












WARREN CONSOLIDATED SCHOOLS 4602 PHONE INSTRUCTIONS

<p>PLACING A CALL</p> <p>SPEAKER BUTTON: </p> <p>OFF HOOK ICON: </p>	<p>Place a call with your 4602 Phone in any of the following ways:</p> <ol style="list-style-type: none"> 1. Lift the handset and dial the number. 2. Press the Line/Feature button that corresponds with your extension and dial the number that you want to reach. 3. If you are using the speakerphone, press the Speaker button and dial the number. <ul style="list-style-type: none"> • The first available call appearance line displays the off-hook icon.
<p>ANSWERING A CALL</p> <p>BELL ICON: </p>	<p>To answer an incoming call:</p> <ol style="list-style-type: none"> 1. Lift the handset. <ul style="list-style-type: none"> • When receiving a call, the Bell icon appears in the display as the phone rings, and call information displays on the incoming call appearance line.
<p>ENDING A CALL</p>	<p>To end a call:</p> <ol style="list-style-type: none"> 1. Hang up the handset. 2. If you are using the speakerphone, press the Speaker button
<p>MUTE</p> <p>MUTE BUTTON: </p>	<p>Preventing the other person on the line from hearing you:</p> <ol style="list-style-type: none"> 1. Press the Mute button. <ul style="list-style-type: none"> • The other party cannot hear you. The indicator next to the Mute button lights when Mute is active. • To reinstate two-way conversation, press the Mute button again.
<p>HOLD</p> <p>HOLD BUTTON: </p> <p>SOFT HOLD BUTTON: </p>	<p>The Hold feature puts a call on hold until you retrieve it.</p> <p>Placing a call on hold</p> <ol style="list-style-type: none"> 1. Press the Hold button. <ul style="list-style-type: none"> • The Hold icon displays. <p>Retrieving the held call</p> <ol style="list-style-type: none"> 1. Press the Line/Feature button on which the call is being held. <ul style="list-style-type: none"> • The call is now active.
<p>RING OPTION</p> <p>Conf/Ring Button: </p>	<p>There are eight ringing pattern options available on your 4602 Phone.</p> <ol style="list-style-type: none"> 1. While on hook, press the Conference button. <ul style="list-style-type: none"> • Current ringing pattern plays and repeats every three seconds. 2. Continue to press the Conference button to cycle through all eight ringing patterns. 3. To save a ringing pattern currently being played, stop pressing the Conference button. <ul style="list-style-type: none"> • You will hear the selected ringing pattern two more times, and then it will be automatically saved. • Once you hear a confirmation tone, your new ringing pattern has been set.
<p>TRANSFER</p> <p>Sends a call from your extension to another extension.</p> <p>TRANSFER BUTTON: </p>	<p>To transfer a call</p> <ol style="list-style-type: none"> 1. During a call, press the Transfer soft key. This puts the call on hold. 2. Dial the number or office extension to which you want to transfer the call. 3. When it rings on the other end, press Transfer again. Or, when the party answers, announce the call and then press Transfer. 4. Hang up. <ul style="list-style-type: none"> • If the party refuses the call, press the Line/Feature button next to the original call.

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<p>CONFERENCE</p> <p>Your phone supports conference calls, enabling you to talk with multiple parties at the same time.</p> <p>CONFERENCE BUTTON: </p> <p>DROP BUTTON: </p> <p>SOFT HOLD ICON: </p>	<p>Adding another party to a call</p> <ol style="list-style-type: none"> 1. Dial first party's extension. 2. After connecting to the first party's extension, press the Conference button. <ul style="list-style-type: none"> • <i>Present call is put on hold.</i> 3. Dial second party's extension. <ul style="list-style-type: none"> • <i>If there is no answer or a busy signal, press the Call Appearance button to return to first party.</i> 4. After connecting to the second party's extension, press the Conference button again. <ul style="list-style-type: none"> • <i>All parties are now connected.</i> <p>Adding a held call to the current call</p> <ol style="list-style-type: none"> 1. Press the Conference button. <ul style="list-style-type: none"> • <i>The icon on the current line changes to the Soft Hold icon.</i> 2. Press the Line/Feature button of the held call. 3. Press the Conference button again. All parties are now connected. <p>Dropping the last person added to the call</p> <ol style="list-style-type: none"> 1. Press the Drop button. <ul style="list-style-type: none"> • <i>The last party connected to the conference call is dropped from the call.</i>
<p>REDIAL</p>	<p>Redialing the last number called</p> <ol style="list-style-type: none"> 1. Press the Redial Feature button. <ul style="list-style-type: none"> • <i>The last number dialed is automatically redialed.</i>
<p>VOICE MAIL</p> <p>Allows you to access your voice mail via a one-touch button.</p>	<ol style="list-style-type: none"> 1. Press the Messages button. <p>OR</p> <ol style="list-style-type: none"> 2. Dial the Voice Mail access number <u>84444</u>.
<p>TRANSFER TO VOICE MAIL</p> <p>Transfers a caller directly into an individual's voice mail (i.e. commonly used by an administrative assistant that answers for his/her boss).</p>	<p>Transfer to Voice Mail</p> <ol style="list-style-type: none"> a. Press the Transfer button. <ol style="list-style-type: none"> 2. Dial the Transfer to Voice Mail access code <u>89050</u>. <ul style="list-style-type: none"> ◆ <i>Voice mail will answer.</i> 3. Dial the Extension number that the call is being transferred to. 4. Press the Transfer button again. 5. Hang up. <ul style="list-style-type: none"> ◆ <i>Calling party can now leave a message.</i>
<p>PRIORITY CALLING</p> <p>Allows you to place an internal call with a distinctive ring to indicate your call requires immediate attention.</p>	<p>Placing a Priority Call</p> <ol style="list-style-type: none"> 1. Dial <u>*8</u>. 2. Dial the extension. 3. Wait for the called party to answer.