

## **Call Pick-Up**

To pick-up another phone in your call pick-up group:

**LISTEN** for dial tone

**PRESS CALL PICK-UP** or dial **\*62**

## **Conference Calling**

To set up conferencing for up to 5 additional parties:

**LISTEN** for dial tone

**ENTER** telephone number of first party.

Converse and ask to hold.

**PRESS CONFERENCE** Broken dial tone indicates first party is placed on hold.

**ENTER** telephone number of second party.

If second party answers:

**PRESS CONFERENCE** and bring in first party.

If second party's line is busy or party does not answer:

**PRESS TRANSFER** to return to first party

**REPEAT** above to add up to 6 additional parties (including yourself) on a call.