

**FIXED FEATURE BUTTONS**

- **CAMP-ON** Button -- Enables you to alert a busy party that an outside line is on hold and waiting for them.
- **CONF (CONFERENCE)** Button -- Used to establish and build conference calls.
- **FLASH** Button -- Used to terminate an outside call and restore dial tone without having to hang up the handset. It is also used to transfer calls behind a PBX or Centrex within those systems.
- **FORWARD (FWD)** Button -- Allows you to forward your calls to another station.
- **HOLD** Button -- Enables you to place an outside caller on hold.
- **H-P-T** Switch -- Allows the user to select the ICM signaling mode: Handsfree, Tone, or Privacy.
- **MSG (MESSAGE WAIT)** Button -- Allows you to initiate a message waiting indication at stations that are busy, unattended, or in Do Not Disturb. Message Waiting Callback request left at your station is indicated by a flashing MSG WAIT LED.
- **MUTE** Button -- Allows you to switch the built-in microphone on or off when using the speakerphone, or the handset microphone when using the handset.
- **ON/OFF** Button -- Enables you to make a telephone call without lifting the handset. It turns the telephone on and off when using the speakerphone.
- **SPEED** Button -- Provides you with access to speed dialing, save number redial and last number redial. This button is also used to access flexible button programming.
- **TRANS (TRANSFER)** Button -- Used to transfer an outside call from one station to another.
- **VOLUME BAR** -- Allows the user to adjust speakerphone and handset volume.

**CALL FORWARDING**

1. Press the FWD button or dial [640].
2. Dial the desired Call Forward code:
  - [6] = All Calls
  - [7] = No Answer
  - [8] = Busy
  - [9] = Busy/No Answer
3. Dial station number where calls are to be forwarded. Confirmation tone sounds.
4. Replace handset or press ON/OFF button.

**ESTABLISHING A CONFERENCE**

*Only stations that have Conference enabled will be able to initiate a Conference.*

1. Lift the handset.
2. Select intercom station or dial desired outside party. When called party answers, press the CONF button.
3. Add next conference party by selecting another outside line or intercom station.
4. Press the CONF button again and repeat previous step in a cycle, until all parties are contacted.
5. When last party answers, press the CONF button twice. All parties are connected.

**TERMINATING A CONFERENCE**

To terminate a Supervised Conference, the conference initiator, replaces handset or presses ON/OFF button.

To terminate an Unsupervised Conference, press the flashing CONF button while on-hook.

**UNSCREENED TRANSFER**

1. Press TRANS button and dial station number.
2. When the called extension begins to signal, hang up to transfer the call.
3. Replace handset or press ON/OFF button.

**SCREENED TRANSFER**

While connected to an outside line:

1. Press station button where call is to be transferred (if programmed on your telephone),
  - or-
  - Press the TRANS button and dial the desired station number.  
(The called extension signals according to the intercom signal switch position.)
2. When that extension answers, announce the transfer.
3. Hang up to complete transfer.

**LEAVING A MSG WAITING INDICATION**

If you dial a station that is busy, unattended, or in Do Not Disturb, you can leave a message waiting indication.

1. Press the ON/OFF button.
2. Dial the desired intercom station. A busy tone or DND tone is heard.
3. Press the MSG button. The called party's MSG button LED will flash slowly.
4. Press the ON/Off button to end the call.

**PLACING AN OUTSIDE LINE ON HOLD**

- If your system is programmed for Exclusive Hold Preference, press the HOLD button once for Exclusive Hold or twice for System Hold.
- If your system is programmed for System Hold Preference, press the HOLD button once for System Hold or twice for Exclusive Hold.

**STORING SPEED NUMBERS**

1. Press the SPEED button twice.
2. Dial the speed bin location.
  - 9000 to 9019 = Station Speed numbers
  - 9020 to 9999 = System Speed numbers
3. Dial desired telephone number.
4. Press the SPEED button.
5. Press the ON/OFF button to end speed dial programming.

**To clear an existing speed bin:**

1. Press the SPEED button twice.
2. Dial the speed bin location.
3. Press the SPEED button again. Confirmation tone sounds.

**DIALING A SPEED NUMBER**

1. Press the SPEED button and dial the speed bin location,
  - or-
  - Press preprogrammed speed bin button.
    - 9000 to 9019 = Station Speed numbers
    - 9020 to 9999 = System Speed numbers
2. When called party answers, pick up handset or use speakerphone.

**DIRECTORY DIALING**

Users with display telephones may view a list of individuals on the telephone system and have the system automatically dial that person. Directory Dialing may also be used to transfer a call from one station to another.

1. Dial the Directory List dial code [680],
  - or-
  - Press the DIRECTORY DIAL flexible button.
2. Press a button on the keypad once, twice, or three times, to represent the letter of the alphabet, to begin viewing the list of names.
3. Scroll through the Directory List to select a name as follows:
  - Press [\*] to scroll up to next entry,
    - or-
    - Press [#] to scroll down to previous entry.
4. Press the SPEED button at the desired name to automatically dial the destination station or outside phone number (via Speed Dial).

**To transfer a call using Directory Dialing**

1. Press the TRANS button.
  2. Dial Directory Dial Code [680],
    - or-
    - Press the DIRECTORY DIAL flexible button.
  3. Press the digit associated with the person's name. When the name displays, press the SPEED button to automatically dial the station.
  4. Press the ON/OFF button to complete transfer.
- Calls may only be transferred to internal stations.*

**PROGRAMMING FLEXIBLE BUTTONS**

1. Press the SPEED button twice.
2. Press the flexible button to be programmed.
3. Dial the desired code from the following chart. Confirmation tone sounds.
4. Press the ON/OFF button.

All Call Page (Internal & External)	700
Background Music	632
Call Back	622
Call Park Location (System)	43+[C]
Call Park Location (Station)	439+[XXX]
Call (Park) Pickup	#6+[XXX]
Caller ID Review (Answered)	659
Caller ID Review (Unanswered)	635
Directory Dial	680
Do Not Disturb	631
Extension Numbers	100-351
External All Call Page (All External Zones)	760
External Page - Zones 1 or 2	76+[1 or 2]
Last Number Redial	[SPEED]+[#]
Line Queue	621
Personal Park	438
Speed Dial Access	[SPEED]+[YYYY]
Save Number Redial	[SPEED]+[*]
VM Group Pilot Numbers	44 [V]

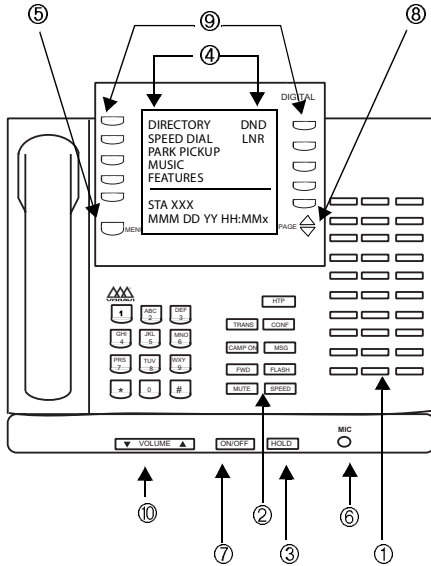
*C = Call Park Location (0-7)*  
*V = Voice Mail Group Number (0-7)*  
*XXX = Station Extension Numbers*  
*YYYY = Speed Dial Bin Numbers*  
*(9000-9019 Station) (9020-9999 System)*

**To erase a flexible button:**

1. Press the SPEED button twice.
2. Press the flexible button to be erased.
3. Press the FLASH button. Confirmation tone sounds.
4. Press the ON/OFF button.

### Large Screen Display Features

The Elite digital 30-button model provides a 7-line by 16-character display with 10 SOFT keys, a MENU key, and UP/DOWN scroll keys.



Feature/Button Descriptions	
1.	DSS Console -- Provides access to 30 flexible feature/functions.
2.	Fixed Feature Keys -- Used to access specific fixed feature/ functions.
3.	HOLD Key --Used to place calls on hold and to retrieve held calls.
4.	LARGE Screen -- Designed to provide a 7-line by 16- character viewing area.
5.	MENU Key -- Toggles between main menu screen and monthly calendar.
6.	MICrophone -- Used to talk with other party without using the handset.
7.	ON/OFF Key -- Used to make a call without lifting the handset.
8.	PAGE Up/Down Keys -- Used to advance to the NEXT and PREVIOUS option screens available.
9.	Soft Keys -- Used to access specific features and functions.
10.	VOLUME Control Bar -- Used to adjust level of tones, background music, ringing, receiver volume, and display contrast.

### Using the Soft Keys

From the main menu, use the soft keys to access the options listed.

**Calendar Mode** -- When in idle mode, the default monthly calendar will display. The calendar may also be accessed by pressing the MENU soft key.

MMM YYYY						
SUN	MON	TUES	WED	THURS	FRI	SAT
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
<input checked="" type="checkbox"/> STA XXX MMM DD YY HH:MMx						

**Main Menu** -- To access the main menu at any time, press the MENU soft key.

DIRECTORY SPEED DIAL PARK PICKUP MUSIC FEATURES	DND LNR
<input checked="" type="checkbox"/> STA XXX MMM DD YY HH:MMx	

To select a main menu option:

Press...	Display shows...	Then...
<b>DIRECTORY</b>	ABC DEF GHI JKL MNO	press the soft key associated with the desired number.  Use the PAGE UP/DN keys to display the previous or next 5 names in Directory.  To scroll through the list, press the [*] key to view the previous entry, or [#] to view the next entry.
<i>NOTE -- Wait for the desired number to display before pressing the SPEED button.</i>		
<b>SPEED DIAL</b>	Enter Bin Number	dial the bin number associated with desired external phone number.
<b>PARK PICKUP</b>	PARK 1 PARK 2 PARK 3 PARK 4 PARK 5	select desired Park location where call is holding (1-5). Press PG DN ▼ to select PARK locations 6-8.
<b>MUSIC</b>	BGM1 BGM2 BGM OFF	select desired background music option.
<b>FEATURES</b>	CALL FWD PAGE INTERNAL PAGE EXTERNAL VOICE MAIL MORE	select one of the options listed.

After selecting *FEATURES* on the main menu, the following options will display:

**Call Forward**

Press...	Then select ...	Display will show...
CALL FWD	All Busy No Answer Busy/No Answer Off Net*	Sta Voice Mail Operator ACD/UCD Hunt

\* If Off-Net is selected, enter desired bin number.

If you select...	Then...
Sta	dial the desired stationnumber.
Voice Mail	select the desired VM group (1-5). To access groups 6-8, press the PG DOWN ▼ key.
Operator	the display shows a "Forwarded to XXX" message and the main menu returns.
ACD/UCD	select desired ACD/UCD group (1-5). To access group 6-16, press the PG DOWN ▼ key.
Hunt	select the desired Hunt group (1-5). To access groups 6-8, press the PG DOWN ▼ key.

**Page -- Internal/External**

Press...	Then select...
PAGE INTERNAL	the desired Page Zone (ALL Call or Zones 1-4). To access Page Zones 5-8, press the PG DOWN ▼ key.
PAGE EXTERNAL	the desired Page Zone (ALL Call or 1-2)

**More**

Press...	Then select...
MORE	<b>Messages</b> Headset Enable Headset Disable UNA/UDA <b>More</b>
Messages	Clear On Vacation Return AM Return PM Return Tomorrow <i>Press PG DN ▼ key to access more messages:</i> Return Next Week On Trip In Meeting At Home On Break At Lunch
More	Ans Machine Ring Ans Machine Spkr Ans Machine Off

**Voice Mail**

Press...	Then select...
VOICE MAIL	the desired VM group (1-5).  To access group 6-8, press the PG DOWN ▼ key.

*NOTE -- To access the following voice mail options, a DIGITAL voice mail system must be in use.*

**Enter password** to access these VM options:

Press...	Then select...
RETRIEVE MSGS	Delete Reply Skip Call Back Save <b>Forward</b> Reply
Forward	Forward Msg As Is <b>Forward Add Preamble</b> Cancel
Forward Add Preamble	Continue Hear Cancel Re-Record
SEND MSG	Re-Record Append OK Hear Cancel  <i>Dial [6] to select one of the following options:</i>  Private Cancel Future Urgent Confirm Send
CHANGE GREETING CHANGE PASSWORD CHANGE NAME	a new greeting, password, or name by entering the change.

**Page/Queue Displays (for LCR)**

- When you receive an internal/external page, the screen will display the "MEET ME" option.
- When you queue for a line, the screen will display the "QUE CNL" option.
- If you are already in queue and you receive a page, the screen will display both "MEET ME **and** QUE CNL" options.

■	DIRECTORY	DND	■
■	SPEED DIAL	LNR	■
■	PARK PICKUP		■
■	MUSIC	<b>MEET ME</b>	■
■	FEATURES	<b>QUE CNL</b>	■
☒	STA XXX		▲
	MMM DD YY HH:MMx		▼