

PRIORITY CALLING	Provides a special form of call alerting between internal voice terminal users. (3-burst)	<ul style="list-style-type: none"> <li>- Lift handset</li> <li>- Press PRIORITY button or dial <u>*1</u></li> <li>- Dial extension number</li> </ul>
HOLD	If privacy is desired, the existing caller can be placed on HOLD.	<p>To Activate: Press HOLD button</p> <p>To return to held call: Press call appearance button</p>
CONFERENCE	If all parties need to be connected at the same time, a CONFERENCE can be established. (6-party conference call)	<p>To add more parties to a 2-party connection:</p> <ul style="list-style-type: none"> <li>- Press CONFERENCE button</li> <li>- Dial next party</li> <li>- Press CONFERENCE button</li> <li>- Repeat for more parties</li> </ul>
TRANSFER	If the calling party has reached the wrong number or needs to talk to someone else, the call can be transferred.	<ul style="list-style-type: none"> <li>- Press TRANSFER button</li> <li>- Dial number that call will be transferred to</li> <li>- Announce call if desired</li> <li>- Press TRANSFER button</li> </ul>
SEND ALL CALLS	Allows users to direct all incoming calls immediately to their coverage path.	<p>To Activate: Press SEND ALL CALLS button OR</p> <ul style="list-style-type: none"> <li>- Lift handset, dial <u>*8</u></li> </ul> <p>To Cancel: Press SEND ALL CALLS button or dial <u>#8</u></p>
CALL FORWARDING	Allows all calls to an extension number to be forwarded to a selected internal extension or external number (off premise).	<p>To Activate:</p> <ul style="list-style-type: none"> <li>- Lift handset</li> <li>- Press CALL FORWARDING button or dial <u>*2</u></li> <li>- Dial the number you wish to forward calls to</li> </ul> <p>To Cancel: Press CALL FORWARDING button or dial <u>#2</u></p>
ABBREVIATED DIALING	Provides lists of stored numbers that can be accessed easily by you, the users, to quickly place local, long distance and international calls.	<p>To Program AD Buttons:</p> <ul style="list-style-type: none"> <li>- Lift handset</li> <li>- Press PROGRAM button or dial <u>*0</u></li> <li>- Press AD button</li> <li>- Dial number you wish to store, press #</li> </ul>
AUTOMATIC CALLBACK	Allows inside users who place a call to a busy or unanswered inside voice terminal to be called back automatically when the called voice terminal becomes available.	<p>To Activate: (During call attempt, busy, unanswered or coverage tone)</p> <ul style="list-style-type: none"> <li>- Press AUTO CALLBACK button</li> </ul> <p>To Cancel: Press AUTO CALLBACK button</p>
LAST NUMBER DIALED	Automatically redials the last number dialed.	<ul style="list-style-type: none"> <li>- Lift handset</li> <li>- Press LAST NUMBER DIALED or dial <u>120</u></li> </ul>
CALL PICKUP	Allows voice terminal users to answer calls ringing at other extension numbers within the users specified CALL PICKUP group.	<p>To pick up call:</p> <ul style="list-style-type: none"> <li>- Press CALL PICKUP button or dial <u>*7</u></li> </ul>
CALL PARK	If the called party needs to go to another area to get additional information, the call can be parked and then retrieved from another voice terminal.	<p>To Park an active call:</p> <ul style="list-style-type: none"> <li>- Press CALL PARK button OR</li> <li>- Press TRANSFER button</li> <li>- Dial <u>*3</u></li> <li>- Press TRANSFER button</li> </ul> <p>To Retrieve parked call: Dial <u>#3</u> and then extension where call was parked.</p>