Hybrex System basic operation.

Extension Numbers: Your extension number is displayed at the left side of the display e.g. 111

Dialling Out: For outside line dial 0 or press a line button. (usually the first button onwards are the line buttons)

Call Hold: To hold a call press the **HOLD** Button. The call can then be retrieved at any phone by pressing the flashing line button.

Exclusive Hold: Note that if the **HOLD** button is pressed twice the flash rate will change, the call can then only be retrieved at the phone where the call was placed on **HOLD**.

Call Transfer: Once a call is answered and placed on **HOLD**, simply dial the extension number that you want to transfer to, the call can be transferred before that extension (Blind Transfer) has answered or after (Announced Transfer).

Blind Transfer: Place the call on **HOLD**, dial, press the **TRF/FL** button to complete the transfer.

Announced Transfer: Place the call on **HOLD**, dial the extension number that you want to transfer to, speak with the extension, then press the **TRF/FL** button to complete the transfer.

If at any stage before transferring a call you want to take the original call back simply press the flashing line button.