QUICK REFERENCE GUIDE
SINGLE LINE TELEPHONES

To make a local or long distance call:
   Dial ___ plus the number.

To call another inhouse telephone:
   Dial the ___ 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.