

## Voicemail Features

### Consultation Hold

**To put a call on hold and place another call:**

Ask party to wait  
Press **LINK** button (hear special dial tone)  
Dial third party's number

**To disconnect and return to first party:**

Press **LINK** twice

### Transfer Calls

**To transfer a call to another extension:**

Press **LINK** button (hear special dial tone)  
Dial **5**-digit extension number  
Press **LINK** button then press the **RLS** button

### Call Forwarding - All Calls

**To temporarily redirect your incoming calls to another extension:**

Lift handset (hear dial tone)  
Dial \***2** (hear special dial tone)  
Dial extension to receive your calls (hear confirmation tone)  
Hang up; your calls are forwarded

**To cancel:**

Lift handset (hear dial tone)  
Dial #**2** (hear confirmation tone)

### Three-way Conference Call

**To add a third party to an existing call:**

Ask first party to hold  
Press **LINK** button (hear special dial tone)  
Dial third party's number  
When party answers, press **LINK** button  
All three parties are connected

### Last Number Redial

**To automatically redial the last number dialed from your telephone:**

Lift handset (hear dial tone)  
Press # key twice (##)

### Speed Calling

**This feature allows you to program frequently called numbers:**

Lift handset (hear dial tone) Dial \***8**  
Dial memory code (**00-19**)  
Dial number to be stored (remember to dial **9** for outside calls)  
Press # key  
Hear confirmation tone; hang up

**To dial a stored number:**

Lift handset (hear dial tone) Press \* key  
Dial two-digit memory code (**00-19**)

**To change a programmed number:**

Reprogram the new number using that memory code. Previously stored number is erased.

## Optional Features

**The following features can be added for a one-time installation charge:**

### Call Pickup

**To answer a call that is ringing at another telephone in your group:**

Lift handset (hear dial tone)  
Dial \***7**; you are connected to the call

### Call Waiting

**If you hear a beep while on a call:**

Ask party to wait  
Press **LINK** button  
Original call is on hold  
You are connected to second call

**To alternate between calls:**

Press **LINK** button

### Disable Call Waiting

**To temporarily turn off the Call Waiting feature for the duration of one call:**

Before placing a call:  
Lift handset (hear dial tone)  
Dial #**3** (hear dial tone)  
Place your call

While on a call:

Press **LINK** button (hear special dial tone)  
Dial #**3** (hear confirmation tone)  
You will be reconnected to call