Analog Telephone Features

Transfer Calls

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

3- way Conference

- 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

Park – lets you place a call in a specific parking position so that additional calls can be made or received

To park call:

- Press flash
- Dial * 20
- Dial a parking position number (you pick the number)
- Listen for confirmation tone and then hang up

To retrieve a parked call from your extension or a different extension:

- Press *20
- Dial parking position number where call is parked

Call forward

To forward your phone to another phone

- Press *30
- Dial the extension to receive the calls
- Listen for service tone & then hang up

To Cancel forwarding

- Press #30 and listen for service tone
- Hang up

Last Number Redial

- Press redial

Individual Speed Call

To register:

- Dial *7
- Enter registration number (0-9)
- Dial the number you are registering (add 9 if outside call)
- Wait Wait Wait (for confirmation tone)
- Hang up

To Use:

- Dial #7
- Enter registration code

One Touch Memory Buttons

- Lift Handset
- Press Store key and release it
- Dial phone # (include 9 for an outside number)
- Press autodial key where the number is to be stored
- Hang up

To clear

- Press Store
- Press *
- Function Key
- Hang up