

### USE OF OTHER FEATURES

- Paging all extensions: 3 4
  - Paging group: 3 5
  - Paging-external: 3 3
  - Paging answer: 4 3
  - External feature access: Flash hookswitch 0
  - Intercom alerting mode: Hear 1 beep \*
- (A rotary phone will not function this mode.)

### STATION PROGRAMMING

You may dial "0" instead of pressing the "#" button.

- Call forwarding
  - Setting: 7 1 extension no. #
  - To cancel: 7 0 #
- Dial call pickup deny
  - Setting: 7 3 1 #
  - To cancel: 7 3 0 #
- Do not disturb
  - Setting: 7 1 1 0 #
  - To cancel: 7 0 #
- Data line security
  - Setting: 7 4 1 #
  - To cancel: 7 4 0 #
- Station programming clear: 7 9 #

### TO MAKE CALLS

- Inter office calling: extension no.
- Outward dialing
  - Automatic line access: 9 phone no.
  - Individual line access: 8 CO no. phone no.
- Speed dialing: \* speed access no.  
(A rotary phone will not function this mode.)
- Calling doorphone
  - For doorphone 1: 3 1
  - For doorphone 2: 3 2

### WHEN A LINE IS BUSY

- Automatic call back busy: 6
- Busy station signaling: 1
- Last number redial: # or 8 0

### TO RECEIVE CALLS

- Dial call pickup: 4 0
- Directed call pickup: 4 extension no.
- Call park retrieve: 5 extension no.

### WHILE HAVING A CONVERSATION

- Call on hold: Flash hookswitch
- Call splitting: Flash hookswitch
- Conference: Consult with 2nd party while 1st party is on hold  
Flash hookswitch 3
- Call waiting: Flash hookswitch Hang up  
Lift handset
- Call transfer: Flash hookswitch extension no.