



Single Line Telephone (SLT) Quick Reference (Section 752)

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

PLACING OUTSIDE CALLS

Make a call using pooled trunk access

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

Assign an account code

➔ ➔ account code ➔ ➔ access trunk (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 → extension number → access trunk (9 or 81-84) → phone number → (talk) →

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

(talk) → hook flash → extension number → access trunk (9 or 81-84) → 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 ➔

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 ➔
 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



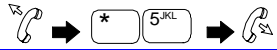
Send a message waiting indication to another extension



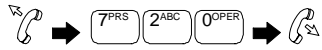
Answer a message waiting indication



Cancel a message waiting indication sent by another extension



Turn Do-Not-Disturb on or off



Interrupt another extension's call and make an announcement



Using Additional Features

Establish a conference call from your current call



Set a reminder alarm



Cancel a reminder alarm



Set Station Lock-out to limit the use of your phone by others when you are away



Cancel Station Lockout on your phone



Assign an Absence Message to your phone



Turn off Absence Message

