

Hold

ASK party to hold
PRESS **HOLD**; green light will flash next to line appearance

To retrieve held call:

PRESS appearance button of held call

Transfer

ASK party to hold
PRESS **TRANSFER**
CALL number – announce call
PRESS **TRANSFER**



Last Number Dial

To call number of party last dialed

NOTE: The redialed number can be an outside number (up to 24 digits) or campus extension.