

This layout is designed for two-sided printing. Or else you could paste two, single-sided printouts back-to-back with a glue stick. Trim to a folded size of 3½" by 5½." If printing from Acrobat, specify "none" for page scaling in the print dialog window.

## Sub-Attendant Commands

### General notes

- Requires extension with "sub-attendant" class of service.
- Dial \* and command number. Listen for tone.
- Enter command-specific settings (in parentheses).
- "EEE" represents 2-, 3-, or 4-digit extension.
- "#" is the touch-tone "#" key.
- When printing reports do not hang up until tone is heard

	Cmd	Description
Hospitality Commands	*10	Check extn. EEE In (6) or Out (3)
	*11	Message-Waiting extn. EEE On (6) or Off (3)
	*12	Wakeup Call extn. EEE Set (HHMM#) or Cancel (9#)
	*13	Set Room Status (EEESS#). SS is status codes.
	*14	Clear All Room Status Codes (#)
	*15	Long distance calls extn. EEE Allow (6) or Block (3)
	*16	Local calls extn. EEE Allow (6) or Block (3)
Reports	*17	Extn.-to-Extn. Calls extn. EEE Allow (6) or Block (3)
	*20	Print Individual Extn. Wakeup Report (EEE#)
	*21	Print System Wakeup Report (#)
Exten. Features	*22	Print Room Status Report (#)
	*25	Request PMS Database Dump (112 only)
	*30	Forward Extension's Calls (see manual)
	*31	Clear Voice Mail (EEE#)
	*32	Do Not Disturb extn. EEE On (6) or Off (3)
	*40	Clear Extension Features (EEE#)
	*41	Manual Night Mode On (6) or Off (3)
System Commands	*42	Clear 9-1-1 Alarm (9 to clear alarm)
	*43	Trunk Alarm On (TT6) or Off (TT3), TT is trunk #
	*61	Set System Time (HHMM#)
	*62	Set System Date (MMDDYY#)
	Call Accounting & Auto Attendant	*50
*51		Clear Extension's Phone Bill (EEE#)
*52		Revive Extension Calls (EEE#)
*53		Set Credit Limit (EEEE\$\$) \$\$ is amount in dollars.
*54		Print Credit Violations (#)
*55		Print Audit Report (#)
*56		Clear Audit Report (#)
*63	Record Auto Attendant Messages (see manual)	

Copyright 2009, Call Management Products, Inc. 800-245-9933  
 PhoneSuite is a registered trademark of Call Management Products, Inc.  
 ps\_extension\_ref\_card\_20090402.doc

## Room Extension Summary

### Answering Calls

- Single rings indicate incoming trunk call
- Double rings indicate internal call from extension or console.

### Making Calls

#### Call another room

- Dial room number..

#### Call an outside number

- Dial "9" (or "8" or "81"–"89").
- Dial phone number.

#### Call the operator

- Dial "0".

### Voice Mail

- Dial "50".
- Follow the voice prompts.

### Wakeup Calls

#### Set a wakeup call

- Dial "5#"
- Enter wakeup time as four digits, military time (e.g., 8:05AM is 0805 and 8:05 PM is 2005).
- Listen for three confirmation tones

#### Cancel a wakeup call

- Dial "5#".
- Enter "9999"
- Listen for three confirmation tones.

## Feature Extension Summary

### Hold

#### Place a call on hold

- Perform a “hook flash” by pressing the “flash” button or by depressing the hang-up hook briefly (½ second).
- Listen for “stutter dial tone.”
- Dial “58.”
- Hang up. Extension is now free to make new call.

#### Retrieve a call from hold

- Flash
- Dial “58.”

### Transfer

- Flash.
- Dial number to transfer the caller to.
- Either wait to announce caller or hang up.

### Conference

- Dial first number and place it on hold as above.
- Dial second number.
- Flash.
- Dial “59.”
- Only one three-way conference call is allowed at a time.

### Forwarding

#### Set forwarding for all calls to your extension (to internal numbers only)

- Dial “51.”
- Dial extension or hunt group to receive forwarded calls.
- You will hear confirmation tone.

#### Set forwarding when your extension is busy or you don’t answer

- To internal number, Dial “53,” then the extension or hunt group.
- To outside number, dial “9” (or “8” or “81”–“89”), then the number to receive forwarded calls, then press “#.”
- You will hear confirmation tone for both types of forwarding.

#### Cancel forwarding.

- Dial “52.”

## Feature Extension Summary

### Call Waiting (if enabled. Not supported in newer versions.)

#### Complete current call

- Hang up when finished with current call.
- Waiting call will ring back.

#### Answer second call

- Flash. First call goes on hold.
- Flash again. Speak to second party.
- Hang up.
- First call will ring back.

#### Transfer second call

- While speaking to second party, flash and wait for “stutter” dial tone.
- Dial desired number.
- Announce caller if desired.
- Hang up.
- First call will ring back.

#### Toggle between callers

- Perform two successive hook flashes.

### Pick up incoming trunk call (if TAFAS-enabled)

- Dial “57.”

### Pick up from Pick-Up Group

- Dial “54.”

### Pick up parked call

- Dial “56.”
- Dial park slot number (1-4) as announced by attendant.

### Page (if equipped with paging equipment)

- Dial “55.”