

# Farmington School District Superset 4025

## Make a Call:

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

**Internal:** Dial **4 digit extension**

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

## Put a Call on Hold:

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

## Transfer a Call:

1. Press **Trans/Conf** 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 the **red hold** key again and you will return to original caller

## Transfer a Call Directly to Voice Mail:

1. Press **Trans/Conf** key
2. Press **1111**
3. Wait for answer
4. Press mailbox (extension) number you are transferring to
5. Press **\*** (immediately)

## Create a Conference Call

1. Call the first phone number
2. After the call is answered, press **Trans/Conf** key
3. Enter the phone number of the next person to include
4. Talk to them privately until you press the **Trans/Conf** key again
5. Repeat steps until all parties are contacted (up to 8 parties)

\*Note: if you get a busy or no answer, press **Cancel** key to return to original caller

## To Program Speed Dial:

Press **SuperKey**

Press **No** until display reads Personal Keys?

Press **Yes**

Press **Personal key** to be programmed

Display reads "Unused Key"

Press **Change**

Speed Call?

**Yes**

**Enter number**, if external number include **8**

Press **Save**

Press **SuperKey** to exit

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

## Adjust Ringer Volume:

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

## Adjust Voice Volume

While you are speaking to another person, press the **up or down arrow** key