# To Dial an Associate

Dial associates extension, Press Dial.

# Call Park/Pickup

While on an Active Call Press the Call 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 [Transfer] Button*
*Dial the person's number or extension then press Dial*
*Announce the call*
*Hang up the phone or press the [Transfer] button again to complete the transfer.*
*Note: Press the left arrow Drop button to cancel the transfer*
→ [Transfer] , [Extension/Number] , [Dial], (speak to person), [Transfer] ←

# Transfer Call to an Associate w/ NO announcement

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

# Transfer Call Directly to an Associate's Voicemail

*Press the [Transfer] Button*
*Dial the person's extension followed by the "*" key.*
*Press the [Transfer] button again or hang up the phone to complete the transfer*
→ [Transfer] , [Extension/Number] , "*", [Transfer] ←

# 3-Way Conference

*Press the [Conf] Button*
*Dial the person's number or extension then press Dial*
*Talk to the 3$^{rd}$ 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$^{rd}$ party), [Conf] ←

# Intercom an Associate

Dial *80 then the associates extension, Press Dial.