

ZULTYS TELEPHONE OPERATING INSTRUCTIONS

1. **TO PLACE OUTSIDE CALLS** – Dial the phone number, (you can dial a 8 but do not have to) then press **SEND** or the **#** key.
2. **TO PLACE INTERCOM CALLS** – Dial the extension number. If you have that person's **ONE TOUCH EXTENSION** button, you may press that button only.
3. **TO ANSWER CALLS RINGING ON YOUR PHONE** – Lift the handset or press the **SPKR** button. To answer a second call press the **HOLD** key and press the flashing line key to answer the second call.
4. **TO PLACE A CALL ON HOLD** – Press the **HOLD** key or press **HOLD** under your display.
5. **TO RECONNECT TO A CALL ON HOLD** – Lift the handset and press the flashing **CALL** or **LINE** key or **RESUME** under your display.
6. **TO TRANSFER A CALL TO AN EXTENSION** – While on the call, press the **TRANSFER** key, dial the desired extension number, press the **TRANSFER** key again and hang up. You may also press the transfer button dial the extension wait for them to answer, announce the call then press transfer again.
7. **TO TRANSFER DIRECTLY TO VOICE MAIL** – While on the call, press the **TRANSFER** key, dial ***86** plus the extension number, press the **TRANSFER** key again and hang up. **Alternate option:** while on a call press the **TRANSFER** button, press the **XFR TO VM** button type in the extension then **TRANSFER** again.
8. **REDIAL-** Press the **REDIAL** key, scroll up or down with the navigation keys to the phone number, press the **REDIAL** key a second time and the number is called.
9. **TO RECONNECT TO CALLER IF TRANSFER CANNOT BE COMPLETED** – Press the flashing **LINE** or **CALL** key.
10. **PARK-** While on a call press the **PARK 1** or **2** softkey. The system will automatically park the call in a 1-digit zone (1 to 9). Check your display for the **PARK** zone then page the person.
11. **RETRIEVING A PARKED CALL-** Press the flashing **PARK 1, 2** key to retrieve your call.
12. **CONFERENCE CALLING** – While on a call, press the **CONFERENCE** button and then place the next call dialing **8 + number**. After the 2nd call connects, and press **CONFERENCE** to connect all three parties..
13. **DO NOT DISTURB-** The **DND** button is a softkey under your display, press to place yourself in **DND**. You may choose from several presence options in the mobile app and the **MXIE/ZAC** software on your PC. This only silences the phone.