

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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EXTENSION PROGRAMMING / SETTING	
• 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] [#]
• Message Waiting-Set:	[7] [0] [1] [Extension No.] [#]
• Message Waiting-Cancel:	[7] [0] [2] [Extension No.] [#]
• Do Not Disturb (DND)-Set:	[7] [1] [4] [#]
• Do Not Disturb (DND)-Cancel:	[7] [1] [0] [#]

PLACE FOR OTHER FEATURES:

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