

HOLD call here

Press Hold

XFER call to someone else

Press Transfer + ext + #

Announce person if needed

Hang up

XFER directly to VM

Press Transfer + *22 + ext + #

Hang up

CANCEL XFER or HOLD

Pickup handset

Press flashing line button

TAKE THIS CALL ELSEWHERE?**PARK call**

Press Transfer + 700 + #

Listen for number

(701, 702, etc.)

Hang up

PICKUP PARKed call from any handset

Dial 7XX + #

PICKUP other's ringing Ext

*11 + ringing Extension