

On "M" series phones
M7324, M7310, M7208 & M7100
the "GLOBE" Key is the "FEATURE" Key

GLOBE KEY



TO MAKE AN INSIDE CALL TO ANOTHER EXTENSION

- Lift handset, press Intercom or the Handsfree button
- Dial the extension number you wish to talk to

TO MAKE AN OUTSIDE CALL

- Lift handset or press Handsfree button
- Press 9 or press the line button and dial number
- Some restrictions may apply, check with your admin

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RELEASE or HANG UP KEY

Disconnects you from a call or VM. This feature is useful when dropping off a conference call or paging.

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HOLD

Allows you to place a call on hold to make a page or answer an incoming call.

TO ACTIVATE HOLD

- Press Hold key, call will flash.

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CALL TRANSFER

Allows you to send a call to another extension. You may consult privately with the other person to announce the call before completing the transfer, or return to the original caller.

TO ACTIVATE CALL TRANSFER

- Press Transfer button or Globe button and 70
- Call is placed on hold
- Dial extension number of the other party
- Hang up or announce call in privacy
- After announcing call, hang up
- From large set press JOIN

- To return to caller, press cancel

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PICK UP GROUP RINGING PHONE

- Allows you to answer a phone ringing in your "Group"
- When you hear a "Group" phone ringing, press the Pick Up key
- This will connect you to the first ringing set in your group
- Check with your Admin for "Group" members

CONFERENCE CALL

Allows you to add a party to an active call. Conference calls can be any combination of internal or external calls totaling 3 parties, 2 others plus yourself.

FOR BCM 400 4.X OR BCM 50 2.X ONLY

Once the regular conference is active with a total of three persons

- Press NEWCALL in the display or Globe 807
- The first group is put on hold
- Dial the number of the person you wish to add to the conference
- After that new person is connected press the CONFERENCE key or Globe 3
- Then press the key of the first party that is on hold
- All parties are connected and your conference is reduced to only one button on the lower right hand side.

Repeat with NEWCALL or Globe 3 again to add up to 40 persons to your conference bridge.

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TO ACTIVATE CONFERENCE CALL

- Make or answer a call
- Place first call on hold
- Dial number of person you want to conference
- Announce Conference
- Press Conference key or Globe 3
- Press the first Held Caller
- All three parties will be connected
- Display will show both parties connected

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CALL PARK

Allows a call to be put in a virtual hold so that it can be retrieved from any telephone on the system.

TO ACTIVATE CALL PARK

- While you have the live call on your telephone, press Park key or Globe 74
- Note the 3-digit retrieval code on display

TO RETRIEVE A PARKED CALL

- Lift the handset and enter 3-digit retrieval code
- The call will now be on your telephone
- If the call is not answered after a certain time, the call will be returned to the original phone

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VOICE CALL

Allows you to page a specific extension through the set speaker. The person you call can talk back to you without lifting the handset, using only their internal set Microphone.

- Press the Voice Call button, then dial the extension
- After hearing the tone, speak using the handset or your internal speaker phone

PAGE INTERNALLY

- Allows you to page over the phones or external speakers

TO ACTIVATE PAGE INTERNALLY

- Press PAGE and speak after the tone
- Use Release key to end page

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SYSTEM SPEED DIALING

Allows you to dial a pre-programmed list of numbers on the system.

TO ACTIVATE SYSTEM SPEED DIALING

- Press Speed Dial or Globe 0
- Dial in the 2 or 3 digit code, depending on your system set up, see your admin for more info, and a list of system Speed Dial, if applicable

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DO NOT DISTURB

Allows you to put your phone into a no-ring condition. Calls go to Voice Mail after a few flashes, you can still answer the call if you choose.

TO ACTIVATE DO NOT DISTURB

- Press DND key or Globe 85

TO CANCEL DO NOT DISTURB

- Press DND key or Globe #85

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LAST NUMBER REDIAL

The last outside number dialed from your phone will stay in memory and can be easily redialed until another outside number is dialed.

TO USE LAST NUMBER REDIAL

- Lift handset or press HandsFree
- Press Last Number key or Globe 5
- Last Number is automatically dialed

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CALL FORWARD

Allows you to forward your phone to another extension or external phone number.

- To forward to another ext. press the call forward key or Globe 4 and then dial the extension number
- To forward to an external # press the call forward key or Globe 4, then 9 and the number
- Some restrictions may apply to the external call forward, please consult your admin
- To cancel the forward press the cancel button under the display or press Globe #4 or press the Call Forward button again