

TELEPHONE GUIDE



UNITY II / SINGLE-LINE SET

**ENTRY SPEED CALL LIST
CODE PERSON/NUMBER**

0	
1	
2	
3	
4	
5	
6	
7	
8	
9	

*** USR OPTION CODES**

CODE	USED TO ASSIGN
1	Call Forward No Answer redirection DN
2	Hunt redirection DN
3	External Forward No Answer redirection DN
4	External Hunt redirection DN
5	Ringling Code Options (ring cycles)

Feature Access Codes

Call Pick-Up	73
Call Park	771 + Ext. No.
Call Park Retrieval	772 + Ext. No.
Activate Ring Again	71
Cancel Ring Again	72
Call Forward	# + 1
Speed Call	# + 3
Hold	# + 4

Dialing Plan

Local 9 + xxx-xxxx
 SCAN (On-Net Dialing) 8 + xxxxxx + xxx-xxxx
 SCAN (Off-Net Dialing) 8 + xxxxxx + (A/C) + xxx-xxxx
 Within Everett Area Agencies xxx

Feature Instructions

Transfer	To transfer a call	Press Link button (hear 3 beeps + dial tone)...dial extension...party answers...announce call in privacy...hang up.
	To return a caller	If number is busy or no answer, press Link button...caller is reconnected.
Consult	To hold a call and consult	Press Link button (hear 3 beeps + dial tone)...dial extension...party answer...consult in privacy...when consulted party hangs up, you will automatically be reconnected to original caller.
Add-On Conf. (3 Party)	To add third party	Press Link button (hear 3 beeps + dial tone)...dial number of third party...when third party answer, announce that a conference call is being set up...press Link button and begin conference.
Ring Again (In-House Only)	After receiving busy	Press Link button (hear 3 beeps + dial tone)...dial "71"...hang up...when extension is free, your phone begins fast ringing...lift handset within 6 seconds...call is placed immediately.
	To cancel	Lift handset...dial "72".
Call Pick-Up	From idle phone w/in P.U. group	Lift handset...dial "73"...you will be automatically connected with calling party.
Call Forward	All calls	Lift handset...dial "# + "1"...dial number where calls are to be forwarded...hang up.
	To cancel	Lift handset...dial "# + "1" and hang up.
Speed Call	To update or program list	Lift handset...dial "# + "2"...dial Speed Call entry code...dial number to be programmed...hang up. Repeat for each number being entered.
	To use	Lift handset...dial "# + "3" + entry code...call is placed automatically.
Call Park	To park call	Press Link button (hear 3 beeps + dial tone)...dial "771" + extension number you want to park call on...hang up.
	To retrieve call	Lift handset...dial "772" + extension number call parked on.
Hold	To place on hold	Press Link button (hear 3 beeps + dial tone)...dial "# + "4"...hang up (will receive single ring reminder every 60 seconds).
User Selectable Call Redirection	To assign	Lift handset...dial "79915"...enter station control password...enter USCR option code...enter redirection DN if assigning DN...hang up. (*See USR Option Codes.)
Call Forward Internal Calls	To forward calls	Lift handset...dial "79914"...dial number where calls are to be forwarded...hang up.
	To cancel	Lift handset...dial "79914".
Station Specific Author. Code	To activate	Lift handset...dial "76" + authorization code...hear dial tone...dial phone number.

NOTE: Telephone sets without Link buttons, use "Switchhook" to access features.