**DURAFON 1X INSTRUCTIONS**

**BASIC OPERATIONS**

**INTERCOM CALLS**

Press intercom key, dial extension, press end key to end conversation

**OUTSIDE CALLS**

Press talk button, wait for dial tone, dial phone number, press end key to end conversation

**PLACING A CALL ON HOLD**

When a call is in progress, it can be put on hold by pressing the HOLDHOLD soft key.

To return to the conversation, press UNHOLD soft key.

**FEATURE OPERATION (without options pre-programmed)**

**TRANSFER**

With caller on the line, press flash, star, 70

Dial ext, announce call (Optional)

Press Endkey to complete transfer

**CALL PARK**

With caller on line, press flash, star, 74

Display will show where call is parked: (Example: parked on 101)

**To Retrieve a Parked Call:** Press talk button, enter 101

**FEATURE OPERATION (with options pre-programmed)**

 Press OPTION soft key while the handset is in talk mode.

Press the corresponding number of the function you want to perform i.e. press 1 to perform “PBX Transfer” function

 Press END when you finish the desired function to go back to standby mode.