### Feature Descriptions

<table>
<thead>
<tr>
<th>Call Forwarding - Alternate</th>
<th>Dailing Instructions</th>
</tr>
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</table>
| 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 Check key OR press the # key.  
- Hang up.  
To cancel forwarding:  
- Get a dial tone.  
- Press # 9 1.  
- Hang up. |

<table>
<thead>
<tr>
<th>Call Log</th>
<th>Dailing Instructions</th>
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</table>
| Allows you to view a log of unanswered, answered, and outgoing calls placed from your extension. Your telephone saves the last 6 outgoing and the last 12 incoming calls in chronological order. The display begins with the most recent entry in the log. | - Scroll to CALL LOG?  
- Press Check key OR press the # key.  
- Hang up (phone will ring back with triple ring).  
To cancel:  
- Scroll to View Active Features?  
- Press Check key  
- Scroll to Next Feature?  
- Press Check key  
- Display Callbacks?  
- Press Check key  
- Scroll to Delete?  
- Press Check key  
- Hang up. |

<table>
<thead>
<tr>
<th>Callback</th>
<th>Dailing Instructions</th>
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| Allows a user to request a position in queue when calling a busy or rings no answer. | - Scroll to CALLBACK?  
- Press Check key OR press the # key.  
- Hang up (phone will ring back with triple ring).  
To cancel:  
- Scroll to View Active Features?  
- Press Check key  
- Scroll to Next Feature?  
- Press Check key  
- Display Callbacks?  
- Press Check key  
- Scroll to Delete?  
- Press Check key  
- Hang up. |

<table>
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<tr>
<th>Conference</th>
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| Allows you to conference up to eight parties (including yourself) on a call. (Seven of the 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 TRANSFER key or scroll to START CONFEREENCE?  
- Dial the next extension number, or dial 8 and the outside number.  
- Inform the called party that this is a conference call.  
- Press the TRANSFER key or select CONFERENCE?  
- Repeat steps to join additional parties.  
To reconnect to the conference when a called party isn’t joining:  
- Press the connect key.  
To drop the last party:  
- Scroll to REMOVE LAST PARTY?  
- Press Check key. |

<table>
<thead>
<tr>
<th>Consultation</th>
<th>Dailing Instructions</th>
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</table>
| 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:  
- Scroll to CONSULT?  
- Press Check key  
- Dial the second party’s number OR  
- Press TRANSFER, dial the second party’s number.  
To reconnect:  
- Press the CONNECT key OR  
- Scroll to TOGGLE?  
- Press Check key. |

<table>
<thead>
<tr>
<th>FWD All</th>
<th>Dailing Instructions</th>
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| Forwards your calls directly to phonemail. | To forward calls:  
- Press FWD ALL key, light will be on and your calls will be forwarded to your phonemail box.  
To cancel forwarding:  
- Press FWD ALL key again. |

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<tr>
<th>Hold</th>
<th>Dailing Instructions</th>
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| 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 HOLD key.  
- Hang up.  
OR  
- Scroll to PRIVATE HOLD?  
- Press Check key  
To reconnect:  
- Press the line key of the call on hold. |
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| LAST NUMBER REDIAL | Feature automatically redials the last extension or outside number (up to 16 digits) you dialed. To call your saved number:  
- Pick up receiver to select LAST NUMBER REDIAL?  
- Press Check key |
| 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 using a display phone:  
- While connected to caller, scroll to PARK STATION?  
- Press Check key  
- Dial extension you want to Park the call on.  
- Hang up  
To connect with a call parked on your extension:  
- Press the CONNECT key. |
| 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. To answer a call in Group Pick-up:  
- Get dial tone  
- Press the PICK UP key twice OR * * 3  
To answer a call in Group Pick-up:  
- Get dial tone  
- Press the PICK UP key OR * 3  
- Dial the number of the ringing extension |
| PHONE SETTINGS | Adjust the volume and ring tone of your phone.  
Adjust the volume through your speaker.  
(NOTE: You must be on a call to adjust)  
- Press + or -  
- Select either RING VOLUME? or RING PITCH?  
- Press Check key  
- Press + or - to adjust setting. Select to store. |
| REMINDER | You can program a timed reminder on your telephone to remind yourself of an important meeting or appointment.  
To program:  
- Scroll to PROGRAM/SERVICE?  
- Press Check key  
- Scroll to REMINDER?  
- Press Check key  
- Display will read NEW REMINDER?  
- Press Check key  
- In put the desired time you would like alarm to sound  
- Select SAVE? |
| REPERTORY DIALING (R-) | Repertory Dialing (R-) lets you access a feature and/or dial a telephone number by pressing one key.  
To program:  
- Scroll to PROGRAM?SERVICE?  
- Press Check key  
- Select DESTINATIONS?  
- Press Check key  
- Scroll to REP DIAL?  
- Press Check key  
- Press an “R-” key  
- Enter number  
- Select SAVE?  
To make a Repdial call:  
- Press the desired R- key. It will automatically select a line.  
OR  
- Press a line key  
- Press the desired R- key. |
| 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 (00 - 29) instead of dialing the whole number. To set or change a station speed code using a display phone.  
- Scroll to PROGRAM?SERVICE?  
- Press Check key  
- Select DESTINATIONS?  
- Press Check key  
- Scroll to SPEED DIAL FEATURES?  
- Press Check key  
- Enter a index speed number 00 through 29  
- Dial number to be stored  
- Select SAVE?  
- Press Check key  
To make a station speed call using a display phone:  
- Press STA SPD  
- Dial the two-digit index 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 TRANSFER key OR scroll to START TRANSFER?  
- Dial the extension number.  
- When the party answers, announce the caller  
- Hang up. The transfer is complete  
To reconnect:  
- Before hanging up, press the CONNECT key. |