

## Call Parking Guide

Call Park is a feature that allows a person to put a call on hold on one telephone set and continue the conversation on any other telephone set.

- *Note: A Call Park can only be done on an inbound call.*

### **To park and pick up a call**

1. Answer an inbound call.
2. After talking to the caller, press the "Transfer" key or ##.
  - *Note: Dialing ## will have the call ring back on the original handset after two minutes if the call is not picked up at an alternate handset.*
3. You will hear "Transfer".
4. Press the park code. By default, this is \*7. Your administrator will tell you if this has been changed.
5. Wait for 2 seconds.
6. You will hear a park number, such as 720.
7. Hang up.
8. Call the park number from another telephone.