

Feel free to distribute these cards to the proprietary telephone users.
 Customize your own Quick Reference Guide using the icons found in the "buttons_PT" folder.

Quick Reference Guide for Proprietary Telephone

To make calls	
Intercom:	Extn. no.
Operator:	0 *
Outside party:	 + Phone no.
Personal speed dialing:	
	+ * + Personal speed dialing no.
System speed dialing:	 + System speed dialing no.
Redial:	

When a line is busy	
Reserving a busy line:	6 *
Sending a call waiting tone:	1 *

To pick up someone's call	
Specified extension:	* 41 * + Extn. no.
Group:	* 40 * + Group no.

During a conversation	
Holding:	 + 
Retrieving:	 + the corresponding button
Transferring:	 + Phone no.
Answering a call waiting:	 + the corresponding button

* You can change the flexible numbers to other numbers for easier use. If you want to change the numbers, consult your dealer.

Frequently used features at your extension

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