

# Farmington School District Super Set 4001

## Make a Call:

**Office:** Dial **0**

**Internal:** Dial 4 digit extension

**External:** Dial **8** and then the full phone number

## Adjust Ringer Volume:

While the phone is ringing press the up or down arrow key

## Adjust Voice Volume:

While you are speaking to the other person press the up or down arrow key

## Put a Call on Hold:

Press **red hold/retrieve key** to put on hold

Press **red hold/retrieve key** to return to the caller

## Program Speed Dial Button:

**1. DO NOT LIFT THE HANDSET DURING PROGRAMMING**

2. Press the **blue key**

3. Press the **personal key** you would like to program

4. Enter the number you wish to speed dial (*remember to start with 8 for an external #*)

5. Press the **blue key** to exit programming

**\*NOTE:** Remember that your **Voice Mail** key is a speed dial to 1999. If the key does not work, program using the instructions above and enter 1999 as the speed dial number.

## Transfer a Call:

1. Press **gray flash** key

2. Enter the phone number to transfer to

3. Announce the caller who is on hold (*optional*)

4. Hang-up and the call will go through or if the call cannot be taken press **flash** key again and you will get the caller back

## Create a Conference Call:

1. Call the first phone number

2. After the call is answered press **flash** key

3. Enter the phone number of the next person to include

4. Talk to them privately until you press the **flash** key and then **\*50** to create the conference call or press **flash** key to return to the original caller(s)

5. Repeat steps 2-4 until all parties are involved (*up to 8 internal or external parties*)

6. Any party can hang up at any time without affecting the others involved in the call, and any party can add another party to the conference call (up to 8).