

Digital Telephone Features

Transfer a Call

- Press flash
- Dial the extension number to transfer call to
- Either announce call or hang up

Call Forward all Calls – Allows you to forward all calls to another extension

- Press the call forward button
- Dial the extension number where you want to forward your calls
- Hang up

To cancel Call Forward

- Press the call forward button
- Hang up

Do Not Disturb – Denies a caller access to your extension, call goes automatically to voice mail

- Press the DND button
- To cancel – Press the DND button

Three-way Conference – Allows you to add a third extension call

- Ask the 1st caller to wait
- Press the flash button
- Dial the extension number on the 2nd caller
- Press the flash button to connect all callers

Saved Number Redial – Saves a number on your telephone to redial at a later time

- To save the dialed number – Press the saved number redial button
- To redial the saved number – Press the saved number redial button

Speed Calling – Lets you call a person without entering the whole number

- Press Program
- Press function button you want to program
- Dial phone number you want to register
- Press program
- Hang up

To Cancel number programmed on speed calling

- Press Program
- Press function button you want to cancel
- Press new call button
- Press Program button and hang up