

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 Attendant:

Dial '0'

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' to automatically select an available line.

After receiving dial tone, dial desired number.

Speed dialling:

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 DSS key or dial station number for desired party.

Announce call and press TSF/FL Key.

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 or dial '6'.

When the station or line becomes free you will be called back.

Conference with two outside parties:

After making a call, Press HOLD key.

Make the second call.

Press the DND/CN key.

Unsupervised Conference:

Press the DND/CN key again and hang up.

Rejoining the outside parties in conference:

Press either CO key of the conference.

Press the DND/CN key again to rejoin the call.

Special Functions

Automatic Line Access:

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

To set: Lift handset and dial 771. Hang up.

To Cancel: Repeat procedure

Call Forwarding: (To Set)

To forward your phone, Press PGM and CFD key.

Select type of forward.

1= all calls, 2= busy, 3=busy and no answer

Dial the station number you wish calls to go to.

Call Forwarding: (On and Off)

Depress the CFD key to toggle on and off.

Call Pickup:

Lift handset or Press Spk, then;

Station- Dial '*' plus ringing station number.

All Call- Dial '*' plus 9

Your Group- Dial '*' plus '0'.

Another Group- Dial '*8' plus Group Number 1-8

Do Not Disturb:

Toggle DND to turn on and off.

Door phone: (To Answer)

Pick up handset or Press SPK key.

To activate electric lock, dial '0'.

Door phone: (To Call)

Pick up handset or Press SPK key.

Dial '88'.

Flash:

While on an outside call press TSF/FL to get new dial tone or respond to call waiting provided by telephone company.

Message Waiting:

To leave a message waiting indication after dialing a station, press MSG or '6'.

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 '1'.

Page Answer: (Meet me Page)

From any telephone, Lift handset or Press SPK key.

Dial '#' and '*'.

Volume Control: (Initial Set-Up)

Press PGM 6 - Enter 1=Ring Level, 2= Speaker, 3= Handset, 5= Ring Frequency.

Press up and down arrows to desired setting level. For Ring frequency, select by entering 1 through 8.

Press SPK when finished to save setting.

Volume Control: (During Conversation)

Press the up and down arrows.