











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

Quick Reference Guide for Single Line Telephone	
To make calls	
<b>Intercom:</b>	Extn. no.
<b>Operator:</b>	9 or 0 *
The operator call number (default) varies depending upon Country/Area.	
<b>Outside party:</b>	0 or 9 * + Phone no.
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:</b>	6 *
<b>Sending a call waiting tone:</b>	1 *
To pick up someone's call	
<b>Specified extension:</b>	* 41 * + Extn. no.
<b>Group:</b>	* 40 * + Group no.
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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