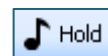


Call Manager - Place Calls on Hold

Calls that are placed on hold remain associated with your extension. Hold calls can only be resumed from that extension. When a call has been placed on Hold, the phone will ring every 10 seconds, notifying you that the call is on hold. If the first reminder is ignored, the phone rings on a 60-second interval until the call is connected or disconnected. Calls that are placed on hold remain in the Active Cell area of the main window. The call state indicates that the call is on hold and lists the hold period.

PLACE A CALL ON HOLD

- ❖ Do one of the following:
 - Click the **Hold** button on the call cell (see illustration at right).
 - Right-click the call cell and select **Hold**.
 - Click **Call** on the **Main Menu** and then select **Hold**.
 - Click the **Application Button**, click **Call**, and select **Hold**.
 - Press **Ctrl + H**.
- ❖ Call Manager indicates the call is on hold in the cell that represents the call.



PICK UP A CALL ON HOLD

- ❖ Do one of the following:
 - Click the **Answer** button on the call cell (see illustration at right).
 - Right-click the call cell and click either **Hold** or **Answer**.
 - Click **Call** on the **Main Menu** and click either **Hold** or **Answer**.
 - Press **Ctrl + H** or **Ctrl + A**.

