






## Ringing Patterns


You can tell the type of call coming in by the way the phone rings:


- Ring...Ring...Ring...Ring...Ring...Ring...** Outside Call
- Ring-BEEP...Ring-BEEP...Ring-BEEP** Inside call
- Ring-BEEP-BEEP...RingBEEP-BEEP...** Transferred call


## Lights


Red(top) light shows what is happenig at ANOTHER extension.  
Green (bottom)light showswhat is happening on the line atYOUR extension.


**Steady on:**  Line is busy

**Off (off continuously):**  Line is idle, available for use.

**Flash (long on, long off):**  Call is ringing on the line.

**Alternating Red/Green Flash:**  Appears at both extensions in a conference or joined call.

**Wink (long on, short off):**  Call is on hold (anyone with line can pick up).

**Flutter (short on, short off):**  Conference call is on hold.

## Programming an Auto Dial Number

MLS-12ONLY

**To program an outside number for one-touch dialing:**

1. Press **[Feature] [0] [0]** to enter program mode.
  2. Press a programmable Auto Dial button (see diagram of telephone).
  3. Dial the telephone number (maximum 20 digits, which can include special characters, see box below).
- To program more buttons or change the programming, repeat steps 2 and 3.*
4. Press **[Feature] [0] [0]** to exit program mode.

**To dial: Press the programmed button**

### Programming Special Characters in a Dial Sequence

To insert a...	Press...
Pause (1.5 seconds)	Hold
Stop	Mic
Touch-Tone Enable	Transfer
Recall	Spkr

## Answering a Call

[Line] or  
[Intercom]

- 1 Press the flashing [Line] or [Intercom] button.
- 2 Lift the handset

If you lift the handset without first pressing a line button, you will be connected to the line ringing longest.

## Joining a Call

**To connect yourself to an outside call being conducted at another extension:**

1. Press the [Line] button (steady red light).
2. Lift the handset.

You cannot:

- Join an intercom (inside) call
- Join a conference call
- Join a call when the other extension has Privacy on.

[Line]

## Using Special Calling Features

To use these features on an MLS-12 phone, press the calling feature button. To use on an MLS-6 phone, press [Feature] plus 2-digit code.

Feature	How to Use With MLS-6	How to Use With MLS-12	Description
Privacy	Not Available	Press [Privacy] Press again to turn off	Prevents other people with the same line from joining your calls. A steady green light shows Privacy is on.
Last Number Redial	Press [Feature] [0] [5]	Press [Last Num]	Redials the last outside number you dialed. Useful for redialing a busy number.
Recall	Press [Feature] [0] [3]	Press [Recall]	"Recalls" a dial tone. If you are not on a PBX or Centrex, use Recall to end a call without hanging up - you will get a dial tone and can then make another call. Otherwise, use Recall to get the PBX/Centrex dial tone.
Conference Drop	Press [Feature] [0] [6]	Press [Drop]	Drops the last party added to a conference call.

## Making a Call

Outside:  
[Line]+  
Telephone Number

### **To call an outside party:**

1. Press an idle (not lit) outside [Line] button.
2. Lift the handset.
3. Dial the telephone number.

Inside—ring:  
[Intercom]+  
[H] Ext. Number

### **To call an inside party (another extension):**

1. Press an idle (not lit) [Intercom] button.
2. Lift the handset.
3. To ring the extension, dial extension number, *or*

To page (voice signal) another MLS phone, so your voice is heard through the speaker, dial [★] plus the extension.

Inside—Page:  
[Intercom]+  
[H] Ext. Number

If you lift the handset without pressing a button, you will be connected to the first idle line or intercom programmed for your extension.

### **To page all extensions with MLS phones:**

1. Press an idle (not lit) [Intercom] button.
2. Dial [★] [7]. When you hear a beep, speak into the handset.  
*Your voice is heard on all MLS phone speakers. If a user picks up, the page becomes an intercom call to that user.*

[Intercom]+  
[H] [7]

## Placing a Conference Call

Telephone or Ext. Number+  
[Conf] +  
Telephone or Ext. Number+  
[Conf]

### **To add parties to a call (max. 2 parties plus you):**

1. Call the first party (can use Speed Dial or Auto Dial buttons).
2. After the first party answers, press [Conf].
3. Press an Idle [Line] or [Intercom] button, then call the second party.
4. After the second party answers, press [Conf] again. You are connected with both parties. If no one answers or the call is refused, to reconnect the first party, press the line button next to the winking green light.

To Drop:  
[Drop] (MLS-12) or  
[Feature] [0] [6] (MLS-6)

### **To drop the last party added to the talk**

MLS-12 phone → Press [Drop]

MLS-6 phone → Press [Feature] [0] [6]

**NOTE:** You cannot transfer or join a conference call.

## Putting a Call on Hold

To Hold:  
[Hold]

### **To put an outside or intercom call on hold:**

1. Press [Hold].

To Pick Up:  
[Line]

### **To pickup a held call:**

1. Press the held line button.
2. Lift the handset.

## Transferring a Call

[Transfer] +  
Ext. Number

### **To pass an outside call to another extension:**

1. Press [Transfer].
2. Dial the extension to which you want the call transferred.
3. When someone answers, announce the call, then hang up. If no one answers or the call is refused, press the line button next to the winking green light to reconnect the caller.