

QTX - Quick Reference Guide

Make a new call



- Dial extension or outside phone number
- Press Call button

Answer Call Ringing Phone



- Lift the Handset
- or -
- Press Speaker button
- or -
- Press blinking red Line button

Answer call ringing other phone



- Dial * *
- Dial Extension that is ringing
- Press Call button

Put call on private hold



- Press Hold button*
** This call can only be picked up on the phone that placed it on hold.*

Put call on shared hold (PARK)



- Press a free (green) Park button*
** This call can be picked up by any other user on any telephone set that has park buttons.*

Pickup held call



- Press blinking red Park button (shared hold)
- or -
- Press blinking green Line button (private hold)

Transfer call



While on an Active Call:

- Press Transfer button
- Dial extension or outside number
- Press Call button

Transfer call to a voice mail box



While on an Active Call:

- Press Transfer button
- Dial extension number
- Dial 8
- Press Call button

Conference call



While on an active call:

- Press Conference button
- Dial extension or outside number*
- Press Call button
- Press Conference button

** You can pick up a held or ringing call instead of placing a new call.*

** Repeat conference procedure to add another call.*

Page all phones



- Dial *89
- Press Call button

Access voice mail



- Press Voice Mail button
- Follow voice prompts*

** The first time you log into voice mail, your password will be the same as your extension number.*