

## DTS1800N Single Line Analog Telephone Feature Access Codes

**To place an outside call on any available outside line** – Pick up the handset and dial “9”

**To place an outside call on a specific outside line** – Pick up the handset and dial “1” plus the two-digit line number, e.g. “102” for line 02. (Also known as “direct line access”)

**Place a caller on system hold** – Flash the hook-switch and hang up

**Place a caller on exclusive hold** – Flash the hook-switch and dial \*7

**Retrieve a held call** – Pick up the handset

**Retrieve a call put on system hold at another extension** – Pick up the handset, then dial \*4 plus [2-digit held outside line number, or extension number of station that put call on hold]

**To Park a call** – Hook-flash, then dial \* followed by [Park Orbit 60 through 69.]

**To retrieve a Parked Call** – Dial \* followed by the Park Orbit number, as above

**Transfer a caller to another extension** – Flash the hook-switch, then dial the 3-digit extension number. Either stay on the line to announce the call and then hang up, or hang up immediately to complete the transfer.

**Transfer a caller to your voice mailbox:** Flash the hook-switch and dial 700 then hang up.

**Forward all calls to another extension or voice mail\*** – Pick up handset, and dial \*34 [3-digit extension number] plus 2 for all calls or 8 for just outside calls, then hang up

**Forward calls when busy or no answer** – Pick up handset and dial \*34 [3-digit extension number] plus 2 for all calls or 8 for just outside calls, then hang up (Voice mail is extension 700)

**Cancel call forwarding** – Dial \*30

**Conference** – While on call, hook-flash and dial the extension you want to add. Hook-flash and dial #10 to establish the conference. Repeat the procedure for each extension or line you want to add. To end or drop off the conference, simply hang up.

**To Barge In** – Call busy extension or dial direct line access code (e.g. 103 for line 3), dial 4, join conversation in progress

**Hook Flash Alternative** – Dial #3

\* Voice mail is extension 700