






**Feel free to distribute these cards to the single line telephone users.**

**Quick Reference Guide for Single Line Telephone**

To make calls
<b>Intercom: Extn. no.</b>
<b>Operator: 9 or 0 *</b> The operator call number (default) varies depending upon Country/Area.
<b>Outside party: 0 or 9 * + Phone no.</b> The automatic line access number (default) varies depending upon Country/Area.
<b>Personal speed dialling:</b> * * * + * + Personal speed dialling no.
<b>System speed dialling:</b> * * * + System speed dialling no.
<b>Redial: # *</b>

When a line is busy
<b>Reserving a busy line: 6 *</b>
<b>Sending a call waiting tone: 1 *</b>

To pick up someone's call
<b>Specified extension: * 41 * + Extn. no.</b>
<b>Group: * 40 * + Group no.</b>

During a conversation
<b>Holding:</b>  + * 50 * + 
<b>Retrieving:</b>  + * 50 *
<b>Transferring:</b>  + Phone no.
<b>Answering a call waiting:</b>  + * 50 *

\* You can change the flexible numbers to other numbers for easier use. If you want to change the numbers, consult your dealer.






Frequently used features at your extension

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