

M2006, M2008* and M3901 CITELink Phone Quick Reference

What's Different

- These phones do not operate handsfree, and do not have a display (*except the M2008D/HFD). On a M2006 or M2008 phone with no display, the **SUPERKEY** features are available, but cannot be verified - check the button presses carefully or use a display phone for set up.
- Press **SUPERKEY** to access a menu that allows you to program speed calls and personal keys, and to turn features on and off. Press the * and # dial pad keys to navigate through the SUPERKEY menu.
- When you have a **MESSAGE** waiting, the red indicator lights up.

Using Your Phone

Hold	Press HOLD to place call on hold To retrieve the call, press the flashing line key
Transfer	<ol style="list-style-type: none"> 1. While on a call, press TRANS/CONF. 2. Dial the number of a third party. 3. Do one of the following: <ul style="list-style-type: none"> • Hang up. • Wait for an answer, announce the transfer, and hang up.
Conference	<ol style="list-style-type: none"> 1. While on a call, press TRANS/CONF. 2. Dial number of next party 3. Wait for answer 4. Press TRANS/CONF.
Redial last number	<p>To save: lift the handset and enter the Save Last Number feature access code</p> <p>To dial: lift the handset enter the Redial Last Number feature access code</p>
Set up call forwarding (once set, see below to enable or disable)	<ol style="list-style-type: none"> 1. Press SUPERKEY. 2. Press # (No) until "Call Forwarding?" appears. 3. Press * (Yes). 4. Press # (Next) until the desired type of Call Forward appears. 5. Press * (Review). 6. Press * (Program). 7. Dial the destination number. 8. Press DOWN ARROW to save. 9. Press SUPERKEY.
Enable or disable call forwarding	<ol style="list-style-type: none"> 1. Press SUPERKEY. 2. Press # (No) until "Call Forwarding?" appears. 3. Press * (Yes). 4. Press # (Next) until the desired type of Call Forward appears. 5. Press * (Review). 6. Press * (Change). 7. Press # (TurnOn/TurnOff). 8. Press SUPERKEY.
Program a speed call	<ol style="list-style-type: none"> 1. Lift the handset. 2. Dial the Store Personal Speed Call feature access code. 3. Enter an index number between 00 and 09. 4. Dial the number to be stored. 5. Hang up.
Speed call a saved number	<ol style="list-style-type: none"> 1. Lift the handset. 2. Dial the Invoke Personal Speed Call feature access code. 3. Enter an index number between 00 and 09.

**M2008HF/HFD, M2616/A2008, M3110, M3310, M3820, M3902, M3903 and M3904
CITELink Phone Quick Reference**

What's Different

- Some M2008 and M2616/A2008 phones do not have a display. On these phones with no display, the **SUPERKEY** features are available, but cannot be verified - check the button presses carefully or use a display phone for set up. The **SUPERKEY** is not available on the M3110.
- Press **SUPERKEY** to access a menu that allows you to program speedcalls, personal keys, and to turn on and turn off features. Press the **Yes** and **No** softkeys to navigate through the SUPERKEY menu. For phones without softkeys, use * (Yes) and # (No) on the dial pad.
- During a handsfree call if the Microphone indicator is on, the Microphone is on. If the indicator is off, the Microphone is muted. Press the **Microphone** key to turn the microphone on and off.
- When you have a **MESSAGE** waiting, the red indicator lights up.

Using Your Phone

Hold	Press HOLD to place call on hold To retrieve the call, press the flashing line key
Transfer	1. While on a call, press TRANS/CONF . 2. Dial the number of a third party. 3. Do one of the following: <ul style="list-style-type: none"> • Hang up. • Wait for an answer, announce the transfer, and hang up.
Conference	1. While on a call, press TRANS/CONF . 2. Dial number of next party. 3. Wait for answer. 4. Press TRANS/CONF .
Redial last number that you dialed	To save: lift the handset and enter the Save Last Number feature access code To dial: lift the handset enter the Redial Last Number feature access code
Set call forwarding	1. Press SUPERKEY . 2. Press No until "Call Forwarding?" appears. 3. Press Yes . 4. Press Next until desired Call Forwarding type appears. 5. Press Review . 6. If a number is already programmed, press Change . 7. Press Program . 8. Dial the destination number. 9. Press Save . 10. Press SUPERKEY .
Enable or disable call forwarding	1. Press SUPERKEY . 2. Press No until "Call Forwarding?" appears. 3. Press Yes . 4. Press Next until the desired type of forwarding appears. 5. Press Review . 6. Press Change . 7. Press TurnOn or TurnOff . 8. Press SUPERKEY .

**M2008HF/HFD, M2616/A2008, M3110, M3310, M3820, M3902, M3903 and M3904
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What's Different

Program a personal speed call	<ol style="list-style-type: none">1. Press SUPERKEY.2. Press a personal key that isn't a line key.3. Press Change.4. Press Yes.5. Dial the destination number (press HOLD for a pause; TRANS/CONF for a flash).6. Press Private if desired..7. Press Save.8. Press SUPERKEY.
Speed call a saved number	Press the speed call key.