



<p>PLACING A CALL ON HOLD</p>	<p>a. Press RECALL/FLASH button on desk set or switchhook on wall set. b. Listen for dial tone. c. Dial *4 and lay receiver down - DO NOT HANG UP. d. When ready to return to call, hang up receiver and phone will ring you back. e. Pick up receiver and resume conversation.</p>
<p>TRANSFERRING OR CONFERRING A CALL</p>	<p>a. Press RECALL/FLASH button on desk set or switchhook on wall set. b. Listen for dial tone. c. Dial number to which you want to transfer or conference the call. d. Wait for party to answer, then announce you are transferring or conferencing a call. e. Press RECALL/FLASH button on desk set or switchhook on wall set. f. Introduce parties. g. Stay on the line if three way conversation is desired. If not--- h. Hang up.</p>
<p>TO PICK UP A CALL FROM ANOTHER PHONE RINGING IN YOUR WORK AREA</p>	<p>a. Pick up phone receiver. b. Listen for dial tone. c. Press *7 and begin talking.</p>
<p>TO HAVE THE SYSTEM CALL YOU BACK WHEN THE BUSY LINE YOU DIALED IS FREE</p>	<p>a. Dial number and receive busy signal. b. Press RECALL/FLASH button on desk set or switchhook on wall set. c. Wait for recall dial tone, and dial *5. d. Listen for THREE SHORT TONES and hang up. e. When busy number is free you will hear THREE SHORT RINGS. f. Pick up receiver and listen for party to answer.</p>
<p>TO HAVE THE SYSTEM AUTOMATICALLY REDIAL THE LAST NUMBER YOU CALLED</p>	<p>a. Pick up the phone receiver. b. Listen for dial tone. c. Dial #73. d. Listen for party to answer.</p>
<p>TO SEND CALLS TO COVER PATH (e.g. TO VOICE MAIL)</p>	<p>a. Pick up the phone receiver. b. Listen for dial tone. c. Dial *8.</p>
<p>TO REMOVE COVER</p>	<p>a. Pick up the phone receiver. b. Listen for dial tone. c. Dial #88.</p>