



Isoetec Digital System M-Series Phones

Quick Reference Guide

INTERCOM CALL	<ol style="list-style-type: none"> 1. Lift the handset. 2. Dial the extension number.
OUTSIDE CALL	<ol style="list-style-type: none"> 1. Lift the handset. 2. Press an idle "OUTSIDE LINE" key. 3. Dial the number.
HOLD	<ol style="list-style-type: none"> 1. Press "HOLD" once or press twice for Exclusive hold. 2. To retrieve outside calls on hold, press the flashing "OUTSIDE LINE" key. 3. To answer an intercom call, press the "HOLD" key.
CALL TRANSFER	<ol style="list-style-type: none"> 1. While on a call, press the "TR/CON" key. 2. Dial the extension number.
STATION SPEED DIAL	<ol style="list-style-type: none"> 1. Lift the handset 2. Press an idle "OUTSIDE LINE" key. 3. Press "PROGRAM" key. 4. Dial the 2-digit bin number.
SYSTEM SPEED DIAL	<ol style="list-style-type: none"> 1. Lift the handset. 2. Press an available "OUTSIDE LINE" key. 3. Press the "PROGRAM" key. 4. Dial "*". 5. Dial the 3-digit bin number.
LAST NUMBER REDIAL	<ol style="list-style-type: none"> 1. Lift the handset. 2. Press an idle "OUTSIDE LINE" key. 3. Dial "#".
STATION CALL BACK	<ol style="list-style-type: none"> 1. Press the "CALL BACK" key after reaching a busy extension. 2. Hang up. 3. When the extension is available, your phone will ring. 4. Lift the handset 5. Press the "CALL BACK" key. 6. Wait for the party to answer.
ORBIT	<ol style="list-style-type: none"> 1. While on a call, press the "TR/CON" key. 2. Dial the 2-digit orbit zone (50-59).
PAGE	<ol style="list-style-type: none"> 1. Lift the handset. 2. Dial the 2-digit page zone (60-69). 3. Announce page after tone.
CALL FORWARD	<ol style="list-style-type: none"> 1. Lift the handset. 2. Press the "CALL FORWARD" key. 3. Dial extension for day mode. 4. Dial "5" and extension for night mode.



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CANCEL CALL FORWARD	Press the "CALL FORWARD" key.
DO NOT DISTURB	Press the DND key once to block pages, twice to block incoming calls, three times to cancel.
SPLIT	After hearing the camp-on tone, press the "SPLIT" key.
CAMP-ON	<ol style="list-style-type: none"> 1. When you hear a busy signal when calling an extension, dial "2". 2. Stay off-hook and wait for the extension to answer.
CALL PICKUP	<ol style="list-style-type: none"> 1. Lift the handset. 2. Dial "2". 3. Dial the extension number where the call is ringing.
NIGHT ANSWER	<ol style="list-style-type: none"> 1. Lift the handset. 2. Press the "NIGHT ANSWER" key.
CONFERENCE	<ol style="list-style-type: none"> 1. Place the first call. 2. Press the "TR/CON" key. 3. Place the next call. 4. Press the "TR/CON" key.
ADD ON	<ol style="list-style-type: none"> 1. Place the first call. 2. Press the "ADD ON" key. 3. Place the next call. 4. Press the "ADD ON" key. 5. Continue placing calls and pressing the "ADD ON" key until all parties are added. 6. Press "ADD ON" one more time to add you.