

# Analog Telephones

## Q U I C K R E F E R E N C E G U I D E

FEATURE DESCRIPTIONS	DIALING INSTRUCTIONS
<p><b>CALL FORWARDING - ALTERNATE -</b> Call forwarding (alternate) lets you temporarily redirect your incoming calls to another extension.</p>	<ul style="list-style-type: none"> <li>- Get a dial tone.</li> <li>- Press # 9 1</li> <li>- Dial the number of the extension that you want to receive your calls.</li> <li>- Press the # key.</li> <li>- Hang up.</li> </ul> <p>To cancel forwarding:</p> <ul style="list-style-type: none"> <li>- Get a dial tone.</li> <li>- Press # # 9 1.</li> <li>- Hang up.</li> </ul>
<p><b>CALLBACK –</b> Allows a user to request a position in queue when calling a busy or rings no answer.</p>	<ul style="list-style-type: none"> <li>- Dial # 1</li> <li>- Hang up (phone will ring back with triple ring)</li> </ul> <p>To cancel:</p> <ul style="list-style-type: none"> <li>- Get a dial tone.</li> <li>- Dial # # 1</li> <li>- Hang up</li> </ul>
<p><b>CONFERENCE -</b> Allows you to conference up to eight parties (including yourself) on a call. (Seven of the the parties can be outside lines).</p>	<p><b>To set up a conference call:</b></p> <ul style="list-style-type: none"> <li>- Dial the first extension number, or dial 9 and the outside number.</li> <li>- Press the switchhook</li> <li>- Dial the next extension number, or dial 9 and the outside number.</li> <li>- Inform the called party that this is a conference call.</li> <li>- Press the switchhook</li> <li>- Press *4</li> <li>- Repeat steps to join additional parties.</li> </ul> <p><b>To reconnect to the conference when a called party isn't joining:</b></p> <ul style="list-style-type: none"> <li>- Press the switchhook</li> </ul>
<p><b>CONSULTATION -</b> Lets you talk privately with a second party while the first party is waiting on hold.</p>	<p>To consult with a second party during a call:</p> <ul style="list-style-type: none"> <li>- Press the switchhook, dial the second party's number.</li> </ul> <p>To reconnect:</p> <ul style="list-style-type: none"> <li>- Press the switchhook</li> </ul>
<p><b>HOLD -</b> Feature puts a call on hold until you can return to it.</p>	<p>To put a call on hold while you answer another call or perform another task:</p> <ul style="list-style-type: none"> <li>- Press the switchhook</li> <li>- Press * 9 (do not set the receiver back in cradle)</li> </ul> <p>To reconnect:</p> <ul style="list-style-type: none"> <li>- Press the switchhook</li> <li>- Dial * 9</li> </ul>
<p><b>LAST NUMBER REDIAL -</b> 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.</p>	<p>To call your saved number:</p> <ul style="list-style-type: none"> <li>- Press # # 4</li> </ul>
<p><b>PARK -</b> 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.</p>	<p>To park a call:</p> <ul style="list-style-type: none"> <li>- While connected to caller, press the switchhook</li> <li>- Dial * 6 1</li> <li>- Dial extension you want to Park the call on.</li> <li>- Hang up</li> </ul> <p>To connect with a call parked on your extension:</p> <ul style="list-style-type: none"> <li>- Press the switchhook</li> </ul>
<p><b>PICK-UP -</b> <b>Group Pick-up</b> 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.  <b>Direct Pick-up</b> 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.</p>	<p>To answer a call in Group Pick-up:</p> <ul style="list-style-type: none"> <li>- Get dial tone</li> <li>- Dial * * 3</li> </ul> <p>To answer a call in Direct Pick-up:</p> <ul style="list-style-type: none"> <li>- Get dial tone</li> <li>- Dial * 3</li> <li>- Dial the number of the ringing extension</li> </ul>