Electronic Telephone Set Quick Reference

CALL FORWARD PROGRAMMABLE
- To Forward All Calls to Another Number Without Ringing Your Telephone
  Without lifting handset, press CALL FWD, dial 5-digit forwarding number, press CALL FWD again.
- To Deactivate
  Without lifting handset, press CALL FWD.

CALL HOLD
- To Hold Call
  Press HOLD.
- To Return to Held Call
  Press line number next to quickly flashing LCD.

CALL PARK
- To Park Call
  Press CALL PARK, hear confirmation tone.
- To Retrieve Call (from any phone in system)
  Lift handset, press CALL PARK, hear special dial tone, dial 5-digit station number where Call Park was initiated.

CALL TRANSFER
- To Transfer Call
  Press 3WCT, hear special dial tone, dial 5-digit transfer number.
- If Answered
  Announce call, press 3WCT, replace handset.
- If Busy or No Answer
  Press RLS, press line number next to quickly flashing LCD.

CONFERENCE: THREE-WAY
- To Add Third Party
  Press 3WCT, hear special dial tone, dial number of third party.
- If Third Party Answers
  Announce conference, press 3WCT.
- If Busy or No Answer
  Press RLS, press line number next to quickly flashing LCD.

CONSULTATION
- To Consult with Another Party
  Press 3WCT, hear special dial tone, dial party to consult.
- If Party Answers
  Proceed with consultation.
- To Return to Original Party After Consultation
  Press line number next to quickly flashing LCD.
- If Busy or No Answer
  Press RLS, press line number next to quickly flashing LCD.

LAST NUMBER REDIAL (LNR)
- Listen for a dial tone on your telephone.
  Press 2 twice.

MESSAGE WAITING
- The message indicator is activated when a new voice message is left in your mailbox and deactivated after you open all new messages.
- If your indicator does not automatically deactivate, you can deactivate it manually by dialing access code 682.

RING AGAIN
- To Activate
  Hear busy tone, press RING AGAIN, replace handset.
- When Both Stations Are Free
  Hear ring again notification, lift handset, press RING AGAIN, number is automatically dialed.
- To Cancel
  Before hearing Ring Again notification and without lifting handset, press RING AGAIN.

NOTE: On some telephones, 3WCT may be labeled CONF3.

OPTIONAL FEATURES

AUTO DIAL
- To Program or Change Number
  Without lifting handset, press AUTO DIAL, dial number to program, press AUTO DIAL again.
- To Activate
  Lift handset, press AUTO DIAL.
- To Delete Number
  Without lifting handset, press AUTO DIAL, press 2, press AUTO DIAL again.

OPTIONAL FEATURES (continued)

CALL FORWARD PROGRAMMABLE PER KEY
- Activate Call Forward All
  Without lifting handset, press line number you wish to forward.
- To Deactivate Call Forward All
  Without lifting handset, press line number you wish to cancel call forward all.
  Dial 109. You will hear confirmation tone.
- Activate Call Forward Busy
  Without lifting handset, press line number you wish to forward.
  Dial 103, and the 5-digit forwarding number. Hear confirmation tone.
- To Deactivate Call Forward Busy
  Without lifting handset, press line number you wish to cancel call forward busy.
  Dial 104. Hear confirmation tone.
- Activate Call Forward Don't Answer
  Without lifting handset, press line number you wish to forward.
  Dial 105, and the 5-digit forwarding number. Hear confirmation tone.
- To Deactivate Call Forward Don't Answer
  Without lifting handset, press line number you wish to cancel call forward don't answer.
  Dial 106. Hear confirmation tone.

CALL PICKUP
- To Pick Up a Call in Group
  Lift handset, press PICKUP. (You can also press the desired line key or HANDSFREE to start the call.

CALL WAITING
- To Connect to a Waiting Call
  Hear call waiting tone, press CALL WAITING.
- To Return to Original Party
  Press line number next to quickly flashing LCD.
- To Disconnect Either Call
  Press RLS while connected to that call.

CONFERENCE: SIX-WAY
- To Add Up to 5 Parties
  Press CONF6, hear special dial tone, dial number of next party to connect.
- If Next Party Answers
  Announce conference, press CONF6, proceed with conference.
- If Busy or No Answer
  Press RLS, press line number next to quickly flashing LCD.

GROUP INTERCOM
- To Activate
  Lift handset, press GRP ICM, dial two-digit intercom code assigned to station.
- To Answer Incoming Intercom Call
  Press GRP ICM, lift handset.

SIMULTANEOUS RING (SimRing)
- To Manage SimRing
  Press primary line number (usually key 1) of set
  Press 110
- To Turn ON/OFF
  Press 3
- To Add a Number to List
  Press 9+1+ten-digit number
- To Remove a Number from List
  Press 9+1+ten-digit number
  To Hear List Entries: Press 1
  To Delete: Press 07
  To Hear Instructions: Press 0

SPEED CALLING
- To Program Code
  Without lifting handset, press SPEED CALL, dial one-digit code (for individual list number) or two-digit code (for group list number) assigned to number being stored, input the number as you would dial it from your telephone, press SPEED CALL again.
- To Use
  Press SPEED CALL, dial one or two-digit code assigned to stored number.
- To Delete Code
  Without lifting handset, press SPEED CALL, dial one-digit code (for individual list number) or two-digit code (for group list number) assigned to number being deleted, press 6, press SPEED CALL again.

OPTIONAL features are by request to ITS Comm Customer Service and may incur additional charges.