

HOW TO USE YOUR SINGLE LINE PHONE

| FEATURE | FUNCTION | INSTRUCTION ON USE |
|-------------------|-------------|---|
| Transfer | Blind | Flash...dial number*...hang up |
| | Announced | Flash...dial number*...announce the call..hang up |
| Consultation Hold | To use | Flash...dial number*...consult privately..when consulted party hangs up you are automatically connected to original call** |
| Conference Call | To use | Flash...dial number*...announce conference..flash to connect |
| Hold | To use | Flash...dial *1...hang up (your call is now on hold' if you hang up, your phone rings intermittently to remind you; if you do not hang up, there is no ring). |
| | To use | Flash...dial *1...hang up (your call is now on hold' if you hang up, your phone rings intermittently to remind you; if you do not hang up, there is no ring). |
| Call Park | To park | Flash...dial *9...hang up (automatically uses that extension number). |
| | To park | Flash...dial *9...plus number you wish to park call on. |
| | To retrieve | Lift handset...dial #9 plus number call is parked on. |

*Extension busy or no answer...flash. Outside line busy or no answer...flash twice.

**If consulted party is an outside call...flash

| | | |
|----------------------|------------|---|
| Call Pickup | To use | Lift handset...dial *4...answer call. |
| Directed Pickup | To use | Lift handset...dial #4 plus the extension number...answer call |
| Ring Again | To use | Flash,,dial**...hear regular tone...hang up |
| | Respond | Hear short bursts of tone...lift handset...number is automatically dialed. |
| | Cancel | Lift handset...dial#*...hang up. |
| Call Forward | To use | Lift handset...dial *3...hear regular tone...dial destination number...hang up. |
| | Cancel | Lift handset...dial #3...hear regular tone...hang up. |
| Stored Number Redial | Program | Flash,,dial #6. |
| | To use | Lift handset...dial *6...number is automatically dialed. |
| Speed Call | Program | Lift handset...dial #0...hear tone...enter the two digit speed call code (00-19) plus the outside access code and the number you are storing. If Long Distance/Authorization code is used example (16+04+AUTH CODE+#+9+1+AREA CODE + NUMBER |
| | To erase | Lift handset...dial #0...hear tone...enter the two digit speed call code...press*...number is automatically erased. |
| | To use | Lift handset...dial *0 plus TWO digit speed call code (00-19)...number is Automatically dialed. |
| System Speed Call | To use | List handset...dial ## plus two digit speed call code (00-99)...number is Automatically dialed. |
| Camp On | To respond | If you are on a call and another call comes into the switchboard for you, the operator will"CAMP" the call onto your line and you will hear a beep. When you hang up, the call will automatically come to you. |

Not all functions are available on all telephones. If you need one of the above functions and do not have it, please call Marge at extension 2260.