### EXECUTIVE TELEPHONE (w/LCD DISPLAY)

- [Image of Executive Telephone]

### BASIC TELEPHONE

- [Image of Basic Telephone]

*The Basic Telephone has no speakerphone.*

### PLACING AN OUTSIDE CALL

**CO 1**
- Press outside line button. (ON/OFF button will light and dial tone is heard)
- Dial desired party. When called party answers, lift handset to converse or use speakerphone.

### ANSWERING AN OUTSIDE CALL

**CO 6**
- Lift handset.
- Press any 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.)

### SPEAKERPHONE

- Press station key of desired party.
- OR
- Press available outside line button and dial desired number.
- Press ON/OFF button to end call.

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**PLACING AND ANSWERING OUTSIDE CALLS**
### VOLUME CONTROLS
There are 2 volume control wheels on the right side of the key telephone. Rotating the wheel toward you will decrease the volume.
- Front wheel - Controls voice, background music and speakerphone.
- Back wheel - Controls tone ringing volume.

### MUTE BUTTON
**FLEX**
A flexible button MUST be programmed to operate this feature.
*Refer to Flex Button Programming*
- Provides privacy during speakerphone or handset operation by disabling the microphone.
- Press the programmed MUTE button*, while off hook to activate (LED lights).
- Press programmed MUTE button again to deactivate. (LED extinguishes)

### BACKGROUND MUSIC
**FLEX**
- To activate Background Music:
  - Dial [B] on the dial pad, (music is heard)
  - OR
  - Press programmed flex button*
- To deactivate Background Music:
  - Dial [B] again and music is discontinued.
  - OR
  - Press programmed flex button again.
  - When you pick up the handset or press the ON/OFF button, music is discontinued automatically.
*Refer to Flex Button Programming*

### PLACING OUTSIDE LINE ON HOLD
**HOLD**
- If your system is programmed to have exclusive hold preferred, depress HOLD button once for exclusive hold and twice for system hold.

### ANSWERING A RECALL
**CO 6**
- 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 and resets outside line dial tone.
  - While connected to an outside line:
    - Press FLASH button.

### PBX/CENTREX TRANSFER
**S**
- The CO line Flash Timer must be programmed for proper PBX/Centrex Transfer operation.
  - While connected to an outside line (PBX or Centrex):
    - Press FLASH button. PBX/Centrex transfer dial tone is heard.
    - Press destination station number.
    - Hang up to complete transfer.
**ACTIVATING DND**

There are 2 methods of going into Do Not Disturb, if you have been given the ability to do so in programming.

Method 1: While station is idle:
- Press the FWD/DND button. (DO NOT lift handset). FWD/DND button LED lights steady.
- You can stop the muted ringing by pressing the FWD/DND button twice. DND button LED lights steady.

**REMOVING DND**

- Remain on hook.
- Press FWD/DND button. FWD/DND button LED will extinguish.

**PHONE BOX SIGNALING**

If no station button has been programmed, you may dial phone box intercom number to answer call.

*Refer to Flex Button Programming*

**PLACING AN INTERCOM CALL**

- At your station:
  - Press the station button of the party you wish to call (if programmed) at your phone).
  - OR
  - Lift handset and dial station number (10-25).
- You will hear:
  - Ringing if called station is in "T" answering mode.
  - 3 bursts of tone if called station is in "H" or "P" position.
- Lift handset or use speakerphone when tone bursts stop.

*Refer to Flex Button Programming*

**ANSWERING AN INTERCOM CALL**

If you have a programmed station button for the calling party, that button will flash. If you receive a call from a phone box, you must press that station button to answer the call.
### CALL TRANSFER
- Outside lines can be transferred from one phone to another within the system.
- The transfer can be either screened (announcement) or unscreened to either an idle sta-

### SCREENED TRANSFER

| STA 11 |
| TRANS QUE |
- While connected to an outside line:
  - Press station button where call is to be transferred (if programmed* on your phone) OR
  - Press TRANS button and dial two-digit station number. (10-24) The called extension signals according to the intercom signal switch position.
- When that extension answers, announce the transfer.
- Hang up to complete transfer.

*Refer to Flex Button Programming

### ANSWERING A SCREENED TRANSFER

| CO 1 |
Your intercom will be signaling according to the intercom signal switch position:
- Answer the intercom and receive transfer notice.
- Press the outside line button or loop button flashing on hold.

### UNSCREENED TRANSFER

Once the called extension begins to signal:
- Hang up to transfer the call. (Recall timer starts.)

### TRANSFER SEARCH

| STA 15 |
| TRANS QUE |
- When attempting to locate a party:
  - Press a station button to signal a station. If the party is not located, press another station button to continue the search OR
  - Press the TRANS button and dial the two-digit station number. If the party is not located, press the TRANS button again and dial another station to continue the search.
- When the called party answers, announce the transfer. Hang up to complete the transfer.

### EXECUTIVE/SECRETARY TRANSFER

- If you are designated the EXECUTIVE station and your phone is busy or in DND, all calls will be routed to the SECRETARY station.
- If you are the designated SECRETARY station, you can signal the EXECUTIVE that is busy or in DND by using the CAMP ON feature.

### CALL PICK-UP

| FLEX |
You must be in the same pick-up group as the ringing station to pick up the call. Only Tone ringing intercom can be picked up.

*Refer to Flex Button Programming

- You hear an unattended phone ringing:
  - Dial [8] on the dial pad.
  - Press programmed flex button*.
- You will be connected to the calling party. Converse Handsfree or lift handset for privacy.
- Hang up to end call.
You call a station that is busy and wish to alert them to your call:
- Press the MSG/CP.ON button twice. Called station will receive 2 bursts of ringing.
- Wait for their response.

If you are on a connected call, hear 2 bursts of muted ringing and your MSG/CP.ON button is flashing, you have a call waiting for you. To answer:
- Press the MSG/CP.ON button. Any outside line you are connected to will be placed on hold. Intercom calls will be disconnected.
- You may converse with the station placing the call.

If you dial a station that is busy, unattended or in DND, you can leave a callback message indication.
- Press the MSG/CP.ON button once. Called party's MSG button LED will slow flash.
- Hang up.

Lift handset.
- Press flashing MSG/CP.ON button. Station that left the message will be signaled with tone ringing.
- If called station doesn't answer:
- Press MSG button once to leave a message.

You see that a particular outside line is busy and wish to be placed on a list waiting for that line to become available.
- Lift handset.
- Press desired busy outside line button.
- Hang up.

Lift handset or press ON/OFF button.
- Press TRANS/QUE button. Dial tone will be heard.

You hear audible ringing and an outside line of the line group you queued is slow flashing.
- Lift handset.
- Press flashing outside line button to answer.
- (If your station has been programmed for Preferred Line Answer, you will have the line automatically upon lifting the handset.)

If you hear alarm signals on your telephone
To reset the alarm condition:
- OR
- Press programmed flex button.

"Refer to Flex Button Programming"
CONFERENCE COMBINATIONS
- Add-on Conference: 2 internal and 1 external or 3 internal parties.
- Multi-Line Conference: 1 internal and 2 external parties.

ESTABLISHING A CONFERENCE
- Lift handset.
- Select intercom station or dial desired outside party.
- A maximum of 3 parties can be included in a conference. Internal party must lift handset.
- 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. All parties are connected.

EXITING A CONFERENCE
(Controlled only)
- There are 3 methods of exiting a conference:
  - Press the ON/OFF button to ON and replace handset (to monitor a conference)
  - Press HOL button to place outside parties on hold (Hold timer starts). Note: If one of the 2 parties is internal, that party will be dropped.
  - Press CONF button to leave the other conference parties still connected. GDN button LED will flash and CONF timer will start. There will be a warning tone before the other parties are dropped.

TERMINATING A CONFERENCE
While actively in the conference:
- Replace handset or push ON/OFF button to OFF.

RE-ENTERING A CONFERENCE
(Controlled only)
- There are 3 methods of re-entering a conference:
  - Lift handset to re-enter a monitored conference.
  - To re-enter a conference placed on hold, repeat steps for establishing a conference.
  - To re-enter an unsupervised conference, lift handset and press flashing CONF button (acti- on). CONF button lights steady and you hear confirmation tone.

CALL FORWARDING
(Station)
If you have been given the ability to forward your calls:
- Lift handset or press ON/OFF button.
- Press FWD/DND button.
- Then:
  - Press station button.
  - Dial intercom number within 5 seconds where your calls are to be forwarded. (FWD/DND button will flash and dial tone returns)
- Hang up.

TO REMOVE CALL FORWARDING
- Lift handset or press ON/OFF button.
- Press FWD/DND button.
- Then:
  - Press your own station button.
  - Dial your own intercom number. (FWD/DND button LED extinguishes)
- Hang up.
**MEET ME PAGE**

- Lift handset or press ON/OFF button. (optional)
- Dial 0-digit paging code.
- Press programmed flex button.
- Speak in normal voice to deliver message.
- Hang up.

*Refer to Flex Button Programming*

**ANSWERING A MEET ME PAGE**

- Lift handset.
- Dial [74] on the dial pad.
- Press programmed flex button.
- Request the party you are on the page.
- DO NOT hang up; wait for the requested party to answer.

*Refer to Flex Button Programming*

**DIALING SPEED NUMBERS**

- Lift handset or press ON/OFF button. (optional)
- Press SPD button.
- Then:
  - Dial 0-digit speed bin location:
    - 00-09 = Station speed numbers
    - 10-49 = System speed numbers
    - 50-99 = Station speed numbers
- Press programmed speed bin button.
- When called party answers, lift handset or use speakerphone.

*Refer to Flex Button Programming*

**LAST NUMBER REDIAL**

- Lift handset.
- Press pound (#) key. The last number dialed on an outside line will be automatically redialed. The system will automatically select the original line used to place the call and redial the number.

*Refer to Flex Button Programming*

**UNIVERSAL NIGHT ANSWER**

- Lift handset.
- Dial [05] on the dial pad.
- Press programmed flex button.
- You will be connected to the ringing outside line.

*Refer to Flex Button Programming*

**CALLING TONE MODE OPTION**

- Lift handset.
- Dial [56].

**USING ACCOUNT CODES**

- If you dial less than 8 digits, you must enter an "*" to end account code entry. Account code must be entered during the call.
- You are on an existing call.
- Press FWD/END button.
- Dial account code up to 8 digits. (The other party will not hear the digits being dialed.)

**PAGE SPEED DIALING**
STORING STATION SPEED NUMBERS

SPD + *

["*" is DP to DTMF Switchover. For first occurrence only. Subsequent "+*" dialled will cause the DTMF digit to be dialled]

TRANS/CURR inserts a pause.

FLASH inserts a flash into the speed number.

CONF="No Display".

- Lift handset or press ON/OFF button (optional)
- Press SPD button.
- Press asterisk (*) key once.
- Dial two-digit speed bin location.
  - 00-09 = Station speed numbers
  - 90-99 = Station speed numbers
- Select desired outside line or one will be chosen automatically.
- Dial desired telephone number (up to 15 digits, 0-9, , *).
- Press HOLD button to enter the number. Confirmation tone is heard.
- Hang up.

TO PROGRAM FLEXIBLE BUTTONS

* + FLEX

Allows a user to utilize a feature by programming it onto a flex button. Buttons MUST be designated as multi-function by the system administrator and may be programmed by the user. The feature can then be activated without lifting the handset by pressing the ON/OFF button.

- Press asterisk (*) once.
- Press button to be programmed.
- Dial desired feature access code from feature code table below.
- Press HOLD button to complete the process.

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DGS/BUF</td>
<td>10-25</td>
</tr>
<tr>
<td>Maxic</td>
<td>8</td>
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<tr>
<td>Alarm Rel.</td>
<td>9</td>
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<tr>
<td>Speed Bin</td>
<td>SPF + Bin number</td>
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<tr>
<td>Station speed numbers</td>
<td>00-09</td>
</tr>
<tr>
<td>System speed numbers</td>
<td>10-49</td>
</tr>
<tr>
<td>Station speed numbers</td>
<td>50-99</td>
</tr>
<tr>
<td>Mute</td>
<td>40</td>
</tr>
<tr>
<td>Headset Mode</td>
<td>41</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paging</td>
<td></td>
</tr>
<tr>
<td>- Internal All Call</td>
<td>70</td>
</tr>
<tr>
<td>- Internal Zone 2</td>
<td>71</td>
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<tr>
<td>- Internal Zone 3</td>
<td>72</td>
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<tr>
<td>- External Zone</td>
<td>73</td>
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<tr>
<td>- System All Call</td>
<td>74</td>
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<tr>
<td>Meet Me Page</td>
<td>75</td>
</tr>
<tr>
<td>Last Number Redial</td>
<td>SPD + #</td>
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<tr>
<td>UNA</td>
<td>55</td>
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</table>

FLEXIBLE BUTTONS

<table>
<thead>
<tr>
<th>BIN</th>
<th>00</th>
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<th>90</th>
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<tr>
<td>BIN</td>
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</tbody>
</table>
### ATTENDANT ACTIVATION OF BACKGROUND MUSIC AT A PHONE BOX

**FLEX**

The attendant may control ON and OFF background music at a phone box.

- To control background music at a specific phone box:
  - Dial [0][3][0] on the dial pad.
  - Then dial the two-digit station number (00-25) of the desired phone box.
  - Dial either:
    - [0] to turn BGM off.
    - [1] to turn BGM on.

### ATTENDANT OVERRIDE (Comp-On)

**MSG CP-ON**

If the attendant calls a station that is either Busy or in DND and wishes to alert them of a call:
- Press the MSG/CP-ON button twice. Called station will receive 2 bursts of HW/OFF.
- Wait for their response.

### FLEXIBLE STATION NUMBERS

**FLEXIBLE NUMBER ASSIGN PORT 01 - STA 10**

This feature allows the attendant to SWAP an individual station's programmed data including speed dial and intercom number with another active station in the system.

At Attendant station:
- Enter [*STAT*] on the dial pad. Confirmation tone is heard.
- Enter [14] on the dial pad. (LCD shown will be displayed)
- Press the PORT button of the station whose intercom number is to be changed (LED will flash). 
- **Port** = the sequence in which the telephones are connected to the main switching unit. The LCD display will indicate the intercom number associated to each port. To view stations, press a PORT button, then its assigned intercom button.
- Press the station button of the intercom number it is to be changed to. Confirmation tone will be heard. LCD will now update to show new assignament.
- Make sure ALL ports are assigned an intercom number (i.e. a minimum of 2 ports must be changed). Example: Assign Port 01 to Intercom number 12
- Assign Port 02 to Intercom number 10
- Repeat Steps C & D to assign additional stations.
- Press the HOLD button after all changes have been made. Confirmation tone will be heard.
- Press ON/OFF button to end sequence.

### HEADSET MODE

**FLEX**

If you wish to use a headset and have been given the ability to do so in programming:
- To activate Headset mode:
  - Dial [0][1] on the dial pad.
  - Press programmed flex button* LED will light steady.
- While Headset mode is active, the ON/OFF button will activate the headset and disable speakerphone operation.
- To de-activate Headset mode:
  - Dial [0][1] on the dial pad.
  - Press programmed flex button* LED will extinguish.

*Refer to Flex Button programming

### STORING SYSTEM SPEED NUMBERS

**SPD**

- Lift handset or press ON/OFF button (optional)
- Press SPD button.
- Press asterisk (*) key once.
- Dial two-digit speed-dial location.
- 1-64 System speed numbers
- Select desired outside line or one will be chosen automatically.
- Dial desired telephone number (up to 10 digits, 0-9, #, *).
- Press HOLD button to enter the number. Confirmation tone is heard.
- Hang up.

### NIGHT SERVICE

**FWD DND**

As Attendant station:
- Press FWD/DND button at that station. (FWD/DND LED lights steady)
- Press FWD/DND button again to remove Night Service.

### SETTING SYSTEM TIME AND DATE

**FWD DND**

As Attendant station:
- Lift handset or press ON/OFF button.
- Press SPD button.
- Press asterisk (*) once.
- Dial [0][0] on the dial pad.
- Enter date and time as follows: YY MM DD HH MM
- Press HOLD button to enter data.