

KEYS ON YOUR PHONE:

SOFT KEYS – KEYS DIRECTLY UNDER THE DISPLAY

ONE TOUCH KEYS – KEYS WITHOUT LIGHTS

FUNCTION KEYS – KEYS WITH LIGHTS

CHECK – CHECK PROGRAMMING ON KEYS

CLEAR – EXIT KEY

MSG – VOICEMAIL

FLASH – USED WITH LINE FEATURES

CONF – CONFERENCE

DIAL – USED WITH ABBREVIATED DIALING

LND – LAST NUMBER DIALED (REDIAL)

MIC – MUTE FOR SPEAKER PHONE

SPK – SPEAKER

CALL1 – INTERCOM KEY

CALL2 – 2ND INTERCOM KEY

DND – DO NOT DISTURB

HOLD – HOLD/TRANSFER KEY

TO PLACE AN INTERNAL CALL:

LIFT HANDSET OR PRESS **SPK**

DIAL 3-DIGIT EXTENSION

OR

PRESS DSS (DIRECT STATION SELECT) KEY

TO PLACE AN OUTSIDE CALL:

LIFT HANDSET OR PRESS **SPK**

PRESS AVAILABLE LINE KEY OR DIAL 9

DIAL TELEPHONE NUMBER

TO PLACE A CALL ON HOLD:

WITH CALL IN PROGRESS

PRESS **HOLD**

LAST NUMBER REDIAL:

TO DIAL LAST NUMBER CALLED

PRESS **LND**

PICK UP HANDSET OR PRESS **SPK**

OR

CONTINUE TO PRESS **LND** TO SCROLL THROUGH
LAST 10 NUMBERS DIALED

GROUP LISTEN:

WITH CALL IN PROGRESS ON HANDSET/HEADSET

PRESS **SPK** KEY TWICE

**Note: Call is heard through speakerphone although
conversation is continued through handset. Caller
cannot hear anything through speaker.*

VOICEOVER:

DIAL BUSY EXT OR PRESS BUSY DSS KEY

PRESS VOICEOVER KEY

CONVERSE

TO ANSWER VOICEOVER:

HOLD DOWN VOICEOVER KEY

CONVERSE

*Note: Voiceover is used when you need to get through to
someone already on another call. This produces a muted
second voice during their call.*

TO TRANSFER CALLS TO VOICEMAIL:

WITH CALL IN PROGRESS

PRESS **HOLD**

PRESS **MSG**

PRESS DSS KEY OR DIAL EXT

HANG UP

TO PICKUP CALLS FROM NON-RINGING PHONE

PRESS * # FROM ANY PHONE

**Note: This will pickup phone that has been ringing the
longest.*

TO PROGRAM ONE TOUCH KEYS:

PRESS PROG USING THE SOFT KEY

PRESS ONET

SELECT ONE TOUCH KEY

DIAL 9 AND TELEPHONE NUMBER

PRESS **HOLD** TWICE

YOU WILL HEAR CONFIRMATION TONE

TO PROGRAM FUNCTION KEYS:

PRESS PROG USING SOFT KEY

PRESS ↓

PRESS FCTN

PRESS FUNCTION KEY TO PROGRAM

DIAL CODE FOR CORRESPONDING FUNCTION (SEE
BELOW)

PRESS **HOLD**

01 AND EXT = DSS (DIRECT STATION SELECT)

05 = HEADSET KEY

47 AND EXT = REVERSE VOICE OVER

48 = VOICE OVER

77 AND EXT = VOICEMAIL BOX

** OTHER CODES CAN BE FOUND IN THE
MULTIBUTTON TELEPHONE FEATURE HANDBOOK*

TO PLACE YOUR PHONE INTO

DO NOT DISTURB:

PRESS DND KEY

PRESS 1 FOR EXTERNAL CALLS ONLY

PRESS 2 FOR INTERNAL CALLS ONLY

PRESS 3 FOR ALL CALLS

PRESS 0 TO CANCEL

**Note: If DND key is pressed without entering a code, in
ten seconds it will automatically go to DND all calls, by
pressing DND again and waiting ten seconds it will
automatically cancel.*

TO TRANSFER A CALL:

WITH CALL IN PROGRESS
PRESS DSS BUTTON
ANNOUNCE CALL (OPTIONAL)
HANG UP
OR
WITH CALL IN PROGRESS
PRESS **HOLD**
DIAL 3 DIGIT EXTENSION
ANNOUNCE CALL (OPTIONAL)
HANG UP

TO PLACE A CONFERENCE CALL:

WITH CALL IN PROGRESS
PRESS **CONF**
(TO DIAL AN INSIDE PARTY)
PRESS DSS KEY OR DIAL EXTENSION
WAIT FOR PARTY TO ANSWER
(TO DIAL ANOTHER OUTSIDE PARTY)
DIAL 9 OR PRESS AVAILABLE LINE KEY
DIAL NUMBER, WAIT FOR PART TO ANSWER
PRESS **CONF**
(YOU CAN CONTINUE ADDING PEOPLE) OR
PRESS **CONF** AGAIN TO BRING TOGETHER

Note: You cannot answer a conference call by pressing the **SPK key, you must physically lift the handset and then if you wish to go onto speakerphone press **SPK**. This is to prevent unintended telephones to accidentally hear the conference.*

TO MAKE CALL WITH ABBREVIATED DIALING:

PRESS DIR USING SOFT KEYS
PRESS ABBC
SCROLL UP OR DOWN USING ARROW KEYS
WHEN DESIRED NUMBER IS DISPLAYED LIFT
HANDSET OR PRESS **SPK**

Aspire

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