

Placing a Caller on Hold

You may place a caller on hold and replace the handset without disconnecting the call.

When using the **Optiguide menu**,

- Use the arrows to scroll to and select **“Hold?”**
- To **retrieve** a held call, scroll to and select **“Return to held call”** or press the **flashing line key**.

Using Hold does not allow you to place another call on the same line.

Always ask permission before placing a caller on hold.

When using a **programmed key**,

- Press the **“Hold”** key.

To **retrieve** a held call, press the **flashing line key**.