

Repeat Last Number Dialed:

CO + # (or **RDL**)

Saved Number Redial:

To save: **CO** + Number + **SAVE**

To use: **CO** + **SAVE**

* and # Tone Dialing:

To enable: * #

Call Forward:

To set: **Q** (or **INT 601**) + Number + **Q** (**SPKR**)

To cancel: **Q** (**INT 601**, **SPKR**)

Call Pickup:

To pick-up a call ringing or on hold:

INT + **5** (or **Q**) + Station Number

To pick-up paging (INT/CO): **INT** + **5** (or **PU**) +

30 = All Call

35 = External Page

9 = Any CO line ringing

Conference Calls:

To add a CO line to an existing call:

CONF/TRNS + **CO** + Number (wait for answer) + **CONF/TRNS**

To add a station to an existing call:

CONF/TRNS + Number (wait for answer) + **CC**

Repeat to add station(s)

Tandem CO Line Connection (CO-to-CO):

To connect a CO call to an existing CO call:

CONF/TRNS + **CO** + Number (wait for answer) + **CC** + **CONF/TRNS** + hang up

Do Not Disturb:

To set: **DND** (LED on)

To Cancel: **DND** (LED off)

Call Transfer with Camp-On:

To transfer: **CONF/TRNS** + Number

Hold:

To set: **HOLD** (or **CONF/TRNS** + **4 1**)

To recall: **CO** (flashing LED) or **INT** + **4 2** (if CO line is not on station)

Exclusive Hold:

To set: **HOLD** + **HOLD**

To recall: **CO** (flashing LED)

Override or Off-Hook Call Announce:

If busy or **DND***: **2**

*Override only

Message Waiting:

To set: **INT** + Number + **MW/FL**

To answer: **INT** + **MW/FL**; or **INT** + **408**

To cancel (calling station):

INT + Number + **MW/FL** + **MW/FL** or **INT** + Number + **77**

To cancel (called station): **MW/FL** or **INT 409**

Paging:

To page (handset off-hook): **INT** +

30 = All stations

31 ~ **34** = Station Groups 1 ~ 4

39 = All stations (with External Page)

35 ~ **38** = External Page

39 = All station plus all external zones

CO Line Privacy Release:

To set: **PRV RLS** (LED on)

To cancel: **PRV RLS** (LED off)

Microphones Cut-Off (MCO):

To set: **MCO** (LED on)

To cancel: **MCO** (LED off)

Tone/Pulse Sending:

To use tones: **STONE** (LED on)

To use Dial Pulse: **STONE** (LED off)

Toll Restriction Override:

To use: **CONF/TRNS** + **47** + code + Number

Account Code:

Forced: **CO** + Account code + Number

Voluntary (call in progress): **CONF/TRNS** + **46** + Account code

Voice Mail:

See the manufacturer's literature for instructions on using Voice Mail. The following instructions may vary slightly, depending upon the Voice Mail system used.

Call Forward: Whenever your station is call forwarded to voice mail, additional digits are automatically sent to the voice mail unit to direct the call to your voice mailbox. To store these digits, depress **INT 656** + Mailbox number + #.

Message Waiting: When you retrieve your messages from voice mail (**INT** + **MW/FL**), additional digits are automatically sent to the voice mail unit to play-back your messages. To store these digits, depress **INT 657** + voice mailbox number and message retrieval sequence + #.

The above procedures are required only once for the initial voice mail set-up. The stored digits are sent only on voice mail calls.