

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	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	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 up call forwarding (once set, see below to enable or disable)	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	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	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	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.