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|---------------------------------------|---------------------------------------|
| 1 Display                             | 6 Line 1 and LED                      |
| 2 Ring/Message Indicator              | 7 Volume, Ringer and Contrast Control |
| 3 Speaker                             | 8 Keypad                              |
| 4 Programmable Keys                   | 9 Handset                             |
| 5 Line 2 or Programmable Key with LED |                                       |

8 programmable keys, 1 prime line, back-lit display.

## INTERCOM CALLS

- + Dial the extension number

## MAKING A CALL

- + Lift the Handset
- + Dial 9 for an outside line
- + Dial the number

## TRANSFERRING A CALL

While connected to a live call:

- + Press the programmed **Trans/Conf** key
- + Dial the desired number
- + Hang up OR wait for the called party to answer, announce the transfer and then hang up

## CONFERENCE

While connected to a 2-party call:

- + Press the programmed **Trans/Conf** key
- + Dial the number of the next party
- + Wait for an answer
- + Press the programmed **Trans/Conf** key

To leave a Conference:

- + Hang up

## HOLD

To place a call on Hold:

- + Press the programmed **Hold** key
- + Hang up or place another call

To return to a call on Hold:

- + Lift the handset and press the flashing line key