PLACING AN OUTSIDE CALL

- Press outside line button.
- ON/OFF button will light & you will hear dial tone.
- Dial desired party.
- When called party answers, lift handset to converse or use speakerphone.

ANSWERING AN OUTSIDE CALL

- Lift handset or press ON/OFF button.
- Press slow flashing outside line button.
- If your phone has been programmed with Preferred Line Answer, you may answer an outside line by just lifting the handset.
• Press station button of desired party OR
• Press available outside line button & dial desired intercom number.
• Speakerphone is activated.
• Press ON/OFF button to end call.

**VOLUME CONTROLS**

There are 2 volume control wheels on the right side of the key phone. Rotating the wheel toward you will decrease the volume.
• Front wheel—voice, background music & speakerphone.
• Rear wheel—tone ringing volume.

**MUTE**

• Provides privacy during speakerphone or handset operation by disabling the microphone.
• Press MUTE button while off hook to activate LED lights.
• Press again to deactivate.

**MUSIC**

• Press "77" on the dial pad (music is heard).
• Press "77" again to deactivate.
• (When you lift the handset or press the ON/OFF button, music is discontinued automatically.)

**PLACING AN OUTSIDE CALL ON HOLD**

• If your system is programmed to have exclusive hold preferred, press HOLD button once for exclusive hold & twice for system hold.
• If your system is programmed to have system hold preferred, press HOLD button once for system hold & twice for exclusive hold.

**ANSWERING A RECALL**

• When an outside line has remained on hold for an extended period of time, you will be reminded with a recalling ring.
• Press outside line button flashing at the very fast rate.
• Lift handset to converse.
FLASH
- Disconnects present outside line & re-activates outside line dial tone.
- When connected to an outside line, press FLASH button.

PBX TRANSFER
- While connected to an outside line (PBO), press FLASH button.
- Receive PBX transfer dial tone.
- Dial station number.
- Hang up to complete transfer.

CALL PICKUP
- You must be in the same pickup group as the ringing telephone. Only one ringing intercom and outside line transfer call can be picked up.
- You hear an unattended phone ringing.
- Lift handset & press PICKUP button.
- You will be connected to the calling party.

PLACING AN INTERCOM CALL
- Press station button of party you wish to call (if programmed at your phone). OR.
- Lift handset & dial station number (1-357).
- You will hear.
- ringing if the called station is in the “T” answering mode.
- 3 bursts of tone if called station is in “H” or “F” modes.

ANSWERING AN INTERCOM CALL
- With your intercom signal switch in the
  - T mode, you will hear 2 bursts of intercom tone ringing & your HOLD button will show flash.
  - Lift handset or press ON/OFF button to answer. Hang up to end call.
  - F mode, you will hear 3 bursts of tone, a one way announcement & the calling party cannot hear conversations in progress.
  - Lift handset to answer.
  - H mode, you will hear 3 bursts of tone & an announcement.
  - Reply handsfree or lift handset for privacy.
<table>
<thead>
<tr>
<th>LINE QUEUING</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A station can queue only 1 line at a time.</td>
</tr>
<tr>
<td>• You see that a particular outside line is busy &amp;</td>
</tr>
<tr>
<td>wish to be placed on a list waiting for that line</td>
</tr>
<tr>
<td>to become available.</td>
</tr>
<tr>
<td>• Lift handset.</td>
</tr>
<tr>
<td>• Press desired busy outside line button.</td>
</tr>
<tr>
<td>• Press QUEUE button. (Hear confirmation tone)</td>
</tr>
<tr>
<td>• (If there is another line free in the same line</td>
</tr>
<tr>
<td>group, you will be given that line.)</td>
</tr>
<tr>
<td>• Hang up.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ANSWERING A QUEUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You hear ringing &amp; an outside line of the line</td>
</tr>
<tr>
<td>group you queued is flashing very fast.</td>
</tr>
<tr>
<td>• Lift handset.</td>
</tr>
<tr>
<td>• Press flashing outside line button to answer.</td>
</tr>
<tr>
<td>• If your station has been programmed with</td>
</tr>
<tr>
<td>Preferred Line Answer, you will have the line</td>
</tr>
<tr>
<td>automatically upon lifting the handset.)</td>
</tr>
</tbody>
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<thead>
<tr>
<th>MESSAGE WAIT</th>
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<tbody>
<tr>
<td>• Up to 5 messages can be left at any one key station</td>
</tr>
<tr>
<td>• If you dial a station that is busy, in DND, or</td>
</tr>
<tr>
<td>unattended, you can leave a message</td>
</tr>
<tr>
<td>waiting indication.</td>
</tr>
<tr>
<td>• Press MSG WAIT button.</td>
</tr>
<tr>
<td>• Called party’s MSG WAIT button will slow flash.</td>
</tr>
<tr>
<td>• Hang up.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>ANSWERING A MESSAGE WAIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The first message left will be the first one called.</td>
</tr>
<tr>
<td>• If your MSG WAIT button is flashing at a very</td>
</tr>
<tr>
<td>slow rate, you have a message waiting for you.</td>
</tr>
<tr>
<td>• Lift handset.</td>
</tr>
<tr>
<td>• Press flashing MSG WAIT button.</td>
</tr>
<tr>
<td>• Station that left the message will be signaled</td>
</tr>
<tr>
<td>with tone ringing.</td>
</tr>
<tr>
<td>• If called station doesn’t answer, press MSG WAIT</td>
</tr>
<tr>
<td>button to leave message.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>CALLBACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You dial a telephone that is busy or in DND &amp;</td>
</tr>
<tr>
<td>want to leave a callback indication.</td>
</tr>
<tr>
<td>• Press CALLBACK button.</td>
</tr>
<tr>
<td>• Hang up.</td>
</tr>
<tr>
<td>• When called station hangs up or removes itself</td>
</tr>
<tr>
<td>from DND, you will be signaled.</td>
</tr>
<tr>
<td>• Answer the call, the station you originally called</td>
</tr>
<tr>
<td>will then be signaled.</td>
</tr>
<tr>
<td>CALL TRANSFER</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>- Outside lines can be transferred from one phone to another within the system.</td>
</tr>
<tr>
<td>- The transfer can be either screened (announced) or unscreened to either an idle or busy station.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>UNSCREENED TRANSFER</th>
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</thead>
<tbody>
<tr>
<td>- While connected to an outside line, press station button where call is to be transferred. OR</td>
</tr>
<tr>
<td>- Press TRANS button &amp; dial station number (10-57).</td>
</tr>
<tr>
<td>- The called extension signals according to the prearranged signal switch position.</td>
</tr>
<tr>
<td>- When that extension answers, announce the transfer.</td>
</tr>
<tr>
<td>- Hang up to complete transfer.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>UNSCREENED TRANSFER</th>
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</thead>
<tbody>
<tr>
<td>- Once the called extension begins to signal, hang up to transfer the call. (Recall timer starts.)</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>TRANSFER SEARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>- When attempting to locate a party, you can press a station button to signal a station. If the party is not located, press another station button to continue the search. OR</td>
</tr>
<tr>
<td>- Press TRANS button &amp; dial the station number (10-57). If the party is not located, press the TRANS button again &amp; dial another station to continue the search.</td>
</tr>
<tr>
<td>- When called party answers, hang up to complete the transfer.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>ANSWERING A SCREENED TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Your intercom will be signaling according to the signal switch position.</td>
</tr>
<tr>
<td>- Answer the intercom &amp; receive transfer notice.</td>
</tr>
<tr>
<td>- Press the outside line button or loop button flashing on hold.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>EXECUTIVE/SECRETARY TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>- If you are designated the EXECUTIVE station &amp; your phone is busy or in DND, all calls will be routed to the secretory station.</td>
</tr>
<tr>
<td>- If you are the designated SECRETARY station, you can signal the EXECUTIVE that is busy or in DND by using the Camp On feature.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>CAMP ON</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTE: If a station is in DND, only the attended can camp on.</td>
</tr>
<tr>
<td>- You call a station that is busy &amp; wish to alert them to your call.</td>
</tr>
<tr>
<td>- Press the CAMP ON button.</td>
</tr>
<tr>
<td>- Called station will receive 2 bursts of ringing.</td>
</tr>
<tr>
<td>- Wait for their response.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>ANSWERING A CAMP ON</th>
</tr>
</thead>
<tbody>
<tr>
<td>- If you are on a connected call, hear 2 bursts of mixed ringing &amp; your CAMP ON button is flashing, you have a call waiting for you.</td>
</tr>
<tr>
<td>- To answer, press the CAMP ON button. Any candle that you are connected to will be on hold. You may then converse with the station placing the call.</td>
</tr>
</tbody>
</table>

| CALL TRANSFER | CAMP ON |
### CALL PARK
- Allows you to place an outside call on hold and consult with, page or call an internal party and/or tamper the outside call.
- While connected to an outside line, press TRANS. The caller is put on exclusive hold.
- Dial parking location (790-795).
- Hear confirmation tone.
- If you hear busy tone, press TRANS again and dial another parking location.
- To retrieve a parked call, dial "31".

### CONFERENCE COMBINATIONS
- 4 internal and 1 external, or 5 party internal (All On Conference)
- 2 internal and 1 external (Multi Line Conference)

### ESTABLISHING A CONFERENCE
- A maximum of 5 parties can be included in a conference. The internal party must lift the handset.
- Lift handset.
- Select intercom station or dial desired outside party.
- When called party answers, press CONF button.
- Add next conference party by selecting another outside line or intercom station.
- When party answers, press CONF button twice.
- All parties are connected.

### EXITING A CONFERENCE
- Press the ON/OFF button to ON & replace the handset.

### RE-ENTERING A CONFERENCE
- When the controller re-enters the conference, the disconnect timer is reset.
- Lift handset & press flashing CONF button.

### TERMINATING A CONFERENCE
- Replace handset or press ON/OFF button to off.
- You must be actively in the conference.

### DO NOT DISTURB
- If you have been given the ability to place your phone in Do Not Disturb, press the DND button.
- DND button lights steady.
- You can press the DND button while your phone is ringing & stop the ringing.

### REMOVING DO NOT DISTURB
- Press DND button.
- The button LED extinguishes.

### PAGING
- A station off hook or in DND will not hear the page announcement.
- Lift handset & dial 2 digit paging code OR
- Press programmed button.
- Speak in normal tone of voice to deliver message.

- 1: Internal Zone 1
- 2: Internal Zone 2
- 3: Internal Zone 3
- 4: Internal Zone 4
- 5: Internal All Call
- 6: External zone
- 0: System All Call

### NIGHT SERVICE
- Attendant presses DND button at her station.
- To remove, press DND button again.
ACCOUNT CODES
NOTE: Account codes can be entered before or during a call. They can also be entered during a call made to you by an outside party.

- You must have a preprogrammed account code button in order to enter an account code (see flexible button programming).
- You are on an existing call.
- Press programmed button.
- Dial account code up to 12 digits.
- If the account code is fewer than 12 digits, press the * to close the account code.

CALL FORWARD (STATION)

- If you have been given the ability to forward your calls:
  - Lift handset or press ON/OFF button.
  - Press CALL FWD button.
  - Press station button or dial Intercom number where your calls are to be transferred.
  - Hang up.

TO REMOVE CALL FORWARD (STATION)

- Lift handset or press ON/OFF button.
- Press CALL FWD button.
- Hang up.

STORING SPEED NUMBERS

- Press SPD button twice.
- Dial speed bin location (00-19).
- Dial Telephone number.
- Press SPD button.
- Hang up.

  OR

- Press SPD button once.
- Select desired outside line or group of lines.
- Dial speed bin location (00-19).
- Dial telephone number.
- Press SPD button.
- Hang up.

Pressing TRANS initiates a pulse to tone switchover.
Pressing the HOLD during number storage inserts a pause.
Pressing the FLASH inserts a flash into the speed number.

DIALING A SPEED NUMBER

- If no outside line has been specified in programming, one will be automatically chosen or you can choose one now.
- Press SPD button.
- Dial bin number location or press programmed speed number button.
- When called party answers, lift handset or use speakerphone.

LAST NUMBER REDIAL

- Press SPD button.
- Press asterisk (*) button.
- The last number dialed over an outside line will be automatically signaled.
PRESELECTED MESSAGES

- If you wish to leave a message so that anyone with a display telephones can see it when they call you:
  - Dial "78".
  - Dial number of desired message.
  - Hang up.
- 00 Cancels message.
  01 Vacation
  02 Return morning
  03 Return afternoon
  04 Return tomorrow
  05 Return next week
  06 Business trip
  07 Meeting
  08 Home
  09 On break
  10 Lunch

TO PROGRAM FLEXIBLE BUTTONS

- Lift handset or press ON/OFF button.
- Press SPD button (swtich).
- Press button to be programmed (it must be programmed as a flexible button in the data book).
- Dial desired code.
- Press HOLD.

BUTTON PROGRAMMING CODES

- DIAL/SPECS SPEED button SPD plus bin number
- 60-99 = station numbers
  00-19 = system numbers
- Paging
  Internal Zone 1  *1
  Internal Zone 2  *2
  Internal Zone 3  *3
  Internal Zone 4  *4
  Internal All Call  *5
  External Zone  *6
  System All Call  *9
- Account code  80
- Call Park  700-795
- Music  77
- Last Number Recall SPD plus *
- Save Number Recall SPD plus 
- Preselected Messages 78 plus xx (00-10)
  00 dear message
  01 vacation
  02 return morning
  03 return afternoon
  04 return tomorrow
  05 return next week
  06 business trip
  07 meeting
  08 home
  09 on break
  10 lunch
DISPLAY INFORMATION FOR EXECUTIVE KEYSETS

Executive phones have all the features described in this user guide. In addition they have an LCD display. Below are some examples of the kind of information that will appear on the display.

**IDLE**
- If your telephone is idle, the station identification, time, and date are displayed.
- After returning to a held call, the elapsed time of the call will be updated to indicate the total time in use.

**RINGING LINES**
- The oldest ringing line will be displayed.

**CONNECTED TO AN INCOMING LINE**
- The line answered and the elapsed time of the call are displayed.

**DIALING AN OUTGOING CALL**
- The number dialed (up to 34 digits), the outside line selected and the elapsed time of the call are displayed.

**OUTGOING INTERCOM CALLS**
- Calls to other extensions are displayed.

**LINE TRANSFER**
- The extension number transferring the call and the line number are displayed.

**INCOMING INTERCOM CALL**
- The calling station's extension number is displayed.

**RECALLING LINE**
- An outside line recalling from HOLD will be displayed.

**LINE RECALLING FROM ANOTHER STATION**
- A recalling line and its source are displayed.

**STORING SPEED DIAL NUMBERS**
- The number stored in speed dial memory and its speed dial location are displayed.

**CONFERENCE**
- While actively engaged in a conference call, the CONFERENCE prompt will appear.

**MESSAGE WAITING**
- Stations leaving messages at your phone will be displayed in the order in which they were received. The order in which extensions are displayed and recalled may be controlled by pressing the MSG WAIT button while the set is idle (handset on-hook).

**PAGING**
- Paging calls are displayed according to the type of page and the zone number dialed. Pastie messages are INTERNAL PAGE, EXTERNAL PAGE, INTERNAL ALL CALL, and ALL CALL.

**CAMP-ON**
- The calling extension is displayed during a camp-on.

**DISPLAY INFORMATION**