Transfer ............................................................................................................................... 2
Conference .......................................................................................................................... 2
  To add another party to a call: ......................................................................................... 2
  To add the call on hold to another call to which you are connected ......................... 2
  To drop the last party added to a conference call: ....................................................... 2
Call Forwarding All Calls ................................................................................................. 2
  To temporarily redirect all calls: .................................................................................... 2
  To cancel Call Forwarding: .......................................................................................... 3
Send All Calls ..................................................................................................................... 3
  To send all calls (except priority calls) to coverage: ................................................... 3
  To cancel Send All Calls: ............................................................................................ 3
Abbreviated Dialing ........................................................................................................... 3
  To program or reprogram an AD button: .................................................................. 3
  To place an AD call .................................................................................................... 4
Call Park ................................................................................................................................ 4
  To park a call for retrieval from any extension: ............................................................ 4
  To retrieve a call parked at any extension: ................................................................. 4
Directed Call Pickup .......................................................................................................... 4
  To pick up a call directly for someone in your office: .................................................. 4
Automatic Callback .......................................................................................................... 4
  To automatically place another call to a busy or unanswered extension: .................... 4
  To cancel Automatic Callback: .................................................................................. 5
Speakerphone ..................................................................................................................... 5
  To place or answer a call using the speakerphone: ....................................................... 5
  To change from the speakerphone to the handset: ....................................................... 5
  To change from the handset to the speakerphone: ....................................................... 5
  To prevent the other party from hearing you: .............................................................. 5
  To end a call when using the speakerphone: ............................................................... 5
  To use the handset and speakerphone simultaneously: ............................................. 5
Exit ...................................................................................................................................... 5
Transfer
To send the present call to another number:
Press Trnsfr while on a call.
{dial tone}
Dial the number to which the call is to be transferred.
{ringback tone}
Remain on the line and announce the call. If the line is busy or there is no answer, return
to the call on hold by pressing its call appearance button.
Press Trnsfr again.
Hang up.

Conference
To add another party to a call:
Press Conf.
{dial tone}
Dial the number of the new party and wait for an answer.
When you are ready to add the new person to the conference call, press Conf again.
To establish additional conference connections, repeat Steps 1 through 3.

To add the call on hold to another call to which you are connected:
Press Conf.
{dial tone}
Press the call appearance button of the call on hold.
Press Conf again.

To drop the last party added to a conference call:
Press the Menu button and then the softkey below Drop (if available on your display).
or, Press Drop (if administered).

Call Forwarding All Calls
To temporarily redirect all calls:
Press the Menu button and then the softkey below CFrwd (if available on your display)
while on-hook or off-hook.
or, Press Call Fwd (if administered) while on-hook or off-hook.
or, Dial the Call Forward code *2 while off-hook.
{dial tone}
Dial the extension or phone number where calls are to be sent.
Hang up.
To cancel Call Forwarding:
Press the Menu button and then the softkey below CFrwd (if available on your display) while on-hook.
or, Press Call Fwd while on-hook.
or, Dial the Call Forward Cancel code #2 while off-hook.
{confirmation tone}

Send All Calls

To send all calls (except priority calls) to coverage:
Press the Menu button and then the softkey below SAC (if available on your display) while on-hook.
or, Press Send Calls while on-hook.
or, Dial the Send All Calls code *3 while on-hook.
{confirmation tone}

To cancel Send All Calls:
Press the Menu button and then the softkey below SAC again (if available on your display) while on-hook.
or, Press Send Calls again while on-hook.
or, Dial the Send All Calls Cancel code #3 while off-hook.
{confirmation tone}

Abbreviated Dialing

To program or reprogram an AD button:
Note: You can use this feature if you are using using the Program code.
Locate the Program button.
-- Press the Menu button and, if necessary, the Next or Prev button until Prog appears (if available on your display).
Pick up the handset or press Spkr.
{dial tone}
Press the Prog button.
or, Dial the Program code *0.
Press the AD button to be programmed.
Dial the phone number, extension, or feature access code you want to store.
Press #.
{confirmation tone}
If you want to program another button, repeat Steps 4 through 6 (within 10 seconds).
Hang up or press Spkr to end programming.
To place an AD call:
Press the selected AD button.

**Call Park**

To park a call for retrieval from any extension:
Press Trnsfr.
{dial tone}
Dial the Call Park code *6.
{confirmation tone}
Press Trnsfr again.
Hang up.

To retrieve a call parked at any extension:
Pick up the handset or press Spkr.
Dial the Answer Back code #6.
{confirmation tone}
Dial the extension where the call is parked.
{confirmation tone}

**Directed Call Pickup**

To pick up a call directly for someone in your office:
Press Dir Call PkUp.
or, Dial the Directed Call Pickup code ____________.
Dial the extension of the ringing telephone.

**Automatic Callback**

To automatically place another call to a busy or unanswered extension:
Press the Menu button and then the softkey below AutCB (if available on your display) during the call attempt.
or, Press AutoCallBk (if administered) during the call attempt.
Hang up.
Lift the handset when you hear a priority ring.
To cancel Automatic Callback:
Press the Menu button and then the softkey below AutCb again (if available on your display) while on-hook.
or, Press AutoCallBk again while on-hook.

Speakerphone

To place or answer a call using the speakerphone:
Press Spkr.
Place or answer a call, or access the selected feature.
Adjust the speakerphone volume if necessary.

To change from the speakerphone to the handset:
Pick up the handset and talk.

To change from the handset to the speakerphone:
Press Spkr.
Hang up the handset within 10 seconds.

To prevent the other party from hearing you:
Press Mute.
Press Mute again to resume speaking to the other person.

To end a call when using the speakerphone:
Press Spkr again.

To use the handset and speakerphone simultaneously:
While you are active on the handset, press Spkr.

Exit
To exit any display feature:
Press the Exit button.