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 Outside (CO) Line Group Line Access: Outside (CO) Line Group No. (81-86) Phone No. • System Speed Dialing: ★ System Speed Dial No. (00-99) • Personal Speed Dialing: # 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: Flash the Hookswitch.
- Call Hold Retrieve-Outside calls: 5 3 Outside (CO) Line No.
- Call Hold Retrieve-Intercom calls: 5 Extension No.
- Call Transfer-to Extension: Flash the Hookswitch. Extension No.
- Call Waiting, Answering: On-hook Off-hook
- Paging-All Extensions and Transfer:

 Flash the Hookswitch. 3 3 0
- Paging Answer: 4 3
- Conference (3-party):

Flash the Hookswitch. Phone No. Flash the Hookswitch. 3

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- Intercom Calling: Extension No.
- Operator Call: 0 (or 9)
- Outside Calls-Automatic Line Access: 9 (or 0) Phone No.
- Outside Calls-Individual Outside (CO) Line Group Line Access:

 Outside (CO) Line Group No. (81-86) Phone No.
- System Speed Dialing: * System Speed Dial No. (00-99)
- *Redial, Last Number:* # # *or* 8 0
- Automatic Callback Busy (Camp-On): 6
- Doorphone Call: 3 1 Doorphone No. (1-4)

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 Outside (CO) Line Group No. (81-86) Phone No.
- System Speed Dialing: X System Speed Dial No. (00-99)
- Personal Speed Dialing: # Personal Speed Dial No. (0-9)
- Redial, Last Number: ## or 8 0
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- Redial, Last Number: ## # or 8 0
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- Paging-All Extensions and Transfer:

 [Flash the Hookswitch.] 3 3 0
- Paging Answer: 4 3
- Conference (3-party):

Flash the Hookswitch. Phone No. Flash the Hookswitch. 3

EXTENSION PROGRAMMMING / SETTING	EXTENSION PROGRAMMMING / SETTING
Personal Speed Dialing-Store:	Personal Speed Dialing-Store:
2 \(\mathbb{H} \) Personal Speed Dial No. (0-9) Phone No. \(\mathbb{H} \)	2 X Personal Speed Dial No. (0-9) Phone No. #
• Call Waiting-Outside calls-Set: 7 3 1 1 #	• Call Waiting-Outside calls-Set: 7 3 1 1 #
-Cancel: 7 3 1 0 #	-Cancel: 7310#
• Call Waiting-Intercom calls-Set: 7 3 2 1 #	• Call Waiting-Intercom calls-Set: 7321#
-Cancel: 7 3 2 0 #	-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-All Calls: 7 1 1 Extension No. # Call Forwarding-Busy/No Answer: 7 1 2 Extension No. #
• Call Forwarding-to Outside Line:	• Call Forwarding-to Outside Line:
7 1 3 Line Access Code (9 or 0, or 81-86) Phone No. #	7 1 3 Line Access Code (9 or 0, or 81-86) Phone No. #
• Call Forwarding-Cancel: 7 1 0 #	• Call Forwarding-Cancel: 7 1 0 #
• Electronic Station Lockout-Lock: 7 7 Lock Code Twice #	• Electronic Station Lockout-Lock: 7 7 Lock Code Twice #
• Electronic Station Lockout-Unlock: 7 7 Lock Code #	• Electronic Station Lockout-Unlock: 7 7 Lock Code #
Message Waiting-Set: 7 0 1 Extension No. #	• Message Waiting-Set: 7 0 1 Extension No. #
Message Waiting-Cancel: 7 0 2 Extension No. #	• Message Waiting-Cancel: 7 0 2 Extension No. #
● Do Not Disturb (DND)-Set: 7 1 4 #	• Do Not Disturb (DND)-Set: 7 1 4 #
• Do Not Disturb (DND)-Cancel: 7 1 0 #	• Do Not Disturb (DND)-Cancel: 7 1 0 #
PLACE FOR OTHER FEATURES:	PLACE FOR OTHER FEATURES:
The state of the s	TETOET OR OTHER TEM CRESS
	1
EXTENSION PROGRAMMMING / SETTING	EXTENSION PROGRAMMMING / SETTING
Personal Speed Dialing-Store:	• Personal Speed Dialing-Store:
Personal Speed Dialing-Store: [2]	• Personal Speed Dialing-Store: [2] Personal Speed Dial No. (0-9) Phone No. #
Personal Speed Dialing-Store:	 Personal Speed Dialing-Store: 2 × Personal Speed Dial No. (0-9) Phone No. # Call Waiting-Outside calls-Set: 7 3 1 1 #
Personal Speed Dialing-Store:	 Personal Speed Dialing-Store: 2 * Personal Speed Dial No. (0-9) Phone No. # Call Waiting-Outside calls-Set: 7 3 1 1 # -Cancel: 7 3 1 0 #
Personal Speed Dialing-Store: [2] ** 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 #	 Personal Speed Dialing-Store: [2] ** 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 #
Personal Speed Dialing-Store: [2] ** 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 #	 Personal Speed Dialing-Store: [2] ** 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 #
Personal Speed Dialing-Store: [2] ** 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 #	 Personal Speed Dialing-Store: [2] ** 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 #
Personal Speed Dialing-Store: [2] ** 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. #	Personal Speed Dialing-Store: [2] ** 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. #
Personal Speed Dialing-Store: [2] ** 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 Outside Line: 7 1 3 Line Access Code (9 or 0, or 81-86) Phone No. #	Personal Speed Dialing-Store: [2] \times 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 Outside Line: [7] 1 3 Line Access Code (9 or 0, or 81-86) Phone No. #
Personal Speed Dialing-Store: [2] ** 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 Outside Line: 7 1 3 Line Access Code (9 or 0, or 81-86) Phone No. # Call Forwarding-Cancel: 7 1 0 #	Personal Speed Dialing-Store: [2] ** 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 Outside Line: 7 1 3 Line Access Code (9 or 0, or 81-86) Phone No. # Call Forwarding-Cancel: 7 1 0 #
Personal Speed Dialing-Store: 2	Personal Speed Dialing-Store: 2 ** 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 Outside 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 #
Personal Speed Dialing-Store: 2 ** 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 Outside 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 #	Personal Speed Dialing-Store: [2] ** 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 Outside 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 #
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