

**SPEED DIAL DIRECTORY**

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TIEUG-007

Part No. N1872SLO01  
Issue 1-0

August 1991

Printed in Thailand.

**NITSUKO AMERICA**  
TELECOM DIVISION

**Digital System DS**



**Electronic Single Line Telephone  
User Guide**

## USING BASIC FUNCTIONS

### PLACING AND ANSWERING CALLS

<b>Placing outside call:</b>	Lift handset + Dial line code + Dial number
<b>Placing Intercom call:</b>	Lift handset + Dial extension (if busy, you can dial 1 to send a signal and wait for an answer)
<b>Answering any call:</b>	Lift handset. If call is announced over the speaker, you can just speak toward the phone.
<b>Answering ringing over a Page speaker:</b>	Lift handset + Dial 0
<b>Answering a co-worker's call:</b>	Lift handset + Dial * + Dial ringing extension

### HOLD AND TRANSFER (For outside calls only)

<b>Placing call on Hold:</b>	HLD + Hang up
<b>Retrieving held call:</b>	Lift handset + HLD
<b>Transferring a call:</b>	TRF + Dial extension + Hang up

### RESPONDING TO SIGNAL TONES

<b>Two tones during a call:</b>	A call is waiting to be answered. To answer: HLD + Dial *C. To alternate between the calls: HLD + Dial *S
<b>Fast busy or warble tone:</b>	Means you made a mistake in using your phone. Hang up and try again.

### CONFERENCE

<b>Setting up a multiple party call:</b>	Establish call + HLD + Establish call + HLD + Dial *#
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### CALL FORWARDING

<b>Forwarding to an extension:</b>	Lift handset + Dial # + Dial ext. to receive calls + Dial code + Hang up. Codes are: 1=Unanswered calls, 2=When busy or for unanswered calls, 3=All calls. The Message Waiting LED flashes.
<b>Canceling:</b>	Lift handset + Dial # + Hang up

## HAVING YOUR MESSAGE GO THROUGH

### MESSAGE WAITING

<b>Leaving a message indication:</b>	After calling a busy or no-answer extension: Dial M + hang up
<b>Answering a Message Waiting indication:</b>	(Message Waiting LED flashes.) Lift handset + Dial *M

### CALLBACK

<b>Having the system call you when a busy extension is free:</b>	After you call a busy extension: Dial C + Hang up
<b>Answering Callback (long) rings:</b>	Lift handset. This automatically connects you to the previously busy extension.

### PAGING

<b>Making a Page:</b>	Lift handset + Dial Page code (1-8) + Dial * + Make announcement + Hang up
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### PARK

<b>Parking (holding) a call so it can be picked up from any phone:</b>	TRF + Dial Park code (60-69 or * + ext.) + Page person (dial Page code 1-8, then *) and announce Park code + Hang up
<b>Answering a Park:</b>	Lift handset + Dial announced Park code

## PLACING YOUR CALLS QUICKLY

### SPEED DIAL

<b>Storing a number at your phone:</b>	Lift handset + Dial # + Dial storage code (20-29, 50-59) + Dial line code + Dial number (16 digits, including pauses [entered by pressing HLD]) + Hang up Note: You can record the numbers in the Speed Dial directory (see back cover).
<b>Calling a stored number:</b>	Lift handset + Dial storage code (20-29, 50-59) for number. You may not be able to dial 50-59 in some systems.