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### **FLASH TRANSFER**

Use **FLASH** to transfer a caller to a number away from the office, press the **FLASH** key, dial the destination telephone number, announce the call if desired, hang up to complete the transfer or press **FLASH** twice to return to the caller.

### **FLASH CONFERENCE**

Call your first party (or receive your first call), press the **FLASH** key and dial the second party's number (do not dial 9 first), press the **FLASH** key again to join all three parties together.

Note: If you do not have a programmed FLASH key then press your scroll key until an option for FLASH comes up on one of your soft keys.