# Analog Telephones

## QUICK REFERENCE GUIDE

<table>
<thead>
<tr>
<th>FEATURE DESCRIPTIONS</th>
<th>DIALING INSTRUCTIONS</th>
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| **CALL FORWARDING - ALTERNATE** -  
Call forwarding (alternate) lets you temporarily redirect your incoming calls to another extension. | - Get a dial tone.  
- Press # 9 1  
- Dial the number of the extension that you want to receive your calls.  
- Press the # key.  
- Hang up.  

To cancel forwarding:  
- Get a dial tone.  
- Press # # 9 1.  
- Hang up. |
| **CALLBACK** –  
Allows a user to request a position in queue when calling a busy or rings no answer. | - Dial # 1  
- Hang up (phone will ring back with triple ring)  

To cancel:  
- Get a dial tone.  
- Dial # # 1  
- Hang up |
| **CONFERENCE** -  
Allows you to conference up to eight parties (including yourself) on a call. (Seven of the parties can be outside lines). | **To set up a conference call:**  
- Dial the first extension number, or dial 8 and the outside number.  
- Press the switchhook  
- Dial the next extension number, or dial 8 and the outside number.  
- Inform the called party that this is a conference call.  
- Press the switchhook  
- Press *4 (wait for dial tone)  
- Repeat steps to join additional parties.  

**To reconnect to the conference when a called party isn't joining:**  
- Press the switchhook |
| **CONSULTATION** -  
Lets you talk privately with a second party while the first party is waiting on hold. | To consult with a second party during a call:  
- Press the switchhook, dial the second party's number.  

To reconnect:  
- Press the switchhook |
| **HOLD** -  
Feature puts a call on hold until you can return to it. | To put a call on hold while you answer another call or perform another task:  
- Press the switchhook  
- Press * 9 (do not set the receiver back in cradle)  

To reconnect:  
- Press the switchhook  
- Dial * 9 |
| **LAST NUMBER REDIAL** - Feature automatically redials the last extension or outside number (up to 16 digits) you dialed. NOTE: You can save only one number at a time from any one line on your telephone. Each time you make a call, you erase the previously saved number. | To call your saved number:  
- Press # # # 4 |
| --- | --- |
| **PARK** - Park lets you transfer a call to an extension and hold it there. The call will not ring at that extension. This feature is useful when you want to continue a conversation at an idle extension, or transfer a call to a busy extension. | To park a call:  
- While connected to caller, press the switchhook  
- Dial * 6 1  
- Dial extension you want to Park the call on.  
- Hang up  
To connect with a call parked on your extension:  
- Press the switchhook |
| **PICK-UP** -  
**Group Pick-up** lets you answer a call on your phone that is ringing on any phone in a designated group of phones in your work area, without knowing the ringing extension's number.  
**Direct Pick-up** lets you answer a call to any extension, if you know the number. You can also use this feature to pick-up calls that are on hold at another extension. | To answer a call in Group Pick-up:  
- Get dial tone  
- Dial * * 3  
To answer a call in Direct Pick-up:  
- Get dial tone  
- Dial * 3  
- Dial the number of the ringing extension |
| **Station Speed Dial** - Station Speed Dial (STA SPD) lets you set up codes for your frequently called internal extensions and outside numbers. You can then dial a two-digit index speed number. | To set or change a station speed code:  
- Dial # # # 3  
- Enter a index speed number 00 through 29  
- Dial number to be stored  
- Hang up  
To make a station speed call:  
- Dial # 3  
- Dial the two-digit speed code |
| **Transfer** - The Transfer feature allows you to transfer a call from your telephone to another extension or outside number. | To transfer a call:  
- Ask the party to hold.  
- Press the switchhook  
- Dial the extension number.  
- When the party answers, announce the caller  
- Hang up. The transfer is complete  
To reconnect:  
- Before hanging up, press the switchhook twice. |

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