



### **To Dial an Associate**

Press associate labeled extension button  
Or dial number/extension to call phone that does not have a labeled button.

### **Call Park/Pickup**

While on an Active Call Press the Park Button  
Listen, and make note of what extension the call is parked on (1 through 9)  
Hang up the Phone to complete the Park.  
To pickup the call on that parked extension;  
Press the Call Pickup button, then the number of the parked extension on the keypad.

### **Transfer Call to an Associate with announcement first**

*Press the [Xfer] Button*  
*Press associate labeled extension button to call associate.*  
*Note: Press the [More] Button to access LCD screen extension buttons.*  
*Or dial number/extension to call phone that does not have a labeled button.*  
*Announce the call*  
*Press the [Xfer] button again or hang up the phone to complete the transfer*  
→ [Xfer] , [Extension/Number/Button] , (speak to person), [Xfer] ←

### **One-Button Transfer Call to an Associate w/ NO announcement**

While on the phone/line with the caller, Press associate labeled extension button.  
Note: Press the [More] Button to access LCD screen extension buttons.

### **Transfer Call to an Associate w/ NO announcement w/o a labeled extension button**

*Press the [Xfer] Button*  
*Dial associates number/extension*  
*Press the [Xfer] button again or hang up the phone to complete the transfer*  
→ [Xfer] , [Extension/Number] , [Xfer] ←

### **One-Button Transfer Call Directly to an Associate's Voicemail**

While on the phone/line with the caller, Press the [More] button until you see the button [VM-name]  
Press associate labeled [VM-name] button.

### **Transfer Call Directly to an Associate's Voicemail w/o a VM labeled button**

*Press the [Xfer] Button*  
*Dial the person's extension followed by the "\*" key*  
*Press the [Xfer] button again or hang up.*  
→ [Xfer] , [Extension] , "\*" , [Xfer] ←

### **3-Way Conference**

*Press the [Conf] Button*  
*Dial the person's number or extension then press Dial*  
*Talk to the 3<sup>rd</sup> person, announcing the conference.*  
*Press the [Conf] button again to join all parties.*  
*Note: Press the left arrow Cancel button to cancel the conference*  
→ [Conf] , [Extension/Number] , [Dial], (speak to 3<sup>rd</sup> party), [Conf] ←

### **Intercom an Associate**

Dial \*80 then the associates extension, Press Dial.  
Or press the Intercom button, then the persons extension button.