

# Hosted PBX by Golden West

## Receiving Calls

When a call comes in, you can answer it via a headset, speakerphone, or handset.

To answer a call using a handset

- Lift the handset off-hook.

To answer a call using a speakerphone

- Press the **Speaker** button.

To answer a call using a headset

- Usage depends on how the headset is connected. Often, you'll press the button on the headset or press the headset button on the phone.

