



## Single Line Telephone User Guide

Feature	To Activate
<b>3 Party Conference</b>	While in conversation...Press switch hook...Dial number you want to conference with...Wait for them to answer...Press switch hook... <b>Press 3</b>
<b>Call Forward</b>	Dial access code...enter number where you want calls forwarded to...hang up.  <b>Forwarding Access Codes:</b> <b>*60</b> – Immediate Forward <b>*61</b> – Immediate Forward on Busy <b>*62</b> – Forward on No Answer <b>*63</b> – Forward on Busy / No Answer <b>*64</b> – Cancel call forward
<b>Call Park</b>	While in conversation...Press switch hook...Dial <b>*75</b> ...enter your 4 digit <b>ext #</b> ...Hang up To retrieve a parked call – If on your own ext...Dial <b>*75</b> If on any other ext...Dial <b>*75</b> ...enter your 4 digit <b>ext #</b>
<b>Group Pick Up</b>	When you hear a phone ringing you want to answer – Dial <b>*73</b>
<b>Hold</b>	Press switch hook...Dial <b>*85</b> ... Caller is now on hold. Do not place handset in cradle lay it down on desk. To retrieve call on hold...Dial <b>*85</b>
<b>Transfer</b>	While in conversation...Press switch hook...Dial number you want to transfer to...hang up.
<b>Speed Dial</b>	You have 12 speed dial numbers available for your use...1-9, 0, *, or #  To Program a Speed Dial number on your phone –  Lift handset and dial <b>*82</b> ..Press the key on the keypad (1-9, 0, *, or #) that you want to assign...Enter the internal or external number you wish to store (Remember if it is an external number to add the 9 for local calls or 16 + pin code for long distance numbers)...To confirm your choice simply hang-up  To Use a Speed Dial Number from your phone –  Lift handset and dial <b>*83</b> ...Press the key on the keypad (1-9, 0, *, or #) you programmed for the number you wish to reach.

“Connecting you to the future...”

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