



Dialing Instructions

***** 9 or 8 prefix is no longer required to make calls*****

Using the Handset:

- Lift the handset.
- For locals calls (within 413) type the 10-digit number.
413-xxx-yyyy
- For long distance calls (outside 413) type the 10-digit number with the 1 prefix.
1-508-xxx-yyyy or 1-888-xxx-yyyy
- For internal calls (within your phone system) type the 3 or 4-digit extension and *press Send*.
1xxx
- Place the handset back on the cradle to hangup the call.

Using the Speaker Phone:

- Leave the handset on the cradle.
- For locals calls (within 413) type the 10-digit number and *press Dial*.
413-xxx-yyyy
- For long distance calls (outside 413) type the 10-digit number with the 1 prefix and *press Dial*.
1-508-xxx-yyyy or 1-888-xxx-yyyy
- For internal calls (within your phone system) type the 3 or 4-digit extension and *press Send*.
1xxx
- Press the lit green Speaker Button to hangup the call.

How to use Speed Dials:

- Reference the documentation for the Contact Directory.