## GOODBYE
**TO USE**
Press the **GOODBYE** key and your call will be silently disconnected.

## HOLD
**TO USE**
Press **HOLD** key...return the caller by pressing the LINE key beside the fast flashing telephone icon.

## VOLUME CONTROL
**TO USE**
The horizontal bar below the dial pad adjusts the volume of the handset, speakerphone (callers voice) or ringing. Adjust the ringing volume while the phone is ringing.

## MESSAGE
**TO USE**
Lift handset, get dial tone, then press the **MESSAGE** key and it will automatically dial the Voice Mail system (Extension 56600).

## TRANSFER
**TO USE**
Press **TRAN** key...call is automatically put on hold. Dial your number...announce transfer in private...Press the **SWAP** key to switch between talking with the original caller and the new caller. Press the **CONNECT** key to complete the transfer.

## CONFERENCE
**TO USE**
Press **CONF** key...call is automatically put on hold. Dial your number...announce conference in private...press the **SWAP** key to switch between talking with the original caller and the new caller. Press the **CONNECT** key to complete the conference. Repeat for additional parties (up to 6 parties allowed).

## TO JOIN A CALL
**TO USE**
Press the **CONF** key...Press the Key that has the caller you want to connect to your current call...press the **CONNECT** key. The person on hold joins your conversation.

## CALL FORWARD
**TO USE**
Without lifting the handset...press **FORWARD** key...Dial number where calls are to be forwarded...press the **Done** key to activate Call Forward.
TO CANCEL  Press the **CheckFW** key...Press the **CanclFw** key. Your display will tell you that Call Forward is cancelled.

**PARK**

**TO USE**  With the caller on the line, Press the **PARK** key...look at your display and note the 4-digit call park number displayed on your phone (1500 thru 1519)…then press **OK**.

**TO RETRIEVE**  Lift the handset of any phone and dial the number that was displayed when the call was parked. The call will then be connected. (You have 120 seconds to retrieve the call or they drop out of Park and start ringing at the phone that Parked the call.)

**CALL PICKUP**

**TO USE**  Lift handset...hear dial tone....press the **CALL** Key. You will be connected to a ringing phone in your call Pickup group.

**LAST NUMBER REDIAL**

**TO USE**  Lift handset…. Press extension key…. number is dialed

**AUTO DIAL**

**TO STORE**  Press **AUTO DIAL** key...enter phone number exactly like You dial it...press **AUTO DIAL** again.

**TO USE**  Lift handset...press **AUTO DIAL**...your number is dialed. To use without lifting handset… press extension key twice

**DIAL INTERCOM**

**TO USE**  Lift handset … press I/C key (hear dial tone) … dial 2 digit Intercom number

**OPTIONS**

**TO USE**  Press the Options key and scroll through the list of Features. Use the **Navigation** arrows to move up and down through the list. Highlight the feature you would like to adjust and press the **Select** key. The display provides you with information to adjust your selection though the use of the soft keys.
PERSONAL DIRECTORY (3904 only)

TO STORE
Press the Directory/Log key. Press the Personal Directory key. Press the Add New key, dial the new name using your Keypad, pressing the appropriate key until that letter appears on the display. When complete press the Next key. Use the keypad to enter the desired number. When complete press the DONE key to save the information.

TO USE
Press the Directory/Log key. Use the up or down Navigation arrows to highlight the desired name. Press the Dial key.