

Telephone User Guide

To transfer a call R + Extension Number

To return to caller R*1

To Divert your calls to another extension:

On no reply only *2 + the other ext. number To cancel #2

On busy only *4 + the other ext. number To cancel #4

At all times *5 + the other ext. number To cancel #5

No reply and busy can be set together.

To divert calls from another extension to your own: *66 + the other ext. number

To cancel this type of divert: ##5 + the other ext. number

Please ensure that the extension number is correct when using the divert.

| | |
|------------------------------|-------------------------------|
| Automatic call back | 1 |
| Cancel automatic call back | ##1 |
| Do not disturb | *8 |
| Cancel do not disturb | #8 |
| Group call pick up | *3 (if in pickup group) |
| Call pickup | **3 + ext. number (any phone) |
| Save number | *9 |
| Use saved number | #9 |
| Last external number dialled | *0 |
| Log in to Hunt group | *71 |

The place of useful learning

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Conference Calls

A max of 8 parties can be established.

Call 1st number to establish the call, then press **R**(ecall), dial 3rd party number, wait for reply, press **R*69** to bring into the conference, press **R**, dial 4th party number, wait for reply, press **R*69**, continue to add to conference until max of 8 are established.

To leave the conference, simply hang up.