

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: [X] [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:*
- *Call Waiting-Outside calls-Set:*       
*-Cancel:*
- *Call Waiting-Intercom calls-Set:*       
*-Cancel:*
- *Call Forwarding-All Calls:*
- *Call Forwarding-Busy/No Answer:*
- *Call Forwarding-to Exchange Line:*
- *Call Forwarding-Cancel:*
- *Electronic Station Lockout-Lock:*
- *Electronic Station Lockout-Unlock:*
- *Message Waiting-Set:*
- *Message Waiting-Cancel:*
- *Do Not Disturb (DND)-Set:*
- *Do Not Disturb (DND)-Cancel:*

**PLACE FOR OTHER FEATURES:****EXTENSION PROGRAMMMING / SETTING**

- *Personal Speed Dialling-Store:*
- *Call Waiting-Outside calls-Set:*       
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