

Make a call

Select any green key.
Enter the phone number.
Select Send or OK
or..
The system automatically connects the call.

Answer a call

Select the alerting green key.

Place a call on hold

While in a call
Select Hold.
Select Hold again to release.

Park a call

While in the call
Select Park.
Select or dial the intended party.
Upon answering, advise of parked call.
Intended party selects Park.

Transfer a call

While in the call,
Select transfer,
Select or dial the intended party,
Select transfer again. **BLIND** transfer
or..
Upon answering, announce the transfer
Select transfer again. **ANNOUNCED** transfer

Set up a three party conference

While in the call,
Select conference,
Select or dial the intended party,
Select conference again. **BLIND** conference
or..
Upon answering, announce the conference
Select conference again. **ANNOUNCED**

Listen to voice messages

Select message.
Enter your password.

