





VERTICAL 9133i QUICK REFERENCE GUIDE

This quick reference guide illustrates one possible way to use a feature on your telephone. Methods of operation may vary depending on how your system is programmed.

Intercom Call	<ul style="list-style-type: none">◆ Dial extension number
Place an Outside Call	<ul style="list-style-type: none">◆ Dial 9 plus the desired phone number
Receive an Incoming Call	<ul style="list-style-type: none">◆ When your phone rings, lift the handset or press speaker key 
Call Transfer	<ul style="list-style-type: none">◆ While on a call, press Xfer key,◆ Dial extension number,◆ Announce the call and/or hang up
Hold	<ul style="list-style-type: none">◆ Press Hold key ◆ To retrieve a call on hold, press flashing Line key - L1 / L2 / L3
Call Park	<ul style="list-style-type: none">◆ While on a call, press Xfer key, then press the Park key◆ It is very important to note where the call is parked 1 / 2 / 3, etc.◆ Page user for a call holding in park plus location (1 / 2 / 3)◆ To retrieve a call from park, from any phone press the PickUp key Ex: Press PickUp 1 for park 1, PickUp 2 for park 2, etc. If call is parked on a location with no button, dial *63 + zone + #
Page	<ul style="list-style-type: none">◆ Lift the handset, Press All Page key◆ Make announcement after tone is heard, and hang up.
Conference Call	<ul style="list-style-type: none">◆ Place 1st call, press Conf key◆ Place 2nd call, press Conf key◆ Place 3rd call, press Conf key to connect all parties
Speed Dial – Storing #'s	<ul style="list-style-type: none">◆ Press Save key◆ Press Directory key◆ Dial 9 plus the desired telephone number◆ Press Save key to end◆ Enter name (use key pad for letters – ** for space) Ex: For B press 2 twice◆ Press Save key to end◆ Press Save key for Line 1 OR Choose Line to dial out by using ▼ ▲
Speed Dial – Directory	<ul style="list-style-type: none">◆ Press Directory key◆ Scroll up and down using ▼ ▲ or go direct by pressing key # of letter◆ Press  and lift handset to dial number
Delete Directory Name	<ul style="list-style-type: none">◆ Press Directory key, find Entry using ▼ ▲ , press Delete key twice
Caller ID History	<ul style="list-style-type: none">◆ Press  key◆ Scroll up and down using arrow keys ▼ ▲