

This layout is designed for two-sided printing. Or else you could paste two, single-sided printouts back-to-back with a glue stick. Trim to a folded size of 3½" by 5½." If printing from Acrobat, specify "none" for page scaling in the print dialog window.

Sub-Attendant Commands

General notes

- Requires extension with "sub-attendant" class of service.
- Dial * and command number. Listen for tone.
- Enter command-specific settings (in parentheses).
- "EEE" represents 2-, 3-, or 4-digit extension as set by B11.
- "#" is the touch-tone "#" key.

	Cmd	Description
Hospitality Commands	*60	Check In (6) or Out (3)
	*11	Message-Waiting On (6) or Off (3)
	*12	Wakeup Call Set (HHMM#) or Cancel (9#)
	*13	Set Room Status (EESS#). SS is status codes.
	*14	Clear All Room Status Codes (#)
	*15	Long distance calls Allow (6) or Block (3)
	*16	Local calls Allow (6) or Block (3)
Reports	*17	Extn.-to-Extn. Calls Allow (6) or Block (3)
	*20	Print Individual Extn. Wakeup Report (EEE#)
	*21	Print System Wakeup Report (#)
	*22	Print Room Status Report (#)
	*25	Request PMS Database Dump (112 only)
Extens. Features	*30	Forward Extension's Calls (see manual)
	*31	Clear Voice Mail (EEE#)
	*32	Do Not Disturb On (6) or Off (3)
	*40	Clear Extension Features (EEE#)
System Commands	*41	Manual Night Mode On (6) or Off (3)
	*42	Clear 9-1-1 Alarm (9)
	*43	Trunk Alarm On (TT6) or Off (TT3), TT is trunk #
	*61	Set System Time (HHMM#)
	*62	Set System Date (MMDDYY#)
Call Accounting & Auto Attendant	*50	Check-Out Report (Extn. Phone Bill) (EEE#)
	*51	Clear Extension's Phone Bill (EEE#)
	*52	Revive Extension Calls (EEE#)
	*53	Set Credit Limit (EEES\$#)
	*54	Print Credit Violations (#)
	*55	Print Audit Report (#)
	*56	Clear Audit Report (#)
*63	Record Auto Attendant Messages (see manual)	

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Room Extension Summary

Answering Calls

- Single rings indicate incoming trunk call
- Double rings indicate internal call from extension or console.

Making Calls

Call another room

- Dial room number..

Call an outside number

- Dial "9" (or "8" or "81"="89").
- Dial phone number.

Call the operator

- Dial "0".

Voice Mail

- Dial "50".
- Follow the voice prompts.

Wakeup Calls

Set a wakeup call

- Dial "5#"
- Enter wakeup time as four digits, military time (e.g., 8:05AM is 0805 and 8:05 PM is 2005).
- Listen for three confirmation tones

Cancel a wakeup call

- Dial "5#".
- Enter "9999"
- Listen for three confirmation tones.

Feature Extension Summary

Hold

Place a call on hold

- Perform a “hook flash” by pressing the “flash” button or by depressing the hang-up hook briefly (½ second).
- Listen for “stutter dial tone.”
- Dial “58.”
- Hang up. Extension now free to make new call.

Retrieve a call from hold

- Flash
- Dial “58.”

Transfer

- Flash.
- Dial number to transfer the caller to.
- Either wait to announce caller or hang up.

Conference

- Dial first number and place it on hold as above.
- Dial second number.
- Flash.
- Dial “59.”
- Only one three-way conference call is allowed at a time.

Forwarding

Set forwarding for all calls to your extension

- Dial “51.”
- Dial extension or hunt group to receive forwarded calls.

Set forwarding when your extension is busy or you don't answer

- Dial “53.”
- Dial extension or hunt group to receive forwarded calls

Cancel forwarding.

- Dial “52.”

Feature Extension Summary

Call Waiting (if enabled on extension by B18)

Complete current call

- Hang up when finished with current call.
- Waiting call will ring back.

Answer second call

- Flash. First call goes on hold.
- Speak to second party.
- Hang up.
- First call will ring back.

Transfer second call

- While speaking to second party, flash and wait for “stutter” dial tone.
- Dial desired number.
- Announce caller if desired.
- Hang up.
- First call will ring back.

Toggle between callers

- Perform two successive hook flashes.

Pick up incoming trunk call (if TAFAS-enabled)

- Dial “57.”

Pick up from Pick-Up Group

- Dial “54.”

Pick up parked call

- Dial “56.”
- Dial park slot number (1-4) as announced by attendant.

Page (if equipped with paging equipment)

- Dial “55.”