DEFINITY SYSTEM
2500 SET

**Placing Calls**

To place a call to another telephone - Dial a 4 digit extension.
To place a local call - Dial 9, area code, and 7 digit number.
To place a long distance call - Dial 9, 1, area code and 7 digit number.

**Ringing Tones**

1 ring  - a call from another extension
2 rings  - a call from outside or from the operator
3 rings  - an automatic call back or priority call
Steady tone - an intercom tone

**Call Coverage**

Call coverage will route your calls to a predetermined ‘coverage path’, sending calls that are not answered to a designated coverage point. This coverage point can be a coworker or voice mail.

**Transfer**

Press the Flash button
Dial your party and announce the call
Press the Flash button again
• If no answer or busy, press Flash twice

**Conference**

Press the Flash button
Dial your party and announce the conference call
Press the Flash button again
• If no answer or busy, press Flash

**Drop**

- Drops last party on a conference call.
  Press Flash and this will disconnect the last person on call.

**Send Calls**

Sends all calls (except priority calls) immediately to coverage.

To activate: Dial *30 and hang up.
To cancel: Dial #30 and hang up.
**Personal Speed Dial List:** You will have one personal speed dial list, giving you the ability to program ten numbers.

**Personal List - Access Code *01**

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<tr>
<th>Item</th>
<th>Person/Co.</th>
<th>Number</th>
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<tbody>
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</table>

**To program your personal list:**

1. Obtain dial tone.
2. Dial *00* (Programming Code)
3. Enter List Number (1)
4. Enter Item Number (1 - 0)
5. Enter telephone number, exactly as you would dial it (i.e., dial 9 first).
6. Press the pound sign (#) and hear confirmation tone.
7. Repeat steps 3 through 5 for additional items.

**To Dial:**

Dial your access code and the item you wish to call, i.e. *012* for Item 2 on your personal list.