

# Single Line Phone User Guide

*[FLASH]=press FLASH key or Briefly press and release the hookswitch*

## Placing Calls

### *Intercom Call*

1. Lift Handset.
2. Dial intercom number. You will hear:
  - a. Ringing if called station is in "T" answering mode,
  - OR-
  - b. Two tone bursts if called station is in "H" or "P" mode.
3. Hang up to end call.

### *Outside Call*

1. Lift Handset.
2. Dial access code (9, 801-823, 88+LLL); (LLL=001-144).
3. Dial telephone number.

## Call Transfer      **Flash+XXX**

### *Making a Screened Transfer*

1. Press [FLASH] key.
2. Dial desired intercom number.
3. Announce the call.
4. Hang up to complete transfer

### *Making an Unscreened Transfer*

1. Press [FLASH] key
2. Dial desired intercom number.
3. Hang up to complete transfer.

## Hold – Exclusive

### *While connected to an outside line:*

Press [FLASH] key.

### *To retrieve the call:*

Press [FLASH] key again.

## Call Pick-up (#5)

When the system is in Day or Night mode and you hear an outside line ringing at another station and wish to answer it:

Dial [#5]. The connected outside line can be transferring or disconnected.

### **Paging (700)**

If you have been given the ability to make page announcements:

1. Lift handset.
2. Dial desired paging code.

Page Zone	Code
All Calls – Internal and External	700

3. Speak in a normal tone of voice to deliver message.
4. Replace handset to terminate the page announcement.

*Stations off-hook and in “do not disturb” will not hear the page announcement.*

### **Conference**

You may set up a conference with one external and one other internal station.

1. Lift handset.
2. Place an outside call.
3. Press [FLASH] key to place call on hold.
4. Dial number of internal station you wish to add.
5. When that station answers press [FLASH] key again. All three parties will be connected.

#### *Conference w/ Personal Park*

*While connected to an outside line:*

1. Press [FLASH] key. An intercom dial tone is received.
2. Dial [438]. The first call is placed in Personal Park.
3. Dial desired number for second call.
4. Press [FLASH] key. An intercom dial tone is received.
5. Dial [664]. All three parties are conferenced.
6. Hang up to terminate conference.

### **Call Park**

You can place an outside call on hold, or consult/page/call an internal party before transferring the outside call.

*While connected to an outside line:*

2. Press [FLASH] key. The caller is put on Exclusive Hold.
3. Dial park location (430-437). Confirmation tone sounds.
4. If you hear a busy tone, press [FLASH] key twice, dial another parking location, then hang up.

*To retrieve a Parked Call:*

1. Lift handset.
2. Press pound [#] key.
3. Dial Park Location (430-437) where call was parked.

***[FLASH]=press FLASH Briefly press and release the hookswitch***

**Call Transfer      Flash XXX**

**Call Pick-up    (#5)**

**Paging (700)**