

Single Line Telephone Feature Access Codes

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

To place an outside call on a specific line – Pick up the handset and dial **8** plus *[line number]*

Place a caller on system hold – Flash the hook-switch and hang up (Hold button on phone is for exclusive hold only)

Retrieve a held call – Pick up the handset

Retrieve a call put on hold by another extension – Pick up the handset, then dial **53** plus *[held outside line number, or extension number of station that put call on hold]*

Transfer a caller to another extension – Flash the hook-switch, then dial *{3-digit extension number}*

Forward all calls to another extension – Pick up handset, and dial **711** plus *[3-digit extension number] #*

Forward calls when busy or no answer – Pick up handset and dial **712** *[3-digit extension number] #* (VM is ext 725)

Forward calls from another extension to your extension – Pick up handset and dial **715** *[forwarding extension number] #*

Cancel call forwarding from your extension – Dial **710 #**

Cancel call forwarding from another extension – **718 #** *[forwarding extension number] #*

To establish a conference call – Flash the hook switch, dial *[3rd party's number]*, then dial **3** to connect all parties together

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