

### **Extension Dialing**

1. dial desired extension number
2. Press "Dial" button

### **Outside Dialing**

1. dial telephone number
2. Press "Dial" button

### **Call Hold**

While engaged in one call:

1. Press "Hold" button on phone.
2. You can make a second call and toggle between calls.

### **Call Transfer**

While engaged in a call to be transferred:

1. Press "Transfer" button on the phone. The initial call is held.
2. Enter the complete phone number or extension of party to receive call. You can press # to signal the end of the phone number or extension.
3. All parties are connected.
4. Hang up handset to drop out of the call and connect the other two parties.

### **Call Park**

1. Place call on Hold
2. Dial code (\*68).
3. Enter extension of phone on which call is to be parked.
4. Replace telephone handset. The call is parked at the indicated extension.

### **Call Park Retrieve**

1. Lift telephone handset. Press the assigned code (ex. \*88).
2. You are connected with the call you parked.

### **Conference Calling (adding a 3rd party to the call)**

1. While you are in the call, press the "Conference / Conf" button.
2. Dial the 3<sup>rd</sup> party's telephone number, press " Dial / Send" button.
3. After the 3<sup>rd</sup> party has answered. press the "Conference / Conf" button again
4. All parties should be bridged together.

### **Access Voicemail**

1. Press "Messages" Button
2. enter Password
3. follow voice prompt menu system

### **Access Voicemail System (Without Messages In your Mailbox)**

1. Dial \*62
2. enter Password
4. follow voice prompt menu system