Call Park and retrieve settings for the Hosted UC telephone system.
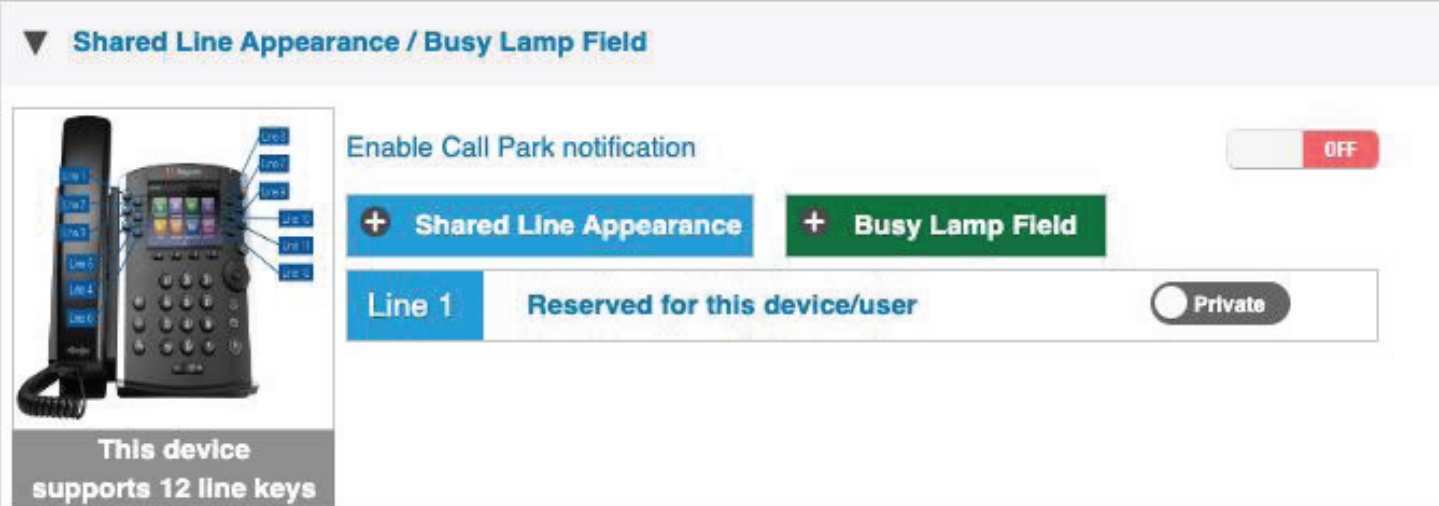
To park an active call:

1. Place the call on hold, then one of the following actions:

    a. Press the **CALL PARK** soft key (some devices).

    b. Press the **PARK** soft key (most devices).

    c. Dial ***68**.

2. The audio prompts will ask for an extension upon which to park the call. Enter a valid extension and then the # key to park the call on that extension**.**

> You can input any extension on your system, as long as it corresponds to an active non-Primer seat. If you press # without an extension, it defaults to the extension of the parking phone itself.

To retrieve a parked call:

1. Enter ***88** from the phone.
2. Lift the handset or press the **SPEAKERPHONE** key to dial the number entered.
3. The audio prompt will ask you to enter the extension upon which the call is parked. Enter it and the # key to make the parked call your active call.
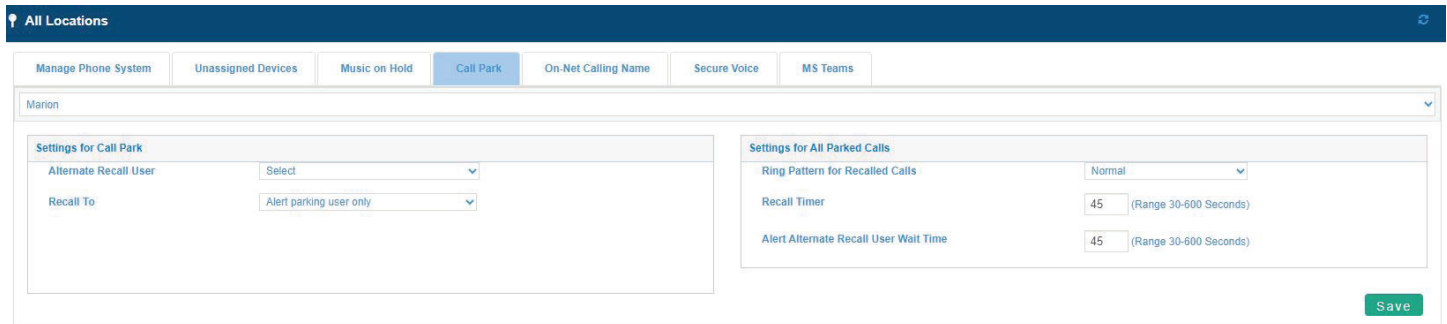
Call Park Notification:

Each extension can have their **Call Park Notification** enabled.

1. Go to **Locations** and find the extension.

2. Press the **EDIT** icon to go to the **Manage Settings**.

3. Navigate to the **Call Control Tab**.

4. Open the **Shared Line Appearance / Busy Lamp** Field section.

5. Toggle the **Enable Call Park Notification** button to the desired setting.

> When this setting is active, a parked call on this device's extension will be noted on the display screen.

Call Park Settings:

There are settings for the contingencies involved in parking and retrieving calls.

1. Go to **Locations** and select **All Locations**.

2. Select the **Call Park** tab.

3. Alter the settings as you see fit:

   - **Alternate Recall User:** Use the drop-down menu to select a seat in that location to send parked calls that have not been retrieved by the recall timer timeframe.

   - **Recall To:** This drop-down will define the recall pattern.

   - **Ring Pattern for Recalled Calls:** This drop-down will select a ring pattern for parked calls that have been recalled.

   - **Recall Timer:** This field can edit the length of time before a call park recall.

   - **Alert Alternate Recall User Wait Time:** This defines the time for an alternate recall user.