



Single Line Telephone (SLT) Quick Reference

NOTE: Some features may not be available depending on system programming.

PLACING OUTSIDE CALLS

Make a call using pooled line access

 ➔ access line (9, 81-84) ➔ phone number ➔  (talk)






Set Personal Speed Dial (PSD) numbers

 ➔    ➔ PSD bin number (80-99) ➔ phone number ➔  ➔ 






Access speed dial numbers

 ➔   ➔ speed dial bin number ➔ 





Delete speed dial numbers

 ➔    ➔ PSD bin number (80-99) ➔  ➔ 





Automatically redial the last number dialed

 ➔    ➔  (talk)

Have a busy outside line call you back when it becomes open/free

 ➔ access line (9, 81-84) ➔ busy tone ➔  ➔  ➔ extension rings when line is free ➔  ➔ dial phone number

Assign an account code

 ➔   ➔ account code ➔  ➔ access line (9, 81-84)
➔ phone number

HANDLING INCOMING CALLS

Answer a call ringing at someone else's phone in your call pickup group

 ➔    ➔  (talk)



Answer a call ringing another extension

 ➔    ➔ ringing extension number ➔  (talk)

Place a call on hold (and then retrieve it)

 (talk) ➔ hook flash ➔ hook flash


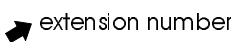
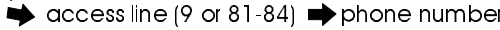


Answer a second call and toggle between the two calls

 (talk) ➔ hook flash ➔  (talk) ➔ hook flash



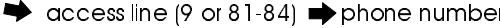

Retrieve a call that has been placed on Floating Hold

 ➔   ➔ Floating Hold number

Supervise the transfer of a call to an extension or outside number

 (talk) ➔ hook flash ➔  ➔  ➔ phone number ➔  (talk) ➔ 

Transfer a call to an extension or outside number without supervising the call

 (talk) ➔ hook flash ➔  ➔  ➔ phone number ➔ 

Transfer a call to a busy extension


 (talk) ➔ hook flash ➔ extension number ➔  ➔ 

COMMUNICATING WITHIN YOUR OFFICE

Answer a ringing phone

 →  (talk)

Call another extension

 → extension number →  (talk)





Page another party or make an announcement





 → # → paging group number →  (talk) → 





Answer a page using Meet-Me Answer

 → # → # →  (talk)

Set Call Forwarding for:





All Calls:  → for your extension → destination extension number → 
 → for another extension → number of the extension of calls to forward → destination extension number → 





Busy:  → for your extension → destination extension number → 
 → for another extension → number of the extension of calls to forward → destination extension number → 





No Answer:  → for your extension → destination extension number → 
Answer:  → for another extension → number of the extension of calls to forward → destination extension number → 

NOTE: If forwarding calls to an outside number, press the # key and enter a preassigned speed dial number as the destination number.

Cancel Call Forwarding for:

All Calls:  → for your extension → 
 → for another extension → their extension number → 




Busy:  → for your extension → 
 → for another extension → their extension number → 

No Answer:  → for your extension → 
 → for another extension → their extension number → 

Camp-on to a busy extension and send a call waiting signal

 → extension number → busy tone → →  (stay on line till party answers)

Answer a camp-on signal

 →  →  (talk)

Have a busy extension call you back when it becomes free

 → extension number → busy tone → → ringback tone → 


Respond to a callback request

 →  (talk)


Send a message waiting indication to another extension

 → extension number → ring or busy tone → → 



Answer a message waiting indication

 ➔ hear message waiting tone ➔ ^{MNO} ➔  (talk)



Cancel a message waiting indication sent by another extension

 ➔ ^{JKL} ➔ 

Turn Do-Not-Disturb on or off

 ➔ ^{PRS} ^{ABC} ^{OPER} ➔ 

Interrupt another extension's call and make an announcement

 ➔ extension number ➔ busy tone ➔ ^{WXYZ} ➔  (talk)

Using Additional Features

Establish a three-party conference call from your current call

hook flash ➔ extension number ➔ hook flash ➔  (talk) ➔ access line (9 or 81-84) + number ➔  (talk) ➔ hook flash ➔  (talk)

Set a reminder alarm

 ➔ ^{DEF} ➔ enter time (24 hour format) ➔ 

Cancel a reminder alarm

 ➔ ^{DEF} ^{WXYZ} ➔ 