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