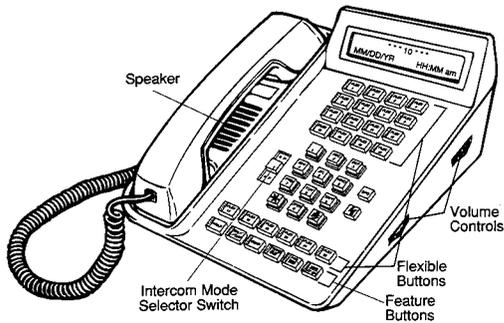


EXECUTIVE TELEPHONE (w/LCD DISPLAY)

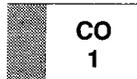


BASIC TELEPHONE



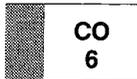
- The Basic Telephone has no speakerphone.

PLACING AN OUTSIDE CALL (Automatic Line Selection)



- 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



- Lift handset.
- 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.)

SPEAKERPHONE



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

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

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

**Refer to Flex Button Programming*



To activate Background Music:

- Dial [8] on the dial pad. (music is heard)
- OR
- Press programmed flex button*

To deactivate Background Music:

- Dial [8] 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.

PLACING OUTSIDE LINE ON HOLD

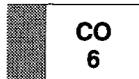
PLACING OUTSIDE LINE ON HOLD



- If your system is programmed to have exclusive hold preferred, depress HOLD button once for exclusive hold and twice for system hold.
- If your system is programmed to have system hold preferred, press HOLD button once for system hold and twice for exclusive hold.

ANSWERING A RECALL

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 and reseizes outside line dial tone.



While connected to an outside line:

- Press FLASH button.

PBX/CENTREX TRANSFER

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

**FWD
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.

Method 2: While on a CO Call:

- You can stop the muted ringing by pressing the FWD/DND button twice. DND button LED lights steady.

REMOVING DND

**FWD
DND**

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

PHONE BOX SIGNALING

FLEX

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

**Refer to Flex Button Programming*

If you hear alarm signals on your telephone, it may be a signal from a phone box.

- Press station button programmed* for that phone box.
- Lift handset or use speakerphone to converse.
- Hang up to end call.

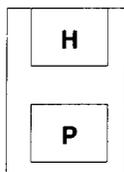
PLACING AN INTERCOM CALL

**STA
15**

- 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.

With your intercom signal switch in the:

- **T mode**, you will hear repeated intercom tone ringing and your HOLD button will slow flash.
 - Lift handset or press ON/OFF button to answer.
 - Hang up or press ON/OFF button to end call.
- **P mode**, you will hear 3 bursts of tone and a one-way announcement. The HOLD button will slow flash.
 - Lift handset or press ON/OFF button to reply.
 - Hang up or press ON/OFF button to end call.
- **H mode**, you will hear 3 bursts of tone and an announcement. The HOLD button LED will slow flash.
 - Reply handsfree or lift handset for privacy.
 - Hang up or press ON/OFF button to end call.

CALL TRANSFER

- Outside lines can be transferred from one phone to another within the system.
- The transfer can be either screened (announced) 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. (10-25) 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 searchOR
 - 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 [6] on the dial pad.OR
 - Press programmed flex button*.You will be connected to the calling party.
- Converse Handsfree or lift handset for privacy.
- Hang up to end call.

CAMP ON

**MSG
CP.ON**

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.

ANSWERING A CAMP ON

**MSG
CP.ON**

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.

LEAVING A MESSAGE WAITING INDICATION

**MSG
CP.ON**

Up to 5 messages can be left at any one key telephone.

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.

ANSWERING A MESSAGE WAITING INDICATION

**MSG
CP.ON**

The first message left will be the first one called. If your MSG/CP.ON button LED is flashing at a slow rate, you have a message waiting for you.

- 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.

QUEUING

**TRANS
QUE**

A station can queue only 1 line at a time.

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.
- Press TRANS/QUE button.
- Hang up.

TO CANCEL A QUEUE

**TRANS
QUE**

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

ANSWERING A QUEUE

**CO
1**

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.)

ALARM

FLEX

If you hear alarm signals on your telephone To reset the alarm condition.

- Dial [9] on the dial pad.
- 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



A maximum of 3 parties can be included in a conference. Internal party must lift 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. 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)
 - OR
 - Press HOLD button to place outside parties on hold. (Hold timer starts). Note: If one of the 2 parties is internal, that party will be dropped.
 - OR
 - Press CONF button to leave the other conference parties still connected in an unsupervised conference. CONF 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

(Controller only)

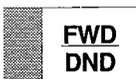
There are 3 methods of re-entering a conference:

- Lift handset to re-enter a monitored conference.
- OR
- To re-enter a conference placed on hold, repeat steps for establishing a conference.
- OR
- To re-enter an unsupervised conference, lift handset and press flashing CONF button (add-on). CONF button lights steady and you hear confirmation tone.

When the controller re-enters the conference, the disconnect timer is reset.

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.
 - OR
 - 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.
 - OR
 - Dial your own intercom number. (FWD/DND button LED extinguishes)
- Hang up.

PAGING

(Stations off-hook or in DND will not hear page)



- 70 Internal All Call
- 71 Internal Zone 1
- 72 Internal Zone 2
- 73 External Zone
- 74 All Call

- Lift handset or press ON/OFF button. (optional)
 - Dial 2-digit paging code.
- OR
- Press programmed flex button*.
- Speak in normal voice to deliver message.
- Hang up.

*Refer to Flex Button Programming

MEET ME PAGE



You wish to have another party call you.

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

*Refer to Flex Button Programming

ANSWERING A MEET ME PAGE



Go to the nearest key phone:

- Dial [75] on the dial pad.
- OR
- Press programmed flex button*.
- You will be connected to the party that paged you.

*Refer to Flex Button Programming

DIALING SPEED NUMBERS



If no outside line has been specified in programming, one will be chosen automatically or you can choose one now.

- Lift handset or press ON/OFF button. (optional)
- Press SPD button.
- Then:
 - Dial two-digit speed bin location.
 - 00-09= Station speed numbers
 - 10-49 = System speed numbers
 - 90-99 = Station speed numbers
- OR
- Press programmed speed bin button.*
- When called party answers, lift handset or use speakerphone.

*Refer to Flex Button Programming

LAST NUMBER REDIAL



There are 3 methods of using Last Number Redial.

Method 1:(DO NOT select a CO line)

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

Method 2: (Select a CO Line)

- Select the desired CO Line.
- Press SPD button.
- Press pound (#) key. The last number dialed over an outside line will be redialed on selected CO line.

Method 3: (Programmed LNR flex button*)

- Press programmed LNR flex button. 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



You hear an outside line ringing at another station and wish to answer it:

- Lift handset.
 - Dial [55] on the dial pad.
- OR
- Press programmed flex button*.
- You will be connected to the ringing outside line.

*Refer to Flex Button Programming

CALLING TONE MODE OPTION

Allows a calling station to override a called stations' H or P intercom switch settings.

When placing a call to a station and Tone ringing is desired:

- Dial [5#].

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/DND button.
- Dial account code up to 8 digits. (The other party will not hear the digits being dialed.)

STORING STATION SPEED NUMBERS



[*]= DP to DTMF Switchover. (for first occurrence only. Subsequent * dialed will cause the DTMF digit to be dialed)
 TRANS/QUE= 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 16 digits, 0-9,*,#)
- Press HOLD button to enter the number. Confirmation tone is heard.
- Hang up.

TO PROGRAM FLEXIBLE BUTTONS

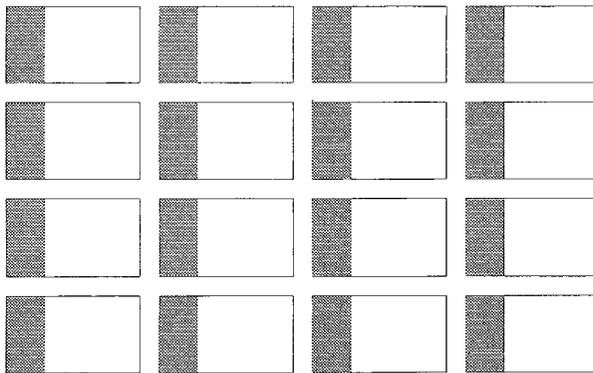


Allows a user to utilize a feature by programming it onto a flex button. Buttons **MUST** be designated as multi-function by the system administrator and may be programmed by the user. The feature can then be activated without lifting the handset by pressing the ON/OFF button.

- 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.

FEATURE	CODE
DSS/BLF.....	10-25
Music	8
Alarm Reset.....	9
Speed Bin	SPD + Bin number
- Station speed numbers	00-09
- System speed numbers	10-49
- Station speed numbers	90-99
Mute	40
Headset Mode	41

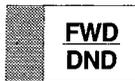
FEATURE	CODE
Paging:	
-Internal All Call	70
-Internal Zone 1	71
-Internal Zone 2	72
-External Zone	73
-System All Call	74
Meet Me Page.....	75
Last Number Redial	SPD + #
UNA	55



BIN 00		BIN 90	
BIN 01		BIN 91	
BIN 02		BIN 92	
BIN 03		BIN 93	
BIN 04		BIN 94	
BIN 05		BIN 95	
BIN 06		BIN 96	
BIN 07		BIN 97	
BIN 08		BIN 98	
BIN 09		BIN 99	

NIGHT SERVICE

Attendant does not have DND feature



At 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

YY = year (80-99)
 MM=month (01-12)
 DD=day (01-31)
 HH=hour (00-23)
 MM=minute (00-59)

At Attendant station:

- Lift handset or press ON/OFF button.
- Press SPD button.
- Press asterisk (*) once.
- Dial [50] on the dial pad.
- Enter date and time as follows:
 YY MM DD HH MM
- Press HOLD button to enter data.

HEADSET MODE



If you wish to use a headset and have been given the ability to do so in programming.

- To activate Headset mode:
 - Dial [41] on the dial pad.
 - OR
 - 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 [41] on the dial pad.
 - OR
 - Press programmed flex button*. LED will extinguish.

*Refer to Flex Button programming

STORING SYSTEM SPEED NUMBERS



[*]= DP to DTMF Switchover. (for first occurrence only. Subsequent * dialed will cause the DTMF digit to be dialed)

TRANS/QUE= 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.
 - 10-49= System speed numbers
- Select desired outside line or one will be chosen automatically.
- Dial desired telephone number (up to 16 digits, 0-9,*,#)
- Press HOLD button to enter the number. Confirmation tone is heard.
- Hang up.

ATTENDANT ACTIVATION OF BACKGROUND MUSIC AT A PHONE BOX



The Attendant may control (turn ON and OFF) background music at a phone box station.

To control background music at a specific phone box:

- Dial [42] on the dial pad.
- Then dial the two-digit station number (10-25) of the desired phone box.
- Dial either:
 - [0] to turn BGM off.
 - OR
 - [1] to turn BGM on.

ATTENDANT OVERRIDE (Camp-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 ringing.
- Wait for their response.

FLEXIBLE STATION NUMBERS

FLEXIBLE NUMBER ASSIGN PORT 01 - STA 10

PORT 01	PORT 02	PORT 03	PORT 04
PORT 05	PORT 06	PORT 07	PORT 08
PORT 09	PORT 10	PORT 11	PORT 12
PORT 13	PORT 14	PORT 15	PORT 16

Port Button Mapping

STA 10	STA 11	STA 12	STA 13
STA 14	STA 15	STA 16	STA 17
STA 18	STA 19	STA 20	STA 21
STA 22	STA 23	STA 24	STA 25

Station Intercom Button Mapping

This feature requires the user to know the "PORT" of the station requesting to be changed (The LCD will provide this information). Remember: Ports NEVER change, but station intercom numbers DO.

Note: The stations affected must be idle before changes made in station numbers will take effect.

This feature allows the Attendant to SWAP an individual stations' 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 [**04] 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 assignment.
- Make sure ALL ports are assigned an intercom number. (ie: a minimum of 2 ports must be changed.)
 - Example: Assign Port 01 to Intercom number 12
 - Assign Port 03 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 OFF to end sequence.