

BASIC FEATURES

1. Before Making / Answering a Call

This section provides you with information on how to make or answer a call by using the handset or speakerphone.

■ Calling Methods

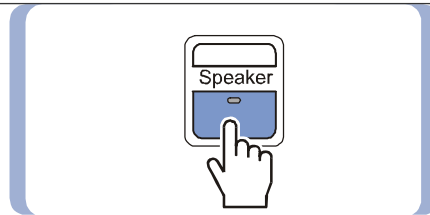
▪ Using a handset

This function allows you to lift the handset and make a call.



▪ Using a speakerphone

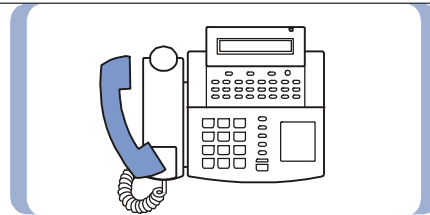
This function allows you to make a call through the speakerphone without lifting the handset.



■ Call Answering Methods

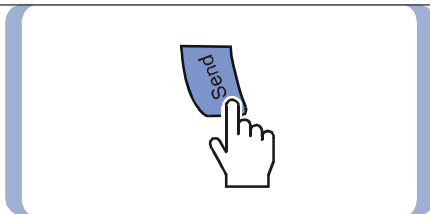
▪ Using a handset

This function allows you to lift the handset and answer a call.



▪ Using a speakerphone

This function allows you to answer a call through the speakerphone without lifting the handset.



2. Intercom Calls

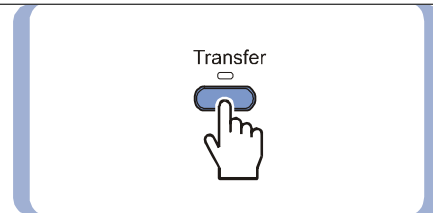
This function is used when you want to make a call to other stations.

■ Assigning the Names to Your Extension

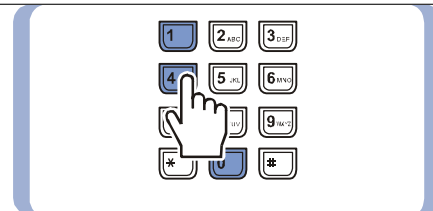
You can assign a name of up to 11 letters to your extension.

This allows other extension users with display stations to call you using the directory dial feature and to see your name when you call them.

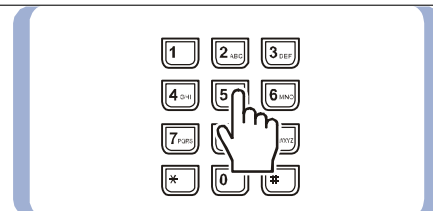
1. Press the **[Transfer]** button.



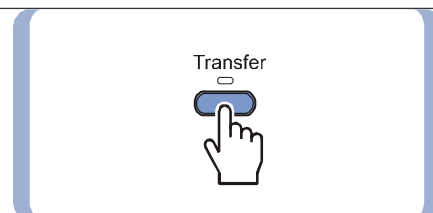
2. Press Dial **[1] [0] [4]**.



3. Enter the name.
Refer to the '*Things You Should Know*' in this guide for entering characters.

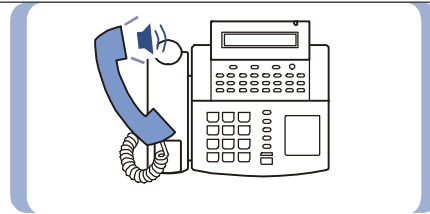


4. Save the name by pressing the **[Transfer]** button.

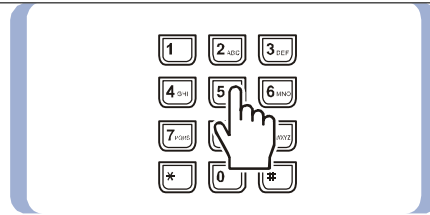


■ Calling an Extension Number

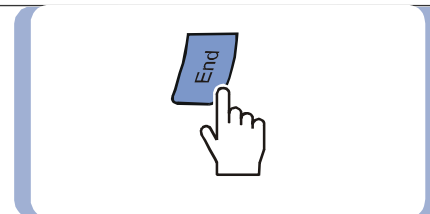
1. Pick up the handset and check for dial tone.



2. Dial the extension number or station group number. Wait until the other party answers the call. If a short signal tone(not a ringing tone) is heard, the receiving extension has set up the Voice Announce or Automatic Answer function.



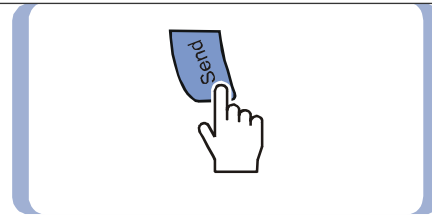
3. Replace the handset or press the **[End]** button to finish the call.



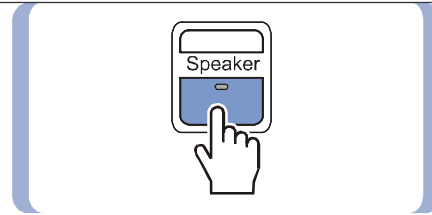
- If you have a [DSS] button assigned to an extension number or station group, press this button instead of dialling the corresponding station number.

■ Answering an Intercom Call

1. When the IP Phone rings, pick up the handset or press the [Speaker] button or **[Send]** button.



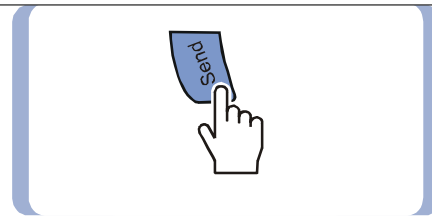
2. To finish the call replace the handset or press either the **[Speaker]** or **[End]** button.



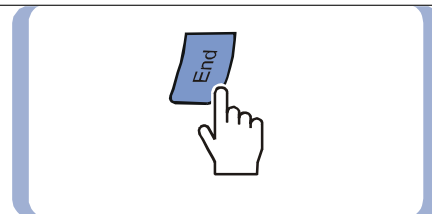
■ Voice Page Announce Mode (Intercom Calls Only)

When another station calls you, a short signal tone will be heard followed by the caller's announcement.

1. To answer the call, pick up the handset or press the **[Send]** button.



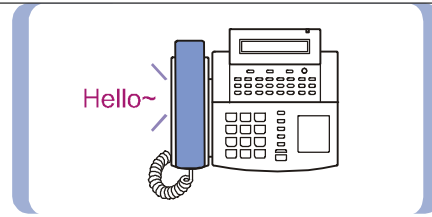
2. To end the call, replace the handset or press either the **[End]** or **[Speaker]** button.



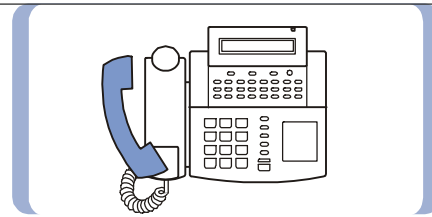
Automatic Answer Mode (Intercom Calls Only)

When another station calls you, a short signal tone will be heard and then the IP Phone automatically answers the call.

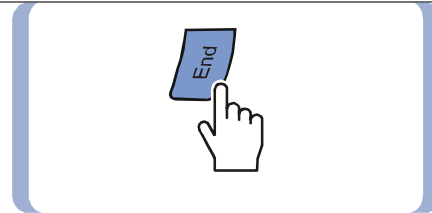
1. The microphone and speaker are turned on and you can communicate hands-free.



2. For a private conversation, lift the handset.



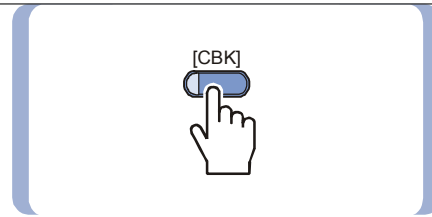
3. To end the call, replace the handset or press either the **[End]** or **[Speaker]** button.



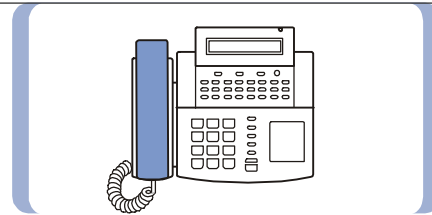
■ Busy Station Callback

When the called station is busy, you can set a busy station callback. When the busy station becomes free, your IP Phone will ring. If you pick up the IP Phone, the other station will begin to ring.

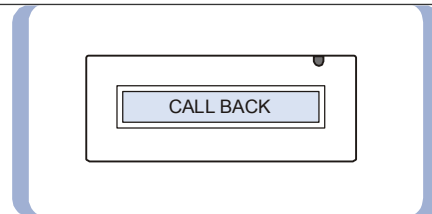
1. When you hear a busy signal, press the **[CBK]** button or dial **[4] [4]**. Or, press the Soft button corresponding to **[CBK]** on the LCD panel.



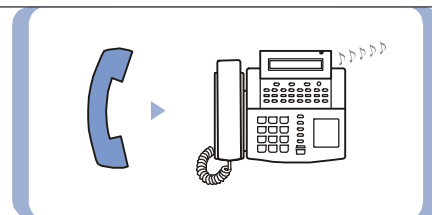
2. When you hear the confirmation signal, replace the handset.



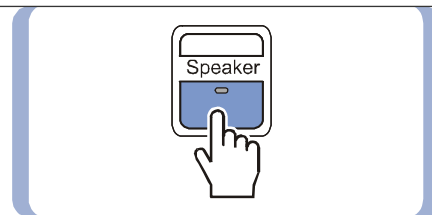
3. When the reserved station becomes free, your IP Phone rings. The 'CALL BACK' message will appear on the LCD screen.



4. Lift the handset or press the **[Speaker]** or **[Send]** button to call the now idle station.



5. To end the call, replace the handset or press either the **[Speaker]** or **[End]** button.

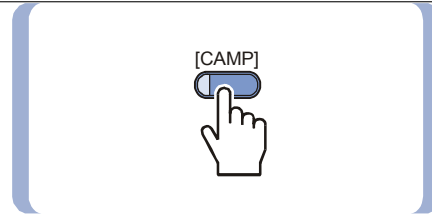


- If you do not answer the Callback within 30 seconds, the callback will be cancelled.
If a callback is set up, the [CBK] button's LED, if programmed, will light.

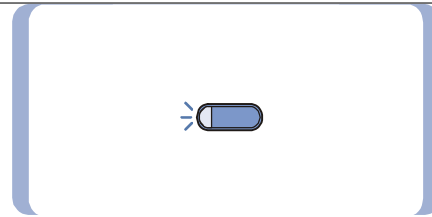
■ Busy Station Camp-On

When you call another station and receive a busy signal, you can give the called station off-hook ring tone and wait for a little while.

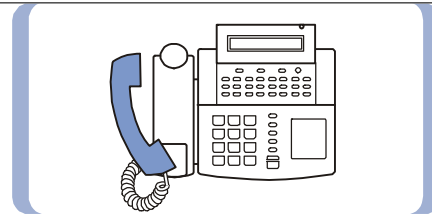
1. Press the **[CAMP]** button or dial **[4] [5]**.
Or, press the Soft button corresponding to the **[CAMP]** on the LCD screen.



2. The called station will receive off-hook ring tone repeated every few seconds and an available **[Call]** button will flash to indicate your call is waiting.

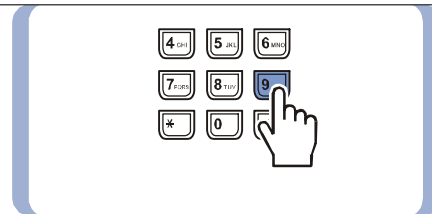


3. Wait for the called party to answer.
The called station must release its first call or place it on hold before answering your camp-on.



■ Calling Your System Operator

Dial **[9]** to call your system operator or operator group. If you want to call a specific operator, dial that person's extension number.



3. Outside Calls

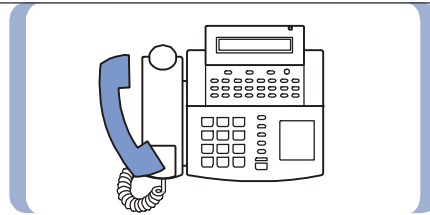
This function is used when you want to make an external call using any available trunk line.

■ Calling Outside numbers

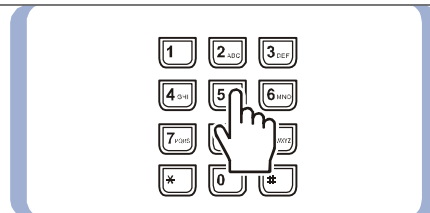
You can use a handset or speakerphone when calling an external number.

To make an external call with a handset, follow the procedures below.

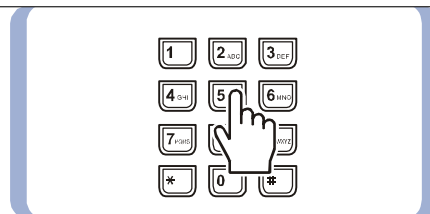
1. Pick up the handset.



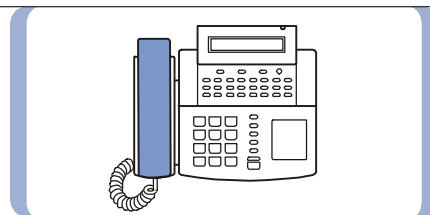
2. Press the trunk or trunk group button or dial the trunk group access code (e.g., 0).



3. Dial the telephone number you want to call.



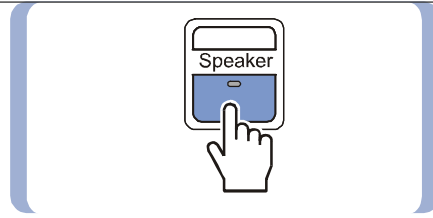
4. Finish your call by replacing the handset or pressing the **[End]** button.



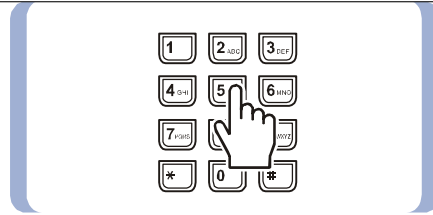
- If the hot keypad feature is used, you can make an external call without picking up a handset by dialling the trunk access code.

To make an external call with a speakerphone, follow the procedures below.

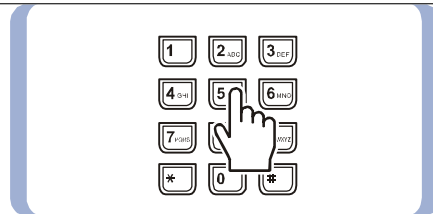
1. Press the **[Speaker]** button.



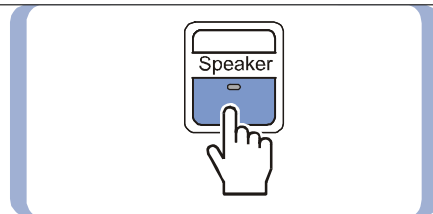
2. Press the trunk line or dial the trunk access code.



3. Dial the telephone number.



4. Finish the call, by pressing the **[Speaker]** button.

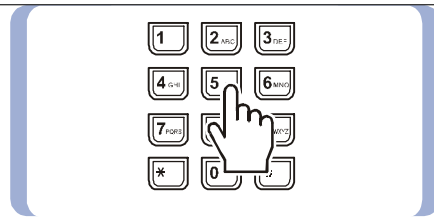


- If the LCR(Least Cost Routing) feature is enabled on the OfficeServ system, press the [LCR] button or dial the LCR access code.

■ Authorization Code and Account Code

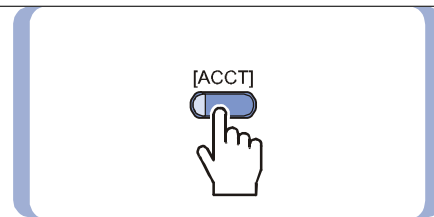
Authorization Code

If your OfficeServ system is programmed to require you to enter an authorization code before making a call, dial [*] plus a valid code before selecting a trunk line.



Account Code

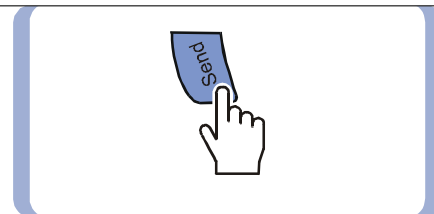
If your OfficeServ system is programmed to require you to enter an account code before making a call, press the [ACCT] button or dial [4] [7] plus a valid code, press the [ACCT] button again and then select a trunk line.



- Ask your System Administrator for more information on authorization codes and account codes.

■ Answering an Outside Call

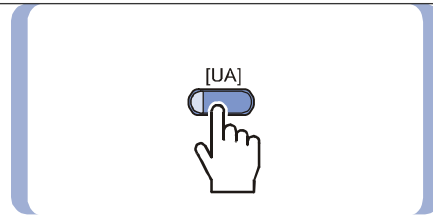
If you lift up the handset when the IP Phone is ringing, you are automatically connected to the ringing call. Or, press the [Send] button to automatically answer on the speakerphone.



- If a call is flashing at your IP Phone but not ringing, you must press the flashing button to answer.

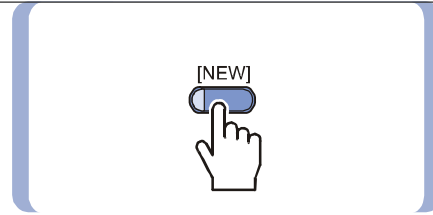
■ Universal Answer

External calls may be programmed to ring through an external speaker. In this case, dial **[6] [7]** or the press **[UA]** button to answer the call.



■ New Call

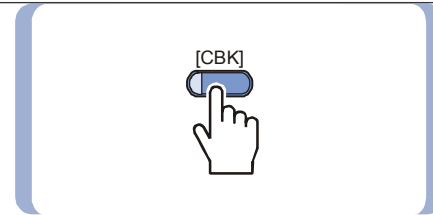
Press the **[NEW]** button to disconnect your existing call, wait for dial tone and then make a new call on the same line. If this **[NEW]** button does not appear on your IP Phone, press the Soft button corresponding to **[NEW]** on the LCD screen.



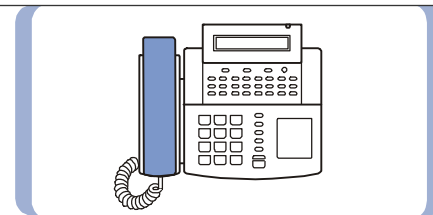
■ Busy Line Queuing With Callback

If there are no available trunk lines, you will hear busy tone when you try to make an external call, you can set a callback. When a line becomes free, your IP Phone will ring. You can reserve up to 5 callbacks for extension or trunk calls.

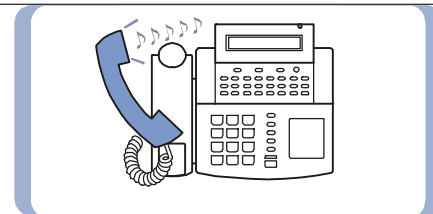
1. If you receive a busy tone when trying to access a trunk line, press the **[CBK]** button or dial **[4] [4]**. Or, press the Soft button corresponding to **[CBK]** on the LCD screen.



2. When confirmation tone is heard, put down the handset.



3. When the line becomes free, the system will call you back.



4. Lift the handset or press the **[Send]** button to respond to the Callback. Wait for dial tone and dial the telephone number or speed dial number again.



- A callback will be cancelled if not answered within 30 seconds.
If you have set a callback, your [CBK] button's LED, if programmed, will light.

■ Cancelling Callback

A maximum of 5 callbacks can be set for extensions or external calls lines at the same time. To cancel a callback, follow the procedure below.

1. Press the **[CBK]** button or dial **[4] [4]**.
You will hear confirmation tone.



2. Press the **[Hold]** button. This will cancel the oldest callback that you have set.

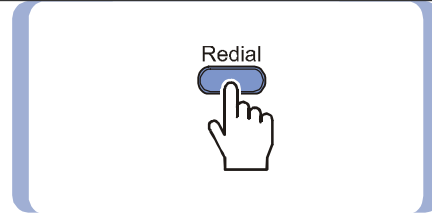


Redial

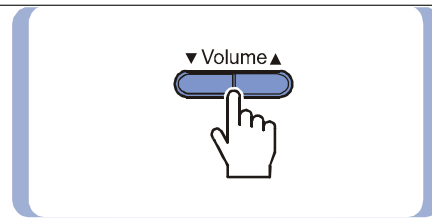
To redial the last telephone number you dialed, press the [Send] button for approximately 2 seconds or dial [1] [9].

Pressing the **[Redial]** key will give you the option to review up to 10 of your previously dialed external numbers.

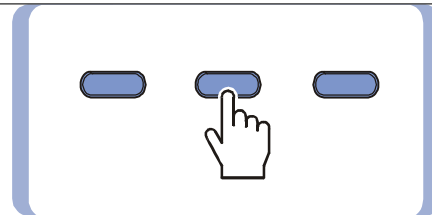
1. Press the **[Redial]** button.



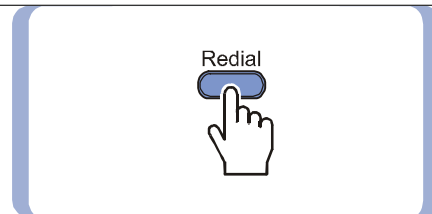
2. Use the direction buttons or the **[▼Volume▲]** button to select the required number to redial and press the Soft button corresponding to **[Dial]**.



3. To review details about the previous call prior to dialling it, press the Soft button corresponding to **[NND]**.



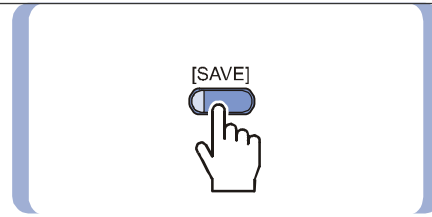
4. Press the **[Redial]** button twice to automatically redial the last number you dialed.



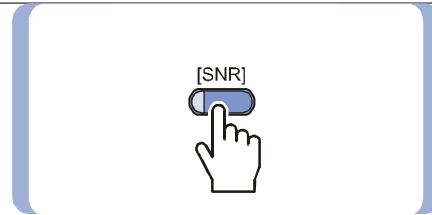
- If the hot keypad feature is turned off, you have to lift up the handset first or press the [Speaker] button before you begin using the redial feature.
- Redial does not apply to intercom calls.

Save Number with Redial

To save the number you just dialled for later use, press the **[SAVE]** button before hanging up.



This saved number can be redialled at any time by pressing the **[SNR]** button or dialling **[1] [7]**. The same external trunk line will be selected for you.

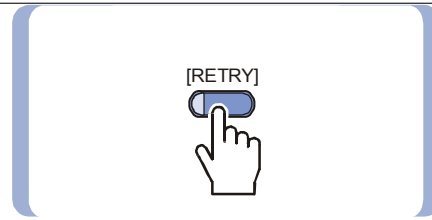


- The saved telephone number will be saved in memory until you save another number.
- Saved Number Redial does not apply to intercom calls.

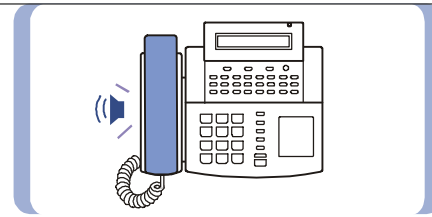
Automatic Redial / Retry

When you make an outside call and receive a busy signal, the OfficeServ system can automatically redial the number for you. It will automatically redial at a pre-programmed interval for up to 99 attempts.

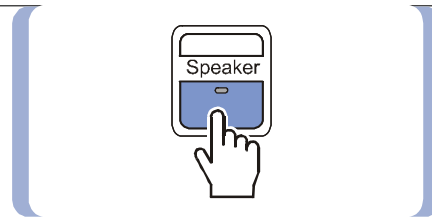
1. When you hear a busy signal, press the **[RETRY]** button or press the Soft button corresponding to **[RETRY]** on the LCD screen.



2. The system will reserve the line and automatically redial the same number for you. You will hear the call progress tones through the speaker. At this time, the microphone is muted.



3. When the called party answers, you must pick up the handset or press the **[Speaker]** or **[Send]** button before you begin speaking. You must answer within 10 seconds.

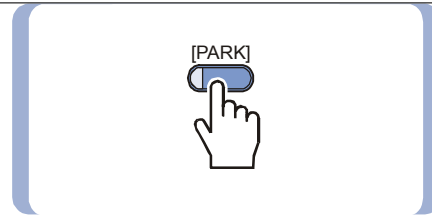


- If you make another call, auto-redial is cancelled.
- To cancel a retry, lift and replace the handset.

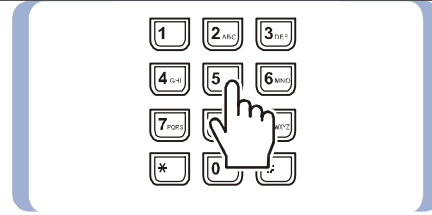
Call Park

You can park an outside call in one of 10 'parking orbits'.

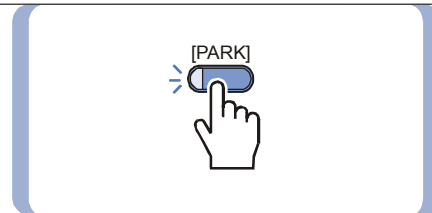
1. Press the **[PARK]** button.
Or, press the Soft button corresponding to **[PARK]** on the LCD screen.



2. Dial the orbit number required, **[0]-[9]** ; the **[PARK]** button will flash.
Or, press a dedicated **[PARK]** button ; the **[PARK]** button will also flash.
To have the call 'parked' picked up by another station, notify the station user of the parking orbit number.



3. To pick up the parked call, press the **[PARK]** button followed by the required orbit number or press the flashing **[PARK]** button.



4. Intercom / Outside Calls

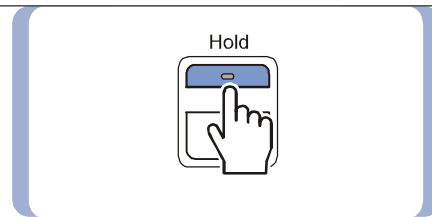
■ Holding a Call

You can temporarily suspend a conversation without ending the call by placing the call on hold. Or, when another call is received, you can put your first call on hold and answer the new call. You can simply press the button on hold again to resume the conversation.

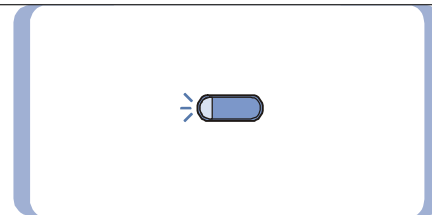
The types of hold available are system hold(general hold), automatic hold, exclusive hold, and consultation hold.

System Hold

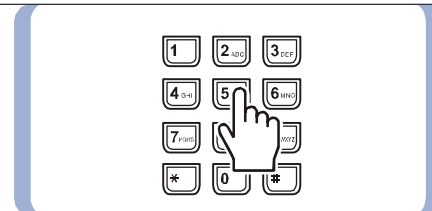
1. While you are engaged in a conversation, press the **[Hold]** button.



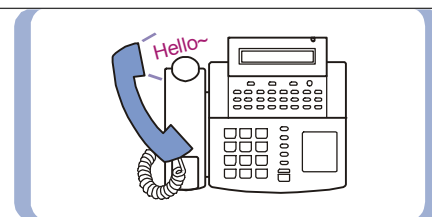
2. The call on hold will flash green on your IP Phone and this line will flash red on other stations.



3. To return to the held call. Press the line button. The green LED will stop Flashing.



4. Resume your conversation with the other party.



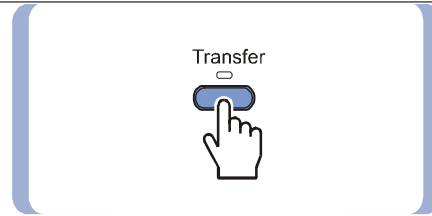
- While you are on a call, pressing a trunk line button or flashing Call button will automatically put your first call on hold and connect you to the new call. Refer below.

Automatic Hold

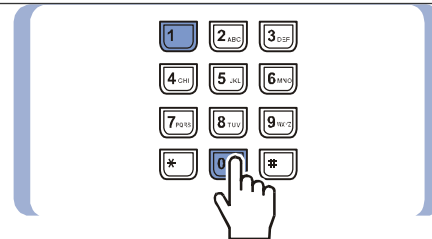
With Automatic Hold set, when you are answering an outside call, pressing the trunk line or flashing Call button will automatically put your outside call on hold and connect you to the next call.

You can set Automatic hold on your IP phone by following the procedure below.

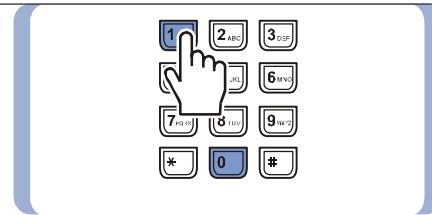
1. Press the **[Transfer]** button.



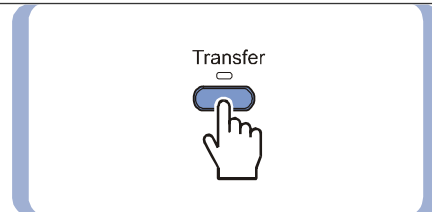
2. Dial **[1] [1] [0]**.



3. To use this function, dial **[0] [0] [1]**, and if this function is not required, dial **[0] [0] [0]**.



4. Press the **[Transfer]** button to save the selected item.

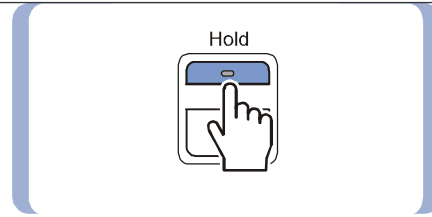


- Intercom calls will be placed on hold by pressing the [Hold] or [Transfer] button.
If you press another trunk line button or flashing Call button while you are on an intercom call, the intercom will be disconnected.

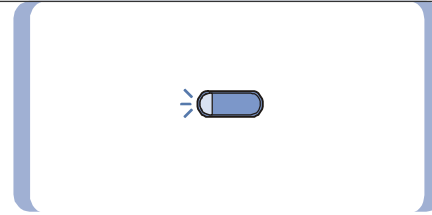
Exclusive Hold

To place an outside call on hold exclusively so that other users cannot get it.

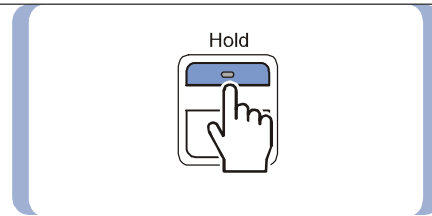
1. Press the **[Hold]** button twice.



2. The call will flash green on your IP Phone and this line will show a steady red light on other stations.



3. To retrieve the call on hold, press the flashing green line button or press the **[Hold]** button.

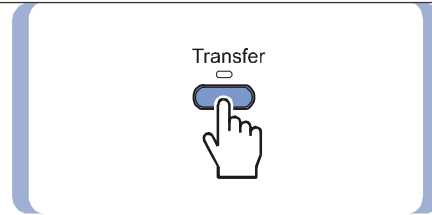


- Intercom calls will always be placed on exclusive hold.

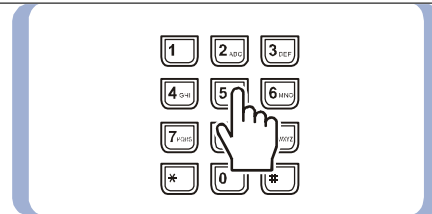
Consultation Hold

When you are talking to an external caller and it is necessary to consult with another extension.

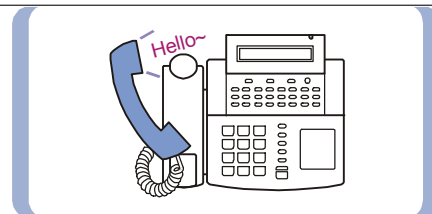
1. Press the **[Transfer]** button ; you will hear transfer dial tone. Your outside call is placed on Transfer hold.



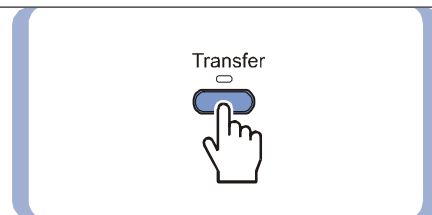
2. Dial the extension number.



3. Consult with the internal party.



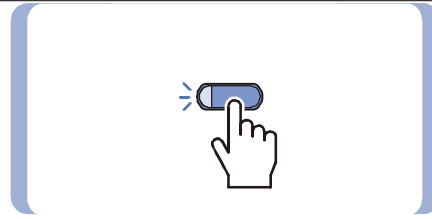
4. Press the **[Transfer]** button to return to the outside party or to hang up to transfer the call.



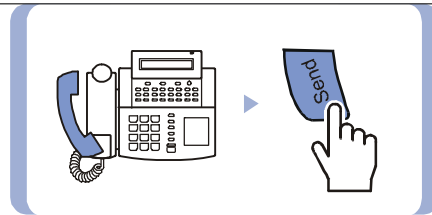
- Repeatedly pressing the [Transfer] button will toggle between the outside party and internal extension.

Hold Recall

1. If you leave a call on hold longer than the system hold timer allows, it will recall your station.
At this time, the call button on hold will have a slow flashing amber light. If you do not answer this recall within a pre-programmed period of time, it may go to the system operator depending upon your OfficeServ system programming.

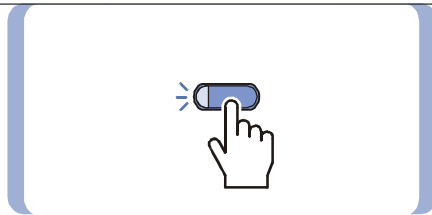


2. When your IP Phone rings, lift the handset or press the **[Send]** button to answer the recall.

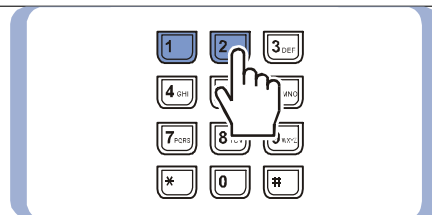


Retrieving Calls Held at Another Station

1. When a line is on system hold, the line will have a flashing red light. To retrieve the call on hold, press the line button with the red flashing light.



2. When a line is on hold and it does not appear on your IP Phone, dial **[1] [2]** plus the line number or the extension number of the station that placed the call on hold.



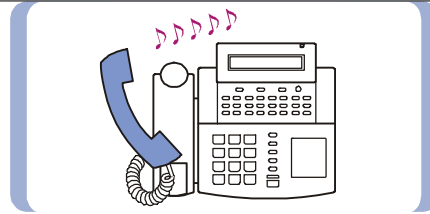
Call Pickup

This section explains how to pickup a call that is ringing at another station.

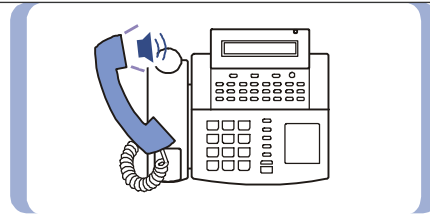
Station Call Pickup

If a call rings on another station and you know the station number, you can answer the call on your IP phone.

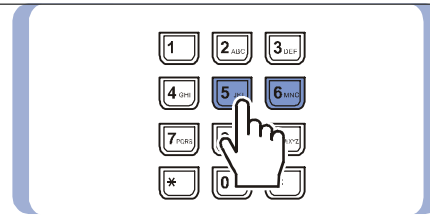
1. A call is ringing on another station.



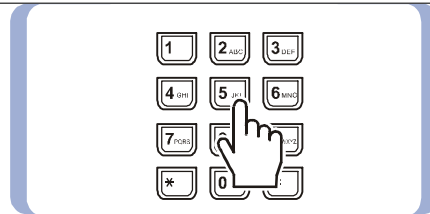
2. Pick up the handset and listen for the dial tone.



3. Dial [6] [5].



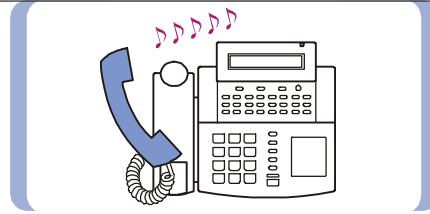
4. Dial the station number that is ringing.



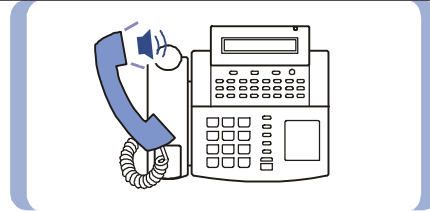
Group Call Pickup

Each station can be assigned to a call pickup group. Refer to your System Administrator for details on your pick up group.

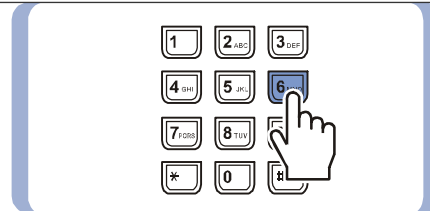
1. When a call is ringing on another station assigned to your pick up group.



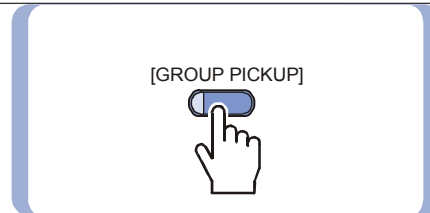
2. Pick up the handset and check for dial tone.



3. Dial [6] [6].



4. Or press the flashing [GROUP PICKUP] button, or press [GROUP PICKUP] button followed by the related group number.



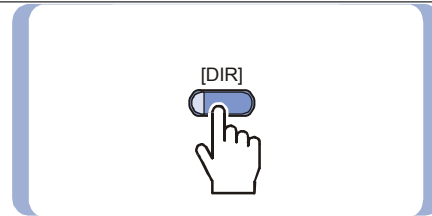
- A group number(extender) can be assigned to the [GROUP PICKUP] button.
- Station Call Pickup and Group Call Pickup may not enable you to answer the recalls at stations depending on the OfficeServ system programming. Refer to your Samsung Authorised Reseller for further details.

■ Dialling by Directory Name

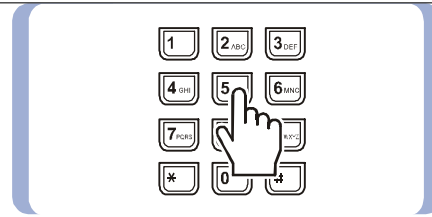
Each extension number or speed dial number can have a relevant directory name.

You can select the extension number or speed dial number from the list of directory names by scrolling down in alphabetical order. This online directory allows you to make any extension call or to find a speed dial number within just a few seconds.

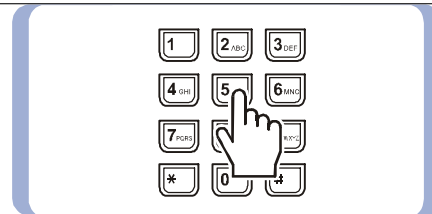
1. Press the **[DIR]** button, or press the Soft button related to **[DIR]** in the CALL menu.



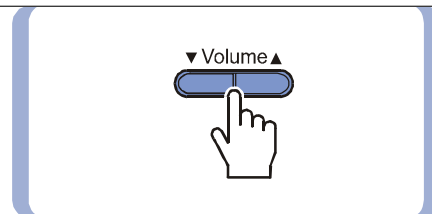
2. Select the directory you wish to use, **PERS**(Personal, Speed Dial Number), **SYS**(System Speed Dial Number) or **STN**(Station Name).



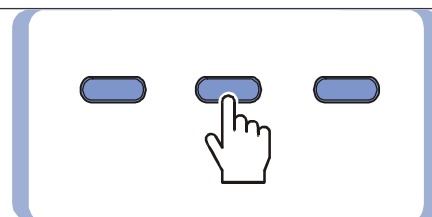
3. Press the dial button that matches the first letter of name that you wish to find.



4. Find the required name by using the **[▼Volume▲]** button.



5. Press the Soft button corresponding to **[DIAL]** on the LCD screen to make the call to the selected number.

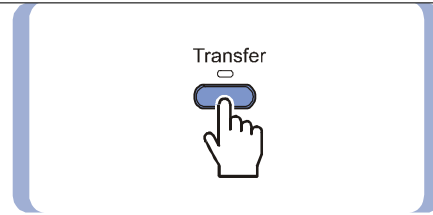


- To directly move to one of the directories, an extender can be added to **[DIR]** button.
[1] for the Personal Speed Dial list, [2] for the System Speed Dial list and [3] for the Station list.

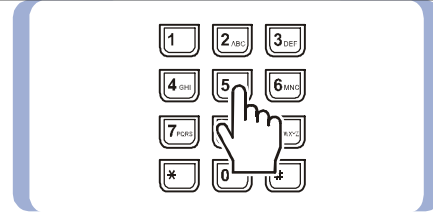
Transferring Calls

You can transfer your call to another extension or return to the outside party.

1. While on a call, press the **[Transfer]** button.
Your call is automatically put on transfer hold.



2. Dial an extension or group number.
Or, press the **[DSS]** button or station group button. Your call will be automatically put on transfer hold.

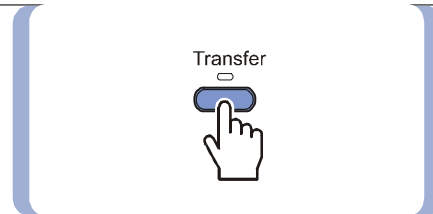


3. For blind transfer, hang up when you hear ringing. Or, wait for the called party to answer and advise him/her of the call. Then hang up.



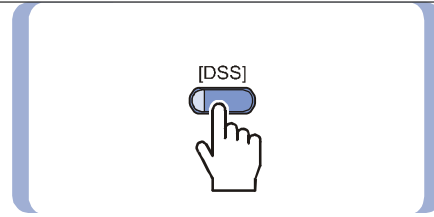
Reconnection with the Outside Party

If the transfer is refused and the called station hangs up, you will be reconnected to the outside line. Or, you can press the **[Transfer]** button to return to the outside party.



Call Retransferring

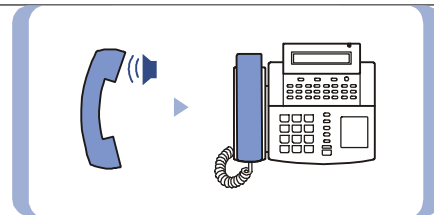
If you wish to send the call to another extension without waiting for the first station to hang up, simply press another **[DSS]** button. Or, press the CALL button or trunk line button to return to the outside party and begin the transfer process again.



- When you are transferring a call to a station programmed for Voice Announce or Auto Answer, the transferred call will always ring.
- After the internal party answers, you may alternate back and forth between the parties by pressing the [Transfer] button.
- You cannot transfer an Intercom call by pressing the [DSS] button for the station required. You must press the [Transfer] button first and then press the [DSS] button or dial the destination extension number.

Transfer With Camp-On

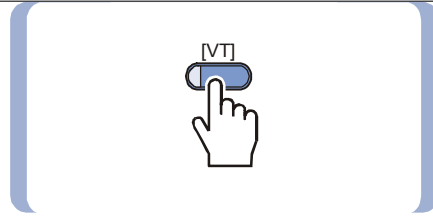
When you are transferring a call to another station and you receive a busy signal, you may camp the call on to this station. So, when this station becomes free, it can be connected to the transferred call. Simply hang up when you hear a busy signal. Then, the called party will be alerted by a call waiting tone.



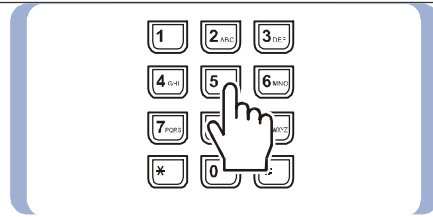
Transfer To Voice Mail

This feature is used to send a call directly to a voice mailbox. Your IP Phone must have a correctly programmed [VT] button to accomplish this.

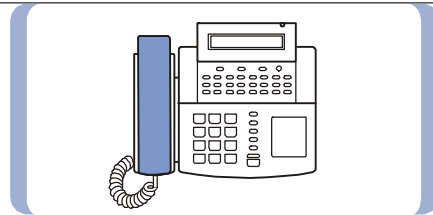
- 1.** Press the [VT] button while you are on a call.
Or, press the Soft button corresponding to [VT] on the LCD screen.



- 2.** Dial the mailbox number.



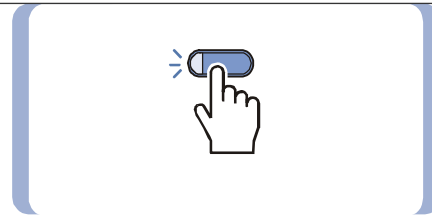
- 3.** Hang up when dialling is completed.



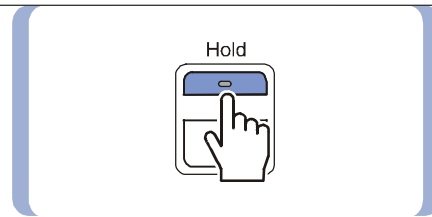
Call Waiting

If an outside call or another station has camped-on to you, your IP Phone will ring and the waiting call's LED will flash green.

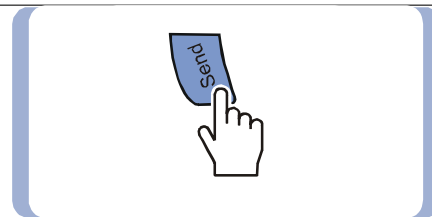
1. Press the flashing button to answer the waiting call.
If your IP Phone has the Automatic Hold feature set, your current call will go on hold automatically.



2. If Automatic Hold is not set, press the **[Hold]** button and then press the button with the flashing LED.
Or, finish the first call and hang up; the waiting call will ring your IP Phone.



3. Lift the handset or press the **[Send]** button to answer.



Speed-Dial

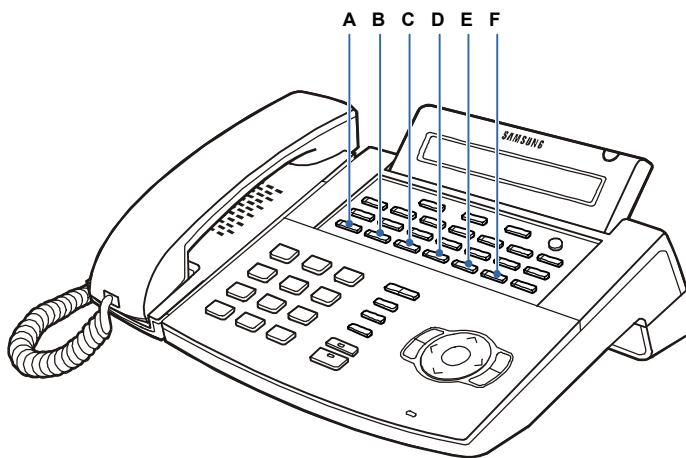
You may assign any frequently used numbers to a personal speed dial number list for your station. These personal speed dial numbers are in addition to the system Speed dial numbers available. Speed dial numbers can be allocated to buttons which allow you to press the one touch speed dial button to call the number.

Explanation of Special Feature Buttons

When programming speed dial numbers, the special feature buttons are used and they are designated as A, B, C, D, E, and F buttons. Each special feature button is explained in the following table.

A, B, C, D, E, and F buttons of the ITP-5021D/5014D IP phone are the first 6 buttons in the last row of the programmable buttons located below the LCD screen.

For example, the ITP-5021D IP phone is shown below.



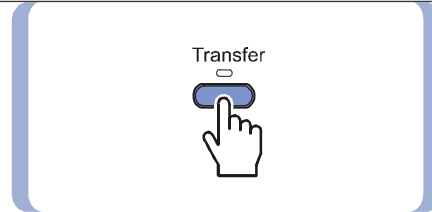
Button	Features
A Button	Not used.
B Button	To insert a FLASH(time loop break).
C Button	To insert a PAUSE.
D Button	To convert from the pulse dialling(mechanical method) to the tone dialling (Electronic method).
E Button	Used to hide the numbers from showing up on the LCD screen.
F Button	Used to input a speed dial name.
Hold Button	To clear a speed dial number.

Programming the Speed Dial Numbers

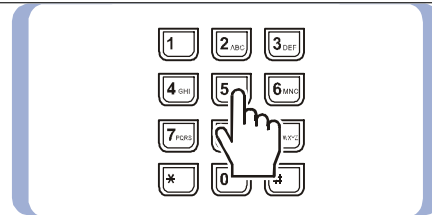
Your station can be assigned up to fifty numbers, 00~49. Ask your System Administrator for the number of speed dial numbers that have been assigned to your station.

- To program the personal dial numbers,

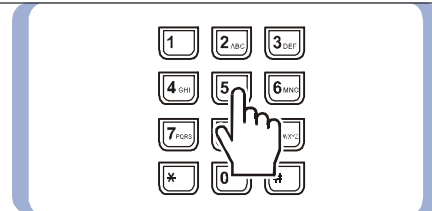
1. Press the **[Transfer]** button and dial **[1] [0] [5]**, without lifting the handset.



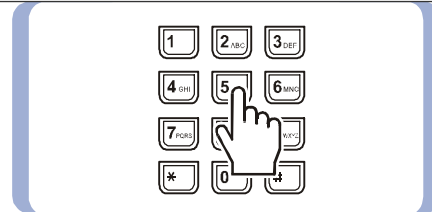
2. Select a free speed dial number location(00-49).



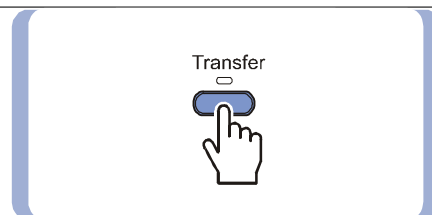
3. Dial either a specific trunk line number or the trunk access code.



4. Dial the telephone number to be saved(maximum of 24 digits), including the #, *, FLASH, PAUSE, etc. Press the special key [F] to enter a name for the Speed dial number then press the special key [F] to return to the speed dial entry menu again.



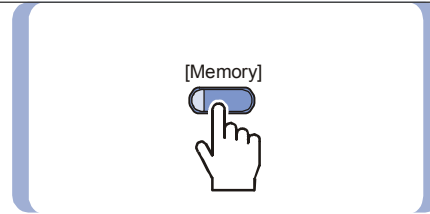
5. Press the **[Transfer]** button to save the number. Or press the right Soft button and repeat steps 2 to 5.



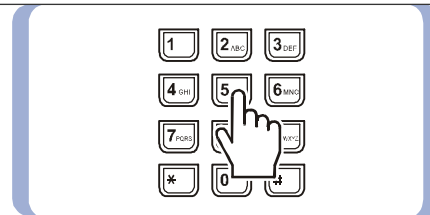
Dialling Speed Dial Numbers

You can dial a speed dial number stored in the list of system speed dial numbers between 500–999 or the list of your personal number between 00–49 using the following procedure.

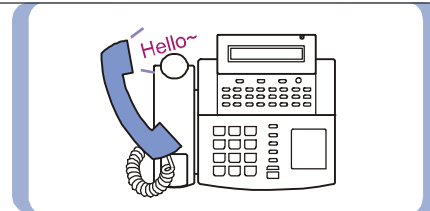
1. Press the **[Memory]** button or dial **[1] [6]**, without lifting the handset.



2. Dial the speed dial location number that is programmed with the telephone number you wish to call.

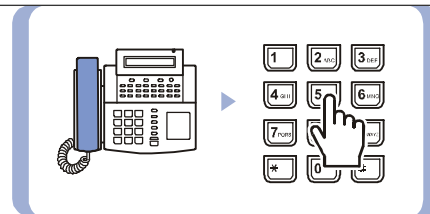


3. The telephone number is automatically dialed for you.



Alternatively, to dial one of your first 10 personal speed dial numbers.

1. Without lifting the handset, press a dial button 0-9 for approximately 2 Seconds.



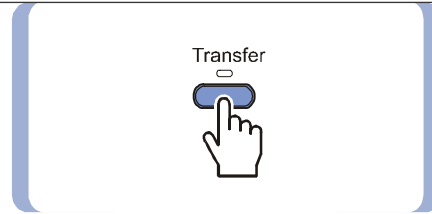
2. The telephone number programmed in the corresponding personal speed dial location(00-09) will be dialed automatically.



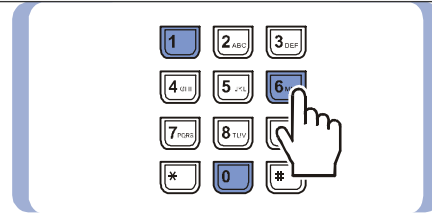
Assigning a Name to the Speed Dial Button.

A name of 11 characters can be assigned for each speed dial button.
This name is used to dial the telephone number using the directory feature.

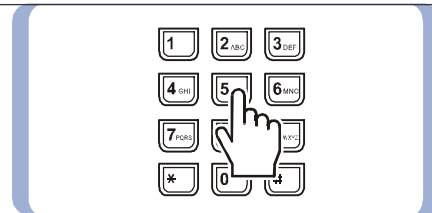
1. Press the **[Transfer]** button.



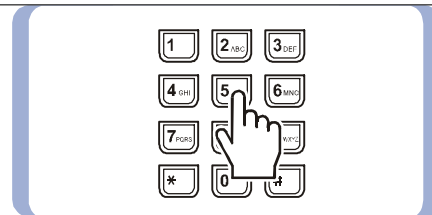
2. Dial **[1] [0] [6]**.



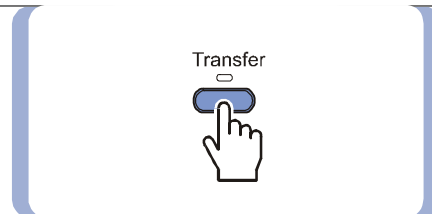
3. Press the speed dial number location to be assigned with a name(00-49).



4. Enter a name. Refer to the **'Things You Should Know'** in this manual for how to enter a letter.



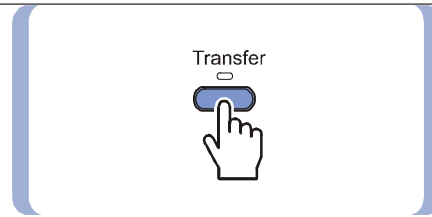
5. Press the **[Transfer]** button to save the speed dial name or the right Soft button to .enter further names by repeating steps 3 to 5.



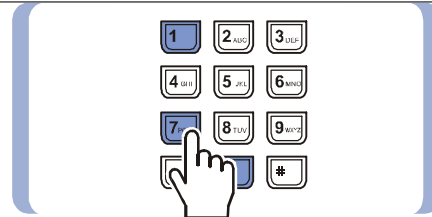
Programming One-touch Speed Dial Buttons

You can assign a frequently used number from the speed dial numbers to one of the programmable keys on the IP Phone for one touch speed dial use.

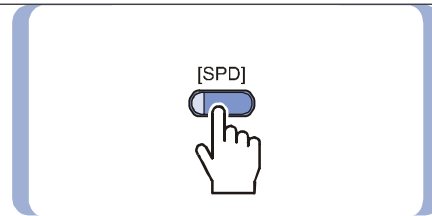
1. Without lifting up the handset, press the **[Transfer]** button.



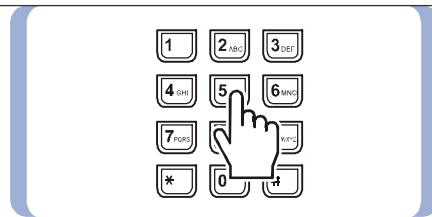
2. Dial **[1] [0] [7]**.



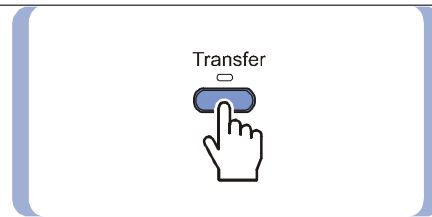
3. Locate a vacant **[SPD]** button using the **[Volume▲]** button and press the right Soft button.



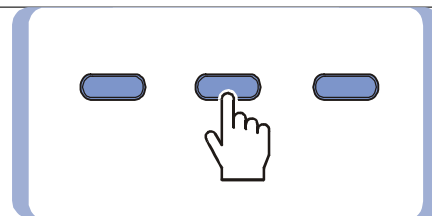
4. Dial the speed dial number location(00-49 or 500-999) to be assigned for this button.



5. Press the **[Transfer]** button to save the selected number.



6. If the one touch speed dial button is pressed, a call is made to this saved speed dial number automatically.

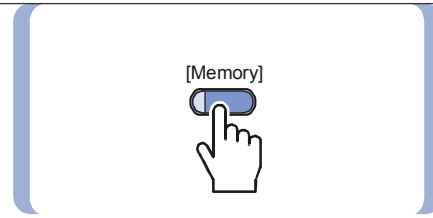


Using Chain Dialling

After a speed dial number is pressed, additional numbers can be dialed manually or you can chain together speed dial numbers.

After the first speed dial number, press the **[Memory]** button or dial **[1] [6]** and then dial other speed dial number location.

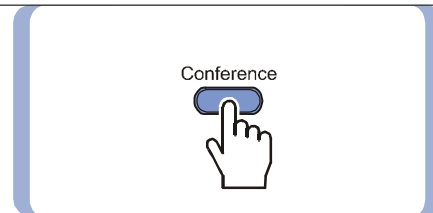
Or after the speed dial number is pressed, dial the additional numbers manually.



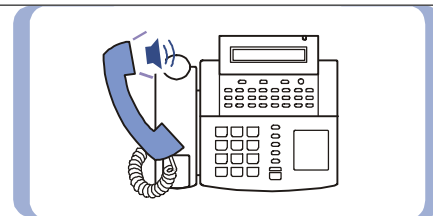
Conference Calls

You can make a conference call of up to 5 parties including yourself. The OfficeServ system also allows each station to pre assign up to 5 conference groups so you can set up a conference call by pressing a single **[Group Conference]** programmable button. Refer to your System Administrator to confirm that this option is available to you.

1. Press the **[Conference]** button while engaged in a conversation.
You will hear conference tone.



2. Make another call, either intercom or outside. Press the **[Conference]** button and you will hear conference Tone.

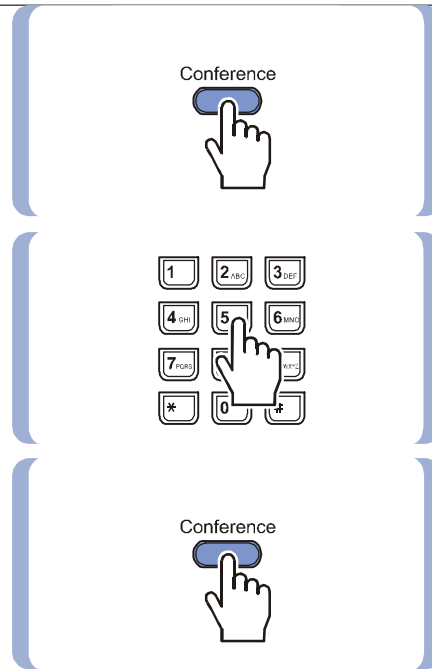


3. Make another call to add additional parties or press the **[Conference]** button to join all parties into the conference.
Then, Repeat the last step, until all other parties required are connected.



4. To drop a person from your conference call, press the **[Conference]** button and dial the extension or trunk number that is to be dropped.

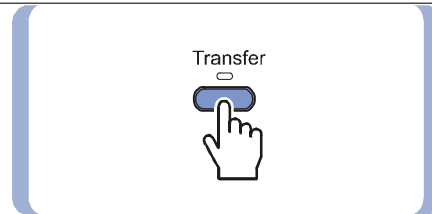
Press the **[Conference]** button again to re-establish the conference.



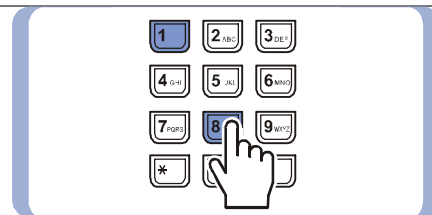
- When attempting to add another person to the conference and you are not able to reach the desired person, simply press the **[Conference]** button again.

Programming Conference Groups.

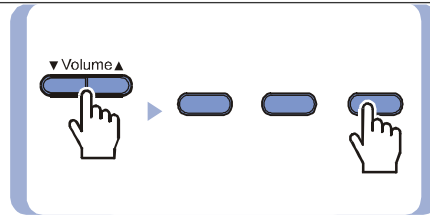
1. Press the **[Transfer]** button.



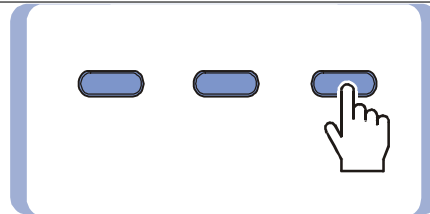
2. Dial **[1] [1] [8]**.



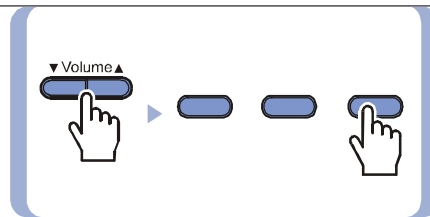
3. Select the required Conference Group number by using the [**▼Volume▲**] button and press the right Soft button.



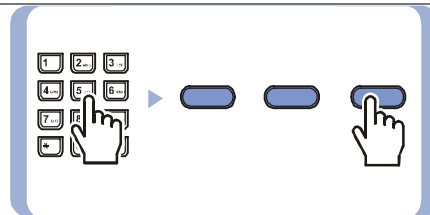
4. Select 'Name' and press the right Soft button to enter the Conference Group name. Refer to the '**Things You Should Know**' in this guide for entering characters. Press the right Soft button to save the name.



5. Using the [**▼Volume▲**] button to select [**MBR1~4**] and press the right Soft button.



6. Dial the extension number or outside telephone number remembering to dial the trunk access code first and press the right Soft button. Repeat steps 6 and 7 to add conference group members.



7. Save the settings by pressing the [**Transfer**] button. To make a group conference call press the [**GCONF**] button followed by the group number and the conference will be setup automatically. If an extender has been added to the [**GCONF**] button(1~5) just press the [**GCONF**] programmable button.

