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. |