Analog Phone User Guide

| Feature  | Procedure/Result |
| --- | --- |
| Call Forward | When phone is idle:* Lift Handset
* Dial \*\*1 and target number.
* Hang Up

\*\* A phone can be forwarded to another internal extension number -or- to an outside local number by entering 9 + number |
| Call Forward Cancel | Lift Handset, Dial \*\*2 |
| Call Waiting | Press Flash Hook to toggle between lines |
| Conference Call | When on active call:* Press flash hook
* Dial 2nd Party wait for answer
* Press flash hook to bring all parties together.

Conference call is initiated. |
| Consult Transfer | When on active call: * Press flash hook
* Dial target number for transfer
* Stay on line and announce call.
* Hang up.

Call is transferred. |
| Make Internal Call | Dial 4 Digit Extension Number |
| Make Outbound Call | Dial 6 + Phone Number |
| Redial | Press \* # |
| Transfer | When on active call:* Press flash hook
* Dial target number for transfer
* Hang up.

Call is transferred. |