

HOW TO USE YOUR MULTI-LINE 3900 TELEPHONE

FEATURE	How it functions	INSTRUCTIONS ON USE
Transfer	Announced	<ol style="list-style-type: none"> 1. Press TRANSFER key 2. Dial number 3. Announce the call 4. Press CONNECT or TRANSFER key again
Consultation Hold	To Use	<ol style="list-style-type: none"> 1. Press TRANSFER key 2. Dial number 3. Consult privately...(if a caller was unavailable press GOODBYE) to return to original caller 4. Press extension key of original call
Conference Call	Up to 6 parties	<ol style="list-style-type: none"> 1. Press CONFERENCE key 2. Dial number 3. Announce conference...press CONNECT or CONFERENCE key again to join parties 4. Repeat procedure to add additional conferees
Call Park	To park- System Park	<ol style="list-style-type: none"> 1. Press PARK key 2. Note System Park number in display 3. Press OK
	To retrieve	<ol style="list-style-type: none"> 1. Lift handset 2. Dial System Park number
Operator Park	To retrieve	<ol style="list-style-type: none"> 1. Lift handset 2. Dial Operator Park number
***Busy or no answer...press extension key of original call.		
Call Pickup	To Use	<ol style="list-style-type: none"> 1. Lift handset 2. Press the PICKUP key
Directed Pickup	To Use	<ol style="list-style-type: none"> 1. Lift handset 2. Dial *4 Plus the extension number... answer call.
Call Forward	To Activate	<ol style="list-style-type: none"> 1. Without lifting handset 2. Press FORWARD key. 3. If display shows a number and you would like to forward to that number, press DONE
		<ol style="list-style-type: none"> 1. If display shows a number and you would like to change the number press DELETE until the number is deleted and enter new number to be forwarded to the press DONE.
	Cancel	<ol style="list-style-type: none"> 1. Without lifting handset 2. Press CHECKFW key 3. Then press CANCLFW key
Last No. Redial	On Hook	<ol style="list-style-type: none"> 1. Press EXTENSION key twice (without lifting handset)
	Off Hook	<ol style="list-style-type: none"> 1. Lift handset 2. Press EXTENSION key once
Speed Dial	Program	<ol style="list-style-type: none"> 1. Without lifting handset, press SpcCtrl key 2. Enter the 1 digit (0-9) speed call code plus the outside access code and the number you are storing 3. 3. Press DONE
	To Erase	<ol style="list-style-type: none"> 1. Without lifting handset, press SpcCtrl key 2. Enter the 1 digit (0-9) speed call code 3. Press DONE key
	To Use	<ol style="list-style-type: none"> 1. Lift handset, press SpcCtrl key 2. Dial 1 digit (0-9) code
Auto Dial	Program	<ol style="list-style-type: none"> 1. Without lifting handset, press SHIFT key 2. Then press AUTO DIAL key (arrow will flash) 3. Dial number desired 4. Press AUTO DIAL key
	To Use	<ol style="list-style-type: none"> 1. Lift handset, press SHIFT key 2. Then AUTO DIAL key

