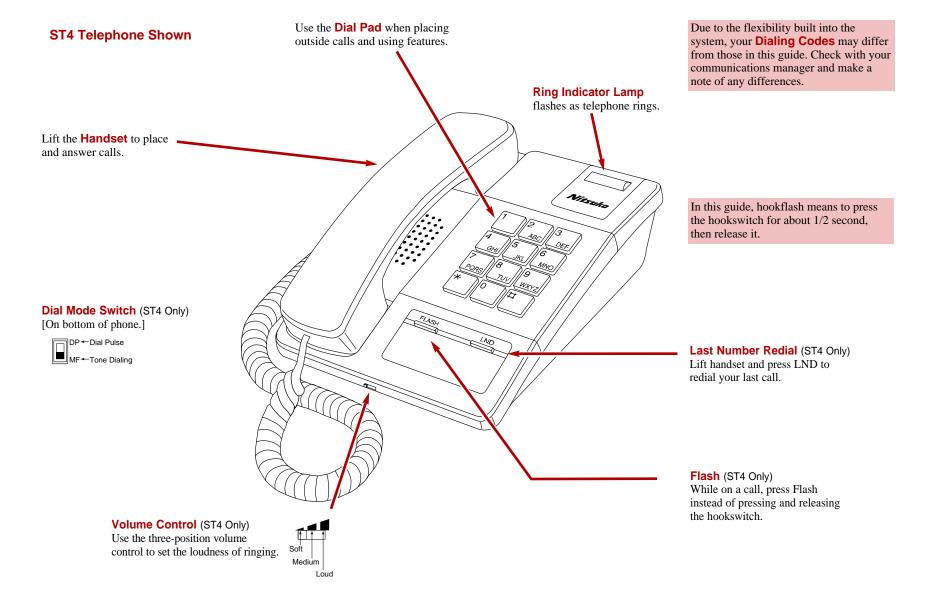
Using Your Single Line Telephone



Placing Calls

Placing an Outside Call . . .

Dial codes for outside lines:

- 1. Lift handset.
 - Listen for dial tone.
- 2. Outside number.
 - You may have to dial a line group number (0-9) before your outside number.
 - When behind a PBX, you may have to dial another 9 before your number.

OR

- 2. Line number (e.g., 01-16) + Outside number.
 - When behind a PBX, you may have to dial 9 before your number.

OR

- 2.

 # J 9

 + Line number (e.g., 01-16) +

 Outside number.
 - When behind a PBX, you may have to dial 9 before your number.

Calling a Co-Worker, Voice Mail and Paging . . .

Dial using the Intercom:

- 1. Lift handset.
- 2. Dial co-worker's extension number.
 - If you hear ringing, wait for an answer. If you hear two beeps, begin speaking (or dial 1 to have call ring).

OR



OR

2. To call your mailbox, dial TUV

If your call doesn't go through . . .

Camp On and Callback

When you hear system busy, use Camp On or Callback:

- $\begin{bmatrix} 2 \\ ABC \end{bmatrix}$ to *Camp On* (wait without hanging up).
 - (Intercom calls) When you hear ringing, wait for the called party to answer.
 - (Outside calls) When you hear new dial tone, place your call again.

OR

- and hang up to leave a *Callback* for a free line or extension.
 - Wait for the system to call you back.
- 2. Lift handset when the system rings you back.
 - (Outside calls) Place your call again.
 - (Intercom calls) Speak to co-worker.

Message Waiting (If you don't have Voice Mail)

Leave a Message Waiting when your co-worker doesn't answer:

- 1. Do not hang up + $\begin{bmatrix} 8 \\ \end{bmatrix}$
 - Your co-worker's MW flashes fast.
 - If your system has Voice Mail, dialing 8 lets you leave a message in your co-worker's mailbox instead.

To answer a Message Waiting left for you:

- 1. Lift handset + $\begin{bmatrix} * \\ \end{bmatrix}$ $\begin{bmatrix} 8 \\ \top \cup \lor \end{bmatrix}$
 - To cancel all your messages (those you left and those left for you), dial 873.

Answering Calls

Answering Outside Calls...

Listen for two short rings:

1. Lift handset.

Answering Intercom Calls . . .

Listen for one long ring:

1. Lift handset to speak.

Picking up calls not ringing your phone . . .

If a call is ringing Paging after hours:

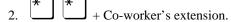
1. Lift handset.



• Dial the lowest code first (e.g., 01). If you hear busy, try the next highest number (e.g., 02).

When a call is ringing a co-worker's phone:

1. Lift handset.



Have a telephone meeting (Conference) . . .

Use Conference to have a telephone meeting:

- 1. Place or answer call.
- 2. Hookflash + Dial extension or trunk you want to add to Conference.
 - Wait for called party to answer.
- 3. Hookflash + # 1 0
 - Repeat steps 2 and 3 to add additional parties to the Conference.

Quick Reference for Other Features

Group Call Pickup: *To pick up a call ringing your pickup group:*

Lift handset + * #

Meet Me Conference: *To set up a Meet Me Conference*:

Lift handset + Page parties and announce Meet
Me Conference code (#11 or #12) + Hang up +
Lift handset + Dial announced code (#11 or #12)

To join a Meet Me Conference:

Lift handset + Dial announced Meet Me

Conference code (#11 or #12)

Tones you may hear . . .

Two short rings while An outside call is directly ringing your phone. Just

idle: lift the handset to answer.

One long ring while idle: An intercom call is ringing your phone. Just lift

the handset to answer.

Error (fast busy) tone: This means you made a mistake in placing a call

or using a feature. Hang up and start over.



Personal Speed Dial Directory
To use: Lift handset + # 7 PORS + Bin (01-20)
Bin Stored Speed Dial Number
01
02
03
04
05
06
07
08
09
10
11
12
13
14
15
16
17
18
19
20

NITSUKO AMERÎCA

4 Forest Parkway Shelton, CT 06484 TEL: 203-926-5400 FAX: 203-929-0535

NITSUKO * CANADA

165 Matheson Blvd. E., Unit #4-6, Mississauga, Ontario L4Z 3K2 TEL: 905-507-2888 FAX: 905-507-2971

Handling Your Calls

Your call can wait at your phone . . .

Hold

Use Hold instead of leaving the handset off-hook:

- 1. Do not hang up + Hookflash.
- 2. (Optional) Hang up.
 - This puts your outside call on Exclusive Hold.
 - Intercom calls automatically go on Exclusive Hold when you press HOLD.
- 3. Do not hang up.

Easily retrieve a call from Hold:

- 1. Lift handset.
 - * 7

Transferring your calls . . .

Transfer

Send (Transfer) your call to a co-worker:

- 1. Hookflash + Dial your co-worker's extension number.
 - To transfer the call to the Voice Mail Automated Attendant, dial the Voice Mail master number.
- 2. (Optional) Announce the call when your co-worker answers.
- 3. Hang up.

To retrieve the call if your co-worker doesn't want it:

- 1. Lift handset.
- * | * |

+ Your co-worker's extension.

To answer a call transferred to you:

- 1. Stay on the line.
 - The call automatically connects.



Park a call in orbit . . .

Park a call in orbit so a co-worker can pick it up:

- Do not hang up.
 Park a call in a System Orbit
- 2. Hookflash + + System Park Orbit.
 - System Park Orbits are 60-69.

OR

Park a call at an extension (Personal Park)

- 2. Hookflash + + Co-worker's extension number (300-331).
- 3. Page your co-worker to pick up the call.
 - For **Paging**, dial *1 + 0 for All Call or *1 + 1-7 for zones.
- 4. Hang up.

Or pick up a call a co-worker parked for you:

1. Lift handset.

For a Call Parked in a System Orbit

+ System Park Orbit.

• System Park Orbits are 60-69.

OR

For a Call Parked in a Personal Park Orbit

+ Announced extension.

Forward your calls to a co-worker . . .

While at your desk, forward your calls to a co-worker or Voice Mail:

- 1. Lift handset + 3
- 2. Dial Call Forwarding type:
 - 0 =Cancel forwarding
 - 2 = Busy/No answer
 - 4 = Immediate
 - 6 = No answer
- 3. Dial destination extension, 0 for your operator, or the Voice Mail master number.
- 4. Hang up.

Placing Calls Quickly

Quickly dial co-workers and outside calls . . .

System Speed Dial

To dial your stored System Speed Dial numbers: (Your phone cannot store System Speed Dial numbers. Your communications manager can tell you more about your company's System Speed Dial numbers.)

- 1. Lift handset.
- 2. # + System Speed Dial bin.
 - System Speed Dial bins are normally 200-299.

Personal Speed Dial

To dial your stored Personal Speed Dial numbers:

(Your phone cannot store Personal Speed Dial numbers. Ask your communications manager to store your Personal Speed Dial numbers for you.)

- 1. Lift handset.
- 2. [♯] + Personal Speed Dial bin.
 - Personal Speed Dial bins are 701-720.

Nitsuko



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Quick Reference Guide

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