

The order number for these cards is 518-455-119. They are also available in order languages. To order, call the GBCS Publications Fulfillment Center at 1 800 457-1235 or 1 317 361-5353.

Note: Some features mentioned on these cards may not be supported on your system. To find out, check your *Installation and Use* guide.

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The order number for these cards is 518-455-119. They are also available in other languages. To order, call the GBCS Publications Fulfillment Center at 1 800 457-1235 or 1 317 361-5353.

▼▼▼▼▼▼▼▼ **Hold, Transfer, and Conference** ▼▼▼▼▼▼▼▼

▶ **To put a call on hold:**

Press [Hold]. Anyone with the line can pick it up.

▶ **To pick up a held call:**

Press the button next to the winking green light.

▶ **To transfer an outside call:**

1. Press [Transfr].
2. Dial the extension number.
3. Announce the call.
4. Hang up.

▶ **To initiate a conference call:**

1. While on a call, press [Conf].
 2. Press an idle intercom or line button.
 3. Call another person.
 4. After the person answers, press [Conf] again.
 5. Hang up to end the conference call.
- You can add 2 people (3 total) to a conference call.
 - To drop the last person added to the call, press [Feature], [0] [6] or the Drop button if you have one.

