

Omni User Guide - First Handset

To make an Internal call	Dial extension number
To make an External call	Dial '9' and telephone number
Receive a call	Lift receiver
Hold a call	Press 'Hold' key or dial 2
Retrieve a held call	Press the 'Retrieve' key or dial 3
Transfer a call	Dial extension number, announce caller, replace receiver
Retrieve a call (If busy or no reply)	Press the 'Retrieve' key
Park a call (Place a call on hold on 1 phone and retrieve from another)	Dial 12 (Caller will be on hold)
Retrieve a parked call	Lift receiver, dial 12 and extn no. where the call was parked
3 way conference call	Receive / make a call , dial 3 rd party, when they answer, introduce the call and press 'Conf' key or dial 50 to join all 3 together (Max 3)
Exit conference	Press 'Conf' key or dial 50 and press transfer key
Redial last number	Press 'Redial' key or dial 40
Call back on a busy extension (Your phone will ring when they have finished their call lift receiver to connect to the extn.)	Dial extension, press # key and replace receiver
Tannoy / Broadcast through the telephones	Lift receiver, dial broadcast group 41 - 48
Pick up a specific extn	Lift receiver and dial 13 and ringing extn no
Pick up a group call	If you are programmed into a pick up group, you can dial 14 or press 'Pick up' to answer any phone in your group. The system will give you the longest ringing call first.
Divert calls immediately	Press 'Divert' key or dial 61, then enter no. to receive calls
Divert on Busy	Dial 62 , then enter no. to receive calls
Do Not Disturb	Dial 63 (Caller will get unobtainable!)
Cancel any divert	Press 'Divert' key or dial 60
Touch tone dialling	When answered by an automated menu press your 'Tones' key or dial 69 to activate tone dial facility
System speed dial access	Lift receiver and dial speed dial code 7000 +
Programme personal speed dial (Max of 10)	Lift Receiver Dial 8006 Select speed dial location 1 - 0 Enter tel number inc '9' for an outside line Replace receiver to store
Dial a personal speed dial	Press 'Spd dial' key and location 1-0
Ring volume and tune	Lift receiver, dial 8003,1, then press 1 to select ringer or 2 to select volume, press # to confirm