

M3904 Telephone Quick Reference ~Earlham College

<p><b>Obtain Dial Tone</b></p>	<p>Lift Handset <i>or</i> Press <b>Line</b> key <i>or</i> Press <b>Handsfree</b> key.</p>
<p><b>Place Outside Call</b></p>	<p>Obtain dial tone. Dial 9 then number.</p>
<p><b>Hold</b></p>	<p>Press <b>Hold</b> button. Line on hold will have a flashing indicator.</p>
<p><b>Retrieve Held Call</b></p>	<p>Press the <b>Line</b> key beside the flashing indicator.</p>
<p><b>Transfer</b></p>	<p>Press <b>Transfer</b>. Calling party will be on hold. You will hear dial tone. <b>Dial</b> number of phone call will be transferred to. Press <b>Connect</b> key to complete the transfer. The <b>Swap</b> key allows you to switch between calls before being connected.</p>
<p><b>Last Number Redial</b></p>	<p>Lift Handset and press <b>Line</b> key <i>or</i> Press <b>Line</b> key twice.</p>
<p><b>Call Park</b></p>	<p>Press <b>Park</b> key. Look at display to see retrieval code (111 thru 115) Press <b>Park</b> key again.</p>
<p><b>Retrieve a Parked Call</b></p>	<p>Lift handset. Dial retrieval code assigned to call by system (111 thru 115).</p>
<p><b>Forward</b></p>	<p>Press the <b>Forward</b> key. Dial the number you want your calls forwarded to. Press the <b>Done</b> key.</p>
<p><b>Cancel Forward</b></p>	<p>Press <b>Check FW</b>. Press <b>Cancl FW</b></p>
<p><b>Call Pick Up</b></p>	<p>If you hear a phone ringing, in your area, Lift handset or press line key and Press <b>Call Pick Up</b> or Lift handset or press line key and Dial 33.</p>
<p><b>Conference</b></p>	<p>Establish first call. Press <b>Conference</b>. Dial third party. Press <b>Connect</b>. Repeat to add up to six parties. The <b>Swap</b> key will switch between established party and new party.</p>
<p><b>Add Personal Directory Entry</b> Pg 88-95</p>	<p>Press <b>Directory/Log</b> key. Press <b>Select</b> in Directories Menu to select Personal Directory Press <b>Add New</b> Enter the new name using the keypad. Press the key with the desired letter until the correct letter is displayed. When name has been entered, press Next key to enter the phone number. Press <b>Done</b> when complete. Press <b>Quit</b> or <b>Directory/Log</b> to exit.</p>
<p><b>Personal Directory</b> (Speed Dial-100 numbers can be stored)</p>	<p>Press <b>Directory/Log</b> Key. Press <b>Select</b> in Directories Menu to select Personal Directory. Scroll with up/down arrow keys or use keypad to type first letter. Select <b>Dial</b> to dial selected name.</p>
<p><b>Redial</b> (Call Log) Pg 87-88</p>	<p>Press the Redial Key. Use the up/down arrow keys to select the entry you need. Press the Dial key. Your call is dialed and you exit the Redial List.</p>