

<b>Action</b>	<b>Options</b>	<b>Action</b>
<b>Call Forward</b>	Cancel Set	<Feature> then <69> then <Feature> <Feature> then <60> then Ext then <Feature>
	Cancel	<Feature> then <69> then <Feature>
<b>Conference</b>	Press <Conf> then dial Extension or Outside# then <Conf>	
<b>Do Not Disturb (DND)</b>	Set	<Feature> then <60> then <Feature>
<b>Hold</b>	<Hold>	
	To Pickup second call "Exclusive Hold"	<Hookflash> Press <Feature> then <Hold>
<b>Internal Calls</b>	Dial Extension	
	Speak directly over callee's speaker Force to Ring Direct to Voicemail Automatic Callback if Busy "Voice Over"	Wait for answer Add <1> Add <7> Add <0> Add <6>, make announcement & hangup (Won't be heard be outside caller)
<b>Page</b>	Press <Page>	
<b>Pickup</b>	<68> from any 8-button phone	
<b>Queue for Outside Line</b>	<78> then Hang up and wait	
<b>Redial</b>	<Redial> then <*>	
<b>Speed Dial</b>	Press Softkey under <Sys> (for the Speed Dial #'s programmed system wide into 01-80) or <Sta> (for the Speed Dial #'s programmed for that extension only into 80-99) , then <Up> or <Down> arrow to select	Program <Feature> then <Redial> then assign a number 80-99 then <9> then Number to Dial then <Hold> then Spell Name (use <#> for space or advance; <Conf> for Backspace) then <Feature>
<b>Transfer</b>	<Transfer> then dial Extension	
	Announce Call "Blind Transfer" Send to Voicemail	Wait for answer Hang up immediately Add <7>
<b>Voice Mail</b>	<Vmail> then Personal Security Number	
	If Away From Desk	<Vmail> then <*2#> then <9> + Extension# then Personal Security Code
	From Outside	Dial <753-0653> then <9> + Extension# then Personal Security Code
	New Messages	<4>
	Skip (Save as New)	<*>
	Repeat	<#>
	Rewind	<7>
	Pause	<8>
	Redirect	<2>

<b>Location</b>	<b>Extension</b>	<b>Buttons</b>
<b>Billing (Susan)</b>	104	32
<b>Breakroom</b>	108	
<b>Hammond</b>	103	
<b>Lab</b>	107	
<b>Nursing East (Lori)</b>	105	
<b>Nursing South (Shiela)</b>	111	32
<b>Nursing North (MDs)</b>	112	
<b>Nursing West (Teresa)</b>	106	32
<b>Procedure</b>	109	
<b>Reception</b>	100	32
<b>Roszell</b>	101	
<b>Server</b>	113	
<b>Weiss</b>	102	