



Making a Call

1. Pick up the handset and press the **<ON>** button to place a call.
2. Dial the destination telephone number and wait for the call to connect.

Answering a Call

1. Pick up the handset.
2. Press the **<ON>** button and the calling party will be on the line.

Ending a Call

1. Press the **<END>** button to end a call and return the handset to a ready state.

Transferring a Call

1. Press the **<FLASH>** button and release.
2. Wait for the dial tone; dial the third party's number.
3. Press **<END>** to hang up while the third party's phone is ringing.

Placing a Call on Hold

1. Press the **<FLASH>** to place a call on hold.
2. Press the **<FLASH>** button again to release the hold.

Adjusting the Earpiece Volume during a Call

1. Use **<▲>** or **<▼>** to raise or lower the volume.

Using a Credit Card

1. Pick up the handset.
2. Dial the destination telephone number.
3. Swipe a credit card through the card reader slot from top to bottom.
4. Follow the voice prompt directions.

Conference Calling

To establish a Ground-to-Air conference call:

1. Press the **<FLASH>** button to place the ground party on hold.

For 2-digit extensions (e.g. 11)	For 3-digit extensions (e.g. 711)
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| 2. Dial #7XX. | 2. Dial *81XXX. |
| 3. Wait for the extension to answer. | 3. Wait for the extension to answer. |
| 4. Press the <FLASH> button again. | 4. Press the <FLASH> button again. |
| 5. To add additional parties, ask the most recently added caller to conference in the next person. | 5. To add additional parties, repeat the steps above. |

6. Once all parties are conferenced together press the **<FLASH>** button again.

NOTE: The exact procedure will vary depending upon the service being used.

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