


UCSC Telephone Instrument Guide VoIP Edition

□ 6737i □ 6967i □ Placing Calls □ Press available line and use

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Tone Sender	Tone sender will automatically be turned on.	Tone sender will automatically be turned on.
Receiving Calls	Pick up handset or press flashing line and pick up handset.	Pick up handset or press flashing line and pick up handset.
Call Hold	Press the HOLD key. Press the flashing line key to retrieve the call.	Press to place call on hold. Press the flashing line key to retrieve the call.
Call Transfer	With a call active (do not put caller on hold) press the Xfer key. Enter the extension number to transfer to, press dial. Hit the xfer key again to complete the transfer.	
Make a second Call		
Conference		
Receive second call on Line 2 (L2)		
SpeakerPhone		