



## 1. Call Transfer

### Attended Transfer

- 1) Press **TRANSFER**.
- 2) Dial the required number and press **CIRCLE**.
- 4) Wait for an answer and announce.
- 5) Press **TRANSFER**.

### Unattended Transfer

- 1) Press **TRANSFER**.
- 2) Dial the required number.
- 3) Press **TRANSFER**.
- 4) Place the handset down.

## 2. Placing Calls on Hold

1. To place a call on hold:  
Press **HOLD** during a call.
2. To resume a held call:  
Press **HOLD** during a call.

## 3. Internal Calls

Dial an extension number and press **CIRCLE**.

e.g. dial 1286 and press **CIRCLE**

## 4. 3-Way Conference Calls

- 1) Place a call to the first party.
- 2) Press **CONF**.  
The active call will be placed on hold.
- 3) Enter the number of the second party and press **CIRCLE**.
- 4) Once the second party answers the call, you can consult with them before adding them to the conference call.
- 5) Press **CONF** again to join all parties to the conference call.

## 5. Voicemail

- 1) Dial your own extension number.
- 2) Enter your password.  
The default password is your extension number.
- 3) Follow the voice prompts.

## 6. Call Pick-up

### Extension Pick-up

Dial **\*8** in front of the ringing extension number you want to pick up, and press **CIRCLE**.

e.g. if ext 1925 rings dial **\*81925** and press **CIRCLE**

### Group Pick-up

If you do not know the ringing extension number, dial **\*8** followed by the group pick-up code assigned to you (0-9), and press **CIRCLE**.

e.g. dial **\*83** and press **CIRCLE**

## 7. Call forwarding

1. Activate Call Forwarding  
Dial **\*72** and follow the voice prompts to activate.
2. De-activate Call Forwarding  
Dial **\*73** and follow the voice prompts to de-activate.

