

. **How to pick up a call on hold on another phone using “Call Pick Up” button**

- . Press call pick up button
- . Press 01 (for line 1) or 10 (for line 10)

. **How to do a 3 way conference call using the “Flash” button**

- . While on an outside call
- . Press the “Flash” button and wait for dial tone
- . Dial the telephone number and wait for the caller to answer
- . Press the “Flash” button to establish the 3-way call
- . Press 1
- . Press 1 (Greeting 1)
- . Follow the system prompts and record your greeting

. **How to transfer an incoming caller to an outside telephone number using the “Flash” button**

- . After answering an incoming call
- . Press the “Flash” button and wait for dial tone
- . Dial the telephone number and wait for the call to start ringing
- . Hang up to transfer the call