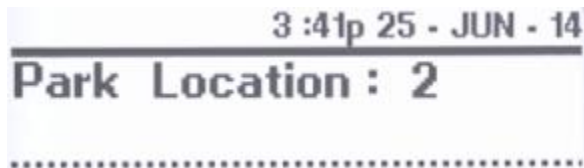




## ***Park/Retrieve User Guide***

### **Parking a Call**

- 1- While on a call press the Park/Retrieve button located on screen of your phone.
- 2- Look at the top of the screen to get the park location of where the call was parked.

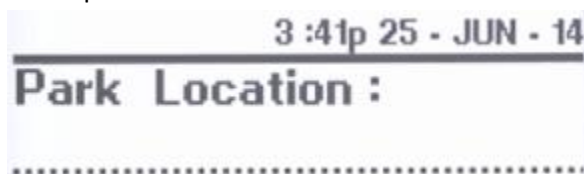


Don't worry, the phone will notify you every 15 seconds with 2 beeps and redisplay the calls park location while that call is parked.

- 3- You can page or call the person the call is parked for to let them know which location the call is parked at.

### **Retrieving a Parked call**

- 1- Once notified that you have a parked call by being given the calls park location, go to any Mitel phone at your office.
- 2- Press the Park/Retrieve button located on the screen of the phone
- 3- The top of the screen will now show Park Location



At which time press the number on the dial pad which corresponds to your parked calls location.

- 4- You are now connected with your caller.

If you need more help or have any questions feel free to contact us at [support@jandjtelecom.com](mailto:support@jandjtelecom.com) or by phone at 1-888-835-3260. Thank you for choosing J & J for all your communication needs.

