In receiver cradle is an infrared beam that will disconnect caller if something is placed in front of it.

**Using your phone:**

**Phonemail:** Light will be lit when new messages are received. Follow directions on PhoneMail sheet.

**Station Speed:** Use for up to 30 Personal Speed dials using the codes 00-29. **To Program:** Press # # 3, key in code 00-29, key in phone number to store. Hang up. **To Call:** Press Sta Speed, then code. *(Code: To call= #3, then code)*

**Save Repeat:** Save a number to redial anytime later. Press button while connected to a party. Number is saved. Press button again at anytime to redial that number.

**Forward:** Dial tone, Press Forward key, then number to forward calls to, then #. Hang up. **To Cancel Forwarding:** No dial tone, press Forward key. *(Codes: Forward= #9, then number, then #. Cancel= ###)*

**Connect:** Press button to connect back to caller during transfer or conference call.

**Transfer:** With caller on line, press TRANSFER, key in number to transfer call to, wait for answer, hang up. Or Press Transfer again to connect all 3 parties.

**Hold:** Press HOLD to place caller on Hold, press light lit next to extension line to reconnect.

**Ext Line:** Your Direct Dial line that can be reached from outside with 632-.