

TO MAKE A CALL

1. Pick up receiver
2. Push "PHONE 1" button
3. Dial Number
4. Speak off air and tell caller you are putting them on hold
5. Push "HOLD" button on second row
6. Replace receiver
7. To put caller to air push "ON AIR 1" button and push up phone fader on desk
8. When finished push "DROP" button on top row to end call

TO ANSWER A CALL

1. When light flashes red pick up receiver and push "PHONE 1"
2. Talk to caller and say they are going on hold (If you wish to end the call push the DROP button)
3. Press "HOLD" on the second row of buttons
4. To put caller to air push "ON AIR 1" button and push up phone fader on the desk
5. To end call push the "DROP" button on the top row of keys

TO MAKE A CONFERENCE CALL

1. When you put the first call to air, push "ON AIR 1" twice. This locks that line so you won't drop the call when the second line is put on air
2. Then call your second caller and put them on "HOLD"
3. Push "ON AIR 2" twice and both callers will be on air
4. To drop the calls push the "ON AIR 1" and "ON AIR 2" buttons to unlock those lines
5. Push the "DROP" button and both lines will be disconnected