



Quick reference card

The 2 + 8 system



The 2+8 System

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Answering a call

To answer a call, pick up the handset.

Internal call: single evenly spaced rings;
external call: double ring.

Call pick up

Lift the handset. On internal dial tone, key **8**.

Making an internal call

Lift the handset. On internal dial tone, key the appropriate extension number.

Making an external call

- 1 Lift the handset and press **RECALL** (**LINE** key when using the Systemphone). Alternatively, lift the handset, then press **9** for any free exchange line.
- 2 On external dial tone, key the number you require.

Ending a call

Replace the handset.

Using a specific external line

Lift the handset. On internal dial tone: key **41** for line 1, or **42** for line 2.

Transferring a call

- 1 Press **RECALL** (or the required extension key on a Systemphone).
- 2 On internal dial tone, key the extension you require.
- 3 Extension answers. Announce the caller and replace the handset.

If the extension user does not accept the call, press **RECALL** (**Line** key on Systemphone) to return to the caller.

When using the Systemphone, if the busy light is on, you can still transfer a call without announcement:

- 1 Press the required extension key.
- 2 Press **TRANSFER**.
- 3 Replace the handset.

Parking a call

- 1 Press **RECALL** (**HOLD** key on a Systemphone).
- 2 Key **5**.
- 3 On confirmation tone, replace the handset.

To retrieve a parked call

Lift the handset, then key **5**.

Holding for an enquiry call

- 1 Press **RECALL** (**HOLD** key for a Systemphone).
- 2 On internal dial tone, key the required extension number.
- 3 Press **RECALL** to return to caller (**LINE** key on a Systemphone).

Callback when free

- 1 Key the extension number.
- 2 On engaged tone, key **40**.
- 3 On confirmation tone, replace the handset.

Callback when free on an external line

- 1 Lift the handset.
- 2 Press **RECALL** (or **9**, or **41**, or **42**).
- 3 On engaged tone, press **RECALL** (or **9**).
- 4 On confirmation tone, replace the handset.

Diverting calls

- 1 Lift handset. On internal dial tone, key **70** (press **DIVERT** on a Systemphone).
- 2 Key the receiving extension number.
- 3 On confirmation tone, replace the handset.

Cancelling divert

- 1 Lift the handset. On special dial tone, key **77** (press **DIVERT** on a Systemphone).
- 2 On confirmation tone, replace the handset.

Shuttling

- 1 Press **RECALL (HOLD)** on a Systemphone).
- 2 On internal dial tone, key the required extension number.

Between an extension and the outside caller

Press **RECALL (HOLD)** on a Systemphone).

Ending the shuttle call

Replace the handset while connected to external line.

Transferring external caller to a new extension

Replace handset while connected to that extension.

Using the BT Network Services

Follow the instructions in the *Network Services user's guide*. Where it says *using RECALL(R)*, and you are not using a Systemphone, press **RECALL** and then press **7** (alternatively, press **RECALL** twice within one second).

The 2+8 Systemphone

The rest of this guide applies to the Systemphone only.

Allow at least 15 seconds for power-up before use. If faulty on installation, contact your system manager.

Using the loudspeaking facility

- 1 Do not lift the handset. Press the line key for external calls, or the extension key for internal calls.
- 2 Speak toward the microphone.
- 3 Adjust the volume of the loudspeaker using the **VOLUME** control.

To end the call

Press the **LOUDSPEAKING** key.

Last number redial

- 1 Lift the handset and press a free line key.
- 2 On external dial tone, press **MEM REC** twice.

Using the Speak facility (Systemphone)

- 1 If the extension is free and the **INT BUSY** lamp is off, press **SPEAK**.
- 2 Press the extension key.
- 3 Speak towards the microphone.

The other person hears your voice through the loudspeaker on the receiving Systemphone and can reply by speaking into the microphone.

Leaving the Speak facility

Press the **LOUDSPEAKING** key.

Ending the call

Press **LOUDSPEAKING**.

Disabling the Speak facility

- 1 If the **INT BUSY** lamp is off, lift the handset.
- 2 On internal dial tone, press **SPEAK** twice.
- 3 On confirmation tone, replace the handset.

Re-enabling the speak facility

- 1 If the **INT BUSY** lamp is off, lift the handset and on internal dial tone, press **RINGER**.
- 2 Press **SPEAK**. On confirmation tone, replace handset.

Storing numbers

Your Systemphone can store up to 10 external numbers with a maximum of 16 digits.

- 1 Lift the handset and press **MEM STORE**.
- 2 Key the store code (**0 to 9**).
- 3 Key the number to be stored, and then replace the handset.

Using a stored number

- 1 Lift the handset. On internal dial tone, press a free line key.
- 2 Press **MEM REC**.
- 3 Key the store code (**0 to 9**).

If a pause has been programmed, dialling will stop at the pause and wait. To continue, press **MEM REC** again.