

# Quick Reference Guide For Spirit 1224/2448 – System Customization

**Administration** – At extension 10 (24-button phone only) press **INTERCOM**, press **SPEAKER**, dial \*92448. Install the administration overlay. All of the following procedures are done while in **Administration**. The numbers in parentheses after the program heading are the factory default values. Light patterns indicate current settings: 1=Off, 2=On, 3=Slow flash, 4=Wink

**System Customization** – Dial 1, customize a feature below

## **Automatic Privacy (2)**

Press **FEATURE**

Dial 1

1=Off, 2=On

## **Toll Call Check (1)**

Press **FEATURE**

Dial 2

1 = 1 required, 2 = 1 not required

## **Held Call Reminder (1)**

Press **FEATURE**

Dial 3

0=No reminder, 1=1 min, 2=2 mins,

3=3 mins, 4=4 mins

## **Line Type (2)**

Press **FEATURE**

Dial 4

Press line button(s)

1=Unavailable line, 2=Outside line,

3=PBX

## **PBX Line Access Codes (9)**

Press **FEATURE**

Dial 5

Add code – Dial code (0-9), press **ADD**

Delete code – Dial code (0-9), press **DROP**

Erase all codes – Press **DROP**, dial \*, press **DROP** 4=Always

## **External Alert (2)**

Press **FEATURE**

Dial 6

Press line button(s)

1=Never, 2=Night only, 3=Day only,

4=Always

## **Dial Type (2)**

Press **FEATURE**

Dial 7

Press line button(s)

1=Touchtone, 2=Dial pulse

# Quick Reference Guide For Spirit 1224/2448 – Telephone Customization

**Administration** – At extension 10 (6-button or 24-button phone) press **INTERCOM**, press **SPEAKER**, dial \*92448. Install the administration overlay. All of the following procedures are done while in **Administration**. The numbers in parentheses after the program heading are the factory default values. Light patterns indicate current settings: 1=Off, 2=On, 3=Slow flash, 4=Wink

**Telephone Customization** – Dial 2, press **STATION**, dial extension (10-57)

## **Line Button Assignments**

Press **FEATURE**

Dial 1

Press line button(s)

1=Remove line, 2=Assign line

## **Line Use Permission (2)**

Press **FEATURE**

Dial 2

Press line button(s)

1=No permission, 2=Full permission,  
3=Answer only

## **Automatic Line Selection (2)**

Press **FEATURE**

Dial 3

Press line button(s)

1=Not eligible, 2=Eligible

## **Line Ringing Options (2)**

Press **FEATURE**

Dial 4

Press line button(s)

1=No ring, 2=Normal ring,  
3=Abbreviated ring, 4=Delayed ring

## **Night ringing (2)**

Press **FEATURE**

Dial 5

1=Normal ring, 2=Customized ring

## **Outside Service (2)**

Press **FEATURE**

Dial 6

1=Outward restricted,  
2=Unrestricted, 3=Toll restricted

## **Copy To Telephone**

Press **COPY TO**

Dial extension (10-57) to be copied to

## **Copy To All**

Press **COPY TO**

Press \* (All telephones must be idle)

## Quick Reference Guide For Spirit 1224/2448 – Miscellaneous System

**Administration** – At extension 10 (24-button phone only) press **INTERCOM**, press **SPEAKER**, dial \*92448. Install the administration overlay. All of the following procedures are done while in **Administration**.

### **System Speed Dial – Dial 3**

Dial telephone number (16 digits max, including pauses and one flash)

Press **MEMORY**

Dial 2-digit code (30-79 = Unrestricted, 80-99 = Restricted)

Repeat for each number to be stored

(Pause = press **HOLD**, Flash = press **DROP**)

### **System Reset**

Dial 009009

System is returned to factory default

## Quick Reference Guide For Spirit 1224/2448 – Telephone Features

### Personal Speed Dial – Storing At 6-Button Telephone

Press **INTERCOM**

Press **SPEAKER**

Dial \*0

Dial phone number (16 digits max. including pauses and one flash)

Press **MEMORY**

Dial 2-digit code (10-25)

(Pause = Press **HOLD**, Flash = Press **DROP**)

### Personal Speed Dial – Storing At 24-Button Telephone

Press **INTERCOM**

Press **SPEAKER**

Dial \*0

Dial phone number (16 digits max. including pauses and one flash)

Press auto-dial button (10-25)

(Pause = Press **HOLD**, Flash = Press **DROP**)

### Intercom Extension Button (BLF/DSS) - Storing

Press **INTERCOM**

Press **SPEAKER**

Dial \*0

Dial extension (10-57)

Press Multi-purpose button to store

### Intercom Dial Codes

**Internal Group Paging** = 61-66

**Auto Callback –Busy Extension** = \*1

**Auto Callback – Cancel** = #1

**Do Not Disturb on** = \*2

**Do Not Disturb off** = #2

**Call Forward – Follow Me** = \*3 + extension forwarded from (10-57)

**Call Forward – Cancel** = #3 + extension forwarded from (10-57)

**Night Service on** = \*4

**Night Service off** = #4

**Pickup Held Line** = \*5 + line number (01-24)

**Send Message** = \*6

**Cancel Message** = #6

**Call Pickup – Group** = \*7

**Call Pickup – Individual** = \*8 + extension (10-57)

**Line Request** = 8 + line number (01-24)

## Quick Reference Guide For Spirit 1224/2448 – Telephone Features

### Features

**Loudspeaker Paging** = Press line button assigned to **OR** dial 8 + line number (01-24)

**Personal Speed Dial** (6-button) = Press **MEMORY**, dial 2-digit code (10-21)

**Personal Speed Dial** (24-button) = Press auto-dial button (10-21)

**System Speed Dial** = Press **MEMORY**, dial 2-digit code (30-99)

**Last Number Redial** = Press **MEMORY**, dial 0

**Line Reserve** = Press busy line button, or dial 8 + line number (01-24). Phone will signal when line is free.

**Privacy Release** = Hold down line button as other party presses line button to join call

**Flash** = Press **DROP**