


Attended Transfer

1. While on the call, press the "Transfer" soft key.
2. Enter in the # or extension and press "Send".
3. When ready to transfer the call press "Transfer" button

Blind Transfer

1. While on the call, press the Transfer soft key.
2. Enter in the # or extension and press the "B Transfer" soft key.
3. Hang up.


Voicemail Retrieval

1. Press the "Voicemail" button 
2. Enter your password

Call Volume

1. While on the call, press   located at the bottom of the keypad.

Speakerphone Operation

1. Press the speakerphone button  to activate speakerphone while on a call. To switch back, pickup your handset.

Do Not Disturb

1. Press the DND key to toggle on or off Do Not Disturb. When the DND is enabled, the DND button will light red.

Call Waiting

1. Press the blinking line key.
2. You can also press the soft answer key or ignore key.
3. To reconnect to a caller, press the blinking line key on your phone.

Hold

1. While on the call, press any line key
2. Press the blinking line key to continue talking to the caller.

Call Parking

1. Press the "Call Park" button
2. Phone will play back the parking lot #.
3. Dial the parking lot # from any phone to be connected.


Mute

1. Press the "Mute" button to mute
2. Press the "Mute" button to unmute

Ring Volume

1. Press   located at bottom of keypad while not on an active call.

Conference Calling

1. When on a call, press the soft "CONF" key or  button (places the first caller on hold).
2. Dial the number or extension & press "Send".
3. Then press the soft "CONF" key to connect all calls.

Redial

1. Press the "Redial" button 

Call Lists

1. Press the "History" softkey



Hinson Communications Desk Phone

Quick Reference Guide

Fold Here

STANDARD FEATURE CODES

FEATURE	CODE	FEATURE	CODE
Call Forward		Voicemail	
Call Forward All Activate.....	*72	Dial Voice Mail	*98
Call Forward All Deactivate	*73	My Voicemail	*97
Call Waiting		MISC.	
Call Waiting - Activate.....	*70	Record Call.....	*1
Call Waiting - Deactivate	*71	Send Caller to Voicemail	* Plus Ext.
Paging and Intercom		Call Pickup	** Plus Ext. Ringing
Intercom Prefix	*80	Park Call	Transfer to ext. 70
		Pickup Park Call	Dial Parking Lot #



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