<table>
<thead>
<tr>
<th>FEATURE DESCRIPTIONS</th>
<th>DIALING INSTRUCTIONS</th>
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</table>
| **CALL FORWARDING - ALTERNATE -** | - 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.  |
| **CALL LOG -** | - Scroll to CALL LOG?  
- Press Check key √  
- Choose UNANSWERED CALL?, INCOMING CALLS?, OR OUTGOING CALLS?  |
| **CALLBACK -** | When number you have dialed is busy or no answer, display will show CALLBACK? Press the √ key.  
- Hang up (your phone will ring back with triple ring after the person you have called makes a call or receives a call and has hung up)  
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  |
| **CONFERENCE -** | To set up a conference call:  
- Dial the first extension number, or dial 9 and the outside number.  
- Press the TRANSFER key or scroll to START CONFERENCE?  
- Dial the next extension number, or dial 9 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 √  |
| **CONSULTATION -** | 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 √  |
| **FWD ALL -** | 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.  |
| **HOLD -** | 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.  |