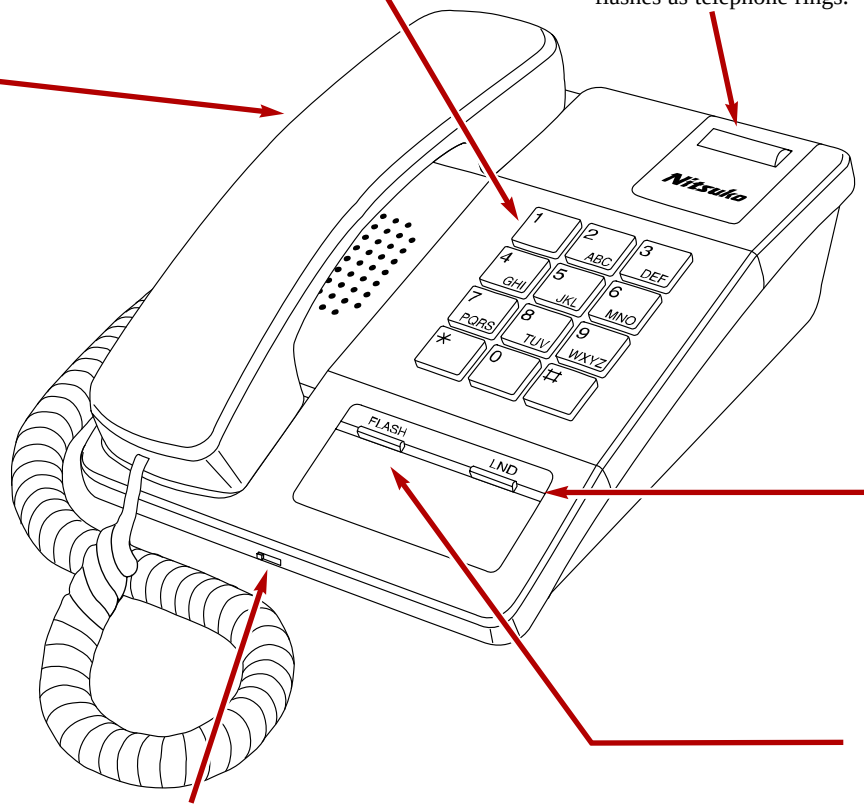
# Using Your Single Line Telephone

**ST4 Telephone Shown**

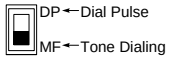
Use the **Dial Pad** when placing outside calls and using features.

**Ring Indicator Lamp**
flashes as telephone rings.

Lift the **Handset** to place and answer calls.



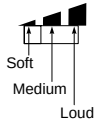

**Dial Mode Switch** (ST4 Only)
[On bottom of phone.]




**Last Number Redial** (ST4 Only)
Lift handset and press LND to redial your last call.

**Flash** (ST4 Only)
While on a call, press Flash instead of pressing and releasing the hookswitch.

**Volume Control** (ST4 Only)
Use the three-position volume control to set the loudness of ringing.




Due to the flexibility built into the system, your **Dialing Codes** may differ from those in this guide. Check with your communications manager and make a note of any differences.

In this guide, hookflash means to press the hookswitch for about 1/2 second, then release it.

# Placing Calls

## Placing an Outside Call . . .

**Dial codes for outside lines:**

1. Lift handset.
   - ¥Listen for dial tone.
2. 9 WXYZ + 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. 4 GHI + Line number (e.g., 01-16) + Outside number.
   - ¥When behind a PBX, you may have to dial 9 before your number.

   **OR**
2. # 9 WXYZ + 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**
2. For Paging, dial * 1 + 0 for All Call or 1-7 for zones.

   **OR**
2. To call your mailbox, dial * 8 TUV.

## If your call doesn't go through . . .

### Camp On and Callback

1. 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**

1. 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)

1. Do not hang up + .
   - ¥Your co-workerÕs MW flashes fast.
   - ¥If your system has Voice Mail, dialing 8 lets you leave a message in your co-workerÕs mailbox instead.

1. Lift handset + .
   - ¥To cancel all your messages (those you left and those left for you), dial 873.

## Park a call in orbit . . .

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

1. 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
2. * + System Park Orbit.
   - System Park Orbits are 60-69.

   **OR**

   For a Call Parked in a Personal Park Orbit
2. * * + 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 DEF.
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.