

Essx[®]

Quick Reference Card for Single Line Telephones

STATION-TO-STATION CALLING

Dial the five digit station number

example: 555-1212

LOCAL CALLS

Dial "9" and the local number

example: 9 555-1212

LONG DISTANCE CALLS

Dial "8" then the area code and the telephone number

example: 8 828 555-1212

EMERGENCY

Dial "9" + 911

example: 9 911

CALL HOLD

Activate:

- Press flash key
- Dial 76
- Lay handset down

Deactivate:

- Hang up handset
- Pickup ringing telephone
- Resume conversation

CALL TRANSFER

- Press flash key
- Dial third number
- Announce the call and hang up

3-WAY CONFERENCE

- Press flash key
- Dial third number
- Press flash key again
- All three parties are connected

CALL PICKUP

- Dial 78

CALL PARK

- Press flash key
- Dial 151

RETRIEVE A PARKED CALL

- Dial 152
- Dial the station number where the call was parked.

CALL FORWARD - ALL CALLS

Activate:

- Dial 72
- Dial the telephone number

Deactivate:

- Dial 73

RING AGAIN

If you receive busy tone from a called station:

- Press the flash key
- Dial 132

When called station becomes free a tone will sound through speaker.

Lift handset, and hear other station ringing.

SPEED CALLING

To program or change list:

Without lifting the handset:

- Dial 75
- Dial two-digit speed calling code
- Dial the number to be stored followed by the # key

To call a number on the list:

Dial * the two-digit speed calling code followed by the # key

example: *00# or *03#

Fold Here

Fold Here