<table>
<thead>
<tr>
<th>FEATURE</th>
<th>How it functions</th>
<th>INSTRUCTIONS ON USE</th>
</tr>
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</table>
| Transfer    | Announced                 | 1. Press TRANSFER key  
2. Dial number  
3. Announce the call  
4. Press CONNECT or TRANSFER key again |
| Consultation Hold | To Use               | 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     | 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 | 1. Press PARK key  
2. Note System Park number in display  
3. Press OK  
To retrieve  
1. Lift handset  
2. Dial System Park number |
| Operator Park | To retrieve           | 1. Lift handset  
2. Dial Operator Park number |
| Call Pickup | To Use                   | 1. Lift handset  
2. Press the PICKUP key |
| Directed Pickup | To Use               | 1. Lift handset  
2. Dial *4 Plus the extension number... answer call. |
| Call Forward | To Activate            | 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  
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      |                          | 1. Without lifting handset  
2. Press CHECKFW key  
3. Then press CANCLFW key |
| Last No. Redial | On Hook               | 1. Press EXTENSION key twice (without lifting handset) |
|             | Off Hook                | 1. Lift handset  
2. Press EXTENSION key once |
| Speed Dial  | Program                 | 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. Press DONE  
To Erase  
1. Without lifting handset, press SpcCtrl key  
2. Enter the 1 digit (0-9) speed call code  
3. Press DONE key  
To Use  
1. Lift handset, press SpcCtrl key  
2. Dial 1 digit (0-9) code |
| Auto Dial   | Program                 | 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  
1. Lift handset, press SHIFT key  
2. Then AUTO DIAL key |
<table>
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<tr>
<th><strong>Ring Again</strong></th>
<th><strong>To Use</strong></th>
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<tbody>
<tr>
<td></td>
<td>1. Internal extension is busy when called</td>
</tr>
<tr>
<td></td>
<td>2. Press <strong>Ringing</strong> key (arrow is solidly lit)</td>
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<td></td>
<td>3. Hang up</td>
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<tr>
<th><strong>Respond</strong></th>
<th><strong>To Cancel</strong></th>
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<tr>
<td>1. Hear burst of ringing tone (for up to 6 seconds)</td>
<td></td>
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<tr>
<td>2. Lift handset, press <strong>RingAg</strong> key (extension is automatically dialed)</td>
<td></td>
</tr>
<tr>
<td>1. Without lifting handset... press <strong>RingAg</strong> key</td>
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**NOTES:**