

Getting Started

This Quick Reference Guide is designed to get you started with the operation of your new telephone. Use this guide to learn how to place, transfer and answer calls. The Special Functions section will instruct you how to use more advanced features.

Placing Intercom Calls

By Dialing:

- ✦ Lift handset or press **SPK** key.
- ✦ Dial station number.

By DSS key:

- ✦ Press **DSS** key for the station desired.

Calling the Operator:

- ✦ Dial **0** (or **9**).

Placing Outside Calls

By selecting a particular line:

- ✦ Press the desired line key button.
- ✦ After receiving dial tone, dial the telephone number.

For automatic selection of an outside line:

- ✦ Simply dial **9** (or **0**) to automatically select an available line.
- ✦ After receiving dial tone, dial desired number.

Speed Dialing:

- ✦ Press **SPD** key.
- ✦ Dial speed dial number or press **DSS** key.

Last number Redial:

- ✦ Press **REDIAL** key.

Answering Outside Calls

Answering an outside call:

(Ringing Phone)

- ✦ Lift handset or press **SPK** key.

Answering an outside call:

(Non Ringing Phone)

- ✦ Lift handset or press **SPK** key.
- ✦ Press the flashing outside line key.

Answering an outside call: (Call Pick-Up)

- ✦ Pick up handset or press **SPK** key.
- ✦ Dial ***** and **9**.

During A Call

Placing a call on hold:

- ✦ Press the **HOLD** key once.
- This call may be picked up by any station.

Placing a call on Exclusive hold:

- ✦ Press the **HOLD** key twice.
- This call may be picked up by you only.

Call Transfer: (via intercom)

- ✦ While on an outside line, press the **HOLD** key.
- ✦ Press **DSS** key or dial station number for desired party.
- ✦ Announce Call and hang up.

Call Transfer: (via page)

- ✦ While on an outside line, press the **HOLD** key.
- ✦ Dial **#** followed by the Page Zone number.
- ✦ Announce Call and hang up.

Call Back:

- ✦ After receiving busy tone, press **MSG**.
- ✦ When the station or line becomes free you will be called back.

Conference with two outside parties:

- ✦ After making a call, press **HOLD**.
- ✦ Make the second call.
- ✦ Press the **DND/CN** or **CONF** key.

Unsupervised Conference:

- ✦ Press the **HOLD** key again after conference and hang up.

Rejoining the outside parties in conference:

- ✦ Press either any CO key of the conference.
- ✦ Press the **DND/CN** or **CONF** key again to rejoin the conference.

Special Functions

Automatic Line Access:

Enables you to get an outside line by lifting the handset.

- ✦ To set: Lift handset and dial **7 7 1**.
- ✦ Hang up.

Call Forwarding: (To forward your phone)

- ✦ Press **PRG 1** (Intl) or **PRG FWD** (USA).
- ✦ Select type of forward. **1**=all calls, **2**=busy, **3**=busy and no answer, or **4**= No Answer.
- ✦ Dial the station number you wish calls to go to.
- ✦ Cancel- Follow above steps and enter your OWN extension number.

Call Forwarding: (On and Off – USA)

- ✦ Depress the **FWD** key to toggle on and off.

Call Pickup:

- ✦ Lift handset or press **SPK**, then:
- ✦ Station - Dial ***** plus ringing station number.
- ✦ All Call - Dial ***** **9**.
- ✦ Your Group - Dial ***** **0**.
- ✦ Another Group - Dial ***** **8** plus Group number **1** - **8**.

Do Not Disturb:

- ✦ Toggle **DND/CN** or **CONF** to turn on and off.

Door Phone: (To Answer)

- ✦ Pick up handset or press **SPK** key.
- ✦ To active electric lock, dial **0**.

Door Phone: (To Call)

- ✦ Pick up handset or press **SPK** key.
- ✦ Dial Door Phone's extension number.

Flash:

- ✦ While on an outside call press **TRF/FL** to get new dial tone, respond to call waiting, or to transfer a call (Centrex Features.)

Message Waiting:

- ✦ To leave a message waiting indication after dialing a station, press **MSG**.
- ✦ Lift handset and press **MSG** to retrieve.

Paging: (Zone)

- ✦ Pick up handset or press **SPK** key.
- ✦ Dial **#** and **2**.
- ✦ Dial the zone number **1** - **8**.

Paging: (All zones)

- ✦ Lift handset or Press **SPK** key.
- ✦ Dial **#** and **0**.

Page Answer: (Meet me Page)

- ✦ From any telephone, Lift handset or press **SPK** key.
- ✦ Dial **#** and *****.

Personal Speed Dial: (To Program)

- ✦ Press **PRG SPD** or **PRG 8**.
- ✦ Enter location **0** - **9** or **DSS** key 1-10.
- ✦ Enter telephone number, then **SAVE** and **SPK**.

