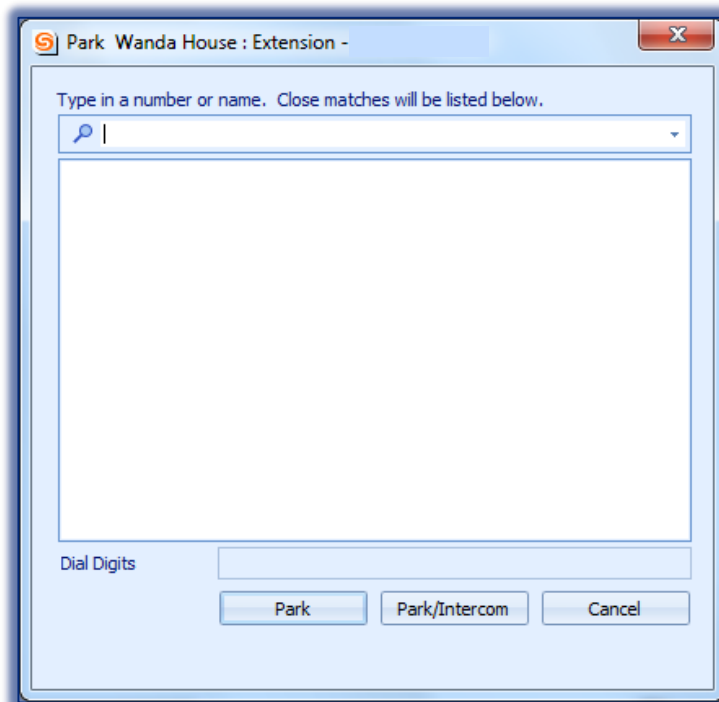


Call Communicator-Park and Unpark

This feature places a call on hold on a different extension, which allows you to park a call on one extension and pick it up on another extension. To retrieve a call that was previously parked on another extension is called unparking. A call can only be unparked by the person who parked the call. A bounced call is an unanswered parked call that is returned to the extension from where it was parked after a period specified by the system administrator.

PARK A CALL

- ☎ To **Park** a call, do one of the following:
 - ★ Right-click the call cell and then select **Park** from the list.
 - ★ Select **Call** on the **Main Menu** and then select **Park**.
 - ★ Click the **Application Button** and select **Call** and then **Park**.
 - ★ Click the **Park** button on the **Call Toolbar**.
- ☎ The **Park** window will display (see illustration).



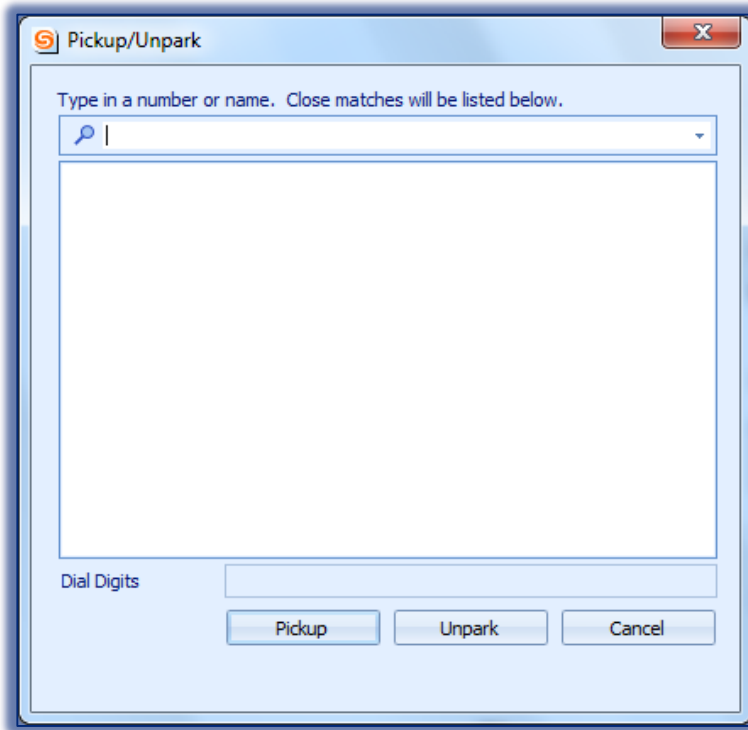
- ☎ Enter the **Contact Name** or **Contact Number** in the **Data Entry Field**.
- ☎ A list of contacts matching the entered criteria will display.
- ☎ Click the name of the recipient where the call is to be parked.
- ☎ Press the **Park** button at the bottom of the window.
- ☎ The call cell will be removed from the **Active Call Area**.
- ☎ The **Parked Call** will appear as a call on hold on the recipient's **Active Call Area**.






UNPARK A CALL

- ☎ To **Unpark** a call, do one of the following:
 - ★ Select **Dial** on the **Main Menu** and then select **Pickup/Unpark**.
 - ★ Click the **Application Button** and then click **Dial** and then select **Unpark**.

* Press **Ctrl + Alt + P**.

 The **Pickup/Unpark** window will display (see illustration).



-  Enter the **Contact Name** or **Contact Number** in the **Data Entry Field** on the **Pickup/Unpark** panel.
-  Select the user extension where the call was parked.
-  Press the **Unpark** button at the bottom of the panel.
-  The Call will be returned to the person who parked it.
-  Either **Hang up** or **Answer** the call.