

CENTREX

USER GUIDE

BUSINESS TELEPHONES

MSJ001
MSJ002
MSJ010
MSJ012
MSJ016

MTS

□ RECEIVING A CALL ON YOUR PHONE LINE

- Set ring & tone indicator flashes.
- Lift handset to answer.

□ RECEIVING A CALL ON ANOTHER LINE

- Set ring & tone indicator flashes.
- Press line key.
- Lift handset to answer.

□ PLACING A CALL WITH HANDSET ON-HOOK

- Select a line line.
- Dial tone & four-through speaker.
- Dial number.
- Follow ringing mode, lift handset.

NOTE 1: If called number is busy, you hear BELL RING and BELL RING.

□ PLACING A CALL WITH HANDSET OFF-HOOK

- Press line/Flash 1 key.
 - Lift handset practical number.
- Press Answer line.
 - Press a few line key.
 - Lift handset practical number.

□ VOLUME CONTROL

- Eight volume levels are available.
- Volume can be adjusted only when tones are heard through the speaker.
- VOL UP or VOL DOWN keys increase or decrease volume by one level each time key is pressed.
- When desired volume level is reached, press VOL UP and VOL DOWN keys simultaneously to lock volume level.

□ CALLING AN OUTSIDE NUMBER

- Select a line line.
- Dial the outside access code & telephone number.

□ LAST NUMBER REDIAL

This feature automatically dials the last number you last manually dialed from your phone.

- Select a line line.
- Press the R key twice.

□ TRANSFER

Allows you to transfer an active call to another party.

- Call on line.
- Press TRANSFER or CONFERENCE.
- Dial number one (line 2).

- Answer call.
- Press TRANSFER or CONFERENCE.
- Repeat steps for each additional person to be added.

□ CONFERENCE

Allows you to establish a call with 2 or 3 if allowed other parties. They can be connected either external party.

- Call party on line.
- Press CONFERENCE.
- Dial number two (line 2).
- Dial number two (line 2).
- Answer conference.
- Press CONFERENCE.
- Repeat steps for each additional person to be added.

□ CONFER FORTWENT

While active on-line call, you can call another party, talk privately, and then return to your original party.

- Call on line.
- Press TRANSFER or CONFERENCE.
- Dial number two (line 2).
- Connect privately.
- Press flashing line key to return to original party.
- NOTE 2:** This system only is enabled from BELL and the flashing line key to return to original party.

□ HOLD/AUTOMATIC HOLD

Allows you to put an active call on "hold" manually or automatically. The line will appear busy to other calls. Hold party from about 5 (your company) parties in.

- To Hold a Call Manually
 - Press FLASH 1 or conference flashes.
 - To return to the call, press the flashing line key.
- To Hold a Call Automatically in Order to Place Another Call
 - Select a line line (existing call is automatically put on hold).
 - Dial number.
 - When second call is completed, press BELL and the flashing line key to return to the hold party.
- To Hold a Call Automatically in Order to Receive Another Call
 - Press the flashing line key (existing call is automatically put on hold).
 - You are connected with the new call.
 - When second call is completed, press BELL and the flashing line key to return to the hold party.

□ AUTO-BELL

Allows you to program one frequently called number per line (BELL-BELL) key on your set for better convenience dialing.

• To Program

- Connect line handset (on dial tone).
- Press AUTO BELL indicator flashes.
- Dial number (including access code if outside).
- Press AUTO BELL indicator goes out.

• To Use

- Select a line line.
- Press AUTO BELL.

□ CALL FORWARDING-NO ANSWER - PROGRAMMED

If your direct access from line within a specified time, the call will forward to a predetermined destination. Applicable to internal and/or external calls. This is programmed by MTS.

□ CALL FORWARD-BUSY - PROGRAMMED

If your line is busy, incoming calls will forward to a predetermined destination. Applicable to internal and/or external calls. This is programmed by MTS.

□ CALL FORWARD

Allows you to transfer your call to another internal or external telephone number. Call FWD will transfer any incoming call forward to answer and/or busy that is programmed on your line.

• To Activate Call Forward

- Connect line handset (on dial tone).
- Press CALL FWD indicator flashes.
- Dial number (including access code if outside).
- Press CALL FWD indicator validity lit.

• To Cancel Call Forward

- Connect line handset (on dial tone).
- Press CALL FWD indicator goes out.

- To Re-activate Call Forward to Same Number
 - Press CALL FWD twice.

NOTE 3: To make Call Forward, call your own number and it will ring the number designated.

NOTE 4: When CALL FWD is active, your line is available to placing calls.

Mts Centrex User Guide

RD Boyd



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yours

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