

Granite Communications, Inc.
ADIX-VS MULTI LINE USERGUIDE

INTERCOM CALLING:

- LIFT THE HANDSET
- DIAL AN EXTENSION NUMBER OR PRESS EXTENSION KEY

MAKING A TELEPHONE CALL:

- LIFT THE HANDSET
- PUSH AN UNLIT **LINE** KEY
- DIAL 9 AND TELEPHONE NUMBER

TO REDIAL A TELEPHONE NUMBER:

- PRESS RDL KEY

ANSWERING AN INCOMING CALL RINGING AT YOUR PHONE:

- LIFT HANDSET OR PRESS SPEAKER BUTTON

TO PICK UP A HELD CALL:

- LIFT HANDSET
- PRESS FLASHING **LINE** KEY

NOTE: CALLS ON HOLD AT YOUR EXTENSION WILL FLASH GREEN. CALLS ON HOLD AT ANOTHER EXTENSION WILL FLASH RED

TRANSFERRING A CALL TO ANOTHER PHONE:

- PLACE THE CALL ON HOLD
- DIAL AN EXTENSION NUMBER OR PAGE
- ANNOUNCE THE CALL OVER THE INTERCOM, TELL WHAT LINE TO PICKUP OR
- PRESS EXTENSION KEY
- ANNOUNCE CALL AND HANG UP TO TRANSFER CALL

TRANSFERRING CALLER TO VOICE MAIL:

- PRESS TRAN KEY
- PRESS * (star) KEY
- DIAL EXTENSION NUMBER
- HANG UP

SETTING UP A CONFERENCE CALL:

- PUT FIRST CALL ON HOLD
- PLACE SECOND CALL (INTERNAL OR EXTERNAL)
- PUSH THE **ADD** BUTTON THEN THE LINE KEY ON HOLD YOU WISH TO ADD
- TO ADD A 3rd OUTSIDE LINE, REPEAT THE SAME PROCEDURE

SPEED DIALING

- TO DIAL A CODED SPEED DIAL
PRESS **SPEED** PLUS TWO OR THREE DIGIT BIN NUMBER
- TO ALPHA DIAL
PRESS **SPEED** TWICE THEN FIRST LETTER ON SPEED DIAL NAME
- TO FOCUS YOUR SEARCH
PRESS HOLD/DND THEN DIAL 2nd LETTER OF NAME
HOLD/DND THEN 3rd LETTER ETC.
- TO SCROLL UP THE ALPHA LIST
PRESS *: DOWN PRESS #
- WHEN THE DESIRED NAME APPEARS IN THE DISPLAY PRESS **SPEED**

QUESTIONS: CALL GRANITE COMMUNICATIONS 203-234-4900