

CORDLESS/SINGLE LINE PHONE

Answering Calls:

- Ringing Calls – Press Talk to answer.

Answering Calls on a Non-Ringing Phone:

- Press Talk then *# to answer

To Transfer a Call:

- Press FLASH (Talk), dial Ext # transferring to and press talk to hang up.

Place a call on Hold (Park) for another extension to answer

- From any cordless phone press Flash (Talk) then #6 and 2 digits for where the call is being parked. For example;
Park 1=01, Park 2=02, Park 3 = 03

Call is now on hold

Retrieve a call on Hold (Park) from another extension to answer

- From any cordless phone, press Talk then *6 and 2 digits for park key the call is on. For example; Park 1=01, Park 2=02,
Park 3=03

Placing Calls:

- Internal Call – Press talk, dial Ext #
- Outside Call – Press talk, dial 9 and the number being called