Key Telephone System

KP-1614
KP-0624
KP-0416
KP-0308

Instruction Manual

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Thank you for use our products, this key telephone adopts two-wire communicate structure, associative advanced molectron, pass by strict electroacoustic test, allows connect it with any extension port of main unit (TC-2000K series PABX).

NO	Main Features
1	Two-wire communicate structure, compatible with ordinary two-core phone line, need not change line when network upgraded
2	Allows any extension port of PABX connect with key telephone at the same time, plug and play;
3	On-hook dialing, number dialed before lifts handset
4	Speed dialing by key telephone
5	Caller ID display with name of caller
6	Call waiting, you will not miss any important call
7	Call (in/out) on holding / call retake
8	Various working mode switched automatically
9	No answer transfer, busy transfer, unconditional transfer, time transfer
10	Do Not Disturb (DND)
11	Two times alarm clock
12	Telephone Conference (Paging)
13	Internal Short Message(SMS)
14	Telephone book, search number by turn page
15	Intelligent redial / Callback
16	Personal password
17	Call record
18	Automatic time reckon when dialing and answering
19	Programmable DSS button, allows program by PC software
20	Support CTI software
21	Earphone available
22	Melody ringer for distinguish ringing extension
23	Calendar, Date, Time, Week Display
24	System state displayed LED indicator
25	English menu, function programmed even without manual
26	3.5 inch big screen LCD display
27	Green fluorescent screen for vision protection
28	Supply max.of 48pcs DSS buttons, allows use expandable key-board KB-96 that has 96pcs DSS buttons to get max. of 144pcs DSS buttons

2.1 KP-06 Series Key Telephone Introduction (Names)

① Function button
② Handset
③ Numeral button
④ Handsfree button
⑤ Screen
⑥ DSS button
⑦ Backup battery box
⑧ Handsfree microphone
⑨ Handsfree speaker
⑩ Handsfree transmitter
⑪ Jack of KB-96 expandable DSS keyboard (optional)
⑫ DC socket, connect DC 9V power (outer is cathode, inner is anode)
⑬ Jack of extension line

2.2 KP-07 Series Key Telephone Introduction (Names)

Face View

Bottom View

KP-07 Series Key Telephone Introduction (Names)

① Hook-switch
② Handset hook
③ Handsfree speaker
④ Extension number label
⑤ Numeric button
⑥ Function button (talk)
⑦ LCD (Liquid Crystal Display)
⑧ Function button (setting)
⑨ DSS button
⑩ Function button (assistant)
⑪ Multifunctional Knob
⑫ Extension jack
⑬ KB-96 jack (optional)
⑭ Tone jack
⑮ Battery box
⑯ Handset cable jack
⑰ Handset cable slot
⑱ DC9V external power
⑲ Handset
⑳ Pedestal
㉑ Faceplate fixed slot
㉒ Faceplate support

Note: Radio feature is not available for this version, Radio and Search buttons are disable.

Handset hook instruction:

1. Press handset hook edge;

2. Hook will be turn out;

3. Hook is planished;

2.3 LCD (Liquid Crystal Display) Introduction

① Assignable company logo;
② Short Message (SMS), indicates has SMS is received, flashing envelop icon denotes inbox is full;
③ Alarm clock icon, denotes alarm clock function has been assigned;
④ Extension lock, denotes extension has been locked by password;
⑤ Do Not Disturb (DND), denotes DND function has been assigned;
⑥ Work mode, denotes Busy Transfer mode;
denotes Unconditional Transfer mode;
denotes No Answer mode;
denotes Handsfree function will be started automatically when has internal call is access;
⑦ Current time, adopt 24 hours
⑧ Current date, week;
⑨ Extension jack No. add 8 ahead of it = Default extension Number
⑩ Current extension number
⑪ Assignable company name of agent;
⑫ Assignable contact number of agent;

2.4 KP-06 Series Key Telephone Dial Introduction

① **Double Function Button (5 buttons)**

At Await state: Menu, In-Call, Out-Call, SMS, Conference;
At Menu state: Confirm, Up, Down, Return, Hold;
* Menu: Enter first step menu
* In-Call: Search incoming call record
* Out-Call: Search outgoing call record
* Short Message (SMS): DSS button of SMS
* Conference: Used to establish multiple party conversation, as well as allows use as paging DSS button
* Confirm: Enter next step menu or operate menu function
* Up: Select last menu or move cursor to the last inputting position
* Down: Select next menu or move cursor to the next inputting position
* Return: Return to last step menu

② **Assistant Function Button (3 buttons)**

* Tel-book: Search telephone book
* Program: Enter key telephone programming
* Call Back: Dial calls in "telephone book", "In-Call" and "Out-Call" record

③ **Numeral Button**

Use for Dialing, Programming and Letter Entry.
Dialing: The function is as same as standard telephone
Programming: " * " for "Select / Cancel" switch, " # " for Delete.
Letter Input: " * " for select symbol entry, " # " for Delete.

④ **Communicate Function Button (6 buttons)**

* Conference: Use to establish multiple party conference, allows assign handsfree function is started automatically at called party side.
* Hold: Hold the call during communication
* Retake: Retake holding call
* Pick Up: Pick up call ringing on other extension
* Transfer: Transfer the call to other extension
* Redial: Redial the last dialed number
* Mute: " Talk / Mute" switch during communicating or stop extension ringing.

⑤ **Handsfree Button**

DSS Button Dial

① LED
② DSS button
③ Extension number label
④ Frequent used telephone number

KP-06 series key telephone total has 48pcs DSS buttons, allows use expandable DSS button board KB-96 to get maximum of 144pcs DSS buttons.
DSS button quantity and order are different for different model as above chart.
By the example of model 1632, from the top down, first line series number is 1~16, second line is 17~32, third line is 33 ~ 48, user can assign 1~16 buttons as CO line or extension DSS button; No.17~48 buttons for extension DSS only.
Programable by telephone or by PC management software.
Select Line, Dialing, Call Pickup, Call Transferred and Call Retake, etc by one touch DSS button.
Outside line or extension live-time working state indicated by LED, user can use it more convenient and increase work efficiency.

LED Indicator State Explain				
State	**Off**	**Lighting**	Twinkling Slowly 0.8s:0.8s	Twinkling Swift 0.2s:0.2s
Denote	Idle	Busy	Call On Holding	Ringing

2.5 KP-07 Series Key Telephone Dial Introduction

KP-07 series key telephone has not double-function button, its basic function and operation as same as KP-06 series key telephone, details please refer page 7, hereinafter, we are introduce its special multiple function knob mainly.

This knob can be rotated by clockwise(B), or by counter-clockwise (A), or can press it (C).

When use menu functions (include program, tel-book, SMS,etc), when by contrarotate will make cursor UP, and clockwise will make cursor DOWN, when press it denotes CONFIRM.
At await mode, when by contrarotate, the In-Call number list is displayed, at this time, when clockwise or contrarotate can move the cursor DOWN or UP, when certain number is selected, then press button, system will call back that number automatically.

2.6 Index

1. Size: 200mm×mm×40mm (KP-06 Series)
   260mm×200mm×40mm (KP-07 Series)
2. Weight: 500 g
3. Power: DC 9 V
4. Dialing Mode: DTMF
5. Environment: 0°C ~ 40°C

2.7 Packing List

Unpack the box and check the items below:

No	Names	Qty.(pcs)
1	Main unit of key telephone (include handset)	1
2	Handset cable	1
3	Double-head two-core telephone cable (2 meters)	1
4	Power adapter(DC9V,500mA,output plug, outer is -, inner is +)	1
5	Instruction manual	1
6	PVC key board protection membrane	1
7	Blank DSS button number list	2

2.8 Connecting Main Unit (PABX)

2.9 Points of Attention

Key telephone can be connected with any extension port of PABX, plug and play.

When key telephone is replaced by standard telephone, user must to do assignment, details please refer PABX manual page 7 and page 21, item 2.1 and 3.5.

3.1 Lift Handset (Off-hook)

In await state, lifts handset or press handsfree button, await state screen will turn to dialing state, refer below chart:

3.2 Dialing

a) Numeral Button Dialing

* Dial by numeral button, operating as same as use standard telephone.
* On-hook dialing, user can delete error number by press "Return" button if inputted error number; when finished dialing, user can lifts handset (or press handsfree button), system will call that number automatically.

b) Select CO Line by CO Line DSS button

Press idle CO line DSS button to select CO line, then input outside number after hear external dial tone.

c) Make Intercom Call by Extension DSS button

Press idle extension DSS button to call desired extension, the LED of called extension will be twinkling swift.

d) Make Outside Call from Telephone book

Double press "Confirm" or press "Call-back " when the desired number is selected from "telephone book" . (Refer 3.10 page12)

e) Make Outside Call from List of In-Call

Double press "Confirm" or press "Call-back" when the desired number is selected from "In-Call" record. (Refer 3.8 page10)

f) Make Outside Call from List of Out-Call

Double press "Confirm"or press "Call-back" when the desired number is selected from "Out-Call" record. (Refer 3.8 page10)

g) Make Outside Call by Redial Button

Pick up handset (or press handsfree button), then press "Redial" button can dial the last dialed number.

3.3 Answer Phone

3.3.1 Answer Directly

Extension is ringing with caller ID display when outside call is access, caller name will be displayed if it has been saved in telephone book, user lifts handset can answer this call, system start reckon by time, refer below chart:

Switch handset to handsfree during communicate, should press "Handsfree" button before place handset; handsfree function will be disable when re-lifts handset.

3.3.2 Call Pickup

a) By Extension DSS button

LED indicator twinkling swift denotes extension is ringing, lifts handset and press ringing extension DSS button.

b) By "Pick Up" button

Lifts handset, press "Pickup" button and input ringing extension number.

c) Dail "#9" can pick up any in-call

Operating as same as by single line telephone.

When has two or more than two extensions are ringing at the same time, the call at anterior extension jack will be pickup priority.

d) Dial "#7" can pick up self-group in-call

Operating as same as by single line telephone.

3.4 Call Transfer

3.4.1 By Extension DSS button

An extension(A) can press DSS button of extension(B) to transfer a call to B, the DSS LED indicator of B is twinkly swift indicates call is transferred to B successful, then extension A can hang up.

3.4.2 By "Transfer" button

An extension(A) can press "Transfer" button first, then input extension number of B can transfer a call to B. (This operating is suits when some extension numbers do not have DSS button)

3.4.3 By Hook-Switch

An extension(A) taps hook-swich rapidly, then input extension number of B can transfer a call to B, this operating is as same as by single line telephone. If tapping time is over-long will cause mis-hang up, we do not suggest transfer by tap hook-switch.

3.5 Call On Holding and Retake

3.5.1 Call On Holding

Press "Hold" button to hold current call during communicate, DSS LED of extension or CO line twinkling (0.8s :0.8s) slowly indicates call is holding successfully, user will hear dialing tone, he can do other operating, such as dialing, call pick up,etc.

Simultaneity allows hold maximum of nine calls, when CO line is on holding, external caller is hear music; when internal call is on holding, extension is hear ringing tone.

3.5.2 Call Retake

a) By DSS Button

Lifts handset to press desired extension or CO Line DSS button which LED is twinkling slowly, user can retake holding call.

b) By Retake Button

Lifts handset to press "Retake" button, when has only one call is on holding, system will retake this call automatically,when has several calls on holding, you can input certain call order number to retake it.

3.5.3 Retake Reminding

When call is on holding and on-hook, if extension user without any operating or do not retake call within 10 seconds, system will send reminded tone for continue 170 seconds to remind user has call is on holding, external caller is listenning music when under holding condition, simultaneity display reminded message "Call Holding" in keyphone LCD. If user do not retake call within 170 seconds, all of holding calls will be released.

Note: If external caller hang up within 170 seconds while holding, but extension is still off-hook, C.O line will not be released until after 170 seconds.

3.6 Call Waiting (refer to page 22 for more information)

System will send "Beep" tone to inform you has incoming call is access when you are dialing number or talking. Caller number is display with background light is twinkling.

If you want to answer this in-call, just need to hold (refer 3.5.1) or hang up current call, extension will ring after hang up, lift handset can answer new call. If you do not answer this call, this number will be saved as "missed-call", you can callback this call from list of missed-call when necessary.

3.7 Mute

Allows press "Mute" button when talking with outside caller can put outside caller on holding, "🔇" icon is in display, press "Mute" button again can restore talking with outside caller.

3.8 Search Call Record

3.8.1 Search In-Calll

At await state, user can press "In-call" button (when use KP-06 keyphone); when use KP-07 series keyphone, user can rotate navigator button by counter-clockwise to enter "In-call" interface (refer chart 1).
Look number by Up or Down button (allows save max.64 numbers), each number is corresponding with call date and time, "? " means missed call.
If need to callback selected number, just need to press "confirm" or "callback" button, key telephone handsfree function will be started automatically, allows build conversation when line is get through.

3.8.2 Search Out-Call

At await state, press "Out-call" button (when use KP-06 keyphone); when use KP-07 series keyphone, user can rotate navigator button by clockwise to enter "Out-call"interface (refer chart 2).

chart 1

chart 2

3.8.3 Clear Call Record

At await state, press "Menu", select " Call Record", then press "Confirm" to enter call record menu, and then select "Out-call clear"or "In-call clear" by control button "Up" or "Down" , at last press "Confirm" to complete.

Attentions: All "In-call" or "Out-call" record will be cleared by this operating.

3.9 Character Input

3.9.1 Letter and Number Input

Needs input characters when operate "message" or "telephone book". When enter message or telephone book input interface, double press corresponding button until the desired letter or number is display
(Have number and English characters in each number button).

Have characters"2","A", "B" and "C" in number button "2"

When press number button "2", "A" is display with cursor twinkling.

Re-press number button "2" in 3sec to change "A" to "B". Analogically to select desired character.

3 seconds pause or press other buttons after selected desired character, cursor will next move for input new character.

3.9.2 Spacebar & Punctuation Button

"*" is spacebar & punctuation input button, include below order punctuations:

Spacebar → , → 。→ : → ? → ! → ″ → * → # → @ → _ → –

3.9.3 Backspace Button (Delete)

"# " is backspace button, from cursor to left delete one character when press every time.

3.10 Telephone Book

3.10.1 Telephone Book Dialing

At await state, press "Tel-book" to enter number list.

By control button to select desired number or turn page, display four numbers and names in each page, total have 12 pages. Also allows by press number button 0 ~ 9, ″ * ″, ″ # ″ to turn page directly. The mark ″ V ″ denotes VIP number, mark ″ X ″ denotes blacklist. When desired number is selected, press confirm″ to enter next menu.

When need to call selected number, just need to press "Call back".

3.10.2 Edit Number / Name

Press "confirm" after desired number is selected, then press "Edit" menu to edit number or name.

3.10.3 Delete Number

Press "Confirm" after desired number is selected, then press "Delete"menu to delete number.

3.10.4 Add Number

At await state, press "menu", then select " Tel-book", and then click "Confirm" to enter telephone menu, at last select "Add" to enter number adding interface.

"Type" = Type of number
Type = 0 = Ordinary number
Type = 1 = VIP number with mark "V"
Type = 2 = Blacklist number with mark "X"
When VIP call is access, phone will ring even at DND mode, when blacklist number is access, phone will not ring, but background light is flashing and number is display.
By control button (up/down) to control cursor position, then input English (maximum 20 characters) name into "Name",input telephone number into "Tel" (maximum 20 digits).

3.10.5 Clear Telephone Book

At await state, press "Menu", select " Tel-book", then click "Confirm" to enter telephone menu, at last select "Clear" to delete all telephone numbers.

3.11 Speed Dialing

Allows an extension user to store a speed dialing number with a max.of 20 digits per number in each button 0 ~9, * and #.

Example: User wants to store number 75786692066 in numeric button 8.

Operating: At on-hook state, input number 75786692066, press button 8 for two seconds can save this number in numeric button 8.
When needs to call number 75786692066, user just need to press button 8 for two seconds, the call will be made automatically.

At on-hook state, input 75788352828

Press button 8 for two seconds.

3.11 Telephone Conference (Paging)

Allows an extension user to make a voice announcement to other extension. At await mode, user input desired extension number, then press "conference" button, handsfree function at called party side will be started up automatically, two "Beep" tone is inform called party has person is going to paging.

Example: Extension 8006 user wants to page extension 8008

Extension 8006 user input 8008, then press "conference".

Extension 8008 handsfree function will be started up automatically

Two Beep tone send to extension 8008

Extension 8006 user can talk with extension 8008

If extension 8006 user want to add more extensions to build telephone conference, he can continue input extension number by space"#",and end by "# " (example, continue input " 8003 # 8012 # 633 #"), then press "conference". In addition, when extension has been assigned " auto answer " function, when has internal call is access, handsfree function of this extension will be started up automatically, user can start talking with caller.

3.12 Short Message (SMS)

3.12.1 Write Message

At await state, press "message" to enter "short message"operation interface:.

Select "Write" to enter message input interface, allows input max. of 160 English characters for each SMS by numeric button, when message is ready, press "Confirm" to enter sending interface, input destination extension number, then press "Confirm" to send message. If input "0", denote group sending, message will be sent to all key telephones.

3.12.2 Inbox

Select "Inbox" in SMS interface, press "Confirm" to display messages.

"✉"denotes unread message, "✉" denotes Read message. View message received time and sender by shift control button.

3.12.3 Clear Inbox

This system can store maximum of 28 pieces SMS, when inbox is full," ✉" will be twinkling, you can delete useless message one by one or delete all messages via "Inbox Clear ".

3.13 Program Key Telephone

3.13.1 Alarm Clock

At await state, press "Program" button to enter programming menu, select "Alarm Clock" and confirm can enter alarm clock setting menu.

* **Switch**: Assign if alarm clock startup or not.
  "🕒"denotes alarm clock is startup.
* **Time**: One or Two period of time alarm clock assignment, adopt 24 hours. When the assigned time comes, telephone will ring 30seconds with display "alarm clock", pick up handset can stop ringing, system return to await state after hang up. (Refer Chart 1)
* **Period**: Assign alarm clock period for Once, Everyday, Mon~Fri or Mon ~Sat.Period is react on for two period of time alarm clock. (Refer Chart 2)

Chart 1

Chart 2

3.13.2 Do Not Disturb (DND)

The telephone will be mute when the call come in, other functions are keeping same. " 🔇 " denotes do not disturbance is startup.

3.13.3 Extension Password

Only allows to make internal call after lock extension by password, can restore original setting after extension is unlocked by password.

* Lock / Unlock extension: "🔒" denotes extension has been locked.

* Change Password: Input new password and confirm, display "finish" shows password changed successfully, otherwise, please check if original password correct or not. The default password is 1234, restore password by extension 8001, refer details in PABX manual in the case of forget password.

3.13.4 Working Mode

Working Mode means manage way for incoming call, have "normal mode", " Auto-Answer " and " Call Transferred".

a) **Normal Mode**: Not differentiate from single line telephone when receive call, whether ringing is decided if DND has been assigned.

b) **Call Transfer Mode:**

* **Busy Transfer**: The call will be transferred to designated extension when the called extension is busy, has icon " ↱ " is display

* **Unconditional Transfer**: The call will be transferred to designated extension at any time, has icon " 🏠 "display denotes busy transfer is startup.

* **Time Transfer**: The call will be transferred to designated extension during assigned time, other time will be at normal mode, whether ring is decided if DND function is startup. Allows has one or two periods of time under time transfer mode. e.g. Assign time transfer in: 12:00pm~13:30pm, 17:30pm~08:00am.

```
Period:
A  12:00 TO 13:30
B  17:30 TO  :
```

* No Answer Transfer: When the called extension is no answer within assigned time, the call will be transferred to designated extension.

At await mode:

Press "program"will enter "working mode ", then select "no answer transfer".

```
Input:
Assigned time:   12:00 to 13:30
Transfer to: 8005
```

Has icon " ↱10 " is display denotes no answer transfer is startup.

3.13.5 Ringing Setting

Has built-in 12pcs melody ringing, 3pcs ringing are settled for SMS , Alarm Clock and Holding, other 9pcs are used for ringing when has call is access.

a) Ringing Selection

At await state, press "program", then select "set ringing" and confirm to enter below interface (Refer Chart 1):
Select ringing by control button, you will hear ringing is playing, press "confirm" to select fond ringing.

b) Ringing Volume

Supply Eight level ringing volume to meet different demand, adjust volume by control button (up / down), press "confirm" when select satisfied volume. (Refer Chart 2)

(Chart 1)

```
Select:
```

Ringing Selection

```
Volume:
```

Ringing Volume (Chart 2)

3.13.6 DSS Button Setting

a) CO Line DSS Button Setting

At await state, press "program", select "Set DSS", then select "Set CO DSS" and confirm to enter setting interface.

```
Set CO DSS Button:
DSS Button No.:
CO Line Port No.:
```

CO Line DSS Button Setting

b) Extension DSS Button Setting

Select "Set Ext.DSS" and confirm to do change.

```
Set Ext.DSS:
DSS No.: 09
Ext.Line Port No.: 033
```

Extension DSS Button Setting

Notes:

* When setting extension DSS button, should use extension serial jack number, not extension number.
* When input DSS button number, allows press desired DSS button to input directly.
  Example, change No.10 DSS button, shift cursor to "DSS No." input position, then press No.10 DSS button directly, system will input "10" automatically.

c) Restore DSS Button Number to Default Mode

Default Mode (use KP-06 series as example):
No.01 ~16 DSS buttons are corresponding CO line 01~16;
No.17 ~ 48 DSS buttons are corresponding extension serial jack 001 ~ 032.

Notes:

* Different model has different quantity of DSS button, above is describe of maximum 48pcs DSS buttons.
* User can do speed setting by PC software.
* If require more than 48pcs DSS buttons, key telephone B or C model is allows compatible with KB-96 expandable key board that has 96pcs DSS buttons to get maximum of 144pcs DSS buttons.

Complement for call waiting
If the key phone is ringing extension at operator mode, system won't send “Beep” tone for informing new incoming call when key phone is busy (Talking with extension or outside caller). System will send “Beep” tone for below case:
1.Other extension calls that key phone when it is busy.
2.Key phone is the first ringing extension (e.g.8002) at auto-attendant mode, suppose another caller dial 8002 or 0 after system play OGM when that key phone is busy.
3.Other extension transfer incoming call to that key phone when it is busy.
More information about call waiting (refer to 3.6 at page 13)

4.1 Notes

a) All operation in "PABX Programming" menu can only be performed by extension (key telephone)that connect with 001 jack.
b) Operation in "PABX Programming" menu should refer "TC-2000K series PABX instruction manual", be attend to input valid data.
c) All operation in "PABX Programming" menu are function for PABX system, do not work for key telephone unit.
d) All operation in "PABX programming" menu also can be performed by single line telephone refer "TC-2000K series PABX instruction manual

4.2 Program Illustrate

a) Input Date

```
Input:
Port:___
Ext.: ____
```

Need to input data largely when operate "PABX Programming". In each program interface, has "____" under data input position, and twinkling cursor rest on it.

```
Input:
Port:  13
Ext.: ____
```

Input desired number by number key.
e.g. Input "13". Also can press desired DSS button to input number.

```
Input:
Port: 13
Ext: ____
```

Move cursor by control button (up/down).
e.g. Move cursor from right to left.

```
Input:
Port:  23
Ext.: ____
```

Move cursor to the current digit that need to be amended, then input new number to do change.
e.g. Change "13" to "23"

b) Function Switch by * Button

Need to Select or Cancel for certain item during programming, use * to switch function.
E.g. External (CO) Line Connection Assignment

■01	☑02	☑03	☑04
☑05	☑06	☑07	☑08
☑09	☑10	☑11	☑12
☑13	☑14	☑15	☑16

Enter "external line connection assignment", has " □ " in the left of No.01~16 CO line for input selection mark.
At beginning, cursor is rest on the left of No.01 CO line, and all CO lines are have " √ " denote connecting state.

☑01	☑02	☑03	☑04
☑05	☑06	☑07	☑08
☑09	☑10	☑11	☑12
☑13	■14	☑15	☑16

i.g. To connect CO line 01 ~ 13, and disconnect CO line 14~16.
Move cursor from 01 to 14 by control down-shift key.

☑01	☑02	☑03	☑04
☑05	☑06	☑07	☑08
☑09	☑10	☑11	☑12
☑13	■14	☑15	☑16

Press "*" change " √ " to " X ", " X " denote disconnect CO line 14.

☑01	☑02	☑03	☑04
☑05	☑06	☑07	☑08
☑09	☑10	☑11	☑12
☑13	☒14	☒15	■16

Control down-shift key move cursor to No.15 and No.16 CO line respectively, then press " * " change " √ " to " X ", CO line 15 and 16 will be disconnected.

Finish

Press "Confirm" to save setting.

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