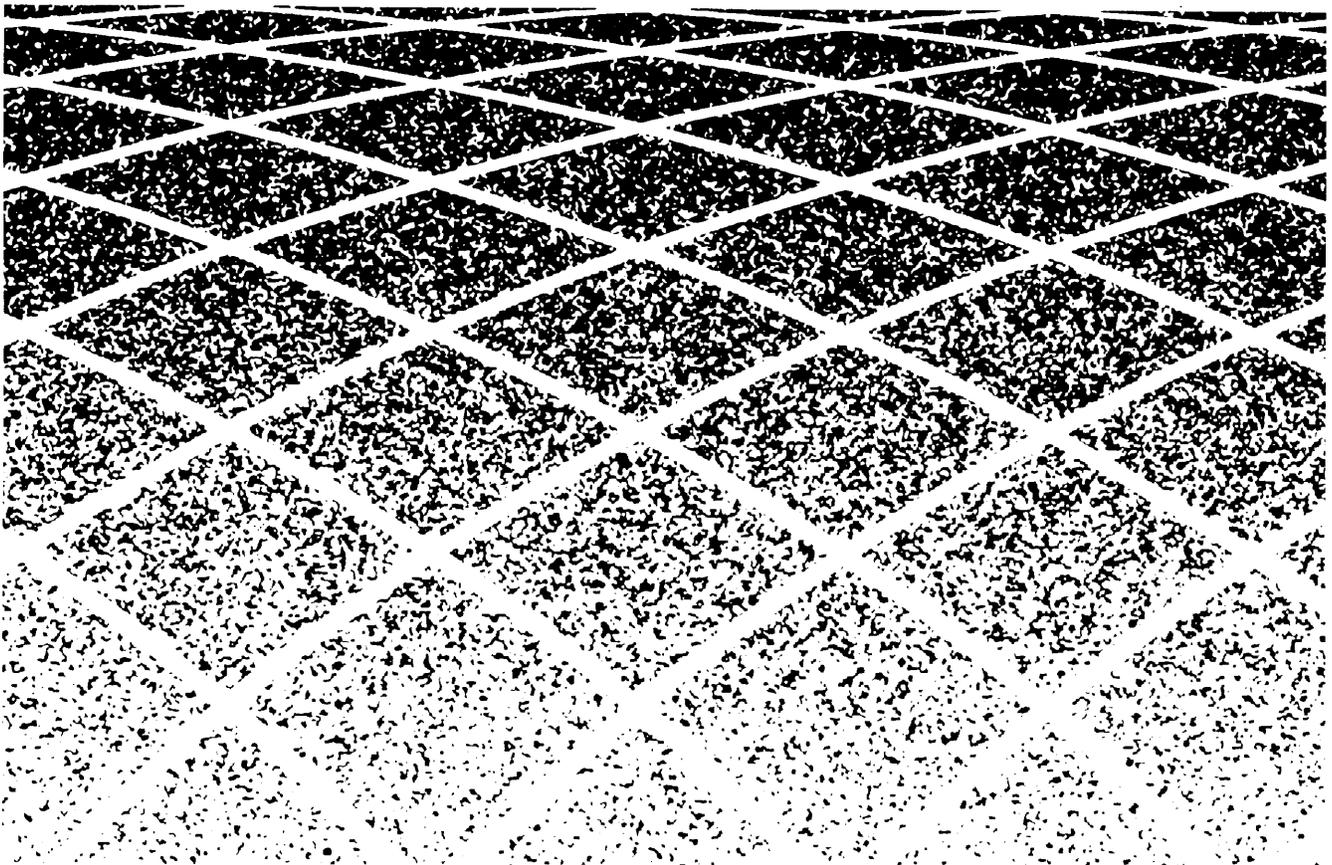




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# AT&T SYSTEM 25

## SINGLE-LINE TERMINAL USER GUIDE



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Single-Line Terminal User Guide  
Prepared by System 25  
Document Development Group and the  
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# Introduction

This guide describes the features available to you from AT&T System 25 through a single-line voice terminal. It also provides instructions for using those features. For your convenience, the features are arranged in alphabetical order. The manual also includes certain reference information you may want to review at a future time.

Your voice terminal is ready to use as soon as it is connected to System 25. So as you learn to use the features, you can make and receive calls with your voice terminal just as you would with an ordinary telephone.

System 25 supports both Touch-tone and Rotary sets. However, if you have a rotary set, you will not be able to use those features that require you to enter a "\*" or "# " character.

## Features

Your AT&T System 25 has two types of features, fixed and assignable, that transform your telephone into a voice terminal. Fixed features are available on every single-line voice terminal. In this guide, they are identified at the top of the page by a box with a check. Assignable features are distributed by your System Administrator and are identified by an empty box.



fixed feature



assignable feature

If you need an assignable feature, see your System Administrator.

## The Switchhook (Recall, Flash)

The switchhook is the button(s) held down by the handset when it rests in the handset holder on your voice terminal. Some System 25 features require that you use the switchhook to signal the system.

When you are instructed to *press the switchhook*, press the button(s) down as far as it will go for approximately 1/2 second and then release it. If the switchhook is released too soon, the signal will not work. If you hold the switchhook down for too long your call will be disconnected.

NOTE: If you have a [RECALL] or [FLASH] PI button on your voice terminal, you can press it instead of the switchhook. These buttons send a timed signal to the system, so disregard how long you hold down the button.

If you want to hang up and place another call right away, be sure to hold down the switchhook for more than two seconds. Do *not* use the [RECALL] or [FLASH] button to disconnect the call.

## Handset Tones

System 25 signals you with tones that you hear through the

DIAL TONE ||||| (a continuous steady tone)  
You can dial.

CONFIRMATION TONE ||||| ||||| ||||| (three short tones)  
Your action has been accepted. Proceed to the next step

RINGBACK TONE ||||| ||||| ||||| (repeating on/off tone)  
The number you dialed is ringing

SPECIAL RINGBACK TONE (one long tone and one short, dull tone)  
The person you dialed has Call Waiting.

BUSY TONE ||||| ||||| ||||| (repeating on/off tone)  
The number you dialed is busy.

FAST BUSY TONE ||||| ||||| ||||| (repeating on/off tone)  
The number or access code you dialed is busy, restricted, or misdialed.

CALL WAITING TONE (one or two tones heard during a call)  
||| (one short tone: the waiting call is an inside call)  
||| |||| (two short tones: the waiting call is an outside call)  
You have another call-waiting.

QUEUING TONE ||||| ||||| ||||| ||||| ||||| (five short tones)  
Your callback request for a busy station or outside line has been confirmed.

DEQUEUING TONE ||||| ||||| ||||| (three short tones)  
The station or outside line that you requested is available, and your call can now be completed.

## Ringling Tones

System 25 signals you with three distinctive rings. The rings and their descriptions are listed below.

INSIDE CALL ||||| (one long ring)

Your call is from a person inside your company.

OUTSIDE CALL ||||| ||||| (two short rings)

Your call is either from the Attendant or someone outside your company.

PRIORITY RING ||||| ||||| ||||| (two short rings and one long ring)

Your call is either a callback because the station or outside line you requested is now available, or your call is being set up remotely via Third-Party Call Setup (a data feature).

## DDCs and PDCs

When your System 25 was installed, Data Dial Codes (DDCs) were assigned to data terminals and Personal Dial Codes (PDCs) were assigned to voice terminals.

If you don't have exclusive use of a voice terminal, you may have been assigned a Floating Personal Dial Code (FPDC).

## For Additional Information

See your System Administrator if you have any questions or would like additional information about your System 25 features.

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# Single-Line Features

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## Account Code Entry



For bookkeeping purposes, your System Administrator may assign account codes to use with certain calls. If you are *required* to use the account codes for outgoing calls, your System Administrator has administered the Forced Account Code Entry feature, and you need to dial an account code *before* placing an outside call. If this feature is not mandatory, you may still *optionally* use the Account Code Entry feature.

See your System Administrator to verify the types of calls for which you must enter an account code if the Forced Account Code Entry feature has been activated.

You may also want to use the Call Accountability feature before or after entering the account code. For more information, see the entry for “Call Accountability” on page 7.

### Using Account Code Entry for Outgoing Calls

- 1 Lift the handset and listen for dial tone.
- 2 Dial **\*** **0**.
- 3 Dial the account code or speed dialing code that is associated with the account code.

NOTE: If you make a mistake while entering the account code, dial **\*** **0** again and then the account code.

(Continued)

4 Listen for dial tone.

**NOTE:** If you don't hear dial tone, press **#** and listen for dial tone.

5 Dial the outside line access code and listen for dial tone.

6 Dial the telephone number.

### **Using Account Code Entry for Incoming Calls**

Your call will be disconnected when you follow this procedure. Therefore, do *not attempt it until you have finished your conversation.*

1 Before you hang up, press the switchhook.

2 Listen for confirmation tone and dial tone.

3 Dial **\*** **0**.

4 Dial the account code or speed dialing code that is associated with the account code.

**NOTE:** If you make a mistake while entering the account code, dial **\*** **0** again and then the account code.

5 Listen for confirmation tone and then hang up.



You can use your PDC at any voice terminal to place toll calls that will be billed to you.

## Billing Calls to Your PDC

- 1 Lift the handset and listen for dial tone.
- 2 Dial **#** **#**.
- 3 Dial your PDC.
- 4 Listen for dial tone.
- 5 Dial the telephone number.

---

# Callback Request



If a System 25 station or outside line (trunk) is busy when you place a call, you can place a callback request. Your call will wait in line (queue) for the station or trunk to become available. The system will then alert you and complete the call as dialed.

For inside calls, you may request callback when you hear busy tone or special ringback tone. For outside calls, you may request callback only when you hear fast busy tone.

After making the request, you can either hang up or remain off-hook. Unless you plan to conference or transfer the queued call, it is recommended that you hang up, since your phone cannot receive other calls while off-hook.

If your System Administrator has assigned the Automatic Callback Request feature to your phone, you will hear queuing tone automatically when you place certain calls.

**NOTE:** You can cancel a callback request at any time.

You can place only one callback request at a time.

Subsequent requests will not be accepted unless the first request is completed or canceled.

## Requesting Callback

- 1 Press the switchhook.
- 2 Listen for confirmation tone and dial tone.
- 3 Dial **#** **6** **0**.
- 4 Listen for queuing tone and then hang up.

**NOTE:** If you do not hear queuing tone, your request has not been accepted for this call.

(Continued)

### **Completing the Call**

If you did not hang up after placing the callback request, you will hear dequeuing tone when the call can be completed.

- 1 When you hear priority ringing, lift the handset.
- 2 Listen for dequeuing tone.  
*Your call will now be completed as dialed.*

### **Canceling a Callback Request**

- 1 Lift the handset (or press the switchhook) and listen for dial tone.
- 2 Dial **# 6 1**.
- 3 Hang up.



While you are using your phone, you may be notified through the handset of a waiting call. If you hear one short tone, there is an inside call waiting for you. Two short tones indicate that you have a waiting outside call. To answer the waiting call, you must either end the existing call or place it on hold.

## Answering by Ending the Existing Call

- 1 Hang up.
- 2 When the voice terminal rings, lift the handset.

## Answering by Holding the Existing Call

- 1 Press the switchhook.
- 2 Listen for confirmation tone and dial tone.
- 3 Dial **\*** **9**.
- 4 Answer the waiting call.
- 5 To return to the held call, press the switchhook twice.

**NOTE:** If you hear dial tone, press the switchhook once more to return to the held call.



You can set up a three-party conference that includes other System 25 stations as well as outside callers. When you are in conference, you can drop the second party and continue talking to the first. However, you cannot drop the first party and continue talking to the second.

## Setting Up a Conference

- 1 Dial the first party.
- 2 After the party answers, press the switchhook to put the first party on hold.
- 3 Listen for confirmation tone and dial tone.
- 4 Dial the second party.
- 5 After the second party answers, press the switchhook to join the conference parties together.

**o r**

If the second party does not answer, press the switchhook twice to return to the first party. (If you hear dial tone, press the switchhook once more. )

## Dropping the Second Party

- 1 Press the switchhook.
- 2 Continue talking with the first party.

---

## Direct Group Calling



You may be in a Direct Group Calling (DGC) group. Calls to a DGC group are distributed among its members. Members may leave the group *temporarily* to prevent calls from being sent to their voice terminal. Check with your System Administrator to see if you are in a DGC group.

### Leaving the Group Temporarily

- 1 Lift the handset and listen for dial tone.
- 2 Dial **\*** **4**.
- 3 Listen for confirmation tone and then hang up.

### Returning to the Group

- 1 Lift the handset and listen for dial tone.
- 2 Dial **\*** **6**.
- 3 Listen for confirmation tone and then hang up.



You can have your calls sent to another voice terminal by using either the Following or the Forwarding feature. To use the Following feature, you sign *in* your PDC at the other voice terminal. To cancel the request, you may either *sign out* your PDC from that other voice terminal or sign *in* at your own voice terminal,

Although the Following and Forwarding features send your calls to another phone, the two features differ slightly. Read the information and procedures for both features and then use the feature that best fits your needs,

### Signing In Your PDC at a Voice Terminal

- 1 Lift the handset and listen for dial tone.
- 2 Dial **\*** **\*** .
- 3 Dial your PDC.
- 4 Dial your PDC again.
- 5 Listen for confirmation tone and then hang up.

### Signing Out Your PDC at a Voice Terminal

- 1 Lift the handset and listen for dial tone,
- 2 Dial **\*** **\*** .
- 3 Dial your PDC.
- 4 Dial **0** .
- 5 Listen for confirmation tone and then hang up.

(Continued)

Following (Continued)

### **Signing Out All PDCs at a Voice Terminal**

This procedure signs out all PDCs signed in at this voice terminal *except* for the PDC normally assigned to it.

- 1 Lift the handset and listen for dial tone,
- 2 Dial **\*** **\*** **0**.
- 3 Listen for confirmation tone and then hang up.

---

## Forwarding



You can have your calls sent to another voice terminal or to an outside number. Unlike the Following feature, you do not need to *sign in* your PDC at the other voice terminal. Instead, simply forward your calls to another location while you are still at your own voice terminal. Ask your System Administrator if you have this feature.

Read the information and procedures for both the Forwarding and Following features. Then use the feature that best fits your needs.

**NOTE:** Your System Administrator may or may not allow your voice terminal to forward calls to an outside telephone number.

### Forwarding Your Calls to Another Location

- 1 At your own voice terminal, lift the handset and listen for dial tone.
- 2 Dial **# 7 0**.
- 3 Dial the PDC of the other voice terminal.  
**or**  
Dial the outside line access code and the telephone number of the other phone.
- 4 Listen for confirmation tone and then hang up.

(Continued)

## Canceling Forwarding

- 1 At your own voice terminal, lift the handset and listen for dial tone.
- 2 Dial \* \*.
- 3 Dial your PDC.
- 4 Dial your PDC again.
- 5 Listen for confirmation tone and then hang up.

---

## Hold



You can hold calls while you attend to other matters and then pick them up. You can pick up held calls only at the terminal where you put the call on hold.

### Using the Hold Feature

- 1 Press the switchhook.
- 2 Listen for confirmation tone and dial tone.
- 3 Lay the handset down, but *do not* hang up.
- 4 To return to the held call, press the switchhook once.
- 5 Continue with your conversation.

### Putting a Call on Hold and Calling Another Person

- 1 Press the switchhook.
- 2 Listen for confirmation tone and dial tone.
- 3 Place and complete the second call.
- 4 To return to the held call, press the switchhook twice. (If you hear dial tone, press the switchhook once more.)

---

## Leave Word Calling



You can use the Leave Word Calling feature only if a VOICE POWER Voice Message System is connected to your System 25. If so, you may use the Leave Word Calling feature to leave a message.

For directions on getting messages left for you, see your System Administrator.

### Using the Leave Word Calling Feature

- 1 Lift the handset and listen for dial tone.
- 2 Dial **# 9 2**.
- 3 Dial the PDC of the person for whom you want to leave a message.
- 4 Listen for confirmation tone and then hang up.

**NOTE:** If you hear fast busy tone instead of confirmation tone, either the voice terminal you are calling doesn't have a message waiting light or the PDC you dialed is invalid.

---

## Message Waiting



Your voice terminal may have a light that tells you when the Attendant or another person in the system has a message for you. You can turn the message light on and off at any voice terminal in your system that has a message indicator (including your own).

### Turning On the Message Light at a Voice Terminal

- 1 Lift the handset and listen for dial tone.
- 2 Dial **# 9 0**.
- 3 Dial the PDC of the voice terminal.
- 4 Listen for confirmation tone and then hang up.

**NOTE:** If you hear fast busy tone instead of confirmation tone, either the voice terminal you are calling doesn't have a message waiting light or the PDC you dialed is invalid.

### Turning Off the Message Light at a Voice Terminal

- 1 Lift the handset and listen for dial tone.
- 2 Dial **# 9 1**.
- 3 Dial the PDC of the voice terminal.
- 4 Listen for confirmation tone and then hang up.



When the Attendant leaves for the night, the system can be set so that incoming calls ring a night bell. See your System Administrator for the Night Service access code.

### **Answering Night Service Calls**

- 1 Lift the handset and listen for dial tone.
- 2 Dial the Night Service access code.



If your company has a paging system, you may access the system by dialing a code. See your System Administrator for the Paging access code.

## **Using the Paging System**

- 1 Lift the handset and listen for dial tone.
- 2 Dial the Paging access code.
- 3 Make the announcement.
- 4 Hang up.

---

## Park



Parked calls are like held calls except that they can be picked up from any voice terminal. If a parked call is not picked up within a preset interval (the default time is two minutes), it will ring at the voice terminal that parked the call. Only one *call at a time can be parked by a voice terminal.*

### Parking a Call

- 1 Press the switchhook.
- 2 Listen for confirmation tone and dial tone.
- 3 Dial **\*** **5**.
4. Listen for confirmation tone and dial tone.
- 5 If the call is for another party, dial or page that person. Identify the PDC of the voice terminal that parked the call.  
  
NOTE: If the party does not answer, press the switchhook twice to return to the parked call. (If you hear dial tone, press the switchhook once more. )
- 6 Hang up.

### Picking Up a Parked Call

- 1 Lift the handset and listen for dial tone.
- 2 Dial **\*** **8**.
- 3 Dial the PDC on which the call is parked.

---

## Pickup



Pickup allows you to answer a call that is ringing at another voice terminal. This feature is both fixed and assignable. Your System Administrator will notify you if you have been assigned to a pickup group. Pickup is also a fixed feature since you can answer a call directed to another voice terminal, whether or not you belong to a pickup group.

### Picking Up a Call



- 1 Lift the handset and listen for dial tone.
- 2 Dial **\*** **7** .
- 3 Dial the PDC of the ringing voice terminal.

### Picking Up a Call Within Your Pickup Group



- 1 Lift the handset and listen for dial tone.
- 2 Dial **\*** **7** **0** .

---

# Placing Calls



You can place calls to people inside and outside your company. Your System Administrator will give you the required outside line access codes.

## **Placing an Inside Call**

- 1 Lift the handset and listen for dial tone.
- 2 Dial the PDC.

## **Placing an Outside Call**

- 1 Lift the handset and listen for dial tone.
- 2 Dial the outside line access code and listen for dial tone.
- 3 Dial the telephone number.

---

## Programming Speed Dialing Codes



You can program telephone numbers, account codes, and System Speed Dialing codes into your Personal Speed Dialing codes. System 25 allows you to program strings of numbers and special characters (maximum of 25 characters) into the dialing codes.

The first part of this entry describes, with examples, how to use special characters when programming. The remaining part of this entry describes how to actually program or remove Personal Speed Dialing codes.

### Special Characters

You may use the "\*" and the "# " in various capacities when you program numbers. The "\*" may be used as a 1.5 second pause or as an actual character. The "# " may be used as an actual character, as the start of a System Speed Dialing code, or as the start of end-to-end signaling.

### Using \* for Pausing

A "\*" (by itself) will produce a 1.5 second pause.

For example, you may want to program a pause between the outside line access code (9) and the telephone number.

You program: 9\*5557023

This means: 9 (1.5 second pause) 5557023

(Continued)

### Using \* as an Actual Character

If you want to use a "\*" as an actual character, you must place a "#" before the "\*".

For example, you may want to program 555-2222 followed a 3.0 second pause, a "\*", and 1234 into a Personal Speed Dialing code.

You program: 5552222\*\* # \*1234

This means: 5552222 (3.0 second pause) \*1234

### Using # as an Actual Character

If you want to use a "# " as an actual character, you must place "# #" in the stored number.

For example, you may want to program 555-1111 followed, by a 1.5 second pause, a "# ", and 7777 into a Personal Speed Dialing code.

You program: 5551111' # # 7777

This means: 5551111 (1.5 second pause) #7777

### Using # with System Speed Dialing Codes

When you want to have a System Speed Dialing code as part of your stored number, you should use a *single* "# " for the code.

For example, you may want to program the System Speed Dialing code # 100 into a Personal Speed Dialing code.

You program: # 100

This means: # 100 (*System Speed Dialing code # 100*)

(Continued)

### **Using #8 to Start End-to-End Signaling**

When you place a “ # 8 “ within a stored number, you tell the system to start end-to-end signaling.

For example, you may want to store a telephone number (555-4444) to be dialed and an identification code (12345) that should be transmitted directly to the far end.

You program: 9\*5554444\* \* # 812345

This means: 9 (1,5 second pause) 5554444 (3 second pause) (start end-to-end signaling) 12345

### **Programming or Removing Personal Speed Dialing Codes**

You can program a maximum of 25 characters into a Personal Speed Dialing code.

#### **Programming or Removing a Number**

1 Lift the handset and listen for dial tone.

2 Dial **#** **4**.

3 Dial the number you want to program.

or

If you want to remove a number, continue to step 4.

4 Dial the Personal Speed Dialing code ( #20 through # 39) being added or removed, including the **#** .

5 Listen for confirmation tone and then hang up.

---

## Speed Dialing



Speed dialing allows you to place a call or enter an account code by dialing “ # “ and a 2- or 3-digit code. There are two kinds of speed dialing: System and Personal.

The 3-digit System Speed Dialing codes ( # 100 through # 189) are assigned by the System Administrator and can be used at all voice terminals. The 2-digit Personal Speed Dialing codes ( #20 through #39) allow you to program 20 personal numbers. Check with your System Administrator to see if you have this feature.

For instructions on how to store Personal Speed Dialing codes, see the entry for “Programming Speed Dialing Codes” on page 25.

### Placing a Call Using Speed Dialing

- 1 Lift the handset and listen for dial tone.
- 2 Dial the speed dialing code, including the .



You can easily transfer calls to another *System 25* voice terminal. You can also transfer some calls to outside lines. However, you should see your System Administrator for more information about this type of transfer.

When you transfer a call, the original party is temporarily placed on hold and is not connected to the called party until you hang up.

**NOTE:** If you are transferring a queued call (see “Callback Request” ), you *must* announce the call to the transferred-to party.

## Transferring a Call

- 1 Press the switchhook.
- 2 Listen for confirmation tone and dial tone.
- 3 Dial the other party’s PDC.

**NOTE:** If you misdial the number, press the switchhook twice to return to the held call. (If you hear dial tone, press the switchhook once more.)

- 4 If you do not want to announce the call, simply hang up. Otherwise, announce the call and then hang up to complete the transfer.

**NOTE:** If the called party does not answer, press the switchhook twice to return to the held call. (If you hear dial tone, press the switchhook once more. )

---

# Glossary

<b>account code entry</b>	feature that allows you to assign account codes to calls to charge them to specific customers, clients, or business cases. This feature may be optional or mandatory.
<b>assigned feature</b>	optional feature that can be assigned to your voice terminal by the System Administrator.
<b>attendant</b>	person who answers and directs calls coming into your company. Your system may or may not have an Attendant,
<b>call accountability</b>	feature that allows you to make calls at another voice terminal and charge them to your PDC.
<b>callback request</b>	feature that allows you to request the use of a busy station or outside line (trunk). The system will signal your voice terminal when the PDC or outside line is available. <i>This feature is also referred to as Callback Queuing,</i>
<b>call waiting</b>	feature that allows you to be notified of an incoming call while on another call.
<b>conferencing</b>	feature that allows you to have three parties on a call.
<b>confirmation tone</b>	three short tones indicating that an action was accepted and you can proceed.
<b>dequeuing tone</b>	three short tones indicating that the call you had queued, using the Callback Request feature, can now be completed.
<b>DGC</b>	(Direct Group Calling) group of voice terminals to which incoming calls are distributed among the group members,

<b>fast busy tone (reorder tone)</b>	repeating on/off tone indicating that the dialed number or access code was busy, restricted, or misdialed, or the trunk group was busy.
<b>feature access code</b>	sequence of characters (digits, “*”, or “ # “) that allows you to access System 25 features.
<b>fixed feature</b>	standard feature that is available to every voice terminal.
<b>following/forwarding</b>	features that allow you to redirect your incoming calls to another voice terminal.
<b>FPDC</b>	(Floating Personal Dial Code) an extension number associated with a person, but not a particular voice terminal. FPDCs provide the convenience of receiving calls at an available voice terminal.
<b>hold</b>	feature that temporarily suspends a call.
<b>inside call</b>	call between two or more System 25 voice terminals. It is signaled by one long ring.
<b>leave word calling</b>	feature that allows you to notify a person at a busy or unanswered voice terminal that you have called. To use this feature, there must be a VOICE POWER Voice Message System connected to your System 25.
<b>message waiting</b>	feature that allows you to turn on and off the message light on voice terminals in the system.
<b>night service</b>	feature that allows you to answer calls when the Attendant is not available.
<b>off-hook</b>	a voice terminal is off-hook when the handset has been removed from its cradle, releasing the switchhook button(s).
<b>on-hook</b>	a voice terminal is on-hook when the handset is in its cradle, depressing the switchhook button(s).

<b>outside call</b>	call between a System 25 voice terminal and a voice terminal not connected to System 25. Outside calls are made over Central Office or other trunks and are signaled by two short rings.
<b>outside line</b>	a trunk (line) to the Central Office or other system. Outside lines may be accessed by dialing an access code.
<b>paging</b>	feature that allows you to access paging equipment from System 25 voice terminals.
<b>park</b>	feature like hold except that it allows you to answer the parked call from any voice terminal,
<b>PDC</b>	(Personal Dial Code) extension number that is assigned to an individual and is normally associated with the voice terminal' at the individual's desk.
<b>pickup</b>	feature that allows you to answer a call that is ringing at another voice terminal.
<b>program</b>	ability to store a telephone number or account code so you can access it by dialing a code.
<b>queuing tone</b>	five short tones indicating that your callback request has been confirmed.
<b>recall</b>	button on some voice terminals that may be pressed instead of the switchhook.
<b>reorder tone</b>	see fast busy tone.
<b>ringback tone</b>	repeating on/off tone indicating that the number you dialed is ringing.
<b>special ringback tone</b>	one long tone followed by one short, dull tone indicating that the person you dialed is busy and has Call Waiting.

<b>speed dialing</b>	feature that allows you to place a call or enter an account code by dialing “ # “ and a 2- or 3-digit code. All 3-digit System Speed Dialing codes are assigned by the System Administrator and can be used at all voice terminals. Individual voice terminals may be assigned 2-digit Personal Speed Dialing codes, which you can program.
<b>switchhook</b>	button(s) depressed by the handset when the voice terminal is not in use.
<b>system administrator</b>	person responsible for assigning features and overseeing System 25 operation. (The person to contact if questions or problems arise. )
<b>transfer</b>	feature that allows you to connect the person you’re talking with to another person then drop out of the conversation.
<b>trunk</b>	a telecommunications channel between two switching systems. (See outside line. )
<b>voice terminal</b>	a single-line or multiline voice instrument (a telephone).

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# Notes



# AT&T System 25 QUICK REFERENCE CARD Single-Line Terminal

Detach & Save

FEATURE ACCESS CODES		
FEATURE	DESCRIPTION	CODE
<b>Account Code</b>	to enter an Account Code	*0Code
<b>Call Accountability</b>	to make PDC accountable for this call	## PDC
<b>Callback Request</b>	to request callback for a busy line/station	# 6 0
	to cancel callback request	# 6 1
<b>Call Waiting</b>	to answer a waiting call	* 9
<b>Direct Group Calling</b>	to leave your DGC group	* 4
	to return to your DGC group	* 6
<b>Following</b>	to sign in PDC	** PDC PDC
	to sign out PDC	**PDC0
	to sign out all PDCs	**0
<b>Forwarding</b>	to send your calls to PDC	#70 PDC
	to send your calls to a remote number	#70 number
	to cancel forwarding from your PDC	**PDC PDC
<b>Leave Word Calling</b>	to leave message at PDC while not active	# 92 PDC
<b>Message Waiting</b>	to turn on message light at PDC	#90 PDC
	to turn off message light at PDC	#91 PDC
<b>Park</b>	to park this call	* 5
	to answer a call parked by PDC	*8PDC
<b>Pickup</b>	to pick up a call ringing in your pickup group	*70
	to pickup a call ringing at PDC	*7PDC
<b>Programming</b>	to program a Personal Speed Dialing code	# 4
<b>Speed Dialing</b>	to dial a programmed number (20-39, 100-189)	# Code

Detach & Save

(See Dial Code list on other side.)

# QUICK REFERENCE CARD

## Single-Line Terminal

PERSONAL SPEED DIALING NUMBERS	
CODE	TELEPHONE NUMBER
#20	
#21	
#22	
#23	
#24	
#25	
#26	
#27	
#28	
#29	
#30	
#31	
#32	
#33	
#34	
#35	
#36	
#37	
#38	
#39	

SYSTEM SPEED DIALING NUMBERS	
CODE	USE

FACILITY ACCESS CODES	
CODE	USE

DIALING CODES	
Code	DESCRIPTION
	Your PDC
	Your DDC
o	Attendant
	Night Service access code
	Paging access code

ACCOUNT CODES	
CODE	USE

(See Features list on other side.)