



## USER GUIDE

### MAKE A CALL

Pick up handset and dial the number  
Touch Speakerphone and dial the number  
(Hot keypad) Dial the number and then hit send (#)key

### TRANSFER A CALL

#### **Attended Transfer**

While live on a call touch the transfer soft key in your display. Dial the extension number you want to transfer to and the send (#) key. Once the party picks up, hit transfer again and hang up.

#### **Blind Transfer**

While live on a call touch the transfer soft key in your display. Dial the extension number you want to transfer to and the send (#) key. Hit transfer again and hang up.

#### **Offsite Transfer**

While live on a call touch the transfer soft key in your display. Dial the outside number you want to transfer to and the send (#) key. Once the party picks up, hit transfer again and hang up.

#### **Transfer Direct to VM**

While live on a call touch the transfer soft key in your display. Dial the extension number you want to transfer to and the (\*) key. Hit transfer again and hang up.

### PUTTING A CALL ON HOLD

#### **Personal Hold**

While live on a call, touch the Hold softkey in your display. Hit Resume to get the call back

#### **System Hold (Park)**

While live on a call, touch one of the Park buttons (Park 1 or 2). This will put the call on system hold. The button will turn Red on system phones. Simply touch the Park 1 (or 2) button to get the call.

### EXTENSION TO EXTENSION CALL

Simply dial the person's extension number. Or if using Hot keypad, dial extension number and send (#) key

### CONFERENCE

While live on a call, touch the Conference softkey, dial the second number and after they pick up, touch the Conference softkey again

Questions

D&S Technologies

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