

# COMMUNICATIONS SYSTEM

USER'S CARD:
MODELS 206 AND 410
WITH STANDARD FEATURES
OR FEATURE PACKAGE 1

#### USER'S CARD

### **BASIC SERVICE and FEATURE PACKAGE 1**

See USER'S GUIDE For More Detail

When You're Available	Pick up handset
When You're on a Call	Touch HOLD
Place intercom call	
Using Regular Dialing	• Touch INTERCOM • Pick up handset (dial tone) • Dial intercom code number (confirmation tone) • Announce call
Using Intercom Auto Dial	• Touch INTERCOM • Pick up handset (dial tone) • Touch Intercom Auto Dial button (confirmation tone) • Announce call
Place outside call	
With Regular Dialing	Pick up handset (dial tone)     Dial number
Hold	
Put Call on Hold	Touch HOLD
Return to Call Held by You	Touch line button (flashing rapidly)
Take Call Someone Else Put on Hold	Touch line button (flashing less rapidly)
Confidentiality	Touch HOLD instead of covering handset microphone
Passing a Call	<ul> <li>Touch HOLD</li> <li>Touch INTERCOM (dial tone)</li> <li>Dial intercom code or touch Intercom Auto Dial button (confirmation tone)</li> <li>Announce call</li> <li>Hang up</li> </ul>
End call	
Manual	Hang up
Automatic	Touch another outside line button
Make a Second Call	Touch RECALL
ptional Features Page(available only if you have the	optional paging system)
Loudspeaker Paging	<ul> <li>Touch INTERCOM</li> <li>Pick up handset (dial tone)</li> <li>Dial 6 or touch PAGE (confirmation tone)</li> <li>Give message</li> </ul>
Headset (available only if you ha	ve the optional HEADSET ADAPTER)
Place a Call	Touch ON/QUIET (green light comes on)     Dial Number
Answer Call	Touch ON/QUIET (green light comes on)
Mute Microphone	Hold ON/QUIET down
Hang Up	Touch OFF (green light goes off)

**Notes:** With Basic Service the CONFERENCE, TRANSFER, DROP, MESSAGE and SPEAKER buttons are not functional. With FEATURE PACKAGE 1 the MESSAGE button is not functional.

### **FEATURE PACKAGE 1 ONLY**

### **FEATURE PACKAGE 1 Features**

On (Hands-Free Answering

Off (Manual Answering)

on Intercom)

Fixed Features (on all telephones)

<ul><li>Transfer</li></ul>
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touch Intercom Auto Dial button (confirmation tone) • Announce call •  Conference	tercom Auto Dial buttor
Add new call Add new call Add held call Abd held call Add held call Add held call Add held call Add held call Abd held call Add	Dial intercom code o
Add new call Add held call Touch CONFERENCE Touch line button (dial tone) Add held call Touch CONFERENCE Touch line on hold  Touch CONFERENCE Touch line on hold  Touch CONFERENCE Touch line button of call being dropped  Touch Conference Touch DROP Touch line button of call being dropped  Touch DROP Touch SPEAKER (dial tone) Touc	Hang up
Add held call  Touch CONFERENCE  Touch line on hold  Touch PREMOVE  Remove Call from Conference  Touch DROP  Touch line button of call being dropped  Touch SPEAKER (dial tone)  Touch	
Remove Call from Conference • Touch DROP • Touch line button of call being dropped    Peaker	of second person
Remove Call from Conference  On-Hook Dialing (for fast convenient dialing without lifting the handset)  Monitor on Hold (when someone puts you on hold) Group Listening (permits others in the room to listen in) Cancel Call on Speaker  Optional Accessory (use for all speaker features)  Hands-Free Unit  Place Call  O Touch SPEAKERPHONE ON/OFF (green lights come on) Mute Microphone Reactivate Microphone  O Touch SPEAKERPHONE ON/OFF (green light some on)  Hang Up  O Touch SPEAKERPHONE ON/OFF (green light comes on)  Touch SPEAKERPHONE ON/OFF (green light comes on)  Fouch MicROPHONE ON/OFF (green light comes on)  O Touch SPEAKERPHONE ON/OFF (green light comes on)  Mute Microphone  O Touch MicROPHONE ON/OFF (green light comes on)  Hang Up  O Touch SPEAKERPHONE ON/OFF (green light comes on)  O Touch SPEAKERPHONE ON/OFF (green light comes on)  Hang Up  O Touch SPEAKERPHONE ON/OFF (green light comes on)  Hang Up  O Touch SPEAKERPHONE ON/OFF (green light comes on)  Hang Up  O Touch SPEAKERPHONE ON/OFF (green light comes on)  O Touch SPEAKERPHONE ON/OFF (green light comes on)  Hang Up  O Touch SPEAKERPHONE ON/OFF (green light comes on)  O Touch SPEAKERPHONE ON/OFF (green light goes off)  O Touch SPEAKERPHONE ON/OFF (green light comes on)  Touch SPEAKERPHONE ON/OFF (green light goes off)  O Touch SPEAKERPHONE ON/OFF (green light comes on)  Touch SPEAKERPHONE ON/OFF (green light goes off)  O Touch SPEAKERPHONE ON/OFF (gre	
On-Hook Dialing (for fast convenient dialing without lifting the handset)  Monitor on Hold (when someone puts you on hold)  Group Listening (permits others in the room to listen in)  Cancel Call on Speaker  Place Call  Answer Call  Answer Call  Touch SPEAKERPHONE ON/OFF (green lights come on)  Mute Microphone  Touch SPEAKERPHONE ON/OFF (green light comes on)  Hang Up  Touch SPEAKERPHONE ON/OFF (green lights come on)  Answer Call  Touch Microphone  Touch Microphone ON/OFF (green lights come on)  Touch SPEAKERPHONE ON/OFF (green lights comes on)  Touch Dialing  Touch Dialing  Touch Outside Auto Dial button  Touch Dialing Number  Touch SPEAKERPHONE ON/OFF (green lights comes on)  To Prevent Ringling  Touch DO NOT DISTURB (green light comes on)  To Restore Ringling  Touch DO NOT DISTURB (green light comes on)	
On-Hook Dialing (for fast convenient dialing without lifting the handset)  Monitor on Hold (when someone puts you on hold)  Group Listening (permits) others in the room to listen in)  Cancel Call on Speaker  Place Call Answer Call  Answer Call  Touch SPEAKERPHONE ON/OFF (green lights come on)  Mute Microphone  Touch SPEAKERPHONE ON/OFF (green light comes on)  Hand Up  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch Microphone ON/OFF (green light some on)  Touch Microphone ON/OFF (green light some on)  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch Microphone ON/OFF (green light some on)  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch Microphone ON/OFF (green light some on)  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch Dialing ON of touch one of the some one of	
On-Hook Dialing (for fast convenient dialing without lifting the handset)  Monitor on Hold (when someone puts you on hold)  Group Listening (permits) others in the room to listen in)  Cancel Call on Speaker  Place Call Answer Call  Answer Call  Touch SPEAKERPHONE ON/OFF (green lights come on)  Mute Microphone  Touch SPEAKERPHONE ON/OFF (green light comes on)  Hand Up  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch Microphone ON/OFF (green light some on)  Touch Microphone ON/OFF (green light some on)  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch Microphone ON/OFF (green light some on)  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch Microphone ON/OFF (green light some on)  Touch SPEAKERPHONE ON/OFF (green light some on)  Touch Dialing ON of touch one of the some one of	
someone puts you on hold)  Group Listening (permits others in the room to listen in)  Cancel Call on Speaker • Touch SPEAKER (dial tone) • Continue speaking with handset others in the room to listen in)  Cancel Call on Speaker • Touch SPEAKER  Optional Accessory (use for all speaker features)  Hands-Free Unit  Place Call • Touch SPEAKERPHONE ON/OFF (green lights come on) • Dial number Answer Call • Touch SPEAKERPHONE ON/OFF (green lights come on)  Mute Microphone • Touch MICROPHONE ON/OFF (green light goes off)  Reactivate Microphone • Touch MICROPHONE ON/OFF (green light comes on)  Hang Up • Touch SPEAKERPHONE ON/OFF (green lights go off)  Ogrammable Features—May or May Not Be on Your Telephone, See Back of Card For How To Program Dutside Auto Dial  One-Touch Dialing • Touch Outside Auto Dial button • When person answers pick up hands intercom signaling without voice  Buzz • Touch Intercom Auto Dial button to signal (buzz) desired telephone diaved number (for subsequent redialing)  Saving Number • Touch SAVED NUMBER before hanging up Dialing Number • Touch SAVED NUMBER  Dialing Number • Touch LAST NUMBER  Dialing Number • Touch DO NOT DISTURB (green light comes on)  To Prevent Ringing • Touch DO NOT DISTURB (green light goes off)  Privacy (prevents others from joining your calls)	oick up handset
others in the room to listen in)  Cancel Call on Speaker • Touch SPEAKER  Optional Accessory (use for all speaker features)  Hands-Free Unit  Place Call • Touch SPEAKERPHONE ON/OFF (green lights come on) • Dial number Answer Call • Touch SPEAKERPHONE ON/OFF (green lights come on)  Mute Microphone • Touch MICROPHONE ON/OFF (green light goes off)  Reactivate Microphone • Touch MICROPHONE ON/OFF (green light comes on)  Hang Up • Touch SPEAKERPHONE ON/OFF (green light goes off)  Orgrammable Features—May or May Not Be on Your Telephone, See Back of Card For How To Program Outside Auto Dial  One-Touch Dialing • Touch Outside Auto Dial button • When person answers pick up hands intercom signaling without voice  Buzz • Touch Intercom Auto Dial button to signal (buzz) desired telephone  Saved number (for subsequent redialing)  Saving Number • Touch SAVED NUMBER before hanging up  Dialing Number • Touch SAVED NUMBER  Dialing Number • Touch LAST NUMBER  Dialing Number • Touch DO NOT DISTURB (green light comes on)  To Prevent Ringing • Touch DO NOT DISTURB (green light goes off)  Privacy (prevents others from joining your calls)	s back on line, pick up
Privacy (use for all speaker features)  Hands-Free Unit  Place Call  Place Call  Touch SPEAKERPHONE ON/OFF (green lights come on)  Mute Microphone  Touch MICROPHONE ON/OFF (green light goes off)  Reactivate Microphone  Touch MICROPHONE ON/OFF (green light comes on)  Hang Up  Touch SPEAKERPHONE ON/OFF (green light comes on)  Hang Up  Touch SPEAKERPHONE ON/OFF (green light so off)  Ore-Touch Dialing  Touch Outside Auto Dial  One-Touch Dialing  Touch Outside Auto Dial button  When person answers pick up hands  Intercom signaling without voice  Buzz  Touch Intercom Auto Dial button to signal (buzz) desired telephone  Saved number (for subsequent redialing)  Saving Number  Touch SAVED NUMBER before hanging up  Dialing Number  Dialing Number  Touch LAST NUMBER  To Prevent Ringing  To Prevent Ringing  To Prevent Ringing  To Restore Ringing  Touch DO NOT DISTURB (green light comes on)  To Restore Ringing  Touch DO NOT DISTURB (green light goes off)	
Hands-Free Unit  Place Call  Touch SPEAKERPHONE ON/OFF (green lights come on)  Answer Call  Touch SPEAKERPHONE ON/OFF (green lights come on)  Mute Microphone  Reactivate Microphone  Touch MICROPHONE ON/OFF (green light goes off)  Reactivate Microphone  Touch MICROPHONE ON/OFF (green light goes off)  Reactivate Microphone  Touch MICROPHONE ON/OFF (green light goes off)  Pogrammable Features—May or May Not Be on Your Telephone, See Back of Card For How To Program  Dutside Auto Dial  One-Touch Dialing  Touch Outside Auto Dial button  One-Touch Dialing  Touch Intercom Auto Dial button to signal (buzz) desired telephone  Buzz  Touch Intercom Auto Dial button to signal (buzz) desired telephone  Saved number  (for subsequent redialing)  Saving Number  Touch SAVED NUMBER before hanging up  Dialing Number  Touch SAVED NUMBER  Dialing Number  Touch LAST NUMBER  Dialing Number  Touch Control Disturb (green light comes on)  To Prevent Ringing  To Prevent Ringing  To Prevents others from joining your calls)	
Place Call  Touch SPEAKERPHONE ON/OFF (green lights come on)  Answer Call  Touch SPEAKERPHONE ON/OFF (green lights come on)  Mute Microphone  Reactivate Microphone  Touch MICROPHONE ON/OFF (green light goes off)  Reactivate Microphone  Touch MICROPHONE ON/OFF (green light comes on)  Hang Up  Touch SPEAKERPHONE ON/OFF (green light comes on)  Hang Up  Touch SPEAKERPHONE ON/OFF (green lights go off)  Dogrammable Features—May or May Not Be on Your Telephone, See Back of Card For How To Program one-Touch Dialing  One-Touch Dialing  Touch Outside Auto Dial button  Touch Outside Auto Dial button  Touch Saved number  Touch Intercom Auto Dial button to signal (buzz) desired telephone  Touch Saved number  Touch SAVED NUMBER before hanging up  Dialing Number  Touch SAVED NUMBER  Dialing Number  Touch LAST NUMBER  To Prevent Ringing  To Prevent Ringing  To Prevents others from joining your calls)	
Answer Call  Touch SPEAKERPHONE ON/OFF (green lights come on)  Mute Microphone  Reactivate Microphone  Touch MICROPHONE ON/OFF (green light goes off)  Reactivate Microphone  Touch MICROPHONE ON/OFF (green light comes on)  Hang Up  Touch SPEAKERPHONE ON/OFF (green lights go off)  Ogrammable Features—May or May Not Be on Your Telephone, See Back of Card For How To Program  One-Touch Dialing  Touch Outside Auto Dial button  One-Touch Dialing  Touch Outside Auto Dial button  Touch Saved number (for subsequent redialing)  Saving Number  Touch SAVED NUMBER before hanging up  Dialing Number  Dialing Number  Touch LAST NUMBER  To Prevent Ringing  To Prevent Ringing  To Restore Ringing  Touch DO NOT DISTURB (green light comes on)  To Restore Ringing  Touch Source alight goes off)	
Mute Microphone  Reactivate Microphone  Reactivate Microphone  Touch MICROPHONE ON/OFF (green light goes off)  Reactivate Microphone  Touch MICROPHONE ON/OFF (green light comes on)  Hang Up  Touch SPEAKERPHONE ON/OFF (green lights go off)  Ogrammable Features—May or May Not Be on Your Telephone, See Back of Card For How To Program Outside Auto Dial  One-Touch Dialing  Touch Outside Auto Dial button  Touch Dialing Without voice  Buzz  Touch Intercom Auto Dial button to signal (buzz) desired telephone  Saved number (for subsequent redialing)  Saving Number  Touch SAVED NUMBER before hanging up  Dialing Number  Touch SAVED NUMBER  ast number  Dialing Number  Touch LAST NUMBER  To not disturb (temporarily prevents ringing)  To Prevent Ringing  To Prevent Ringing  To uch DO NOT DISTURB (green light goes off)  Privacy (prevents others from joining your calls)	er
Reactivate Microphone  Hang Up  Touch MICROPHONE ON/OFF (green light comes on)  Hang Up  Touch SPEAKERPHONE ON/OFF (green lights go off)  Ogrammable Features—May or May Not Be on Your Telephone, See Back of Card For How To Program  Outside Auto Dial  One-Touch Dialing  Touch Outside Auto Dial button  When person answers pick up hands  ontercom signaling without voice  Buzz  Touch Intercom Auto Dial button to signal (buzz) desired telephone  Saved number (for subsequent redialing)  Saving Number  Touch SAVED NUMBER before hanging up  Dialing Number  Touch SAVED NUMBER  ast number  Dialing Number  Touch LAST NUMBER  To not disturb (temporarily prevents ringing)  To Prevent Ringing  To Restore Ringing  Touch DO NOT DISTURB (green light comes on)  To Restore Ringing  Touch DO NOT DISTURB (green light goes off)	
Hang Up  • Touch SPEAKERPHONE ON/OFF (green lights go off)  Ogrammable Features—May or May Not Be on Your Telephone, See Back of Card For How To Program Outside Auto Dial  One-Touch Dialing  • Touch Outside Auto Dial button  • When person answers pick up hands outercom signaling without voice  Buzz  • Touch Intercom Auto Dial button to signal (buzz) desired telephone  Saved number (for subsequent redialing)  Saving Number  • Touch SAVED NUMBER before hanging up  Dialing Number  • Touch SAVED NUMBER  ast number  Dialing Number  • Touch LAST NUMBER  On not disturb (temporarily prevents ringing)  To Prevent Ringing  • Touch DO NOT DISTURB (green light comes on)  To Restore Ringing  • Touch DO NOT DISTURB (green light goes off)	
Ogrammable Features—May or May Not Be on Your Telephone, See Back of Card For How To Program Outside Auto Dial  One-Touch Dialing  • Touch Outside Auto Dial button • When person answers pick up hands Intercom signaling without voice  Buzz  • Touch Intercom Auto Dial button to signal (buzz) desired telephone  Saved number (for subsequent redialing)  Saving Number  • Touch SAVED NUMBER before hanging up  Dialing Number  • Touch SAVED NUMBER  Dialing Number  • Touch LAST NUMBER  Do not disturb (temporarily prevents ringing)  To Prevent Ringing  • Touch DO NOT DISTURB (green light comes on)  To Restore Ringing  • Touch DO NOT DISTURB (green light goes off)	
One-Touch Dialing  One-Touch Dialing  • Touch Outside Auto Dial button • When person answers pick up hands  ntercom signaling without voice  Buzz  • Touch Intercom Auto Dial button to signal (buzz) desired telephone  Saved number (for subsequent redialing)  Saving Number  • Touch SAVED NUMBER before hanging up  Dialing Number  • Touch SAVED NUMBER  Dialing Number  • Touch LAST NUMBER  Do not disturb (temporarily prevents ringing)  To Prevent Ringing  • Touch DO NOT DISTURB (green light comes on)  To Restore Ringing  • Touch DO NOT DISTURB (green light goes off)  Privacy (prevents others from joining your calls)	
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Buzz  • Touch Intercom Auto Dial button to signal (buzz) desired telephone  aved number (for subsequent redialing)  Saving Number  • Touch SAVED NUMBER before hanging up  Dialing Number  • Touch SAVED NUMBER  ast number  Dialing Number  • Touch LAST NUMBER  Onot disturb (temporarily prevents ringing)  To Prevent Ringing  • Touch DO NOT DISTURB (green light comes on)  To Restore Ringing  • Touch DO NOT DISTURB (green light goes off)  Privacy (prevents others from joining your calls)	
Saving Number  • Touch SAVED NUMBER before hanging up  Dialing Number  • Touch SAVED NUMBER  ast number  Dialing Number  • Touch LAST NUMBER  Do not disturb (temporarily prevents ringing)  To Prevent Ringing  • Touch DO NOT DISTURB (green light comes on)  To Restore Ringing  • Touch DO NOT DISTURB (green light goes off)  Privacy (prevents others from joining your calls)	
Saving Number  • Touch SAVED NUMBER before hanging up  Dialing Number  • Touch SAVED NUMBER  ast number  Dialing Number  • Touch LAST NUMBER  Do not disturb (temporarily prevents ringing)  To Prevent Ringing  • Touch DO NOT DISTURB (green light comes on)  To Restore Ringing  • Touch DO NOT DISTURB (green light goes off)  Privacy (prevents others from joining your calls)	
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Dialing Number  Dialing Number  Touch LAST NUMBER  Do not disturb (temporarily prevents ringing)  To Prevent Ringing  To Restore Ringing  Touch DO NOT DISTURB (green light comes on)  To Restore Ringing  Touch DO NOT DISTURB (green light goes off)  Privacy (prevents others from joining your calls)	
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To Prevent Ringing  To Restore Ringing  To Revents others from joining your calls)  To Revent Ringing  To Revent Ringing  To Revents others from joining your calls)	
To Prevent Ringing  • Touch DO NOT DISTURB (green light comes on)  To Restore Ringing  • Touch DO NOT DISTURB (green light goes off)  Privacy (prevents others from joining your calls)	
To Restore Ringing • Touch DO NOT DISTURB (green light goes off)  Privacy (prevents others from joining your calls)	
Privacy (prevents others from joining your calls)	
io Pievent interruption • Touch Privacy (green light comes on)	
To Permit Access • Touch PRIVACY (green light goes off)	

• Touch AUTO ANSWER (green light comes on)

• Touch AUTO ANSWER (green light goes off)

## **Custom Feature Programming (For FEATURE PACKAGE 1)**Also Refer to USER'S GUIDE Programming Section and Index

### • Assigning Features to Buttons

Activate	<ul> <li>Enter program mode by sliding T/P switch to P position (ringing)</li> <li>Touch a programmable button</li> <li>Dial feature code</li> <li>Dial number (if required)</li> <li>Leave program mode by sliding T/P</li> </ul>
	switch to center position
Feature Codes	AUTO ANSWER = *70 DO NOT DISTURB = *71 PRIVACY = *72 LAST NUMBER = *73 SAVED NUMBER = *74 PAGE = *66 INTERCOM AUTO DIAL = *6 + Intercom number OUTSIDE AUTO DIAL = *90 + Outside number
no need to go in and ou	atures to more than one programmable button, remain in program mode until finished—there is ut of program mode for each button assignment. utside Auto Dial Button
Outside Auto Dial	<ul> <li>Enter program mode by sliding switch T/P switch to P position (ringing)</li> <li>Touch Outside Auto Dial button</li> <li>Enter new telephone number</li> <li>Leave program mode by sliding T/P switch to cent position</li> </ul>
in and out of program m	nore than one Auto Dial button, you can do it in one changing sequence and don't need to go lode for each.  Ctions in an Outside Auto Dial Sequence
Pause: Automatic Dialing will pause for 1.5 seconds	Touch HOLD (pause)
Stop: Automatic dialing will stop until button is touched again	Touch DROP (stop)
Flash (or "Switchhook" Flash) for PBX, Centrex and Custom Calling Features	Touch RECALL
gramming Auto Dial fo	r An Additional Long-Distance Service
Outside Auto Dial	<ul> <li>Enter program mode (ringing]</li> <li>Touch botton to be programmed</li> <li>Dial *90 (if not already an Auto Dial button)</li> <li>Enter local telephone number (7 digits)</li> <li>Touch DROP (stop)</li> <li>Enter authorization code (usually 5 or 6 digits)</li> <li>Leave program mode</li> </ul>
Note: Use this button for acces	ss to the long distance service. Program individual telephone numbers on separate buttons.  ine Selection
To Specify Order of Automatic Line Selection	<ul> <li>Enter program mode (ringing)</li> <li>Dial two stars **</li> <li>Touch outside line buttons in desired order (for no auto line selection omit this step)</li> <li>Dial two stars**</li> <li>Leave program mode</li> </ul>
ý. O	e, all, or none of your lines for Automatic Line Selection. Also, you must always re-enter program ing Automatic Line Selection.  Calls from Outside
Change How or Whether Each Line Rings	<ul> <li>Enter program mode [ringing)</li> <li>Touch outside line button (note red light signals)</li> <li>Repeat touching until desired light code appears:</li> <li>RED ON</li> <li>RING</li> <li>RED FLASH</li> <li>DELAYED RING</li> <li>RED OFF</li> <li>NO RING</li> </ul>

• Once you've completed your programming, remember to label all buttons

Leave program mode