

INTERCOM CALLING:

- Lift the Handset
- Dial an **extension number** or press extension key

MAKING A TELEPHONE CALL:

- Press **GRP** key or **dial 9**
- Dial a **telephone number**

TO REDIAL A TELEPHONE NUMBER:

- Lift the **Handset**
- Push the **RDL** key or press **SPD** then **# (pound)** key

ANSWERING AN INCOMING CALL RINGING AT YOUR PHONE:

- Lift the **Handset**

TO PARK A CALL:

- Press an unlit **Park** key
- To pick up a Parked call, press the flashing **park** key

TO PICK UP A HELD CALL:

- Lift the **Handset**
- Press flashing **GRP** key

TRANSFERRING A CALL TO ANOTHER PHONE:

- Press **TRAN** key
- Dial an **extension number** or press extension key
- Announce the call over the intercom and/or hang up to transfer call
or
- Place the call on **Park**
- Dial an extension number or **Page**
- Announce the call over intercom, tell what **Park** to pick up

SETTING UP A CONFERENCE CALL:

- Place first call on **Hold**
- Place second call
- Press the **ADD** key
- Press **GRP** key where 1st call was on hold
- Repeat to add a 3rd caller