

**GRANITE COMMUNICATIONS**  
**MULTI GROUP TELEPHONE USER GUIDE**

**INTERCOM CALLING:**

- LIFT THE HANDSET
- DIAL AN EXTENSION NUMBER

**MAKING A TELEPHONE CALL:**

- LIFT THE HANDSET
- PUSH A GRP KEY OR DIAL 9
- DIAL A TELEPHONE NUMBER

**TO REDIAL A TELEPHONE NUMBER:**

- LIFT THE HANDSET
- PUSH A GRP KEY
- PUSH THE REDIAL KEY

**ANSWERING AN INCOMING CALL RINGING AT YOUR PHONE:**

- LIFT HANDSET

**TO PARK A CALL:**

- PRESS UNLIT PARK KEY
- TO PICK UP PARKED CALL, PRESS FLASHING PARK KEY

**TRANSFERRING A CALL TO ANOTHER PHONE:**

- PUSH THE HOLD KEY
- DIAL AN EXTENSION NUMBER
- ANNOUNCE THE CALL OVER THE INTERCOM

**TO TRY ANOTHER EXTENSION**

- PUSH FLASH KEY AND DIAL THE NEXT EXTENSION NUMBER
- HANG UP TO CAUSE THE TRANSFER

**TO GET THE CALL BACK**

- PUSH THE (GREEN) BLINKING GRP KEY

**SETTING UP A CONFERENCE CALL:**

- PUT FIRST CALL ON HOLD
- PLACE SECOND CALL (INTERNAL OR EXTERNAL)
- PUSH THE CONFERENCE KEY

**PROGRAMMING PERSONAL SPEED DIAL:**

- PUSH THE ON/OFF KEY
- PUSH THE PROGRAM KEY
- PUSH THE KEY TO BE PROGRAMED
- DIAL THE CODE TO BE STORED (CONF 9 + NUMBER OR EXTENSION)
- PUSH THE HOLD KEY TO STORE THE NUMBER

**QUESTIONS: CALL GRANITE AT 203-234-4900**