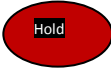


## Phone Five


1) **Answering the phone.** (Identify your present location and your name).

2) **Put on hold.** Press  When ready to answer the line on hold, press the button next to the flashing light.

3) **Conference Calls.** (Some phones can accommodate up to six parties, including you).

1. Press  (**dial tone**)

2). Dial the number of the new party and wait for an answer.


3). When you want to add the new person press  again.

4). Repeat steps 1 through 3 for additional conference connections.

5). To add a call you have put on hold, to another call you are connected to:

1). Press  (**dial tone**)


2). Press the line button of the call on hold (first call)

3). Press  again.

6). To drop the last person added to a conference call.

Press the **Menu** button and then the softkey below **Drop** (if available on your display).



4) **Announced Transfer**

Press  (**dial tone**) Dial the extension and announce the call.

Press  and hang up.

*If the party is not available it becomes an unannounced transfer. Return to the flashing line, and give the caller the option of transferring to voice mail.*

5) **Unannounced Transfer**

Press  dial extension. Press 

### Phone buttons Key

**Steady red:** This is the line you will use when you lift the handset.

**Steady green:** This line is in use.

**Blinking Green:** The call on this line is on hold.