

## **CALL HOLD**

Call Hold allows you to put a call on hold and retrieve it at another extension on your telephone line, to initiate a second call, or to consult privately with another person.

### **To Put A Call On Hold:**

1. Depress and quickly release the receiver button, then listen for beeps followed by dial tone.
2. \*9 Press \*9 (119 for rotary or dial pulse telephones) and listen for beeps followed by dial tone, after which you may:
  - a. Dial the desired telephone number; or
  - b. Hang up and retrieve your call at another phone on your telephone line; or
  - c. Talk privately with another person.

### **To Return To A Call On Hold:**

1. Depress and quickly release the receiver button.
2. Listen for beeps followed by dial tone.
3. Press \*9 (119 for rotary or dial pulse telephones).
4. Resume Conversation.

**- or -**

1. Hang up and allow your telephone to ring.
2. Lift Handset and resume conversation.

### **To Alternate Between Calls:**

1. Depress and quickly release the receiver button.
2. Press \*9 (119 for rotary or dial pulse telephones). The present call is placed on hold and the previous call is reconnected.