To set up a Two CO Line Connection:

▶ While on an outside call established on a CO button, press the **CONF/TRNS** button.

▶ Press another CO button and dial a telephone number.

▶ Press the **CONF/TRNS** button after the called party answers.

▶ Press the **CONF/TRNS** button again, then hang up.
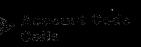
▶ The two outside parties are conversing.

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To enter a Forced Account Code:

▶ Access an outside line by dialing a line access code or pressing a CO or **PL** button.

▶ Enter the Forced Account Code.

▶ Listen for dial tone.

▶ Dial a telephone number.

To enter a Voluntary Account Code:

▶ After seizing a CO line or while on a call: Press the **ACCNT** button; or dial * 5 0; or press the **CONF/ TRNS** button and dial 4 6.

▶ Enter the Account Code

To activate Automatic Busy Redial:

▶ After dialing an outside telephone number, press the ARR button, or press the **CONF/TRNS** button and dial 4 4.

▶ Your telephone will signal you when the called number becomes not busy.

▶ To cancel Automatic Busy Redial, press the ARR button, or press the **INT** button and dial 4 4.

To activate Automatic Callback:

▶ After dialing a busy station or station in the Do Not Disturb mode, press the **ACB** button or dial 4.

▶ -Hang up. The system will call you back when the station becomes available.

To redial the Last Number Dialed:

▶ Lift the handset and press any available CO button.

▶ Press the RDL (or **#**) button.

To "Save" a number to redial later:

▶ Any time after dialing a telephone number and before disconnecting the call, press the **SAVE** button.

To redial a "Saved" number:

▶ Access an outside line, then press the **SAVE** button.

To store a Speed Dial number:

▶ Press the RDL (or **#**) button, then the SDS (*****) button.

▶ Press the SD button you want to store the telephone number on, or dial a Speed Dial access code (1 0 ~ 4 9 for Station Speed Dial, 6 0 ~ 9 9 for System Speed Dial) where you want to store the number.

▶ Enter the telephone number, then press the RDL (or #) button.

To make a call with Speed Dial:

▶ Access an outside line.

▶ Press a SD button, or press the SDS (or *****) button and dial a Speed Dial access code (1 0 ~ 4 9 for Station Speed Dial, 6 0 ~ 9 9 for System Speed Dial).

To leave a Message Waiting Indication at another station:

▶ After reaching a busy or unanswered station, press the **MW/FL** button.

To answer a Message Waiting Indication at your station:

▶ The Message Waiting Indication is indicated by a flashing MW/FL LED.

▶ Lift the handset, press the **INT** button, then press the **MW/FL** button to call back the station or voice mail device that left the indication.

To make a Busy Override or Executive Override call:

▶ To make a Busy Override call, dial 2 after dialing a busy station.

▶ To make an Executive Override (barge-in) call, dial 3 after reaching a busy station.

To make a Page announcement:

▶ Lift the handset and press the **INT** button.

▶ To page all stations in the All Call Page group, dial 3 0; station groups, dial 3 1 ~ 3 4; the All Call Page group with external page zones optionally included, dial 3 9; external page zones, dial 3 5 - 3 8 .

To set Call Forward with a Call Forward button:

▶ Press a Call Forward button: CFAC, CFB, **CFNA**, or **CFB/NA**.

▶ Enter the station number to which calls will forward.

▶ Press the Call Forward button again.

To set Call Forward with an access code:

▶ Press the **INT** button and dial a Call Forward access code: Call Forward-All Calls, 6 0 4; Call Forward-Busy, 6 0 2; Call Forward-No Answer, 6 0 3; Call Forward-Busy/No Answer, 6 0 4.

▶ Enter the number of the station to which calls will forward.

▶ Press the SPKR button.

To cancel Call Forward:

▶ Press the same Call Forward button that you used to set Call Forward; or press the **INT** button, dial 6 0 **1,** then press the SPKR button.

To Park a call:

▶ While on a call, press the **CONF/TRNS** button and dial 4 **1.**

To retrieve the Parked call:

▶ Press the **INT** button and dial 4 2.

To Pick Up a call:

▶ Press the **PKUP** button or dial 5.

▶ To pick up a call that is ringing or held at a station, dial the station number; for an intercom page or ringing door phone, dial 3 0; on an external page, dial 3 5; for a CO line on hold, dial 7 0 1 ~ 7 3 6; for any ringing CO line, dial 9.

To Transfer a call:

▶ While on a call, press the **CONF/ TRNS** button and dial a station number.

▶ If the station is idle: Wait for the station to answer, make a voice announcement and hang up.

▶ If the station is busy: Hang up.

To make a Conference Call:

▶ While on a call, press the **CONF/ TRNS** button.

▶ To add an outside line to the call, access an outside line and dial a telephone number; to add a station to the call, dial a station number.

▶ Press the **CONF/TRNS** button after the called party answers. All parties are conferenced together.

To activate/deactivate Do Not Disturb:

▶ To activate, press the **DND** button so that the LED lights; to deactivate, press the button again so that the LED turns off.

To place a call on Exclusive Hold:

▶ Press the **HOLD** button twice.

▶ No one can accidentally pick up your call.

To receive a Handsfree Answerback call:

▶ You will hear a single warning tone followed by the caller's voice.

▶ Without lifting the handset, speak toward the telephone at a normal voice level to answer the caller.

To use Handsfree Monitoring:

▶ While holding down the **SPKR** button during a call, place the handset on-hook.

▶ Release the **SPKR** button.

▶ Lift the handset to resume the conversation.

To make an outside call:

▶ Press a CO or **PL** button; or, press the **INT** button and dial a line access code (7 0 1- 7 3 6, 8 1 -8 8, or 9).

▶ Dial a telephone number, and lift the handset when the called party answers.

To make a call to another station:

▶ Lift the handset and press the **INT** button.

▶ Dial a station number.