below LCD screen and a list of parked calls will appear. **Select** the **extension** number announced for your call.

CODED BUTTONS:

	Menu		Voicemail
	Conference		Headset
	Hold		Speakerphone
	Transfer		Mute