SPEED DIAL DIRECTORY	
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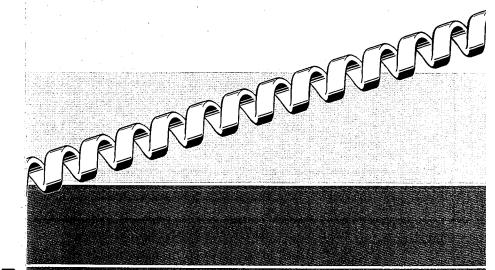
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Electronic Single Line Telephone

User Guide

Part No. N1872SLO01 Issue 1-0

USING BASIC FUNCTIONS

PLACING AND ANSWERING CALLS

Placing outside call:

Lift handset + Dial line code + Dial number

Placing Intercom call:

Lift handset + Dial extension (if busy, you can dial

1 to send a signal and wait for an answer)

Answering any call:

Lift handset. If call is announced over the

speaker, you can just speak toward the phone.

Answering ringing over a

Lift handset + Dial 0

Page speaker:

Answering a Lift handset + Dial * + Dial ringing extension

co-worker's call:

HOLD AND TRANSFER (For outside calls only)

Placing call on Hold:

HLD + Hang up

Retrieving held call:

Lift handset + HLD

Transferring a call:

TRF + Dial extension + Hang up

RESPONDING TO SIGNAL TONES

Two tones during a call:

A call is waiting to be answered. To answer:

HLD + Dial *C.

To alternate between the calls:

HLD + Dial *S

Fast busy or warble tone:

Means you made a mistake in using your phone.

Hang up and try again.

CONFERENCE

Setting up a multiple party

Establish call + HLD + Establish call + HLD +

call:

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. The Message Waiting LED flashes.

Canceling:

Lift handset + Dial # + Hang up

HAVING YOUR MESSAGE GO THROUGH

MESSAGE WAITING

Leaving a message

After calling a busy or no-answer extension:

indication: Dial M + hang up

Answering a Message Waiting indication: (Message Waiting LED flashes.) Lift handset +

i: Dial *M

CALLBACK

Having the system call you when a busy

After you call a busy extension:

Dial C + Hang up

extension is free:

Answering Callback

Lift handset. This automatically connects you to

(long) rings: the previously busy extension.

PAGING

Making a Page:

Lift handset + Dial Page code (1-8) + Dial * +

Make announcement + Hang up

PARK

Parking (holding) a call so it can be picked up from

TRF + Dial Park code (60-69 or * + ext.) + Page person (dial Page code 1-8, then *) and announce

any phone:

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 # + 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 (see back cover).

Calling a stored number:

Lift handset + Dial storage code (20-29, 50-59) for

number. You may not be able to dial 50-59 in

some systems.