Placing and Handling Calls

To make an outside call:
1. Press POWER and then ⑨.
2. Wait for the dial tone.
3. Dial the number.

To put a call on hold:
Press the ⊡ button.

To reconnect to a call on hold:
Press ①.

To transfer a call:
1. Press ⊡ to put the call on hold.
2. Press ③ to transfer the call.
3. Dial the extension or outside number you want to transfer the call to.
4. Hang up or stay on the line to announce the caller and then hang up.

Call forwarding:
To forward calls to another extension or telephone number:
1. Press ⑦ to enter Personal Settings.

2. Enter extension number and password.
3. Press ① to select Call Forwarding.
4. Enter the extension or outside number to which to forward your calls.

Call Waiting:
1. Press ⊡ or FLASH when you hear two beeps.
2. Press ⊡ or FLASH again to toggle between calls

To pick up a ringing phone:
1. Press POWER and then press ⑥.
2. Dial the extension that is ringing.

Emergency use:
1. Press POWER and then ⑨.
2. Wait for the dial tone.
3. Dial 911 or the emergency number.

Answering Calls

To answer an incoming call:
1. Press POWER.
2. Adjust volume if needed by using VOLUME.
3. Press POWER again to hang up the phone.

BIZFŌN

Reference Card for the Bizfon Conference Series Phone

Use this card only if you are using your Conference Series Phone with a Bizfon 680 system.

Functions

1	2 ABC	3 DEF
Reconnect to a call on hold		**Transfer a call on hold**
4 GHI	**5 JKL**	**6 MNO**
		Pick up a ringing phone
7 PQRS	**8 TUV**	**9 WXYZ**
	Disable * as Bizfon Hold Key for duration of this call only	**Make an outside call**
*****	**0 OPER**	**#**
Help, Hold, Call Waiting	**Call Operator**	**Memory Speed Dial and Redial**
MUTE		**FLASH**
Press to turn off/on microphones		**Press to Answer Call Waiting**
– VOLUME +		**POWER**
Press to adjust volume		**Press to make, answer, or end csalls**

Setting up the Extension the First Time

When you begin setting up an extension, you are prompted to select what type of telephone you are using and where it will be located.

1. Press POWER.
2. Press ①.
3. If you have a Bizfon 680 version 2.0, you hear an option specifically for the conference telephone. If you have an older Bizfon 680, press ① again.
4. Press ① to tell the system that the speakerphone is in a public place. This configures this extension to not use voice mail.

Adjusting Ringer and Speaker Volume

To increase or decrease the speaker volume during a call, press the + or – side of VOLUME.

When you press POWER, the speaker volume is always reset to its middle setting to ensure optimum sound quality.

To increase or decrease the ringer volume, press + or – when not on a call.

Internal and External Rings

When an internal caller is calling, you hear a single long ring.
When an outside caller is calling, your hear two short rings.

Meeting Rooms and Public Address

- Dial 290 to set up or join a telephone Meeting Room. Up to five people can join a telephone Meeting Room.
- Dial 249 for Public Address.

Using # for Memory Speed Dialing

Memory Speed Dialing enables you to dial telephone numbers that you have previously programmed in memory.

To set up speed dial numbers:

1. Press POWER and then press ⑦ to enter Personal Settings.
2. Press ⑨ for Additional Settings.
3. Press ② to set up Memory speed dial.
4. Enter extension number and password and follow the prompts.

To use memory speed dialing:

1. Press #.
2. Press the digit associated with the number stored in memory.

Listening to Notification Messages

When you press POWER, the system tells you:

- How many new voice mail messages you have
- If you have a call on hold
- If Do Not Disturb is on
- If Call Forwarding is on
- If After Hours Mode is on

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