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Basic Instructions For Your Telephone

Placing an outside call

Lift handset or press "pool" key.

Dial 9 then the telephone number.

Calling another extension.

Lift handset or press "pool" key.

Dial the extension number.

If you have a pre-programmed "DSS" key for the desired station, simply press the programmed key after you have picked up the handset.

Holding and PARKing Calls

Calls placed on hold using the hold button can ONLY be picked up at your phone. If you want to pick up the call or have someone else pick up a call at another extension, press one of the PARK keys. It will illuminate. This call can then be picked up at ANY phone by pressing the same PARK key. Once the call is retrieved, the PARK position becomes available again.

If you pick up a PARKed call that is not for you, please press the same PARK key so the call is more likely to be answered by the correct party.

Transferring Calls

To transfer a call to another station, DO NOT press HOLD. Press the TRANS/CNF key. (The call is automatically placed on hold). Dial the appropriate extension and announce the call and hang up if it should be transferred. If the call is not to be transferred, press the TAP key and you will be automatically reconnected to the caller. If the call is not answered, it will go to their voice mail box.

Conference Calls

To conference two parties, DO NOT press HOLD. Press the TRANS/CNF key. (The call is automatically placed on hold). Dial the appropriate extension or 9 + the number. When the party answers, announce the conference. Press the TRANS/CNF key and the added party will be connected. If the call is not to be transferred, press the TAP key and you will be automatically reconnected to the caller.

Transferring Calls Directly To A Voice Mail Box.

To transfer a call to someone's voicemail box without ringing their phone, press the TRANS-VM button and then dial their extension number and hang up. If you have a DSS key for that station, you can press that instead of dialing the extension number.

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Button Programming

Your Comdial digital telephone has 24 programmable keys. Each key has two possible functions. The SHIFT key designates if you wish to operate or program the "shifted" function. Many of these functions can be programmed by the individual station user. Detailed help can be found in the green user manual.

We have programmed features on the top two rows of your phones that we believe will be helpful. The bottom two rows are typically programmed for displaying and calling other stations as well as speed dials. The book describes how to program your phone using the soft key named OPTIONS. This reference is for programming using the codes which can be simpler.

Please note that if you have two functions on a key, the shifted function can not be an internal station. Attempting to program an internal station will overwrite the non-shifted function.

To program a button to call and display the status of an internal station,

1. Press a Pool key
2. Dial **3
3. Press the button you wish to program
4. Dial the extension number
5. Hang up or continue programming this function with step 3.

To program a button to speed dial an outside number

1. Press a Pool key
2. Dial **1
3. Press the button you wish to program
4. Dial 9 then the number to call. Use the area code only if it is a long distance call.
5. Press TRANS/CONF key when all the digits are entered.
6. Hang up or continue programming this function with step 3.

Notes on button programming.

1. It is simpler to label the phone before you program the keys.
 2. If you want to program the account code as part of the speed dial, press the HOLD key to store a two second pause. Enter the account code after the pause(s).
1. our display.