

Using your Vertical 9800 Series Phone



CALL HANDLING

Receiving a call: Press the **SPEAKERPHONE** button **OR** **PICK UP HANDSET**

Placing a call: Press the **SPEAKERPHONE** button **OR** **PICK UP HANDSET** then **DIAL 8** for external dial tone, then **DIAL NUMBER**

Placing an internal call: Press the **SPEAKERPHONE** button **OR** **PICK UP HANDSET** **DIAL EXT NUMBER**. **To End Call:** Press **SPEAKERPHONE** Button again **OR** **HANG UP HANDSET**

Placing a call on a Headset: Press the **HEADSET** button, **DIAL 8** for external dial tone, then **DIAL NUMBER** for external calls, **OR** **DIAL EXT NUMBER** **To End Call:** Press **HEADSET** button again.

Putting a Call on Hold: While on an active call, Press **HOLD**. **To Retrieve Call on Hold:** Press **CALL** button *A call on hold on the phone can only be retrieved from the same phone.

Transferring a call: While on an active call, Press the **TRANSFER** button, **DIAL EXT NUMBER** to transfer to, either wait for receiving party to answer and **ANNOUNCE CALL** **OR** **HANG UP**, the call will be transferred to the receiving party.

Redialing the last number dialed: Press the **REDIAL** button to place a call to the last number that you dialed. Your phone activates the speakerphone and places the call. Lift the handset for privacy.

To Park a Call: Press **SYS PARK** from your Programmable Keys (If programmed), **LOOK AT YOUR DISPLAY AND SEE THE ZONE NUMBER** where the system parked the call (zones are numbered 1-9). **To Retrieve a Parked Call:** From any extension, Press **SYS PARK RT** from Multi-Function Buttons, Then **DIAL THE ZONE NUMBER** **zones 1-9** where call is parked. The call is now active on your phone and has freed up the park zone.

CONFERENCE CALLS

Creating a conferencing call: Place a call to the first party, Press the **CONF** soft key – (the system places the first call in a holding state), dial your next party - **DIAL 8** for external dial tone, **DIAL NUMBER**, When the next party answers, press **CONF AGAIN** to conference all parties together. **REPEAT TO ADD MORE PARTIES** to the conference. When the conference is over, **HANG UP TO END ALL CALLS**.

*You can conference several calls together into a conference. The maximum number of parties allowed in a conference is determined by your phone system administrator.

