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| PRIORITY CALLING | Provides a special form of call alerting between internal voice terminal users. (3-burst) | <ul style="list-style-type: none"> - Lift handset - Dial <u>*1</u> - Dial extension number |
| HOLD (CALL WAITING) | If privacy is desired, the existing caller can be placed on HOLD. (Use HOLD code to answer second call when CALL WAITING is used) | <ul style="list-style-type: none"> - Flash switchhook or recall button - Dial <u>*9</u> (place handset on desk) - To return to held call: - Hang up handset (sends 3-burst ring) - Lift handset |
| CONFERENCE | If all parties need to be connected at the same time, a CONFERENCE can be established. (3-party conference call) | <ul style="list-style-type: none"> To add another party to a 2-party connection - Flash switchhook or recall button - Dial number of 3rd party - Flash switchhook or recall button |
| 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"> - Flash switchhook or recall button - Dial number that call will be transferred to (announce call) - Hang up |
| SEND ALL CALLS | Allows users to direct all incoming calls immediately to their coverage path. | <ul style="list-style-type: none"> To Activate: - Lift Handset - Dial <u>*8</u> To Cancel: Dial <u>#8</u> |
| CALL FORWARDING | Allows all calls to an extension number to be forwarded to a selected internal extension or external number (Off premise). | <ul style="list-style-type: none"> To Activate: - Lift handset - Dial <u>*2</u> - Dial number you wish to forward calls to To Cancel: Dial <u>#2</u> |
| 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. | <ul style="list-style-type: none"> - Lift handset - Dial Program Code <u>*0</u> - Dial list number <u>1</u> - Dial item number - Dial telephone number you wish to store - Press # To Make Call: - Dial list access code <u>#0</u> - Dial item number |
| 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. | <ul style="list-style-type: none"> To Activate: (During call attempt, busy, unanswered or coverage tone) - Flash switchhook or recall button - Dial access code <u>*5</u> To Cancel: Dial <u>#5</u> |
| LAST NUMBER DIALED | Automatically redials the last number dialed. | <ul style="list-style-type: none"> - Lift handset - Dial <u>120</u> |
| CALL PICKUP | Allows voice terminal users to answer calls ringing at other extension numbers within the users specified CALL PICKUP group | <ul style="list-style-type: none"> - To pick up call: - Lift handset - Dial <u>*7</u> |
| 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. | <ul style="list-style-type: none"> To park an active call: - Flash switchhook or recall button - Dial <u>*3</u> To Retrieve parked call: Dial <u>#3</u> - Dial extension where call was parked |