



This document will instruct you on how to store one-touch auto intercom buttons on your Partner telephone. One touch buttons add to productivity by letting you see when your coworker is on a call or has their phone set to Do Not Disturb (DND).

You can store each auto-intercom buttons in one of two ways

Intercom Ring: When you press the one-touch intercom button for your coworker, their phone will ring until they answer it or until their voicemail covers it.

Intercom Page: When you press the one-touch intercom button, you and your coworker hear a short beep (announcement tone). You can then speak out to them and they will hear you without having to touch their phone. If they have their HFAI button lit, they can reply handsfree. If not, they, simply need to lift the handset (or press Speakerphone) to reply. The Intercom Page feature will revert back to a ring if they are on a call. You will not abruptly interrupt them.

To Program locally at each telephone

1. While the phone is idle, Press FEATURE and then dial 0 0.
2. Press the button you wish to program. (It may display what is currently assigned to it).
3. Press the Left Intercom button once.
4. CHOOSE: **To store the extension as “ring”,** enter their two digit extension number.
To store the extension as “page”, press * and then enter their two digit extension number.
To erase the button and leave it blank, press the MIC/HFAI button.
5. To program another coworker’s extension onto another button, repeat from step 2. When finished programming, press FEATURE and then dial 0 0 to exit programming.