

**Placing calls**

- Lift handset or press hands free button
- Dial the 4 digit extension or 9 plus an external number

**Hands free calls**

- Press the hands free button to make or answer a call
- To switch to hands free from your handset, press the hands free button and replace the handset
- Lift the handset to switch back

**Mute calls - handset, hands free, and headset**

- While on a call, press the mute button (located under volume bar) to turn the microphone off
- The indicator will turn red to indicate that you are muted
- Press the mute button again to turn the microphone back on

**Last number redial calls**

- Pick up the handset (or press hands free) to get dial tone and press your extension button

**Transfer calls**

- While on a call, press TRANSFER (soft key under display)
- Enter the number you wish to transfer the caller to
- Wait to announce the caller (optional)
- Press CONNECT (soft key under display) to connect the parties

**Conference calls**

- While on a call with the first party, press CONFERENCE (soft key under display)
- Dial the second party's number - remember the 9 if conferencing an external number
- When the second party answers, announce the conference and press CONNECT (soft key under display)

**Pickup calls**

- Pick up the handset (or press hands free) and press PICKUP (soft key under display)
- NOTE: If multiple phones are ringing in one group, the longest ringing phone will be picked up

**Intercom calls**

- Press your INTERCOM button
- Dial the intercom ID of the person you are calling

**Forward calls**

- While the phone is inactive, press FORWARD (soft key under display)
- Enter the extension you wish to forward your calls to OR verify the last forwarded extension
- Press DONE
- The display will now indicate that the phone is forwarded

**Autodial**

- To program: Press the autodial key you wish to program, enter the number (remember the 9 for external numbers)
- To use: Pick up the handset (or press hands free) and press the autodial key you programmed
- To label: Press OPTIONS button, select CHANGE FEATURE KEY, follow prompts on display

**Personal speed call (3903's only)**

- There are 20 numbers available in your personal speed call list
- To program: Press the SPEED button, dial the code you are assigning and input the number you want to save
- To use: Pick up your handset (or press hands free), press the SPEED button and the code you assigned

**Personal directory (3904's only)**

- Press DIRECTORY/LOG button
- The display will show options for Personal Directory and Callers Lists, press SELECT to choose Personal Directory
- Select the function you wish to perform by pressing the appropriate soft key
- Follow the display for entry, deletion, and administration of your directory.
- You may also dial directly from your directory.