

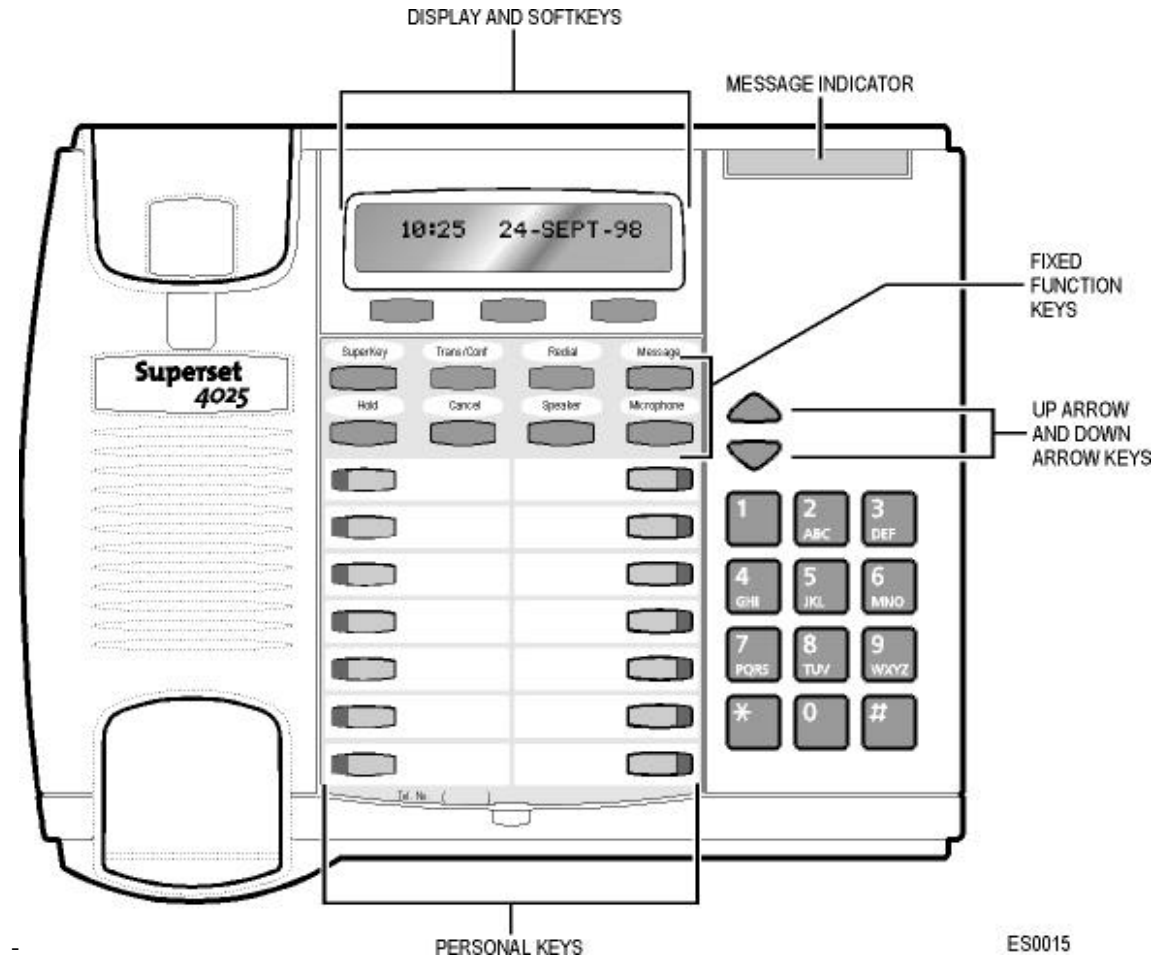
ABOUT YOUR 4025 PHONE

The SUPERSET 4025 has ten fixed-function keys (**SUPERKEY, TRANS/CONF, REDIAL, MESSAGE, HOLD, CANCEL, SPEAKER, MICROPHONE, D**, and **Ñ**) and 14 personal keys. The personal key on the bottom right is always your Extension.

Your telephone also features three softkeys for feature access, an alphanumeric liquid crystal display (LCD) with contrast control, Hands free operation, and a Message Indicator.

Telephone status indicators and Up and Down Arrow Keys:

When line is:	the indicator is:	Up and Down Arrow Keys Control:
Idle	Off	Contrast of the LCD
Busy	On	Adjusts volume of handset or headset
Ringing	Flashing slowly	Adjusts volume of ringer
On hold at your set	Flashing rapidly	n/a
On hold at another set	Flashing slow on/fast off	n/a



ES0015

CUSTOMIZING YOUR SET

Your Phone's Keys

SuperKey: Blue key that allows programming of other keys and features.

Trans/Conf: Allows you to transfer callers to another extension or establish a conference call.

Redial: Allows you to redial the last number manually dialed on that phone.

Message: Allows you to retrieve messages sent to your phone - these are not voice mail messages.

Hold: Allows you to place a caller on hold.

Cancel: Will cancel the last function. If using the SPEAKER button, it will disconnect the caller.

Speaker: Allows you to talk hands free (without holding the handset).

Microphone: Will mute the phone if you are using the SPEAKER button.

Softkeys: These 3 keys (which are located directly below the display) change with the function of the phone.

These buttons will be used to make selections based on the options that appear in the display above each button.

All 4025 Phones in the District:

Extension: Your new extension is the last 4 digits of your private line.

Your private line number is (989) 399-(your 4-digit extension number).

Line 2: This is your second line. It is used for outbound calling unless it is programmed for call rolling. To program incoming calls to roll from Line 1 to Line 2, press *66 2 (your 4-digit extension number).

Voice Mail: This allows you to retrieve your voice mail messages. If your message light is flashing you may press this button to enter the voice mail system then follow the prompts.

Security: This will ring all of the 4025 model phones within your building. Except in the Administration Building, where it will ring the Campus Security Department.

All 4025 Phones in the Schools:

School's Main Number: This is the main number coming into the school - there are 2 buttons for the rolling capability mentioned above.

School Secretary:

School VM Message: This allows you to enter the voice mail system to retrieve the messages left in the school's mailbox.

Night On: This button turns on the night time ringing features - The calls coming to the phones in the office will go to voicemail.

Night Off: This button turns off the night time ringing features - The calls coming to the phones in the office will ring in the office.

All Other 4025 Phones in the Schools:

School Secretary: This will ring the School's Secretary.

Administration Building:

Department Line: This is the line for calls coming into your Department and appears in the upper left of the button rows.

DND: This is your Do Not Disturb button. When it is on it will not allow any calls to ring your phone. Your calls will go directly to Voice Mail.

Extension Numbers: Your extension number appears on the bottom right of the rows of buttons.

If you are a Supervisor, your Support Person's extensions are on the bottom left.

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MAKING AND ANSWERING CALLS

To make a call:

- Lift the handset or press **SPEAKER** button.
- If you want to use a Non-Prime Line, press a Line Appearance key.
- Dial the number.
–or–
Press a Speed Call key.
–or–
Press **REDIAL**.

To answer a call:

- Lift the handset or press **SPEAKER** button.
–or–
Press the flashing Line Appearance key and lift the handset.

****TIP: If you make a mistake, press the cancel button to disconnect the call. ****

Redial

To redial the last number that you manually dialed:

- Lift the handset or press **SPEAKER** button.
- Press **REDIAL**.

Hold

To place a call on Hold:

- Press **HOLD**.

To retrieve a call from Hold:

- Lift the handset or press **SPEAKER** button.
- Press the flashing line key.

To retrieve a call from Hold at another station:

- Press the flashing line key.
–or–
Dial ***7** and the number of the station that placed the call on Hold.

****TIP: Extensions now use the last 4 digits. ****

Transfer / Conference / Split / Swap

To **Transfer** an active call:

- Press **TRANS/CONF**.
- Dial the number of the third party.
- Do one of the following:
 - To complete the Transfer, hang up.
 - To announce the Transfer, wait for an answer, consult, and hang up.
 - To cancel the Transfer, press **CANCEL**.

To form a **Conference** when a two-party call is already in place, or to add another party to an existing Conference:

- Press **TRANS/CONF**.
- Dial the number of the next party.
- Wait for an answer.
- Press **TRANS/CONF** again to link all callers on the same line.

To leave a Conference:

- Hang up.

Transfer / Conference / Split / Swap (continued)

To **Split** a Conference and speak privately with the original party:

- Press the **Split** softkey.

To **Swap** (trade) a call:

When you are in an established two-party call:

- Press **TRANS/CONF**.
- Dial the number.

Then to alternate between the two parties:

- Press the **Trade** softkey.

*****TIP: Your Softkeys will have different functions that will be displayed on the LCD Monitor. *****

Call Pickup

To answer a call that is ringing at another station in your Pickup Group:

- Lift the handset or press **SPEAKER** button.
- Press the **Pickup** softkey.

To answer a call that is ringing at a station not in your Pickup Group:

- Lift the handset or press **SPEAKER** button.
- Dial ***7**.
- Dial the number of the ringing station.

Do Not Disturb

To activate Do Not Disturb:

- Press the **Do Not Disturb** feature key if it is labeled on your phone.
- or-
- Press **SUPERKEY**.
- Press the **No** softkey until "Do Not Disturb" appears.
- Press the **'TurnOn'** softkey.

To deactivate Do Not Disturb:

- Press the **Do Not Disturb** feature key if it is labeled on your phone.
- or-
- Press **SUPERKEY**.
- Press the **No** softkey until "Do Not Disturb" appears.
- Press the **'TurnOff'** softkey.

Call Forward

Call Forward lets you redirect incoming calls to an alternate number.

To program Call Forward:

- Press **SUPERKEY**.
- Press the **No** softkey until "Call Forwarding?" appears.
- Press the **Yes** softkey.
- Press the **Next** softkey until the type of Call Forward appears.
 - Always redirects all incoming calls regardless of the state of your telephone.
 - B-Int redirects internal calls when your telephone is busy.
 - B-Ext redirects external calls when your telephone is busy.
 - NA-Int redirects internal calls after several rings if you don't answer.
 - NA-Ext redirects external calls after several rings if you don't answer.

Call Forward (continued)

- Press the **Review** softkey.
- If a number is already programmed, press the **Change** softkey.
- Press the **Program** softkey.
- Dial the destination number.
- Press the **Save** softkey.

To turn Call Forward on and off (once it has been programmed):

- Press **SUPERKEY**.
- Press the **No** softkey until "Call Forwarding?" appears.
- Press the **Yes** softkey.
- Press the **Next** softkey until the type of Call Forward appears.
- Press the **Review** softkey.
- Press the **Change** softkey.
- Do one of the following:
 - To turn Call Forward on, press the **TurnOn** softkey.
 - To turn Call Forward off, press the **TurnOff** softkey.

*****TIP: Call Forwarding can go to any phone, even a cellular phone or a home phone. It should not go to a pager unless the pager has voice mail. *****

Speed Call Keys

You may use Speed Call Keys to make a call or to send a string of digits during a call (press a Speed Call Key during a call to send a multi-digit password, for instance).

To dial a stored Speed Call number:

- Lift the handset or press **SPEAKER** button.
- Press a Speed Call key.

To store a Speed Call number:

- Press **SUPERKEY**.
- Press the **No** softkey until "Personal Keys?" appears.
- Press the **Yes** softkey.
- Press a personal key that isn't a line key.
- Press the **Change** softkey.
- Press the **Yes** softkey.
- Do one of the following:
 - To enter a new number, dial the number.
Press **HOLD** between digits to create a pause during dialing – press **HOLD** more than once to lengthen the pause.
 - or**
 - To enter the last number dialed, press **REDIAL**.
- If you want the number to be private, press the **Priv** softkey.
- Press the **Save** softkey.
- Press **SUPERKEY**.

Speed Call - Personal

To dial a stored personal Speed Call number:

- Lift the handset or press **SPEAKER** button.
- Dial ***69**.
- Enter an index number between **00** and **19**.

Speed Call – Personal (continued)

To store a personal Speed Call number:

- Lift the handset or press **SPEAKER** button.
- Dial **#69**.
- Enter an index number between **00** and **19**.
- Dial the number to be stored (press **HOLD** between digits to create a pause during dialing – press **HOLD** more than once to lengthen the pause).
- Hang up.

Feature Keys

To display information about a key:

- Press **SUPERKEY**.
- Press a personal key or **REDIAL**.
- Press **SUPERKEY**.

****TIP: This can be used if you programmed a speed call key and forgot which one was programmed or what number was programmed. ****

To re-program a personal key:

- Press **SUPERKEY**.
- Press the **No** softkey until "Personal Keys?" appears.
- Press the **Yes** softkey.
- Press a personal key that isn't a line key.
- Press the **Change** softkey.
- Press the **No** softkey until the desired feature appears.
- Press the **Yes** softkey.
- Press **SUPERKEY**.

Messaging - Advisory

To turn Messaging - Advisory on:

- Press **SUPERKEY**.
- Press the **No** softkey until "Advisory Msgs?" appears.
- Press the **Yes** softkey.
- Press the **Next** softkey until the desired message appears.
- Press the **TurnOn** softkey.

To turn Messaging - Advisory off:

- Press **SUPERKEY**.
- Press the **No** softkey until "Advisory Msgs?" appears.
- Press the **Yes** softkey.
- Press the **TurnOff** softkey.

Messaging - Callback

To leave a message waiting indication on a telephone when you hear a ring tone:

- Press **MESSAGE**.

To respond to a message waiting condition on your telephone:

- Press **MESSAGE**.
- Press the **Yes** softkey.
- Do one or all of the following (if required):
 - To display the time the message was sent, press the **More** softkey.
 - To display the number of the caller, press the **More** softkey twice.
- Do one of the following:
 - To call the message sender, press the **Call** softkey.
 - To delete the message, press the **Erase** softkey.
 - To view the next message, press **MESSAGE**.

To check for messages from a remote station:

- Press **SUPERKEY**.
- Press the **No** softkey until "Remote Msging?" appears.
- Press the **Yes** softkey.
- Dial your extension number.
- Press the **Enter** softkey.
- If a password is required, enter your password and press the **Enter** softkey.
- Press the **Yes** softkey.