

*business*phone

...it's your business



User's Guide

BUSINESSPHONE 250
BUSINESSPHONE 50

Analogue Telephone

BUSINESSPHONE 250 / BUSINESSPHONE 50
ANALOGUE TELEPHONE

USER'S GUIDE

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Welcome to the User's Guide for the Analogue phone in the BusinessPhone 250 / BusinessPhone 50 system from Ericsson.

It is a state-of-the-art business communications system. Its alliance of features and facilities effectively improves communications for virtually any kind of organization.

To take full advantage of these advanced features and facilities there is a line of phones, designed for ease of use in every situation.

This guide will demonstrate how the Analogue phone helps you access the functions of the BusinessPhone 250 system.

You will find a section describing the basic telephone functions (how to answer, how to make calls...) and traffic situations.

Last, but not least, you will find a reference section describing audible signals and, in addition, an index to the User's Guide.

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INCOMING CALLS GENERAL

A ringing signal indicates an incoming call.

ANSWER CALLS



Lift the handset

On another extension



You can answer a call to a phone even if you are in another room:

Call the ringing extension

You receive busy tone.

6

Press

A second call is waiting

A call waiting tone will inform you, during a conversation, that a second call is waiting on your phone. (See also Camp on). You have two options.

Option 1 :



Finish the ongoing call:

Replace the handset

The new call will be signalled on your phone.



Lift the handset to receive the new call

Option 2 :

R



Ask your conversation partner to wait:

Press and replace the handset

The waiting call will be signalled on your phone.



Lift the handset to receive the new call

After finishing the new call:



Replace the handset

Your first call will be signalled on your phone.



Lift the handset to receive the first call again

OUTGOING CALLS GENERAL

Sometimes you make a call but the person is not available. These functions will help you in your attempts to establish contact with the called party.

MAKE CALLS

Internal or external calls.



Lift the handset and dial the number

The number may be any of the following:

- an extension number,
 - an external number, where 0 is the digit for external calls,
 - a common abbreviated number.
-

LAST EXTERNAL NUMBER REDIAL

When you initiate an external call the system automatically stores all the dialled digits, irrespective of whether the call was successful or not.



Lift the handset



Press to redial the last dialled external number

AUTOMATIC CALL-BACK

You call an extension and receive busy tone or get no answer. This can also be used if no external line is free:

5

Press

Verification tone.



Replace the handset

You are called back if the extension finishes the ongoing call or the next time the extension finishes a new call.

You have to answer within eight seconds, otherwise the callback service is cancelled.



Lift the handset when you are called back

The requested extension is called automatically.

BUSY EXTENSION

You call an extension and receive busy tone.

Camp-on

You can notify a busy extension of your call by a muted ringing signal (if this function is allowed).

4

Press to camp on

(Keep handset off hook) When the called extension replaces the handset it will be called automatically.

Note: If you receive the busy tone again, the desired extension does not allow camp-on.

Intrusion

You can intrude on an ongoing call on a busy extension (if this function is allowed).

8

Press to intrude

Intrusion tone is heard and a three party call is established. When the called extension replaces the handset and you keep off hook, the called extension will be recalled automatically.

Note: If you still hear the busy tone, then your extension does not have the authority to intrude or the desired extension is protected against intrusion.

DURING CALLS GENERAL

The BusinessPhone 250 / BusinessPhone 50 system allows you to handle calls in many different ways. You can make an inquiry, transfer the call or create a conference.

INQUIRY

During an ongoing conversation you like to make an inquiry to an internal or external party.



Press

The first call is put on hold.



Call the third party

When the third party answers, you can switch between the calls, create a conference and end one of the calls.

Refer back

You can switch between connected parties:



Switch between calls



Press to terminate

The ongoing call is terminated. The other call is connected.

Note: Sometimes the "R"-key must be pressed twice. Whether you can put internal calls on hold or transfer calls to external lines depends on your PBX. Consult your system administrator.

TRANSFER

You have an ongoing internal or external conversation and you want to transfer an ongoing call.



Press



Call the third party

You can transfer the call before answer or wait for answer

Note: Make sure, that you are connected to the desired party. Please read the notes and warnings in section "Useful hints".



Replace the handset

The call is transferred.

Transfer to a busy extension

You can even transfer calls to busy extensions. The other party will hear a muted signal (camp-on), and the call will be extended, as soon as the ongoing call is terminated (if camp-on is allowed).

Call-back

You are called back, if you have transferred an external call and the other extension has not answered the call within a certain time. Your telephone will ring again.

CONFERENCE

You have an ongoing conversation and you want to establish a telephone conference.



Press



Call the third party



Press to establish a three party conference

Now you have established a three party conference. To mark the conference, all conference members will hear a periodical conference tone.

Repeat the procedure to include other persons to the conference

In this way, you can include up to six parties in a conversation. How many of them can be external callers depends on the programming of the system .



Replace the handset to leave the conference

CALL FORWARDING GENERAL

When you are not available to take calls or decide to answer your calls on another extension, it is useful to forward your calls to an alternate answering position.

If you urgently need to talk to someone who has forwarded his calls, the system is also equipped with a bypass function.

Note: You can still make calls as usual.

Diversion on no reply

If you are not available to answer incoming calls (internal or external), your system administrator can program your extension to automatically divert calls to a programmed diversion address (default time: 15 seconds).

Diversion on busy

If your extension is busy and you receive an incoming call (internal or external), your system administrator can program your extension to automatically divert the call to a programmed diversion address.

FIXED DIVERSION

This function directs your calls to a pre-programmed answering position (e.g. secretary).

Activate fixed diversion



Lift the handset



Press to activate diversion

Special dial tone.

Cancel diversion



Lift the handset



Press to cancel diversion

INDIVIDUAL DIVERSION

This feature gives you the possibility to divert your calls to any directory number, e. g. to a colleague's extension or a common abbreviated number (e. g. your car telephone). Depending on the programming, external calls can also be diverted to an external diversion address (or otherwise to the operator).

Activate individual diversion



Lift the handset



Dial



Enter the new diversion address



Press to activate the individual diversion

You can make outgoing calls as usual.

A special dial tone reminds you that "Call forwarding" is active.

Cancel diversion



Lift the handset



Dial

FOLLOW ME

To activate Follow me, "Individual Diversion" must be active on your telephone.

Activate Follow me



Lift the handset



Dial



Dial your number and press



Dial the new number to where incoming calls should be diverted



Press to activate Follow me

Special dial tone.

Cancel Follow me

Follow me and individual diversion can also be cancelled from the answering position.



Lift the handset



Dial



Dial your number



Press to cancel Follow me

Dial tone.

BYPASS CALL FORWARDING

Bypass call forwarding makes it possible to call a specific extension, even if call forwarding is activated on this extension.



Lift the handset



Press



Enter extension number



Press

You will be connected to the specified extension, no matter if it has activated fixed diversion, individual diversion or follow me.

INFORMATION GENERAL

If you are not in the office for a certain period of time (e.g. meeting, vacation, lunch, illness), this feature allows you to inform your callers why you are absent. External callers will be routed to the operator who also has access to your absent info.

Note: This will not work, if the voice information is used as a personal greeting for your individual mailbox.

You can inform your callers with:

1) Pre-defined texts

Enter the reason for your absence and the date and time of your return.

2) Voice information

Record a voice message and name your absent information.

ENTER INFORMATION

To store text or voice information.



Lift the handset



Press to enter the information mode

Select "Pre-defined text" or "Voice information"

Pre-defined texts

From the table below:



Enter "Code" and



Enter "Completing info"

	Code	Completing info
Time of return	1	hour (00-23) minute (00-59)
Date of return	2	month (01-12) day (01-31)
Lunch	3	back at, hour minute
Meeting	4	back at, hour minute
Vacation	5	back, month day
Illness	6	back, month day



Press to enter the information

Internal callers receive the information on the display (or as spoken information to callers without display phone).

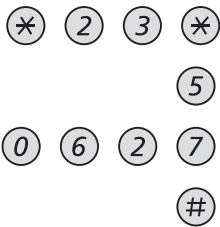
Pre-defined texts

Example:

Vacation, back June 27



Lift the handset



If you do not know the time of return, just press #.
Information active. Internal callers receive the information on the display (or as spoken information to callers without display phone). External callers will be routed to the operator who also has access to your absent info.

(continued)

ENTER INFORMATION (continued)

Voice information



Lift the handset



Press to enter information mode



Press and speak



Press to play-back and listen to your recording



Press and speak to re-record



Press to send

Information active.

Internal callers will hear the information via the handset or the loudspeaker. External callers will be routed to the operator who also has access to your absent info.

***Note:** You can dial your own extension number if you want to check your information.*

ERASE INFORMATION, SAVE INFORMATION



Lift the handset



Press to erase info

or



Lift the handset



Press to deactivate and save for later use

Information is passive.

Use saved information

When the information is switched off:



Lift the handset



Press to activate saved info

Information is active.

INTERNAL MESSAGES

GENERAL

When you call an internal number and receive busy tone or get no answer, you can send a message to that extension.

Two possibilities exist:

1) Call-back message

2) Voice message (see also "Mailbox System")

SEND MESSAGE

You call an extension and receive the busy tone or no answer.

Call-back



Press to send a "call me" message

Voice

If you want, you can send a voice message instead:



Press and speak



Press to play-back



Press and speak to re-record



Press to send

RECEIVE MESSAGE

When you lift the handset and receive a special dial tone, either a diversion is activated or a message is waiting.



Lift the handset



Press

"Call me" message will call the sender immediately. Voice messages will be heard via the handset.

Note: Depending on the configuration, you might be asked for your personal code before you can retrieve your messages. See section "Security".

MAILBOX SYSTEM GENERAL

While you are away from the office, callers can leave messages in your individual mailbox. You are also able to record your personal greeting.

INDIVIDUAL MAILBOX SYSTEM

If you are not in the office, you can give the service to the caller to leave a message in your mailbox.

Activate



Divert your extension to the mailbox system.

Lift the handset



Press



Dial the number to the mailbox system

Ask the system administrator for your defined mailbox number.



Press

Deactivate



Lift the handset



Press

Retrieve messages



Lift the handset



Press

Further procedure, see section "Internal messages - Receive message".

PERSONAL GREETING

When you have diverted your extension to the individual mailbox system, you can leave a personal greeting to the caller.

1) Enter the information

Pre-defined texts or voice information. How to enter information, see section "Enter information".

2) Activate diversion to the mailbox system

How to activate, see section "Individual mailbox system".

ABBREVIATED NUMBERS GENERAL

By using abbreviated numbers, you can make calls simply by pressing a few keys.

Frequently used external numbers are stored as "common abbreviated numbers" in the exchange.

Up to 10 "individual abbreviated numbers" (your personal most frequently used external numbers) can be stored and used on the keys "**0" to "**9".

COMMON ABBREVIATED NUMBERS

External numbers are stored centrally in your BusinessPhone system. Common abbreviated numbers have a maximum of 4 digits and can be dialled from every extension that has the authority to do so.



Lift the handset



Dial the common abbreviated number

Please refer to your telephone directory.

INDIVIDUAL ABBREVIATED NUMBERS

You can program and activate your most frequently used external numbers on the keys "**0" to "**9".



Lift the handset and press



Dial the abbreviated number

A number between 0 and 9.

Program individual abbreviated number

How to program external numbers on the keys 0 to 9.



Lift the handset



Enter programming mode



Select an abbreviated number between 0 and 9 and press



Dial the number and press

The number can consist of up to 24 digits. Press * if you have to wait for dial tone.

Cancel one specific individual abbreviated number



Lift the handset



Press



Enter an abbreviated number between 0 and 9



Press

Cancel all individual abbreviated numbers



Lift the handset



Press

Conformation tone.

GROUP FACILITIES GENERAL

When you are working together in a team the following group facilities can be very useful.

GROUP HUNTING

Your telephone can be included in a hunt group, where all members are represented with one common directory number.

Incoming calls to the hunt group, follow the same procedure as calls to normal directory numbers, then the call is directed to free extensions in the group. The hunt order within the group can be changed to suit your needs.

Only one group hunting call can be handled at a time, i.e. a second incoming group hunting call cannot be presented on your other line. However you can still receive group hunting calls to your extension number, if you are busy with a normal call

Note: If all members in a hunt group are busy, the call-back or intrusion functions are not available, however the camp-on function can still be used.

16 hunt groups can be programmed, each containing 1 to 20 members. A hunt group member can be either an extension number, an operator console or a fictive number.

To answer incoming group hunting calls:



Lift the handset

GROUP CALL PICK UP

In a pick up group, any member can answer any individual call to group members. You answer a call to a group member by dialling a special answering number. Please ask your system administrator for the configured number.



Lift the handset



Dial the group call pick up code

COMMON BELL

The common bell facility allows all extensions of the system (operator included) to pick up the call from an extension that has been predefined as a common bell extension.



Lift the handset



Dial the common bell pick up code

Please ask your system administrator for the common bell pick up code.

If two or more extensions simultaneously attempt to answer a call from the common bell extension, only the first extension will pick it up. The other extensions will receive the "number unobtainable" tone. This will also happen if you dial the common bell pick up code and there are no calls waiting at the common bell extension.

OTHER USEFUL FACILITIES GENERAL

By using these facilities your productivity will be increased, e.g. you can set reminders for important meetings, place the costs for external calls on separate accounts and much more...

REMINDER

The phone can be set to remind you at any time within the next 24 hours (multiple settings are allowed).



Lift the handset

Press



Dial reminder time and press

(00-23) hour + (00-59) minute. When the time is reached your phone rings with recall signal.

Note: If you receive busy tone, your extension does not have the authority to set a reminder.

Cancel reminder



Lift the handset



Press to cancel all settings

ACCOUNT NUMBER

You can place costs for external calls on a selected account number (up to 15 digits).



Lift the handset



Press

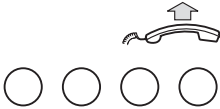


Enter account number and press

Internal dial tone. Make the external call.

AUTOMATED ATTENDANT

The Automated Attendant facility sends voice instructions to external and internal callers, informing them of all possible options they can choose. Voice instructions lead the callers step by step to the desired destination.



Lift the handset

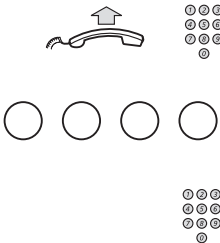
Dial the automated attendant directory number

Please ask your system administrator for the Automated Attendant directory number.

DIRECT INWARD SYSTEM ACCESS (DISA)

If you are working externally and you have the need to make business calls, call your company and use the company PBX to build up an external call to the desired party.

You just pay the costs for the phone call to your company. The other costs will automatically be placed on your extension number or on a special project.



Lift the handset and dial the public number of your company

followed by the DISA number

Please ask the system administrator for the defined DISA number.

Dial the external number

Note: During the procedure you will be prompted for your personal code. Which code to use and how to change it, see section "Select Personal Code". See last page for a card to remember these specific numbers.

DOORPHONE

The doorphone is used to monitor the admission to your company, i.e you can open the doorlock from your phone.

Answering door-phone calls



Lift the handset

You will be in speech connection with the calling party.

Opening of the doorlock



Press



Dial the door-opener's directory number

Please ask your system administrator for the number.

TANDEM CONFIGURATION

The tandem configuration is a unit, consisting of two telephones using the same directory number. One of the telephones is defined as the "master" and the other one as the "slave".

This function enhances the communication for users that, for example, have a wired phone on their desk (the "master telephone") and need to be mobile within their company's building with their own portable (the "slave telephone"). Basically the tandem configuration works as follows:

To activate the tandem configuration



Lift the handset



Press to log on the slave telephone



Replace the handset

For incoming calls:

- Both telephones are treated as 1 single extension.

For outgoing calls:

- Both telephones are treated as 2 separate extensions.

To deactivate the tandem configuration



Lift the handset



Press to log off the slave telephone



Replace the handset

For incoming calls:

- The "Slave" telephone cannot be called and the "Master" telephone works as a normal "stand-alone" telephone.

For outgoing calls:

- Both telephones are treated as 2 separate extensions.

Transferring a call between the members of a tandem unit



Press



Dial own directory number



Replace the handset

SECURITY GENERAL

You can block your extension in order to prevent unauthorized use of your telephone, e.g if your external calls are placed on a specific account number.

BLOCK EXTENSION



Lift the handset



Dial to block your extension

Verification tone. Your extension is blocked.

Un-block extension



Lift the handset



Dial



Dial your personal code and press to re-open

Verification tone. Your extension is open for use.

SELECT PERSONAL CODE

You can use your four-digit code for blocking your phone from unauthorized use or for making external calls from any blocked extension.



Lift and press



Dial to select a new code



Dial your present code and press

The default personal code is "0000".



Dial your new code and press

Verification tone.

BYPASS BLOCKED EXTENSION

In order to make a call, you can temporarily bypass a blocked extension.

Bypass own extension



Lift the handset



Dial



Dial your personal code and press

Dial tone. You can make one call from your extension.

Bypass another extension



Lift the handset



Dial



Dial your personal code and press



Dial your extension number and press

Dial tone. You can make one call from the blocked extension.

LEAST COST ROUTING GENERAL

Least Cost Routing (LCR) automatically selects the cheapest way to establish the connection to the desired external number. Please ask your system administrator if this function is installed in your system.

LEAST COST ROUTING

If the extension has been configured to use LCR, each external call will be analysed and the cheapest way will be selected.

Use least cost routing



Lift the handset



Dial the digit(s) for external calls and external number

The usual way of making an outgoing external call.

Calling least cost routing



Lift the handset



Dial the LCR code














Please ask your system administrator for the LCR code.



Dial the digit(s) for external calls and external number

TONES AND SIGNALS

Tones are audible in the handset. Ringing signals are emitted from the phone.

Dial tone (System ready to accept digits)		
Special dial tone (System ready to accept digits, active diversion on telephone)		
Ringing tone (Ringing signal to called party)		-repeated after 4 s
Special ringing tone (Ringing signal to line 2)		-repeated after 4 s
Busy tone (Called party is busy)		
Number unobtainable tone (Called number not accessible or vacant)		
Blocking tone (Call cannot be executed due to congestion or called party blocked)		
Verification tone (Verification that ordered function is accessed)		
Intrusion tone (Sent to all parties during intrusion)		
Conference tone (Sent to all participants in a conference)		-repeated after 15 s
Internal ringing signal		-repeated after 4 s
External ringing signal		-repeated after 4 s
Automatic call-back signal		

Note: The tones and ringing signals in this guide refer to the standard system but may vary between countries.

GLOSSARY

ABBREVIATED NUMBER DIALLING

Initiating a call to a pre-programmed number by dialling a code or pressing a key. Short numbers can be: *1. Common, which means that all extensions can use them. 2. Individual, which means that they are programmed and used by each extension separately (10 numbers).* See section "Abbreviated numbers".

ACCOUNT NUMBER

To place costs for external calls on a selected account number (up to 15 digits). See section "Other useful facilities".

AUTOMATED ATTENDANT

A facility which sends voice instructions to internal and external callers, providing all options which can be chosen. Voice instructions lead the caller to the desired destination. See section "Other useful facilities".

CALL-BACK

An indication to a busy extension, to inform the person that you want to speak to him/her. See sections "Internal messages" and "Outgoing calls".

CAMP ON

To place (queue) a call to a busy extension. See section "Outgoing calls".

DIRECTORY NUMBER

Numbers with 1-8 digits which are assigned to extensions or external lines or as common abbreviated numbers.

DIRECT INWARD SYSTEM ACCESS (DISA)

If you are working externally, the DISA function enables you to make external calls (long distance) via the company PBX. You only pay for the call to your company. See section "Other useful facilities".

DIVERSION

Incoming calls to an extension are diverted to another directory number (extension, common abbreviated number or the operator). There are three possibilities: *1. Direct, which means that all calls to an extension are forwarded directly. 2. On no reply, which means that a call is forwarded if it is not answered within a certain time. 3. On busy, which means that a call is forwarded if the extension is busy.* See section "Call forwarding".

DIVERSION BYPASS

This is useful for letting urgent calls through to an extension where diversion is active. See section "Call forwarding".

EXTENSION

All telephones connected to the PBX have a unique internal number (upto 3 digits).

INFORMATION

Internal callers are informed about absence and time of return. External callers are diverted to the operator, where the same information is available. Information can be of two kinds: *1. Pre-programmed text information. 2. Voice information.*

INTRUSION

To intrude on an ongoing call when a requested extension is busy. See section "Outgoing calls".

ISDN	Integrated Services Digital Network. Provides your system with supplementary services from the public net.
LEAST COST ROUTING	A function that automatically selects the cheapest way to connect your external call (not necessarily the shortest distance). See section "Least cost routing".
MAILBOX	The mailbox system controls the messages that are left for or sent by you when you are absent. See section "Mailbox system".
MESSAGE	A message can be sent to any extension. This is useful when you receive the busy tone or get no answer. There are two kinds of message: 1. <i>"Call me" message</i> . 2. <i>Voice message</i> . See section "Internal messages".
PBX	Public Branch Exchange. Your telephone switching system (e.g. BusinessPhone 250).
PERSONAL CODE	A four-digit code needed to e.g. block your extension and retrieve messages from the mailbox system. You can set your own personal code. See section "Security".
PRE-DEFINED TEXT	Pre-programmed absent information. See section "Information".
TIE LINE	An external line from the private network.
THIRD PARTY	A third connection (person), which can be included in an ongoing two person conversation. The connection can be internal or external. See section "During calls".
TRANSFER	During an internal or external ongoing call you can make an inquiry and then transfer the call to another party (internal or external). See section "During calls" and "Useful hints".
TRUNK LINE	A trunk line is the same as an external line. Can be either digital or analogue.

CONNECTIONS BETWEEN EXTERNAL LINES

With your BusinessPhone PBX, you can establish an external call diversion or a conference with more than one external party or transfer an external call to another external destination (e.g. a mobile phone). These features are very useful for everyday business life.

Note: When these features are used, your BusinessPhone will occupy at least two external lines.

However, there may be disadvantages in connecting to several external lines. We would therefore like to draw your attention to the following:


- **Please do not transfer external calls to an external mailbox, to information systems or to external parties before they have answered**
- **Try to avoid diverting calls to third parties before they have answered**
- **If you are connected to two external lines, cancel one call by pressing "R" and "1"**


If the external parties are not persons (mailbox, automated information or attendant systems, etc.), connections on external lines can last a long time, which can be costly. Moreover, such calls may occupy two of your system's external lines. You can restrict connections between the external lines by re-programming your system. Please ask your system administrator or contact our service center for more information.

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QUICK REFERENCE GUIDE

ANSWER CALLS


Answer: 


Answer on another extension:  (Call ringing extension) **6**


MAKE CALLS


Normal calls:  (Extension no.)

or


 (External no.)

Common abbreviated number:  (Abbreviated no.)

Individual abbreviated number:  (Abbreviated no. 0-9)

Last external number redial:  *

YOU GET BUSY TONE OR NO ANSWER

Automatic call-back: **5**  (Lift handset when called back)

Camp on: **4** (Keep handset off hook)

Intrusion: **8**

INQUIRY


Ongoing conversation: **R**  (Call 3rd party)

REFER BACK


Switch between calls: **R** **2**

To terminate: **R** **1**

CONFERENCE

Ongoing conversation: **R**  (Call 3rd party)

R **3** (To establish)



 (To leave)


TRANSFER

Transfer a call: **R**  (Call 3rd party)




 (Before or after answer)

REMINDER

Reminder (24 hours):  * **3** **2** *  (Reminder time) **#**

Cancel reminder:  **#** **3** **2** **#**


ACCOUNT NUMBER

Costs on a selected account no.:  * **9** *   (Account number) **#**

MESSAGES


"Call me": **9** **#**

Voice: **9** **9** Speak


Play-back: * 



Re-record: **9** Speak


Send: **#**




Receive messages:  * **5** **9** **#**



CALL FORWARDING



Fixed diversion:  * **2** **1** **#**

Individual diversion:  * **2** **1** *  (New no.) **#**



Cancel diversion:  **#** **2** **1** **#**


Follow me, re-direct from answering extension:  * **2** **1** *  (Own no.) *  (New no.) **#**

Cancel from ans. extension:  **#** **2** **1** *  (Own no.) **#**

Bypass call forwarding:  * **6** **0** *  (Extension no.) **#**

INFORMATION

Enter information (pre-text):  * **2** **3** *  (Select "info code" from list below)

 (Enter "completing info") **#**

	info code	completing info
Time of return	1.	hour (00-23) minute (00-59)
Date of return	2.	month (01-12) day (01-31)
Lunch	3.	back at, hour minute
Meeting	4.	back at, hour minute
Vacation	5.	back, month day
Illness	6.	back, month day

IMPORTANT NUMBERS

IMPORTANT NUMBERS

Number	Function
.....	Account number 1
.....	Account number 2
.....	Automated attendant
.....	Common bell
.....	Direct inward system access (DISA)
.....	Doorphone
.....	External line number 1
.....	External line number 2
.....	Group call pick-up
.....	Individual mailbox number
.....	Least cost routing
.....	Password
.....	Tie line number 1
.....	Tie line number 2

POST DIALLING DIGITS

Number	Function
.....	Answer calls on another extension
.....	Automatic call-back
.....	Call waiting
.....	Camp-on
.....	Intrusion

ABBREVIATED NUMBERS

Common Abbreviated Numbers

.....
.....
.....
.....

Individual Abbreviated numbers

<div><div>*</div><div>*</div><div>0</div></div>
<div><div>*</div><div>*</div><div>1</div></div>
<div><div>*</div><div>*</div><div>2</div></div>
<div><div>*</div><div>*</div><div>3</div></div>
<div><div>*</div><div>*</div><div>4</div></div>
<div><div>*</div><div>*</div><div>5</div></div>
<div><div>*</div><div>*</div><div>6</div></div>
<div><div>*</div><div>*</div><div>7</div></div>
<div><div>*</div><div>*</div><div>8</div></div>
<div><div>*</div><div>*</div><div>9</div></div>

ANSWER CALLS

Answer:



Answer on another extension:



(Call ringing extension) 6

MAKE CALLS

Normal calls:



or



Common abbreviated number:



Individual abbreviated number:



(Abbreviated no. 0-9)

Last external number redial:

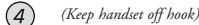


YOU GET BUSY TONE OR NO ANSWER

Automatic call-back:



Camp on:



Intrusion:



INQUIRY

Ongoing conversation:



REFER BACK

Switch between calls:



To terminate:



CONFERENCE

Ongoing conversation:



TRANSFER

Transfer a call:



REMINDER

Reminder (24 hours):



(Reminder time) #

Cancel reminder:



ACCOUNT NUMBER

Costs on a selected account no.:



(Account number) #

MESSAGES

"Call me":



Voice:



Play-back:



Re-record:



Send:



Receive messages:



CALL FORWARDING

Fixed diversion:



Individual diversion:

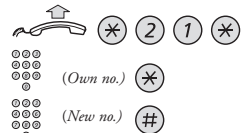


(New no.) #

Cancel diversion:



Follow me, re-direct from answering extension:



(Own no.) *

(New no.) #

Cancel from ans. extension:



(Own no.) #

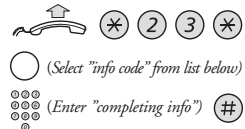
Bypass call forwarding:



(Extension no.) #

INFORMATION

Enter information (pre-text):



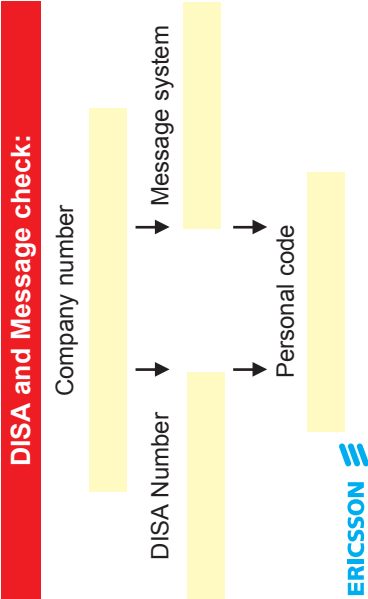
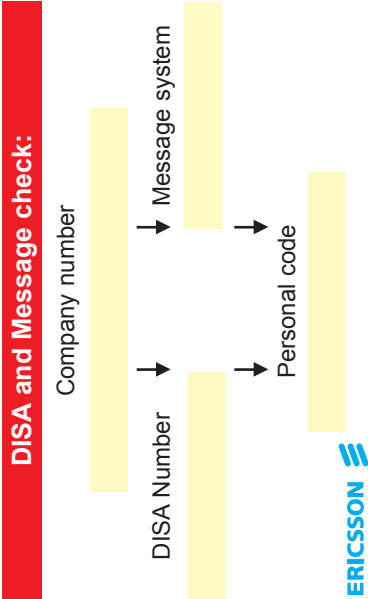
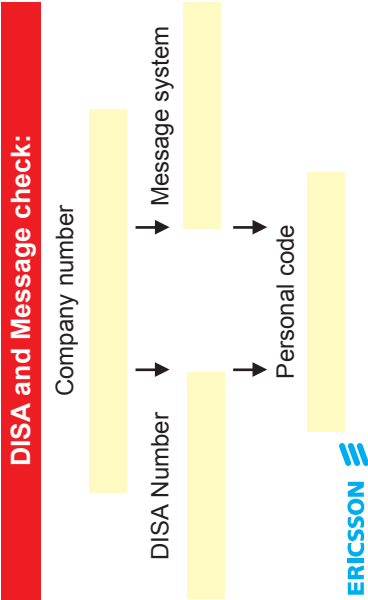
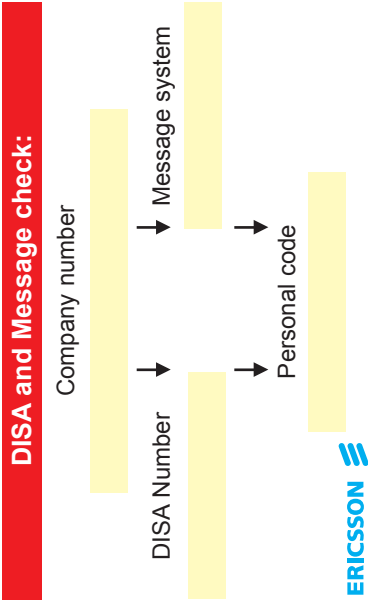
(Select "info code" from list below)

(Enter "completing info") #

	info code	completing info
Time of return	1.	hour (00-23) minute (00-59)
Date of return	2.	month (01-12) day (01-31)
Lunch	3.	back at, hour minute
Meeting	4.	back at, hour minute
Vacation	5.	back, month day
Illness	6.	back, month day

QUICK REFERENCE CARD

These cards are used for DISA and to check messages.



QUICK REFERENCE CARD

Special account numbers for business calls:

Project name	Account number
1	→
2	→
3	→
4	→

business phone
...it's your business

This is a part of EN/LZTBS 102 003 R3B

Special account numbers for business calls:

Project name	Account number
1	→
2	→
3	→
4	→

business phone
...it's your business

This is a part of EN/LZTBS 102 003 R3B

Special account numbers for business calls:

Project name	Account number
1	→
2	→
3	→
4	→

business phone
...it's your business

This is a part of EN/LZTBS 102 003 R3B

Special account numbers for business calls:

Project name	Account number
1	→
2	→
3	→
4	→

business phone
...it's your business

This is a part of EN/LZTBS 102 003 R3B

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