



Parking and Unparking Calls (Replaces Line 1-6 Appearance Keys)

When should you place a call on Group Hold? Answer: When you are placing a call on hold and you do NOT know who the call is for.

PLACE A CALL ON GROUP HOLD

1. While the call is active, Press **Group Hold** key.

The call is placed on Group Hold

PICKUP A CALL FROM GROUP HOLD

1. Press **Pickup** key.
2. Press the key to the left of the caller you wish to pickup.

The call is returned to your extension.

When should you place a call on Park? Answer: When you are placing the call on hold and you know who the call is for.

PARK A CALL FOR AN EXTENSION

1. While the call is active, press the **Park IN** key.
2. Dial the extension number where you want to park the call.

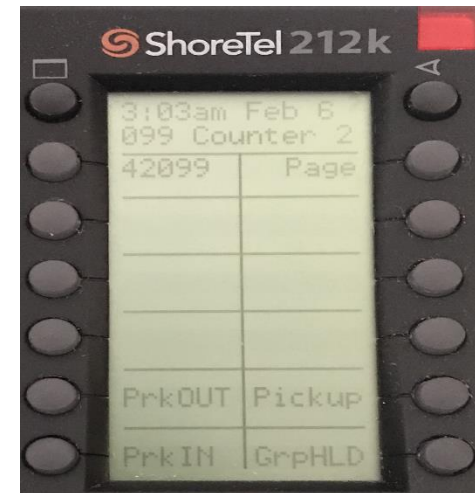
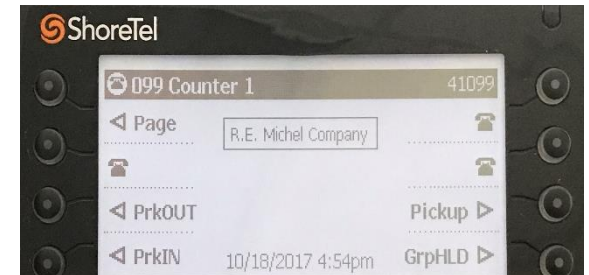
The call is parked on the designated extension.

UNPARK A CALL

1. Press the **Park OUT** key.
2. Dial the extension number from which you want to unpark the call.

The call is returned to your extension.

NEW TELEPHONE BUTTON LAYOUT (NO LINE KEYS)



NAME	EXTENSION LIST (xxx=branch#)
MANAGER	40xxx
COUNTER 1	41xxx
COUNTER 2	42xxx
COUNTER 3	43xxx
COUNTER 4	44xxx
SALES 1	51xxx
SALES 2	52xxx
WAREHOUSE 1	61xxx
WAREHOUSE 2	62xxx