

## CORDLESS TELEPHONE INSTRUCTIONS

**MAKE AN INTERNAL CALL** – Press TALK, dial extension number, after beeps stop, begin talking.

**MAKE AN OUTSIDE CALL** – Press TALK, dial '9', dial outside telephone number.

**TRANSFER A CALL** – Press FLASH (LCD soft key), dial extension number, hang-up.

**PUT A CALL ON HOLD** – Press FLASH, dial 11.

**TAKE A CALL OFF OF HOLD** – Press TALK, dial 11.

**MAKE A PAGE ANNOUNCEMENT** – Press TALK, dial 55\*, make announcement, press OFF.

**ANSWER A CALL ON HOLD AT ANOTHER PHONE** – Press TALK, dial 12, dial extension number or 70 plus line number where call is on hold.