

1	Absence MessageCode: Lift handset or press the ON/OFF button. Dial 729 plus the 1 digit message code 0 through 9, press hold. Hang-up!
2	Absence Message Code Cancel: Lift handset or press the ON/OFF button. Dial 729, Press Hold, Hangup!
3	Account Code: Lift handset or press the ON/OFF button. Enter the Account Code feature code: 8 #).Enter the Account Code (up to 10 digits).Press the # key. Access an available line and dial phone number.
4	Time and Date Change: At a telephone that allows user login, press the ON/OFF button. Press the PROG button, dial * * , press the CONF button, dial 000 for (date) or 001 for (time). Press the HOLD button. For date enter 2 digit year, month and day. For time, enter military format. Press HOLD. Hangup.
5	Back Ground Music (On and Off) : Lift handset or press the ON/OFF button. Dial the * 30. Hang-up! Repeat to cancel.
6	Call Forward (All Calls) Set: Lift handset or press the ON/OFF button. Dial 721 plus extension number. Hang-up!
7	Call Forward (All Calls): Cancel: Lift handset or press the ON/OFF button. Dial 731. Hang-up! Refer to the system user manual for additional Call Forwarding feature codes.
9	Do Not Disturb (On and Off): Lift handset or press the ON/OFF button. Dial 720. Hang-up!
10	Meet On Page: Lift handset or press the ON/OFF button. Dial # # (You are now connect with paging caller).
11	Turn Off Your Message Waiting Light At Your Phone: Lift handset or press the ON/OFF button. Dial * 5. Hang-up!
12	Turn On A Message Waiting Light Of Another Phone: Lift handset or press the ON/OFF button. Dial extension, dial * 4. Hang-up!
13	Night ringing answer from bell or paging system: Lift handset. Dial 705. You are now connected to caller.
14	Night/Day1/Day2 Mode: . At a display telephone that allows mode change, press the ON/OFF button. Dial 760 and view the displayKeep dialing 760 for desired mode. Hangup.
15	Answer A Message Waiting Light: Lift handset or press the ON/OFF button. Dial * 6. Hang-up!
16	Adjusting the volume of a ringing phone: Tap the volume up/down button while phone is ringing to adjust.
17	Adjusting the contrast level of a display phone: Do not lift handset or press the ON/Off button! Simply press the # button, then tap the volume up/down button to adjust.
18	Accessing the system speed dial name directory using a small screen phone: Press the MODE button once, press SSD, use the dial pad to select a letter, then # or * to scroll. Press name to call!
19	Accessing the extension name directory using a small screen phone : Press the MODE button twice A letter, then # or * to scroll. Press name to call! Once, press EXT., use the dial pad to select
20	Switching a handset call to a speakerphone call: Press the ON/OFF button once, hang-up handset. to continue conversation. Once, hang-up handset. Lift handset
21	Switching a handset call to a monitor call (if your not using a speakerphone): Press the ON/OFF button once, hang-up handset. Lift handset to continue conversation.
22	Auto Repeat Dial: Dial phone number, if busy press the ON/OFF button once, hang-up handset then press the REDIAL button.
23	Have the phone alert you when a busy extension becomes free: Dial extension number, if busy dial 3. Hang-up! When busy extension hangs up, your phone will ring. Answering your phone will cause the busy extension's phone to ring. Wait for answer to be connected to caller. Lift handset (ifo Cancel) press the ON/OFF button. Dial 769. Hang-up!
24	Announce a call to a busy extension : Dial extension number, if busy, dial 8. Busy extension will hear your voice through the handset overriding the caller's voice. The caller however will not hear your voice. The busy extension can press a button labeled by the dealer that will allow them to respond to your call while muting their voice to the caller. The busy extension will press the labeled button again to return to the original caller.
26	Sending a call waiting tone to a busy extension: Dial extension number, if busy, dial 2. Busy extension will hear beep sound. Busy extension can place their caller on hold to communicate with you.
25	Place a call on hold at your extension only. While on a call press the outside line button you are on once. Caller is now on hold. Press line button again to return to caller.
27	Answering calls from your extension directed at other extensions: Lift handset or press the ON/OFF button. Dial 701 if ringing extension is in your call pickup group. Otherwise dial 704 and the extension number of the ringing phone to answer.
28	Transfer a call to a busy extension: While on call press hold. Dial extension, if busy hang-up. Call is now transferred.

How to program feature codes under the (FF) Feature Function buttons. NOTE: (FF) Feature Function buttons are the rows of buttons with lights, located directly above the dial pad. Lift the handset or press the ON/OFF button. Press the PROG button. Press the (FF) Feature Function button to be programmed. Enter one of the feature codes below to be programmed. Press the HOLD button. Hangup! Refer to the system user manual for additional feature codes.

FEATURE:	CODE:	FEATURE:	CODE:	FEATURE:	CODE:
Designated Outside Line Access	88	Day 2 Mode	761	Account Code Entry	8#
Floating Hold Answer Call Park Pickup	*9	Night 1 Mode	762	Station Call Park Hold	771
Call Forward (All): Set	721 plus ext. number	Paging	# and zone 1 - 9	Station Call Park Answer (Own Ext.)	772
Call Forward (All): Clear	731	Meet-Me Answer	##	Station Call Park Answer (Other Ext.)	773
DND Set/Clear	720	Call Pickup Group-All Calls	701	Station Call Park Transfer	774
DND Set from Attendant	740	Call Pickup Group-CO Calls Only	702	Walking TRS Key	*72
DND Clear from Attendant	750	Call Pickup Group-Designated	703	UNA Pickup	705
BGM On/Off	*30	Direct Call Pickup	704	Absence Message Code	729
Day 1/Day 2/Night Toggle	760	CO Trunk Call Pickup	*0	Station Lockout Set (Own Ext.)	746