



## Transferring a Call

To transfer a call on your line to another line:

- Press Transfer
- Dial the destination number or extension
- You may then privately announce the transfer
- Press Transfer again to complete the transfer

If the party is busy, does not answer or if the party you called is unavailable, you may press Transfer to complete the transfer or press Cancel to reconnect to your original caller.

## Conferencing

To conference a call after you have connected to the first party:

- Press More
- Press Conference
- You may then privately announce the conference
- Press Conference again to merge the 2 calls (All parties will hear a tone)

The conference is then established and you will see Active on your display. If the party is busy, does not answer or if the party you called is unavailable, press Cancel to reconnect to your original caller.

## Call Forwarding Always

This service enables a user to automatically redirect all incoming calls to another destination.

To activate, the user dials \*72 (default), optionally followed by a valid forwarding phone number. If no phone number is entered, the calls are forwarded to the phone number that was previously configured by default. The system then plays a confirmation announcement and the user hangs up.

To deactivate, the user dials \*73 (default). The system then plays a confirmation announcement and the user hangs up.

## Call Park

The Call Park service allows a user to suspend a call for an extended period of time. During this time, the user can freely make and receive other calls and invoke other features without limitation. When ready, the user can retrieve the parked call from any extension.

To park a call, the user presses the flash hook during an established call and then dials the Call Park feature access code \*98, after which the user is prompted to enter a four digit number and then the system confirms the call is parked. If no number is entered and the user hangs up immediately after dialing the feature access code, the call is parked against the user's line.

## Call Pickup

Call Pickup allows users to answer any ringing line within their call-pickup group. A callpickup group is defined by the administrator and is a subset of the users in the group that can pick up each other's calls.

To pick up a ringing call coming to another user of the group, users go off-hook and dial the Call Pickup feature access code \*99, which connects them to the ringing party. If more than one line in the call pickup group is ringing, the call that has been ringing the longest is picked up.