

# ICS

## Telephone System Quick Guide

### **CONFERENCE CALLS:**

- a. Establish intercom or trunk call.
- b. Press “Conf” key.
- c. Dial the extension you want to add or access an outside line
- d. Press “Conf” key twice

### **TRANSFERRING CALLS:**

Press transfer + Extension Number +  
Replace Handset

### **To Access an Outside Line:**

Dial 9 and the number you wish to dial

### **ACCESS SYSTEM OR STATION SPEED DIAL:**

Use the soft keys under the display then  
once the desired number is found pick up  
the handset to dial

### **CALL PARK:**

#### **To Park:**

While handling a call press the park key  
and the orbit destination number of 00-99  
OR  
Press Transfer + #6 + any one Number 01  
thru 99 + Hang up.

#### **To Retrieve**

Press the Pickup key  
OR  
Press the Speaker key + \*6 + the orbit  
number 00-99

### **Redial:**

To redial the last number dialed press the  
redial key and #  
OR  
To toggle through the last 50 callers, press  
the redial key and use the soft key arrows  
in the display to toggle, then pick up  
handset to dial

### **CHECKING VOICEMAIL:**

#### Internally

Press the Message Key

#### Externally

Call main number listen main greeting and  
press # and your extension number

### **QUICK TRANSFER TO VOICEMAIL:**

Press Transfer + Extension number + 8 +  
Hang up

### **Cancel Message Light:**

Press Exit, MW, All, then Exit

### **CALL FORWARDING:**

To forward your Extension: Press Speaker  
+ 741 + 1 + Extension number OR + 9 +  
Outside number + Speaker

