

Dial Out

- **Lift handset**
- Dial **9** (system will automatically grab an available line for you)

Parking a Call for another Employee

- *With an active call, Press Hold key*
- Press the **Pound** key, then **6**
- **Enter 0** plus the **Park number** you'd like to park that call to:
 - **01** will park the call on park 1
 - **02** will park the call on park 2
 - **03** will park the call on park 3
 - **04** will park the call on park 4
- **Call or Page Employee to Pick Up "Park 1"**

NOTE: You must enter 0 before the park number to place the call on park. If you would like to park the call on park 1, you will enter 01.

Retrieving a Parked Call:

- *List Handset, Dial *6*
- **Enter 0** plus the **Park number** you'd like to park retrieve:
 - **01** will park the call on park 1
 - **02** will park the call on park 2
 - **03** will park the call on park 3
 - **04** will park the call on park 4

NOTE: You must enter 0 before the park number to retrieve the call. If you have been told to pick up park 1, you will enter 01.

Intercom Calls

- **Lift handset** or press **Speaker** key
- **Dial Extension Number** (if employee is on the other line you will get a busy and ring tone together)

Note: Press **8** after the extension to transfer call directly to voicemail

