

## **QUICK REFERENCE GUIDE**

### **SINGLE LINE TELEPHONES**

To make a local or long distance call:

Dial 9 plus the number.

To call another inhouse telephone:

Dial the 4 digit extension number.

#### **CALL PICKUP:**

To answer ringing phone in your group.

Lift handset.

Dial \*6.

To answer a specific telephone or one not in your group.

Lift handset.

Dial #6 plus the extension number of the ringing telephone.

#### **CALL HOLD:**

While on a call press "Flash" key.

Dial \*7.

To retrieve held call press "Flash" key or hang up and call will automatically ring back.

#### **CALL FORWARD ALL CALLS:**

Lift handset.

Dial \*2

Enter extension number your calls are to be forwarded to.

Hang up.

To cancel, lift handset.

Dial #2.

Hang up.

#### **CALL FORWARD BUSY/NO ANSWER:**

Lift handset.

Dial \*3

Enter extension number your calls are to be forwarded to.

Hang up.

To cancel, lift handset.

Dial #3.

Hang up.