

## Omni User Guide - Easy Handset

<b>To make an internal call</b>	Dial extension number
<b>To make an external call</b>	Dial '9' and telephone number
<b>Receive a call</b>	Lift receiver
<b>Hold a call</b>	Press 'Hold' key or dial 2 (Call or line key will start to flash)
<b>Retrieve a held call</b>	Press the key next to the flashing red light
<b>Transfer a call</b>	Dial extension number, announce caller, press transfer key
<b>Retrieve a call</b> (If busy or no reply)	Press the release key, followed by the key next to the flashing red light
<b>Park a call</b> (Place a call on hold on 1 phone and retrieve from another)	Dial 12 (Caller will be on hold)
<b>Retrieve a parked call</b>	Lift receiver, dial 12 and extn no. where the call was parked
<b>3 way conference call</b>	Receive / make a call , dial 3 <sup>rd</sup> party, when they answer, introduce the call and press 'Conf' key or dial 50 to join all 3 together (Max 3)
<b>Exit conference</b>	Press 'Conf' key or dial 50 and press transfer key
<b>Redial last number</b>	Press 'Redial' key or dial 40
<b>Call back on a busy extension</b> (Your phone will ring when they have finished their call lift receiver to connect to the extn.)	Dial extension, display will show <i>Wait</i> , press # key and replace receiver
<b>Tannoy / Broadcast through the telephones</b>	Lift receiver, dial broadcast group 41 - 48
<b>Pick up a specific extn</b>	Lift receiver and dial 13 and ringing extn no
<b>Pick up a group call</b>	If you are programmed into a pick up group, you can dial 14 to answer any phone in your group. The system will give you the longest ringing call first.
<b>Divert calls immediately</b>	Press 'Divert' key or dial 61, then enter no. to receive calls
<b>Divert on Busy</b>	Dial 62 , then enter no. to receive calls
<b>Do Not Disturb</b>	Dial 63 (Caller will get unobtainable!)
<b>Cancel any divert</b>	Press 'Divert' key or dial 60
<b>Touch tone dialling</b>	When answered by an automated menu press your 'Tones' key or dial 69 to activate tone dial facility
<b>System speed dial access</b>	Lift receiver and dial speed dial code 7000 +
<b>Programme personal speed dial</b> (Max of 10)	Receiver down Press 'Spd dial' key Press the ( i ) key Select speed dial location 1 - 0 Enter name of speed dial using keypad Press 'OK' key Enter tel number inc '9' for an outside line Press 'OK' key to store
<b>Dial a personal speed dial</b>	Press 'Spd dial' key and location 1-0 or press 'Spd dial' key and use + and - volume keys to search and 'OK' to dial
<b>Text message / missed call</b>	Press the 'Mail' key then 3, this will display senders details e.g. Internal extn no. or external number if missed call. To call back the sender, press 'OK' key To delete message, long press on volume- key