Answer Incoming Call
If your phone is ringing, *lift the handset*

Answer Other Ringing Phone
To answer a ringing phone, dial *7* + *the ringing phone's extension*.

Outside Line Access
Lift Handset and Dial *9* + *phone number* or Dial *9* (Speakerphone activates)

Place Call On Hold (Privacy)
Press **HOLD** to hold a call on your phone **ONLY**. No one else can access caller.

To Park a Call: (Universal Hold)
Press the **PARK** button at the top of the phone. It will be parked on one of the side buttons labeled **Park1, Park2, etc.** Press **PAGE ALL** and announce the call.

To Retrieve a Parked Call:
Press the programmed **Park1, Park2**, etc…

Transferring a Call (Three Options);

Blind Transfer; (NO Announcement of the call)
Press the **Station Button**, hang up; (*caller is automatically placed on hold*)
or Press **Transfer** (*caller is automatically placed on hold*) Dial **Ext.#** hang up;
Announce Transfer;
Press the **Station Button**, Announce call, hang up; (*caller is automatically placed on hold*)
or Press **Transfer** (*caller is automatically placed on hold*) Dial **Ext.#** Announce call, hang up;
Transfer Call Directly to a Users Voicemail;
Press the **Transfer** key Dial **(3)**, then dial the **Ext.#**, hang up;

3-Way Conference
After connecting to the first person, follow these steps to initiate a 3-way conference:

1. Press the *Hold* button.
2. Select another line, then call the second person.
3. Press the *Conference* button or CONFERENCE soft key, whichever is available on your phone.
4. Press the *flashing button* where the first person is on hold.
5. All three callers are now able to conference. The *Conference* button will be illuminated solid red.

Company Phone Directory and Company Speed Dials
Press the ▲ ▼ keys **(Right side of display)** to display the company directory and either use the keypad to spell the person's last name or scroll to the desired entry, then press *Select* (✔) to place a call.

My Allworx Manager; "*On line user guide and more*"
Go to Internet Browser, type in telephone system IP address. (http://192.168.2.254) **Touch enter**.

Ask system administrator for proper address. (http:// _____)