RECEPTIONIST FEATURES
Quick Reference Guide

NIGHT ANSWER (NIGHT/NIGHT MODE): Toggles the "night" condition on and off manually.

> **TO PROGRAM:**   Press NIGHT ANSWER Button
> **TO CANCEL:**   Press NIGHT ANSWER Button

EXTENSION APPEARANCE Buttons: Lights to show the status of another extension. You can also use these buttons to dial a user's extension or transfer a call to a user.

Button light indicates the status of an extension:

> **NO LIGHT:**   Extension is available
> **SLOW FLASH:**   Extension is ringing
> **FAST FLASH:**   Extension is in use (on an active call)
> **STEADY (SOLID):** Extension is on DND

TRANSFER: Allows you to connect your call to someone else (With call on line)
> Press EXTENSION APPEARANCE BUTTON,   Call automatically held

Blind Transfer: Press TRANSFER Button or COMPLETE Softkey,   Call is connected,

Announced Transfer: Wait for party to answer, (speak privately)

> **TO COMPLETE TRANSFER:**   Press TRANSFER Button or COMPLETE Softkey

> **TO RETURN TO HELD CALL:**   Press CALL APPEARANCE BUTTON next to Held Line

NOTE: When an extension is busy or in DND Status and you use the Extension Appearance button to transfer a call or to call the user, the call will not automatically go through to the extension. You will be able to scroll through the following additional feature buttons: (use your navigation key to scroll through additional options).

> **CALL:**   Rings the extension.

> **MESSA:**   Places a message on the user's display to alert them to call you and lights their message light.

> **VMAIL:**   Transfers to the user's voicemail.

> **CALLB:**   When extension is available, you receive a ring back. Lift the receiver to call the extension.