

Quick Reference Cards For Single Line Telephones

MAKING CALLS	
• Intercom Calling:	Extension No.
• Operator Call:	0 (or 9)
• Outside Calls-Automatic Line Access:	9 (or 0) Phone No.
• Outside Calls-Individual Trunk Group Access:	Trunk Group No. (81-86) Phone No.
• System Speed Dialling:	* System Speed Dial No. (00-99)
• Personal Speed Dialling:	# Personal Speed Dial No. (0-9)
• Redial, Last Number:	# # or 8 0
• Automatic Callback Busy (Camp-On):	6
• Doorphone Call:	3 1 Doorphone No. (1-4)

RECEIVING CALLS	
• Call Pickup, Directed:	4 Extension No.
• Call Pickup, Group:	4 0

DURING A CONVERSATION	
• Call Hold / Call Splitting:	Press the Recall button.
- Call Hold Retrieve-Outside calls:	5 3 Exchange Line No.
- Call Hold Retrieve-Intercom calls:	5 Extension No.
• Call Transfer-to Extension:	Press the Recall button. Extension No.
• Call Waiting, Answering:	On-hook Off-hook
• Paging-All Extensions and Transfer:	Press the Recall button. 3 3 0
- Paging Answer:	4 3
• Conference (3-party):	Press the Recall button. Phone No. Press the Recall button. 3

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EXTENSION PROGRAMMMING / SETTING

- Personal Speed Dialling-Store: [2] [X] Personal Speed Dial No. (0-9) Phone No. #
- Call Waiting-Outside calls-Set: [7] [3] [1] [1] #
-Cancel: [7] [3] [1] [0] #
- Call Waiting-Intercom calls-Set: [7] [3] [2] [1] #
-Cancel: [7] [3] [2] [0] #
- Call Forwarding-All Calls: [7] [1] [1] Extension No. #
- Call Forwarding-Busy/No Answer: [7] [1] [2] Extension No. #
- Call Forwarding-to Exchange Line: [7] [1] [3] Line Access Code (9 or 0, or 81-86) Phone No. #
- Call Forwarding-Cancel: [7] [1] [0] #
- Electronic Station Lockout-Lock: [7] [7] Lock Code Twice #
- Electronic Station Lockout-Unlock: [7] [7] Lock Code #
- Message Waiting-Set: [7] [0] [1] Extension No. #
- Message Waiting-Cancel: [7] [0] [2] Extension No. #
- Do Not Disturb (DND)-Set: [7] [1] [4] #
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PLACE FOR OTHER FEATURES:

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