The Vodavi 6/16 Telephone System is only available at certain off campus locations.

**How To Place A Call**

- Lift handset and press outside line button.
- Dial the desired party.
- When called party answers, use handset to converse.

**How To Place A Long Distance Call Within 512 Or 210 Area Code**

- Lift the handset and press outside line button.
- Dial 10222 + I + Area Code + 7-digit telephone number.
- You will hear a high-pitched tone.
- At the tone, enter the 6-digit authorization code assigned to you.

**How To Place A Long Distance Call Outside 512 Or 210 Area Code**

- Lift the handset and press outside line button.
- Dial 1 + Area Code + 7-digit telephone number.
- You will hear a high-pitched tone.
- At the tone, enter the 6-digit authorization code assigned to you.

**Answering An Outside Call**

- Lift the handset or press ON/OFF button.
- Press slow flashing outside line button that is ringing.

**Placing A Call On Hold**

- Press the red HOLD button once to place caller on hold.
- To remove caller from hold, lift handset and press slow flashing outside line.

**Making An Intercom Call**

- Press the desired station key.
- Lift the handset or use speakerphone after tone burst or ringing stops.
- Hang up when finished.

**Transferring A Call**

- While connected to an outside line, press the station key button where the call is to be transferred.
- When that station answers, announce the transfer.
- Hang up to complete the transfer.

**Answering A Transferred Call**

- Your station will signal you according to the intercom signal switch position.
- Answer intercom call and receive notice of the transfer call.
- Press outside line button flashing on hold.
Do Not Disturb

- Press the DND button. Your DND button will light steady.
- To cancel, press the DND button again, and the light will no longer be lit.

Answering An Intercom Call (3 Ways)

- HANDS-FREE-MODE (Upper Switch Position)
  - If switch is in this position, you will hear three (3) bursts of tone and an announcement. HOLD button will slow flash.
  - Reply hands free or lift the handset.
- TONE RINGER-MODE (Center Switch Position)
  - If switch is in this position, you will hear double bursts of intercom tone ringing and the HOLD button will slow flash.
  - Lift handset or press the ON/OFF button to answer.
- PAGE-MODE (Lower Switch Position)
  - When switch is in this position, you will hear three (3) bursts of tone and a one-way announcement. HOLD button will slow flash.
  - You must lift the handset or press the ON/OFF button to talk.

Making A Conference Call

NOTE: Internal conference allows up to three stations in conference. External conference allows up to one internal and two external.

- Lift the handset and dial station number or desired outside party.
- When first called party answers, press CONF button.
- Add another conference party call by dialing another station number or outside party.
- When party answers, press CONF button. All parties are connected.

Message Waiting Indication

NOTE: Up to five messages may be left at each telephone.

- Press the MSG button once to leave a message waiting indication.
- Called party's MSG button will flash slowly. Hang up.
- To answer, lift handset and press the flashing MSG button.
- The station that left the message will ring.

Camp On

- When transferring a call to a busy station, press the CP ON button twice. CP ON button will flash.
- Wait for a response.
- To answer, while still connected to a call, you will hear two bursts of muted ring and your CP ON button will be flashing.
- Press the CP ON button. Your first call will be placed on hold and you may talk with the station placing the camp on.
- Press flashing outside line button to connect with the camped on call. To retrieve your original call you must place the second call on hold, and press the outside line button you were originally connected to.

Last Number Redial

- Press the pound (#) key.
- The last number dialed over an outside line is automatically redialed.
Forwarding All Calls - Set

- Lift the handset or press the ON/OFF button.
- Press the FWD button.
- Press the station key or dial Station number where calls are to be forwarded.
- FWD light will flash slowly. Replace handset or press ON/OFF button off.

Forwarding All Calls - Cancel

- Lift the handset or press the ON/OFF button.
- Press the FWD button. FWD light no longer flashes.
- Press your own station key and hang up.

Flash

- Press the FLASH button to disconnect outside line and receive a new outside dial tone.

Storing Station Speed Dial Numbers

- Press the SPD button.
- Press the asterisk (*) key once.
- Dial the 2-digit bin location to be stored (00-09) or (90-99)
- Dial the telephone number to be stored. (Max. of 16 digits)
- Press the HOLD button and hang up.

Using Station Speed Dial Numbers

- Lift the handset and press an outside line.
- Press the SPD button.
- Dial 2-digit bin location (00-09) or (90-99)
- The telephone number will automatically be dialed.

Setting System Time And Date (Must be set from station 10)

- Press the ON/OFF button.
- Press the SPD button, then press the asterisk (*) once.
- Dial 50.
- Enter date and time as follows: YY MM DD HH MM
  (YY=year 80-99; DD=day 01-31; MM=Month 01-12; HH=hour 00-23; MM=minute 00-59)
- Press the HOLD button.
- Press the ON/OFF button off.