



This document will instruct you on storing popular features onto one touch buttons for quick access and ease of use. These features include:

- Do Not Disturb (DND)** When active, your phone will not receive calls or pages. This feature is useful when in a meeting or working on a project.
- Recall (Flash)** The recall feature, often known as flash, will allow you to access optional phone company services such as call waiting, 3-way calling, or call transfer.
- Last Number (Redial)** Press this button to automatically call back the number you most recently dialed.
- Conference Drop** Used in conjunction with the Conference button, press DROP to disconnect the last party you added to the call.
- Privacy** When active, this will prevent other users from breaking in on your call. On occasions when you want a coworker to join you, simply turn this feature off.
- Forward** The Forward button will allow you to send calls to your extension to another extension in the office. If your extension is administered for Remote Call Forward, you can also forward your extension to an outside number.

To Program

NOTE: Some features require a button with a light to show active status. Avoid using the buttons directly under the LCD display for these features as they do not have lights.

1. At your phone, leave it hung up. Press FEATURE and then dial 0 0.
2. Press the button you wish to program.
3. Enter the following code for the feature you wish to store:
 - Do Not Disturb: Press FEATURE 0 1 (requires a button with a light)
 - Recall (Flash): Press FEATURE 0 3
 - Last No. (Redial): Press FEATURE 05
 - Conference Drop: Press FEATURE 06
 - Privacy: Press FEATURE 07 (requires a button with a light)
 - Forward: Press FEATURE 11 (requires a button with a light)
4. To store another feature on another button, repeat from step 2. When finished programming, press FEATURE and then dial 0 0 to exit programming.