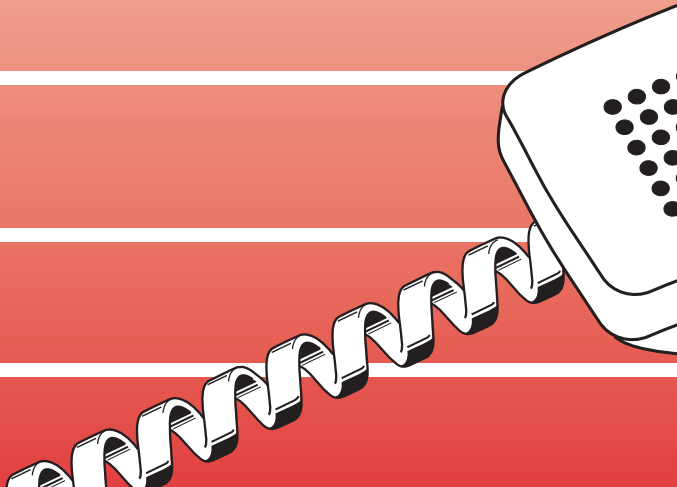


**NITSUKO AMERICA**  
TELECOM DIVISION

*Digital*  
System **DS**

**Electronic Single Line (ESL) and  
2500 Type (OPX) Telephone**



## USING BASIC FUNCTIONS

**Note:** At OPX telephones, when you see "Hookflash" press the hookswitch for 1/2 second and release.

### PLACING AND ANSWERING CALLS

**Placing outside call:** Lift handset + Dial line code + Dial number

**Placing Intercom call:** Lift handset + Dial extension. If you hear ring-busy or busy, you can:

- Dial 1 to get through (ring busy only)
- Dial 2 to wait off-hook, then hang up for callback
- Dial 6 to leave Message Waiting indication

**Answering any call:** Lift handset. If call is announced over the speaker (ESL), you can just speak towards the phone.

**Answering ringing over page speaker:** Lift handset + Dial \* 0

**Answering a co-worker's call:** Lift handset + Dial \* + Dial ringing extension

### HOLD AND TRANSFER (for outside calls only)

**Placing call on Hold:** HLD (Hookflash at OPX) + Hang up

**Transferring a call:** TRF (Hookflash at OPX) + Dial extension + Hang up

**Retrieving held or Transferred call:** Lift handset + HLD (Dial \* 7 at OPX)

### RESPONDING TO SIGNAL TONES

**Two tones during a call:** A call is waiting to be answered. To answer: HLD (Hookflash at OPX) + Dial \* C

To alternate between calls: HLD (Hookflash at OPX) + Dial \* S

**Fast busy/warble tone:** You made a mistake using your phone. Hang up and try again.

### CONFERENCE

**Setting up a multiple party call:** Establish call + HLD (Hookflash at OPX) + Establish call + HLD (Hookflash at OPX) + Dial \* #

### CALL FORWARDING

**Forwarding to an extension:** Lift handset + Dial # + Dial ext. to receive calls + Dial code + Hang up. Codes are: 1=Unanswered calls, 2=When busy or for unanswered calls, 3=All calls. At ESL, the Message Waiting LED flashes.

**Canceling:** Lift handset + Dial # + Hang up

## HAVING YOUR MESSAGE GO THROUGH

### MESSAGE WAITING

**Leaving a message indication:** After calling a busy or no-answer extension: Dial M + hang up

**Answer a Message Waiting indication:** (Message Waiting LED flashes.) Lift handset + Dial \* M.

### CALLBACK

**Having the system call you when a busy extension is free:** After you call a busy extension: Dial C + Hang up

**Answering Callback (long) rings:** Lift handset. This automatically connects you to the previously busy extension.

### PAGING

**Making a Page:** Lift handset + Dial Page code (1\* for All Call or 2\*-8\* for zones 1-7) + Make announcement + Hang up

### PARK

**Parking (holding) a call so it can be picked up from any phone:** TRF (Hookflash at OPX) + Dial Park code (60-69 at ESL, \*560-\*569 at OPX, or \* + ext.) + Page person (dial Page code 1-8, then \*) and announce Park code + Hang up

**Answering a Park:** Lift handset + Dial announced Park code

## PLACING YOUR CALLS QUICKLY

### SPEED DIAL

**Storing a number at your phone:** Lift handset + Dial storage code (20-29, 50-59) + Dial line code + Dial number (16 digits, including pauses [entered by pressing HLD]) + Hang up

Note: You can record the numbers in the Speed Dial directory.

**Calling a stored number:** Lift handset + Dial storage code (20-29, 50-59) for number.

### REDIAL

**Redialing your last call:** Lift handset + Dial \* \*

## SPEED DIAL DIRECTORY

20	_____
21	_____
22	_____
23	_____
24	_____
25	_____
26	_____
27	_____
28	_____
29	_____
50	_____
51	_____
52	_____
53	_____
54	_____
55	_____
56	_____
57	_____
58	_____
59	_____

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