

USING A CORDLESS DEVICE WITH A PARTNER PHONE SYSTEM

TO ANSWER A CALL ON HOLD

- Press "TALK" (you will hear the intercom dial tone)
- dial 68 plus the 2 digit line number to be picked up (*i.e., 6803 would pick up line 3*)

USING THE INTERCOM

- press "TALK" (you will hear the intercom dial tone)
- enter the extension number of the person you would like to reach

TO TRANSFER A CALL

- while on the call, press "TALK" (you will hear the intercom dial tone)
- enter the extension number of the person you want to transfer the call to
- press "END" to hang up

TO PLACE A CALL ON HOLD

- press "TALK" (you will hear the intercom dial tone)
- to retrieve the call, press "TALK" again

MAKING A CALL

- press "TALK" (you will hear the intercom dial tone)
- dial 9 to get an outside line
- dial the number you wish to call

ANSWERING A CALL

- when the phone is ringing, press "TALK" – you are connected to the incoming call even if that line doesn't appear on your device

MULTIPLE CALL HANDLING ON A CT-12

- if on a call and another line rings in, press "TALK" to place the first call on hold – you will hear intercom dial tone
- press 68 followed by the line number to pick up the ringing line (*i.e. 6803 would pick up line 3*)
- you cannot transfer the 2nd call, attempting to will disconnect the caller
- to disconnect the 2nd call, press "TALK" you will then toggle back to the first call OR
- also press "END" to disconnect the 2nd call and then "TALK" to pick up the call on hold

PAGING ON A CT-12

- press "TALK" (you will hear intercom dial tone)
- enter the paging code as follows:
 - *71 to page all phones
 - 70 to page overhead only
 - *70 to page overhead and all phones
- press "END" to disconnect

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