AT&T

SPIRIT®
Communications System
User Manual

Message APPEARS TO BE USER'S GUIDE IS FOR ALL MODELS

Table of Contents

How to Use this Manual

Your telephone is part of an easy-to-use communications system that combines built-in features with features that may be customized to better meet the needs of your company. This manual will explain how to use all of the features.

Which System Does Your Company Have?

There are two SPIRIT® Communications Systems—Models 308/616 and 2448. Sometimes the systems work differently, so you need to find out which system your company has.

To determine which system your company has,

- Press INTERCOM. • Lift receiver. • Dial 8.

  If your system is a 308/616 you will hear a siren-like tone of alternating pitches.

  If your system is a 2448 you will hear an intercom dial tone.

Examples of Color-Coded Instructions

Instructions for Both Systems

- Lift receiver (or press SPEAKER).

Instructions for 308/616 System Only

- Press INTERCOM. • Lift receiver (or press SPEAKER) • Dial 61. Make announcement.

Instructions for 2448 System Only

- Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial * 7.

Parts of the Telephone

Drawings of the telephones with the parts labeled and explained appear on pages 6 and 7. Two different telephones may be used with SPIRIT Communications Systems. Both telephones have a dial, feature buttons, a speakerphone, and either 6 or 24 additional buttons that have different uses, depending on the system you have.

Patterns

Descriptions of the ringing patterns and indicator light patterns are on page 5. These patterns are easy to learn, but you may want to refer to the descriptions while you are getting used to your telephone.

System and Personal SpeedCall Numbers

Two kinds of memories are available for your use, System and Personal *SpeedCall*. Up to 70 telephone numbers can be stored in the System *SpeedCall* memory, which is available to all the people using the system. The person in your company who maintains your system can give you a directory of the System *SpeedCall* numbers. You may also store Personal *SpeedCall* numbers in the memory for your telephone. Instructions are on pages 32-35.

Key to Symbols

Lift receiver (or press SPEAKER)

Don't lift receiver (and do not press SPEAKER)

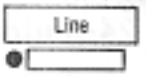
Dial outside or intercom extension number/code

Dial feature dial code

Press feature button

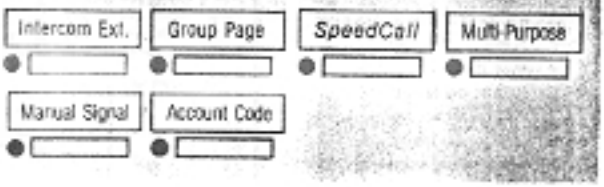
Hang up receiver (or press SPEAKER if using speakerphone)

Press line button



Press auto-dial or programmable button (308/616 system)

Press multi-purpose button (2448 system) (type of multi-purpose button displayed on the symbol)



Use one or another procedure, depending on the kind of telephone or type of call.

OR

Ringing Patterns

Two short rings—call from outside system

One long ring—call from another intercom extension

One short, one long ring—transferred call

Three short rings—transfer return or line reserve callback (or auto callback on a 2448 system)

One low-volume ring pattern—call when your telephone is busy (or calls are forwarded on a 2448 system)

Groups (2448 System)

Telephones in 2448 systems are assigned to groups according to their intercom extension numbers.

Intercom Extension Numbers	Group Number
10-17	61
18-25	62
26-33	63
34-41	64
42-49	65
50-57	66

Indicator Light Patterns

I USE (The telephone line you are currently using) — Very Long On, Short Off, repeat

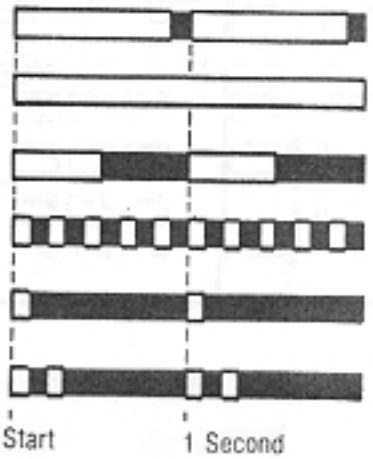
THEY USE (The telephone line someone else is currently using) — Steady On

RINGING (A telephone line that is ringing normally) — Long On, Long Off, repeat

CALLBACK SIGNAL (The system is calling you for a line reserve callback or transfer return) — Short On, Short Off, repeat

I HOLD (A telephone line that you have placed on HOLD) — One Short Flash, Very Long Off, repeat

THEY HOLD (A telephone line that someone else has placed on HOLD) — Two Short Flashes, Very Long Off, repeat



Parts of the Telephones

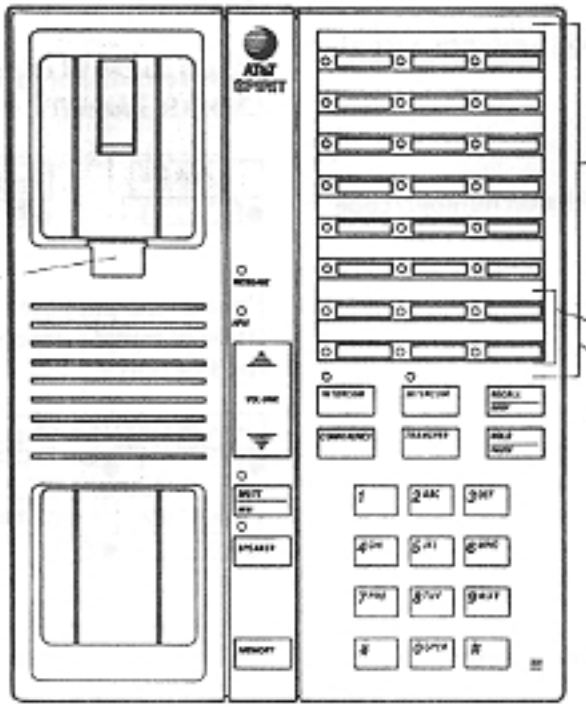
24-Button Telephone

Labeling Buttons

To remove old labels:
- Insert end of paper clip into notch of clear cover
- Slide cover sideways
- Lift cover and label

To add new labels:
- Fill out label
- Replace label and cover (rough side up)

Labeling Intercom Extension Numbers:
- Locate plastic hook under receiver
- Push down on hook and slide up
- Lift off clear plastic window
- Locate ICM label
- Write intercom extension number on label
- Place label and plastic window on hook
- Slide hook back into telephone



LINE, AUTO-DIAL, PROGRAMMABLE BUTTONS and INDICATOR LIGHTS (308/616 System)
Buttons 1-6 are line buttons for incoming telephone lines. 24-button sets have 16 auto-dial buttons for making outside and intercom calls and two buttons that may be programmed at the telephones for manual signaling or paging. *See page 8.*

BUTTONS 1-6

LINE AND MULTI-PURPOSE BUTTONS and INDICATOR LIGHTS (2448 System)
Line buttons, for incoming telephone lines are assigned by the person who customizes your system and will be labeled as incoming lines. Multi-purpose buttons may be programmed by you to be Personal SpeedCall buttons, intercom extension buttons, or special use buttons for paging, manual signaling or entering account codes. *See page 10.*

6-Button Telephone

MESSAGE WAITING INDICATOR
Shows that you have a message waiting. *See page 22.*

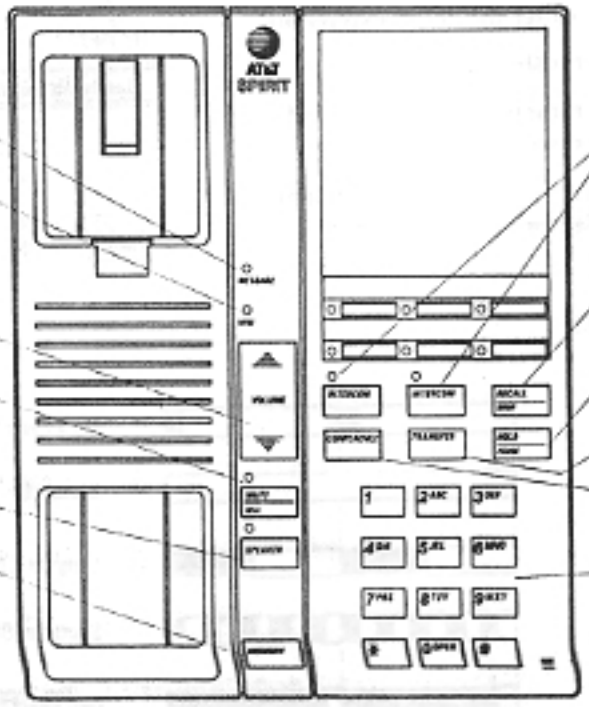
HANDS-FREE ANSWER INDICATOR LIGHT
Shows whether the Hands-Free Answer on Intercom feature is on or off. Turned on and off using the MUTE/HFAI button. *See page 12.*

VOLUME CONTROL
Adjusts the volume of the ringer, speaker, and receiver. *See page 32.*

MUTE/HFAI BUTTON and INDICATOR LIGHT
Used to turn off the sound to the other person. Also used to turn on and off the Hands-Free Answer on Intercom feature. *See pages 12 and 27.*

SPEAKER BUTTON and INDICATOR LIGHT
Used to turn the speakerphone on and off.

MEMORY BUTTON
Used to store and dial SpeedCall numbers. *See pages 32-35.*



INTERCOM BUTTONS and INDICATOR LIGHTS
Used for placing and receiving intercom calls. Also used for personal programming, feature codes, and accessing lines without buttons, depending on the system.

RECALL/DROP BUTTON
Used to disconnect intercom calls without hanging up or used for switchhook flash. Also used to drop a party from a conference. *See pages 25 and 19.*

HOLD/PAUSE BUTTON
Used with the HOLD feature. *See page 20.* Also used to insert a pause into a number stored in memory *See pages 33 and 35.*

TRANSFER BUTTON
Used to transfer a call to another intercom extension *See page 21.*

CONFERENCE BUTTON
Used to add lines or intercom extensions to a call. *See page 18.*

DIAL
Used to dial outside calls, intercom calls, and feature dial codes.

Line, Auto-Dial, and Programmable Buttons (308/616 System)

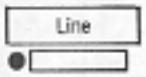
A 6-button telephone in a 308/616 system has six line buttons. If your system has fewer than six incoming lines, some of the buttons will not be used. A 24-button telephone has six line buttons, 16 auto-dial buttons, and two programmable buttons.

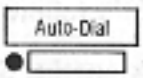
4: line 04	5: line 05	6: line 06
1: line 01	2: line 02	3: line 03

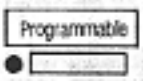
6-button telephone (308/616 system)

25: auto-dial	26: programmable	27: programmable
22: auto-dial	23: auto-dial	24: auto-dial
19: auto-dial	20: auto-dial	21: auto-dial
16: auto-dial	17: auto-dial	18: auto-dial
13: auto-dial	14: auto-dial	15: auto-dial
10: auto-dial	11: auto-dial	12: auto-dial
4: line 04	5: line 05	6: line 06
1: line 01	2: line 02	3: line 03

24-button telephone (308/616 system)







Line Button Used for placing and receiving outside calls. Incoming lines are the lines coming into your system from outside, either local telephone company lines or lines from a PBX system.

Lines are numbered according to how they are connected to the system. All the lines in the 308/616 system appear in sequence on line buttons on all telephones in the system, from the bottom left.

Auto-Dial Button These buttons are pre-set to call the intercom extension numbers shown on the buttons in the diagram on page 8. The lights next to these buttons also provide information about telephone activity. The numbers are also pre-printed on the labels provided for those buttons.

Auto-dial buttons may also be programmed by you for one-touch dialing of a Personal *SpeedCall* number. Buttons numbered 10 to 25 on a 24-button telephone in a 308/616 system are auto-dial buttons and correspond to the Personal *SpeedCall* numbers 10-25. See page 32.

Programmable Button Buttons numbered 26 and 27 on a 24-button telephone may be programmed to manually signal, page all intercom extensions, or page through a loudspeaker. See page 28.

Line and Multi-Purpose Buttons (2448 System)

Line buttons are assigned to your telephone by the person in your company who maintains your system. Buttons that are not line buttons are multi-purpose buttons that you may program to use in other convenient ways.

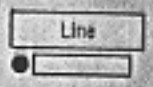
button 4	button 5	button 6
button 1	button 2	button 3

6-button telephone (2448 system)

button 22	button 23	button 24
button 19	button 20	button 21
button 16	button 17	button 18
button 13	button 14	button 15
button 10	button 11	button 12
button 7	button 8	button 9
button 4	button 5	button 6
button 1	button 2	button 3

24-button telephone (2448 system)

Line Button Used for placing and receiving outside calls. The person who maintains your system assigns lines to your telephone.

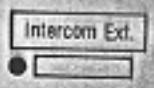


Incoming lines are the lines coming into your system from outside, either local telephone company lines or lines from a PBX system. The lines are numbered according to how they are connected to the system. The person who maintains your system should have labeled the line buttons on your telephone. Different **SPIRIT** telephones in your system may have different lines represented by line buttons. Be careful to check the line labels carefully when using other **SPIRIT** telephones in your system.

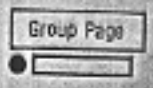
Multi-Purpose Buttons

Buttons that are not line buttons may be used as multi-purpose buttons. Each multi-purpose button may be programmed as ONE of the following:

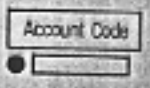
Intercom Extension Button This allows one-touch dialing to another **SPIRIT** telephone. See page 31.



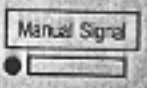
Group Page Button This allows one-touch paging to one of the groups of telephones in the system. The lights next to these buttons also provide information about telephone activity. See page 31.



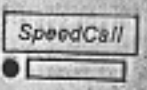
Account Code Entry Button This allows you to enter an account code into the call records. See page 31.



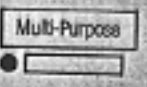
Manual Signal Button This allows tone signaling to another **SPIRIT** telephone when used with an INTERCOM EXTENSION BUTTON. See page 31.



Personal *SpeedCall* Button This allows one-touch dialing of a Personal *SpeedCall* number. See page 34.



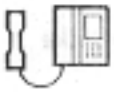
A multi-purpose button that is not programmed will not do anything. The programming of these buttons is flexible and may be changed by giving the button a new use. If you have difficulty programming a button, ask the person who maintains your system to check the customization of your telephone.



Answer Calls

Answer an Outside Call, an Intercom Call, or a Page to Intercom Extensions

• Lift receiver (or press SPEAKER).



Answer a Specific Line

• Press line button. • Lift receiver (or press SPEAKER).

Answer an Intercom Call When HFAI (Hands-Free Answer on Intercom) Light is On

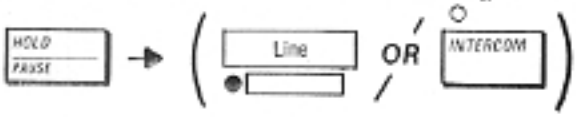
Call will be answered automatically via the speakerphone. You will hear a brief warning tone to indicate that you are being called and that a two-way intercom connection has been made. The speakerphone will be turned off automatically when the caller hangs up or you may press SPEAKER to end the call.

If you lift the receiver during the call, place the call on hold, or set up a conference call, the intercom call will then be like a normally placed intercom call and your telephone will not be turned off automatically when the caller hangs up.

Turn the HFAI feature ON and OFF by pressing the MUTE/HFAI button when the phone is not in use.

Answer a Call When Your Telephone is Busy

• Press HOLD/PAUSE. • Press flashing line or INTERCOM button.



Pickup a Call Ringing on Another Telephone (308/616 System)

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✻8. • Dial intercom extension number or press auto-dial button. *(If your telephone is customized so that it cannot answer calls on that line, you will hear a busy signal.)*

Pickup a Call Ringing on Another Telephone (2448 System)

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✻8. • Dial intercom extension number or press intercom extension button. *(If your telephone is customized so that it cannot answer calls on that line, you will hear a busy signal).*

Pickup a Call Ringing in Your Group (2448 System)

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✻ 7.

Using the Dial

• Lift receiver (or press SPEAKER). • Dial number. *(If you must dial an extra digit in order to make an outside call, dial that digit first. See page 38.)*

Using a Specific Line

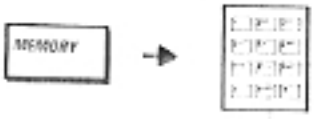
• Press line button. • Lift receiver (or press SPEAKER). • Dial number.

Using Personal *SpeedCall* (See page 32 for instructions for storing Personal *SpeedCall* numbers)

• Press auto-dial button for stored Personal *SpeedCall* number.
• Press MEMORY. *(Speakerphone turns on. If you want to use the receiver, lift before pressing MEMORY).* • Dial two-digit code (10-25).

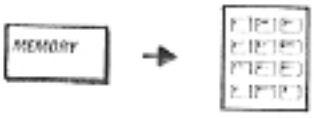
Using System *SpeedCall*

• Press MEMORY. *(Speakerphone turns on. If you want to use the receiver, lift before pressing MEMORY).* • Dial two-digit code (30-99).



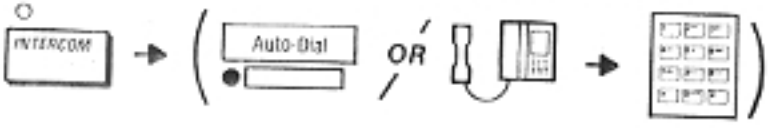
Last Number Redial (manually dialed digits only)

• Press MEMORY. *(Speakerphone turns on. If you want to use the receiver, lift before pressing MEMORY).* • Dial 0 (zero).



Intercom Call

• Press INTERCOM. [illegible] • Press auto-dial button. *(Speakerphone turns on. If you want to use the receiver, lift before pressing auto-dial button.)*
[illegible] • Lift receiver (or press SPEAKER). • Dial intercom extension number.
Intercom extension 10 may be reached by dialing 0 (zero).



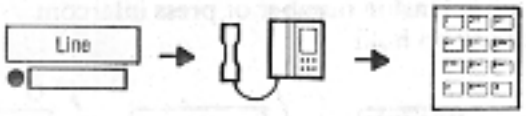
Place Calls (2448 System)

Using the Dial

• Lift receiver (or press SPEAKER). • Dial number. *(If you must dial an extra digit in order to make an outside call, dial that digit first. See page 38.)*

Using a Specific Line Assigned to a Line Button

• Press line button. • Lift receiver (or press SPEAKER). • Dial number.



Using a Specific Line not Assigned to a Line Button

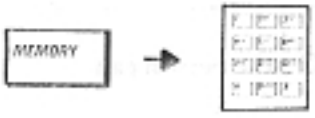
• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial 8. • Dial line number (01 to 24). • Dial number. *Some lines may be customized as not accessible from your telephone.*

Using *SpeedCall* (See page 34 for instructions for storing Personal *SpeedCall* numbers)

If the number is programmed on a Personal *SpeedCall* button, • Press *SpeedCall* button.
If the *SpeedCall* number is not programmed on a Personal *SpeedCall* button, • Press MEMORY. *(Speakerphone turns on. If you want to use the receiver, lift before pressing MEMORY).*
• Dial two-digit code (Personal 10 to 21; System 30 to 99).

Last Number Redial (manually dialed digits only)

• Press MEMORY. *(Speakerphone turns on. If you want to use the receiver, lift before pressing MEMORY).* • Dial 0 (zero).



Intercom Call

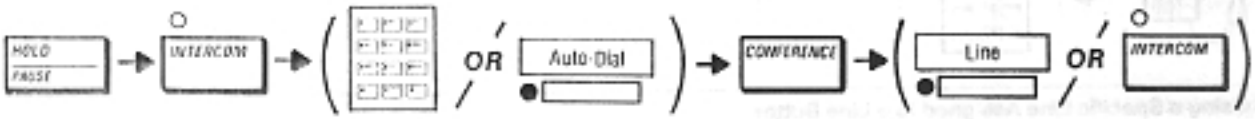
If the intercom extension number is programmed on a button, • Press intercom extension button. *(Speaker will turn on. If you want to use the receiver, press INTERCOM and lift the receiver before pressing the intercom extension button.)*
If the number is not programmed on a button, • Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial intercom extension number. *Intercom extension 10 may also be reached by dialing 0 (zero).*

Conference

A total of four parties may be in the conference. For more details about special conferencing situations, see the person in your company who maintains your system.

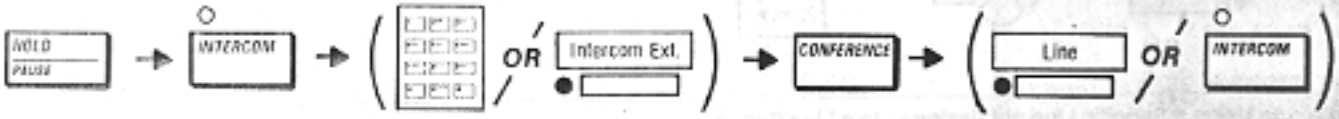
Add Another Intercom Extension to a Call (308/616 System)

• Press HOLD/PAUSE. • Press INTERCOM. • Dial intercom extension number or press auto-dial button. • Press CONFERENCE. • Press button of call on hold.



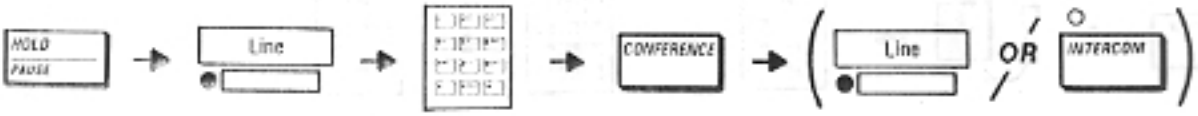
Add Another Intercom Extension to a Call (2448 System)

• Press HOLD/PAUSE. • Press INTERCOM. • Dial intercom extension number or press intercom extension button. • Press CONFERENCE. • Press button of call on hold.



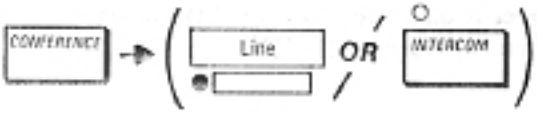
Add Another Line to a Call

• Press HOLD/PAUSE. • Press line button. • Dial number of person to be added to the call.
• Press CONFERENCE. • Press button of call on hold.



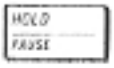
Add a Held Call to a Conference

• Press CONFERENCE. • Press button of call on hold.



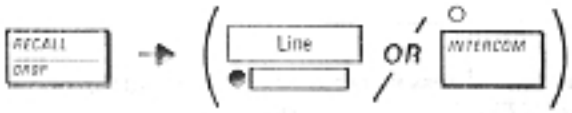
Place a Conference on Hold

• Press HOLD/PAUSE. To go back to the conference call, press any line or INTERCOM button involved in the conference.



Drop a Line or Telephone from a Conference (Originator Only)

• Press RECALL/DROP. • Press line or INTERCOM button to be dropped. (Or, the person can hang up, leaving the other callers on the conference.)

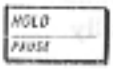


End a Conference Call

Originator of conference call hangs up. (The originator is the person who added the third person to the call.)

Hold *(so the call can be retrieved from any telephone in the system)*

• Press HOLD/PAUSE.



Hold *(so the call can be retrieved at your telephone ONLY—may be used for outside lines that are not part of a conference)*

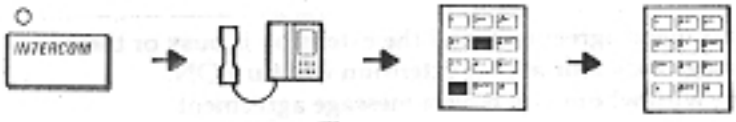
• Press HOLD/PAUSE twice.

Retrieve Call on Hold

• Press line or INTERCOM button of call on hold. • Lift receiver (or press SPEAKER).

Retrieve a Held Line not Programmed on a Button (Pickup by Line—2448 System)

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial * 5. • Dial two-digit line number (01 through 24).

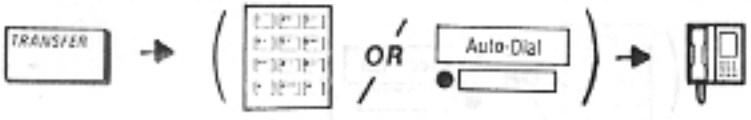


Held Call Reminder

If you place a call on hold and hang up without retrieving the call, your telephone can remind you with a periodic short ring. The interval between these rings is a customized feature.

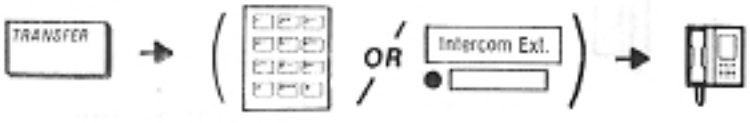
Transfer an Outside Call to Another Intercom Extension (308/616 System)

• Press TRANSFER. • Dial intercom extension number or press auto-dial button. • Hang up.



Transfer an Outside Call to Another Intercom Extension (2448 System)

• Press TRANSFER. • Dial intercom extension number or press intercom extension button.
• Hang up.



Returned Transferred Call

If the transferred call is not answered, it will return to your telephone. • Lift receiver (or press SPEAKER). The call will continue to ring at both telephones until it is answered.

Message

To use MESSAGE, you and another person need to have agreed to take messages for each other. If you have a message for the other person, turn on the Message Indicator for that person's telephone. If your Message Indicator is on, check with that person for your message. This feature is typically used by the system attendant.

Turn on the Message Indicator at Another Telephone (308/616 System)

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✻6. • Dial intercom extension number or press auto-dial button.

Turn on the Message Indicator at Another Telephone (2448 System)

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✻6. • Dial intercom extension number or press intercom extension button.

If you make a call to an extension with a prearranged agreement, and the extension is busy or there is no answer, • Dial ✻6. • Hang up. The message indicator at that extension will turn ON. Remember, the other person must be someone with whom you have a message agreement.

Turn off the Message Indicator at Another Telephone (308/616 System)

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial # 6. • Dial intercom extension number or press auto-dial button.

Turn off the Message Indicator at Another Telephone (2448 System)

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial # 6. • Dial intercom extension number or press intercom extension button.

Turn off Your Own Message Indicator

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial # 6. • Hang up.

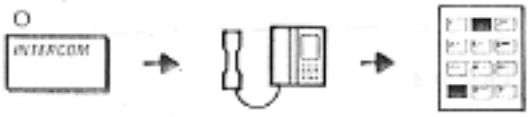
Change to Touch Tone

Change to Touch Tone

If your local telephone service is pulse (rotary) dial, and you want to change to touch tone, • Press ✻. The change to touch tone will be cancelled when you hang up.

Turn on Do Not Disturb

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✻2. Your phone will not ring for incoming calls, transferred calls, or manual signaling. The MUTE light will blink as a reminder that you have turned on the DO NOT DISTURB feature.

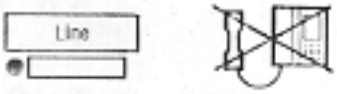


Turn off Do Not Disturb

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial # 2.

Line Reserve

If you want to reserve a line that is busy, • Press line button without lifting the receiver. When the line is free you will hear three short rings every four seconds for twelve seconds.



2448 System: If the line is not assigned to a button on your telephone, • Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial 8 • Dial two-digit line number (01 through 24). When the line is free you will hear three short rings every four seconds for twelve seconds.

Privacy Release and Bridging

- Privacy Release

If your company is using the privacy feature, others cannot join your call without your permission. If you want someone else to join your call, hold down the line button of your call while the person joining the call presses the line button for that call on his/her telephone.

2448 System: If the call is on a line that is not on a line button on your telephone, hold down the INTERCOM button on which you have accessed that line.

- Bridging (Joining a Call in Progress)

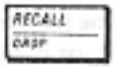
Press the line button of the call you want to join. If your company is using the privacy feature, the person already on the call must press the button for that line while you press that line button on your telephone.

2448 System: If the call is on a line that is not on a line button on your phone, • Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✻ 5. • Dial two-digit line number (01 through 24).

Switchhook Flash

- Switchhook Flash

Sometimes a feature provided by your local telephone company (or your PBX system) will require a "switchhook flash." An example of such a feature is "call waiting." To send a switchhook flash, • Press RECALL/DROP.



Night Service

Turn on Night Service

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial *4.

Turn off Night Service

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial # 4.

Auto Callback (2448 System)

Auto Callback (Intercom only)

If the intercom extension you called is busy or does not answer, • Dial *1. • Hang up. Your telephone will ring with three short rings when the intercom extension you called is next hung up. After you answer your telephone, the system will ring the other person. If you make a second auto callback request, the first request will be canceled.

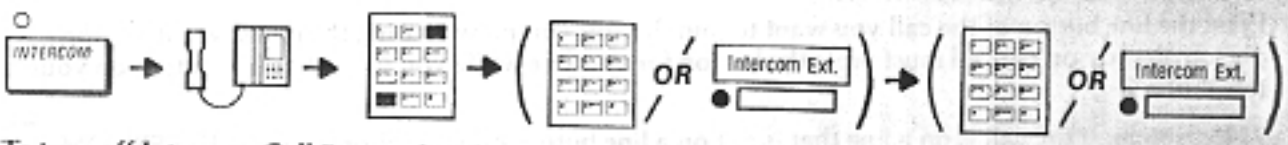
To cancel the auto-callback request, • Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial # 1.

Intercom Call Forward (Follow Me—2448 System)

For more information about Intercom Call Forward, see the person in your company who maintains your system.

Intercom Call Forward—Follow Me

To forward incoming intercom calls to another telephone, • Press INTERCOM at any telephone. • Lift receiver (or press SPEAKER). • Dial * 3. • Dial intercom extension number or press intercom extension button of telephone from which you want calls forwarded.
• Dial intercom extension number or press intercom extension button of telephone to which you want calls forwarded.



To turn off Intercom Call Forward, • Press INTERCOM at telephone from which calls should no longer be forwarded. • Lift receiver (or press SPEAKER). • Dial # 3.

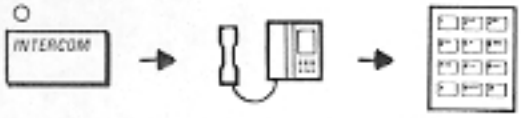
Mute

Press MUTE during a call to turn on this feature. When the MUTE indicator light is on, the person at the other end cannot hear you or the sound around you. The feature will mute either the receiver or the speakerphone. Turn off by pressing the MUTE button again. The feature will automatically turn off when you hang up, or when you change from speaker to receiver, or receiver to speaker.

Paging (308/616 System) *Both paging features may be programmed on buttons numbered 26 and 27 on 24-button telephones.*

Page to All Intercom Extensions

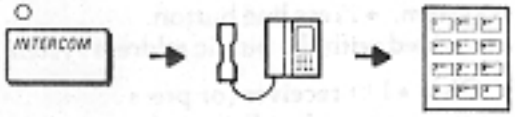
• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial 61. Make announcement.



NOTE: Only one person may answer a page to all intercom extensions. All other extensions are disconnected from the page when someone answers.

Loudspeaker Paging ***(For systems with optional public address system)***

• Press INTERCOM. • Lift receiver (or press SPEAKER) • Dial 60. Make announcement.



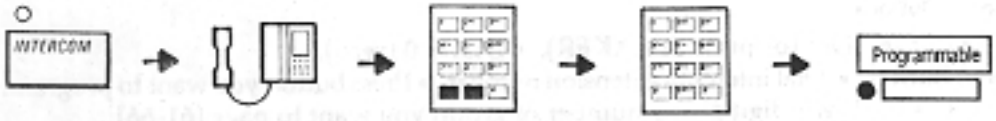
Programmable Buttons (308/616 System, 24-button telephones only)

Buttons labeled 26 and 27 can be programmed by you (1) to manually signal another intercom extension, or (2) for one of the paging features described above.

NOTE: **To program buttons on telephone 10, the controller administration switch must be OFF.**

Programming Button for Manual Signal

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✻ 0 (zero). • Dial intercom extension number of telephone you want to signal. • Press button you want to program (button 26 or 27).

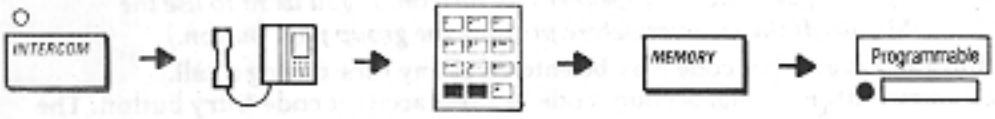


Programming Button for Paging

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✻ 0 (zero). • Dial 60 to program button for paging through optional loudspeaker or dial 61 to program button for paging to all intercom extensions. • Press button you want to program (button 26 or 27).

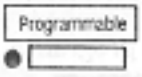
Erase Programming

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✻ 0 (zero). • Press MEMORY. • Press button with feature you want to erase.



Using Programmable Buttons

• Press programmed button. If it is programmed for manual signaling, a tone will sound at the desired intercom extension and at your telephone as long as you hold the button down. If it is programmed for one of the paging features, make your announcement, then hang up.



Group Page

You can page all the telephones in one group. See page 5 for a list of groups.
• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial two-digit group number (61-66). Make announcement.

If you have programmed a button for group paging, press that button (see below).
NOTE: Only one person may answer a group page. All other extensions are disconnected from the page when someone answers.

Loudspeaker Paging (For systems with optional public address system)

If there is a line button on your phone for the public address system, • Press line button. • Lift receiver (or press SPEAKER). Follow the instructions provided with the public address system.

If the line is not on a button on your phone, • Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial 8. • Dial two-digit line number (01-24) of the loudspeaker. Follow the instructions provided with the public address system. Make announcement.

Programming Multi-Purpose Buttons (2448 System)

To program a button for SpeedCall, see page 34.
To program a button for any other purpose, continue to the next page for instructions.

Programming Multi-Purpose Buttons

• Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✱ 0 (zero).
Intercom Extension Button. • Dial intercom extension number. • Press button you want to program.
Group Page Button. • Dial two-digit group number of group you want to page (61-66).
• Press button you want to program.
Account Code Entry Button. • Dial 70. • Press button you want to program.
Manual Signal Button. • Dial 71. • Press button you want to program.
To erase a button, • Press button you want to erase.

Using Programmed Multi-Purpose Buttons

Intercom Extension Button. You may use an intercom extension button to place a call (see page 17) or whenever you would dial an intercom extension number.

Group Page Button. • Press group page button. *(Speaker will turn on. If you want to use the receiver, press INTERCOM and lift the receiver before pressing the group page button.)*

Account Code Entry Button. An account code may be entered at any time during a call.
• Press account code entry button. • Dial account code. • Press account code entry button. The indicator light by the button will be turned on by the first press and remain on until the second press.

Manual Signal Button. • Press manual signal button. • Press intercom extension button. As long as the intercom extension button is held down, a tone will sound at your telephone and at the telephone you have signaled.

Changing Programming

You may change the use of a button by programming the button for another purpose. If you program a *SpeedCall* button for some other use, the *SpeedCall* number will remain in the *SpeedCall* memory and can be used by pressing MEMORY and dialing the two-digit code for that number.

Personal *SpeedCall* (308/616 System)

Storing Numbers

Plan the numbers you want to store in your Personal *SpeedCall* memory. These numbers are available only at your telephone. You may store up to 16 numbers in your Personal *SpeedCall* memory. A directory is provided on the Reference Card so that you may list the stored numbers. Label the auto-dial buttons on 24-button telephones.

6-Button Telephone: • Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial * 0 (zero). • Dial number. • Press MEMORY. • Dial two-digit code (10 through 25).

To store another number, • Dial number. • Press MEMORY. • Dial two-digit code. When you are finished storing numbers, • Hang up receiver (or press SPEAKER).

24-Button Telephone: • Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial *0 (zero). • Dial number. • Press auto-dial button where you want to store number.

To store another number, • Dial number. • Press auto-dial button. When you are finished storing numbers, • Hang up receiver (or press SPEAKER).

If you make an error when entering a number, press the INTERCOM button with the indicator light ON and enter the number again. **To store Personal *SpeedCall* numbers at telephone 10, the administration switch on the controller must be in the OFF position. If you hear three short beeps after you dial * 0 (zero), the administration switch is ON and should be turned OFF.**

NOTE: Press HOLD/PAUSE to enter a 1½ second pause in a number if, for instance, you want the system to wait for a dial tone or access tone before continuing dialing. If the line you are using is customized as a PBX/Centrex line and the code has been customized into the system, the system will put the pause in for you. Consult the person in your company who maintains your system.

A "switchhook flash," sometimes used for local dialing services or PBX/Centrex codes, may be entered as the *first* button press in a number by pressing RECALL/DROP. A total of 16 digits, pauses, and the one flash may be stored as one number.

Erasing Numbers

6-Button Telephone: • Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial *0 (zero). • Press MEMORY. • Dial two-digit code for number you want to erase.

24-Button Telephone: • Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial *0 (zero). • Press MEMORY. • Press auto-dial button of number you want to erase.

Changing Numbers

Follow the instructions for storing numbers. Be sure you change your Reference Card directory and the auto-dial labels on 24-button telephones.

Using *SpeedCall*

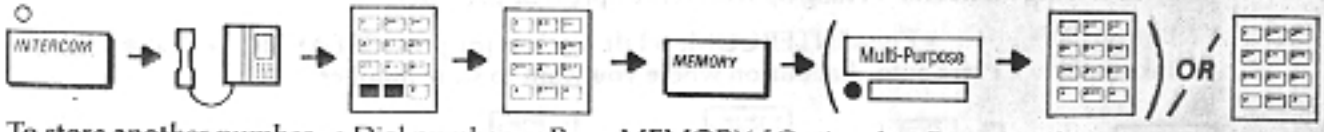
Instructions for using *SpeedCall* are on pages 14 and 15.

Personal *SpeedCall* (2448 System)

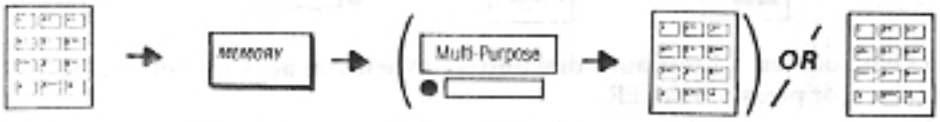
Storing Numbers

Plan the numbers you want to store in your Personal *SpeedCall* memory. These numbers are available only at your telephone. A directory is provided on the Reference Card so that you may list the stored numbers. You may store up to 12 numbers in memory. *EACH OF THE 12 NUMBERS MUST BE GIVEN AN INDIVIDUAL TWO-DIGIT CODE, USING NUMBERS 10 through 21.* You may choose to program some or all of your Personal *SpeedCall* numbers on multi-purpose buttons. See page 11 for other uses of multi-purpose buttons. Be sure you label *SpeedCall* buttons with the name AND THE TWO-DIGIT CODE FOR THAT NUMBER.

To store a number in your Personal *SpeedCall* memory, • Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✻ 0 (zero). • Dial number you want to store. • Press MEMORY. [*Optional: • Press a multi-purpose button if you want to program number on a SpeedCall button.*] • Dial the individual two-digit code (10 through 21). *(Every SpeedCall number must have a different two-digit code.)*



To store another number, • Dial number. • Press MEMORY. [*Optional: • Press a multi-purpose button if you want to program number on a SpeedCall button.*] • Dial individual two-digit code.



If you make an error when entering a telephone number, press the INTERCOM button with indicator light ON and enter number again. When you are finished storing numbers, • Hang up receiver (or press SPEAKER).

NOTE: Press HOLD/PAUSE to enter a 1½ second pause in a number if, for instance, you want the system to wait for a dial tone or access tone before continuing dialing. If the line you are using is customized as a PBX/Centrex line and the code has been customized into the system, the system will put the pause in for you. Consult the person in your company who maintains your system.

A "switchhook flash," sometimes used for local dialing services or PBX/Centrex codes, may be entered as the *first* button press in a number by pressing RECALL/DROP. A total of 16 digits, pauses, and the one flash may be stored as one number.

Erasing Numbers

To erase a number from memory, • Press INTERCOM. • Lift receiver (or press SPEAKER). • Dial ✻ 0 (zero). • Press MEMORY. • Dial two-digit code.

Changing Numbers or Programming

Follow instructions for storing numbers. Be sure you change your Reference Card directory and the labels on *SpeedCall* buttons.

If you program a *SpeedCall* button for another feature (see page 31), the number remains in your Personal *SpeedCall* memory and can be dialed by pressing MEMORY and dialing the two-digit code.

Using *SpeedCall*

Instructions for using *SpeedCall* are on page 17.

NOTE: Your Personal *SpeedCall* numbers do not have to be for outside calls. You can store dial codes, access numbers, and account code numbers instead of telephone numbers. If you have stored a SPIRIT feature dial code (see page 39) as a Personal *SpeedCall* number, you must press INTERCOM before using the *SpeedCall* number.

Customized Features

The person responsible for maintaining your system may have customized some of the features so that the system better meets the needs of your company. Because of this customization, your telephone may not work exactly like another telephone in the same system. Following is a list and brief description of some of the ways your telephone may be customized. See the person who maintains your system if you have questions.

AUTOMATIC LINE SELECTION. When you pick up your receiver, or press SPEAKER, you may not hear a dial tone. Some systems will be customized so that you must press a line button that is not in use before making an outside call. If you are using a 2448 system, you may have to enter a dial code to select a line.

LINE USE PERMISSION. Some lines may be customized so that they cannot be used by your telephone. Some may be customized so that you can answer them, but not dial out on them.

LINE RINGING OPTIONS. The ringing options may be customized. The lines on your telephone may be set to ring normally, ring for 12 seconds and then stop, or not ring for the first 12 seconds and then start ringing. They may also be customized to not ring at all for incoming calls. These options may not be in effect when Night Service is on.

NIGHT RINGING. When Night Service is on, your telephone may ring as it usually does or it may be set to ignore the customized ringing options.

OUTSIDE SERVICE. Your telephone may be customized so that you can place any outside calls, any calls but toll calls, or no outside calls at all.

PRIVACY RELEASE. The system may be customized so that privacy release is not required for another person to join a call.

HELD CALL REMINDER. The intervals between reminders that you have a call on hold are customized. The interval may also be customized so that you are not reminded of a call on hold.

LINE BUTTON ASSIGNMENTS (2448 System). The lines assigned to line buttons on your telephone may not be the same lines assigned to buttons on another telephone in the system. Sometimes the same line will appear in a different position on different telephones.

Volume Control

The volume control adjusts the volume of the ringer, speaker, and receiver. The adjustment of the volume of one does not affect the volume of the others.
Press the "UP" arrow to raise the volume level.
Press the "DOWN" arrow to lower the volume level.

- If the telephone is not being used or is ringing, the volume control will affect the loudness of the ring ONLY. When you are adjusting the loudness of the ring, the telephone will "ring" briefly at the new volume.
- If the speakerphone is ON, the volume control will affect the volume of the speakerphone ONLY.
- If the receiver is lifted, the volume control will affect the volume of the sound from the receiver ONLY.

Using with a PBX/Centrex System

The term "intercom extension" is used in several places in the manual to refer to another telephone in the system. The two-digit intercom extension is the **SPIRIT** system number determined by the telephone wiring connection at the controller. If you must dial an access digit in order to make outside calls, then you have PBX or Centrex lines. If you have such lines, then each telephone that is part of the PBX system or Centrex service may have a PBX or Centrex "extension" number. Do not use that extension number for **SPIRIT** system features. If you do not know a **SPIRIT** intercom extension number, ask the person in your office who maintains your system for the number.

The RECALL/DROP button can be used to access the PBX/Centrex features on some systems.

Caring for Your Telephone

Do not place your **SPIRIT** Communications System telephone near a radiator or other heat source.

Your telephone is an electronic device and should not be exposed to water or any other liquid. Unplug the telephone from the telephone jack if the telephone cord is damaged, if liquid has been spilled into the speaker slots, or if the telephone is dropped.

The outside housing may be wiped clean with a soft cloth that has been dampened with water and a mild detergent. Do not use solvents, spray liquids, or abrasive cleaners.

Dial Codes

Dial Codes (308/616 System)

Intercom Extensions and Codes

0	Telephone 10
10-25	Telephones 10-25
60	Loudspeaker Paging
61	Page to All Intercom Extensions

Feature Dial Codes

*2	Do Not Disturb on
#2	Do Not Disturb off
*4	Night Service on
#4	Night Service off
*6	Send Message
#6	Cancel Message
*8	Pickup by Intercom Extension
*0	Program

***SpeedCall* Codes**

0	Last number manually dialed
10-25	Personal SpeedCall
30-79	System SpeedCall unrestricted
80-99	System SpeedCall restricted

Dial Codes (2448 System)

Intercom Extensions and Codes

0	Telephone 10
10-57	Telephones 10-57
61-66	Group Page
70	Account Code Button Programming
71	Manual Signal Button Programming
801-824	Outside Line Access (Via Intercom)

Feature Dial Codes

*1	Automatic Callback
#1	Automatic Callback cancel
*2	Do Not Disturb on
#2	Do Not Disturb off
*3	Call Forward
#3	Call Forward cancel
*4	Night Service on
#4	Night Service off
*5	Pickup by Line
*6	Send Message
#6	Cancel Message
*7	Pickup by Group
*8	Pickup by Intercom Extension
*0	Program

SpeedCall Codes

0	Last number manually dialed
10-21	Personal SpeedCall numbers
30-79	System SpeedCall unrestricted
80-99	System SpeedCall restricted

Index (308/616 System)

Index (616/1616 System)

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Issue 3, June 1987

AT&T

SPIRIT®
Communications System
Model 308/616
Administration Manual

LIMITED WARRANTY AND LIMITATION OF LIABILITY

AT&T Information Systems ("AT&T") warrants to you that your SPIRIT® Communications System will be in good working order when you take title and that it will remain in good working order for a period of one year (the warranty period) or AT&T will, at its option, repair or replace the system component that is not in good working order. Any repair or replacement components may be new or refurbished and will be provided on an exchange basis. If AT&T determines that your SPIRIT System cannot be repaired or replaced, AT&T will refund the purchase price of the SPIRIT System to you. If you purchased your SPIRIT System directly from AT&T, AT&T will perform warranty repair on your premises in accordance with the terms and conditions of AT&T's "Business Day" or "Around-the-Clock" warranty plans. The details of AT&T's warranty plans may be obtained from AT&T. If you purchased your SPIRIT System from an Authorized AT&T Dealer, you will be covered by AT&T's Authorized Dealer Warranty Plan during the warranty period. Contact your Authorized Dealer for details of AT&T's Authorized Dealer Warranty Plan. AT&T'S OBLIGATION TO REPAIR, REPLACE OR REFUND AS SET FORTH ABOVE IS YOUR EXCLUSIVE REMEDY.

The limited warranties provided above do not cover damages, defects, malfunctions or product failures caused by:

– Failure to follow AT&T's installation, operation or maintenance instructions;
– Unauthorized modification or alteration of the SPIRIT System or its components;
– Product abuse, misuse or the negligent acts of persons not under the reasonable control of AT&T;
– Actions of third parties and acts of God other than power surges (e.g., lightning).

This warranty applies only to a SPIRIT System purchased directly from AT&T or purchased directly from an authorized AT&T Dealer.

EXCEPT AS SPECIFICALLY SET FORTH ABOVE, AT&T, ITS AFFILIATES, SUPPLIERS AND DEALERS MAKE NO WARRANTIES, EXPRESS OR IMPLIED, AND SPECIFICALLY DISCLAIM ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

EXCEPT FOR PERSONAL INJURY, THE LIABILITY OF AT&T, ITS AFFILIATES, SUPPLIERS AND DEALERS FOR ANY CLAIM, LOSS, DAMAGE OR EXPENSE FROM ANY CAUSE WHATSOEVER REGARDLESS OF THE FORM OF THE ACTION, WHETHER IN CONTRACT, TORT OR OTHERWISE, SHALL NOT EXCEED THE LESSER OF DIRECT DAMAGES PROVEN OR THE REPAIR OR REPLACEMENT COST OF THE SPIRIT SYSTEM OR THE SPIRIT SYSTEM'S PURCHASE PRICE. IN NO EVENT SHALL AT&T, ITS AFFILIATES, SUPPLIERS AND DEALERS BE LIABLE FOR INCIDENTAL, RELIANCE, CONSEQUENTIAL OR ANY OTHER INDIRECT LOSS OR DAMAGE (INCLUDING LOST PROFITS OR REVENUES) SUSTAINED OR INCURRED IN CONNECTION WITH THE SPIRIT SYSTEM. THIS LIMITATION OF LIABILITY SHALL SURVIVE FAILURE OF THE EXCLUSIVE REMEDY SET FORTH IN THE LIMITED WARRANTY ABOVE.

Except for damages for personal injury, the liability of AT&T, its affiliates, suppliers and dealers for any loss or damage resulting from any product defect or performance under this warranty and regardless of the form of action shall be limited to repair or replacement of the product or a refund of the product's purchase price. In no event shall AT&T, its affiliates, suppliers and dealers be liable for indirect, reliance, incidental or consequential damage or loss (including loss of profits) caused or alleged to have been caused by the product.

This warranty applies only to a product purchased directly from AT&T or purchased directly from a dealer authorized by AT&T to sell the product.

INSTALLATION/MAINTENANCE INFORMATION

There are several types of installation and maintenance plans available from AT&T and/or your dealer. Please call your AT&T sales representative or authorized dealer for details.

For warranty service, contact your authorized dealer or call the AT&T Hotline listed below.

You may place your
AT&T Sales and Service
Label here.

Prior to calling the Hotline refer to the Testing and Troubleshooting pages in the Customer Installation Instructions.

Record the following information:

AT&T Account Number _____

Number of outside/PBX lines _____

Number of telephones _____

AT&T

SPIRIT®
Communications System
Model 308/616
Administration Manual

Introduction

The SPIRIT Communications System, Model 308/616, consists of a *CONTROLLER* that controls the system, *TELEPHONE SETS*, and some optional equipment. Outside telephone lines from your local telephone company or from a PBX, or switchboard, system are connected to the controller. The controller is connected to all the telephones in the system.

Customizing (Section 1)

The SPIRIT Communications System can be customized to fit the needs of your company. This means that, as the administrator of the system, you will be able to change how some features operate. The system can be used just as it is installed. You may, however, want to take advantage of some of the customizing options. You can do as much or as little customizing as you choose. Section I of the manual tells you how to customize the system.

Customization is easy to do. Think of your system as flexible and easy to change. As you use the system you may think of other changes you want to make, so don't be concerned that you have to make all your customizing decisions when you start to use the system.

SpeedCall Numbers (Section 2)

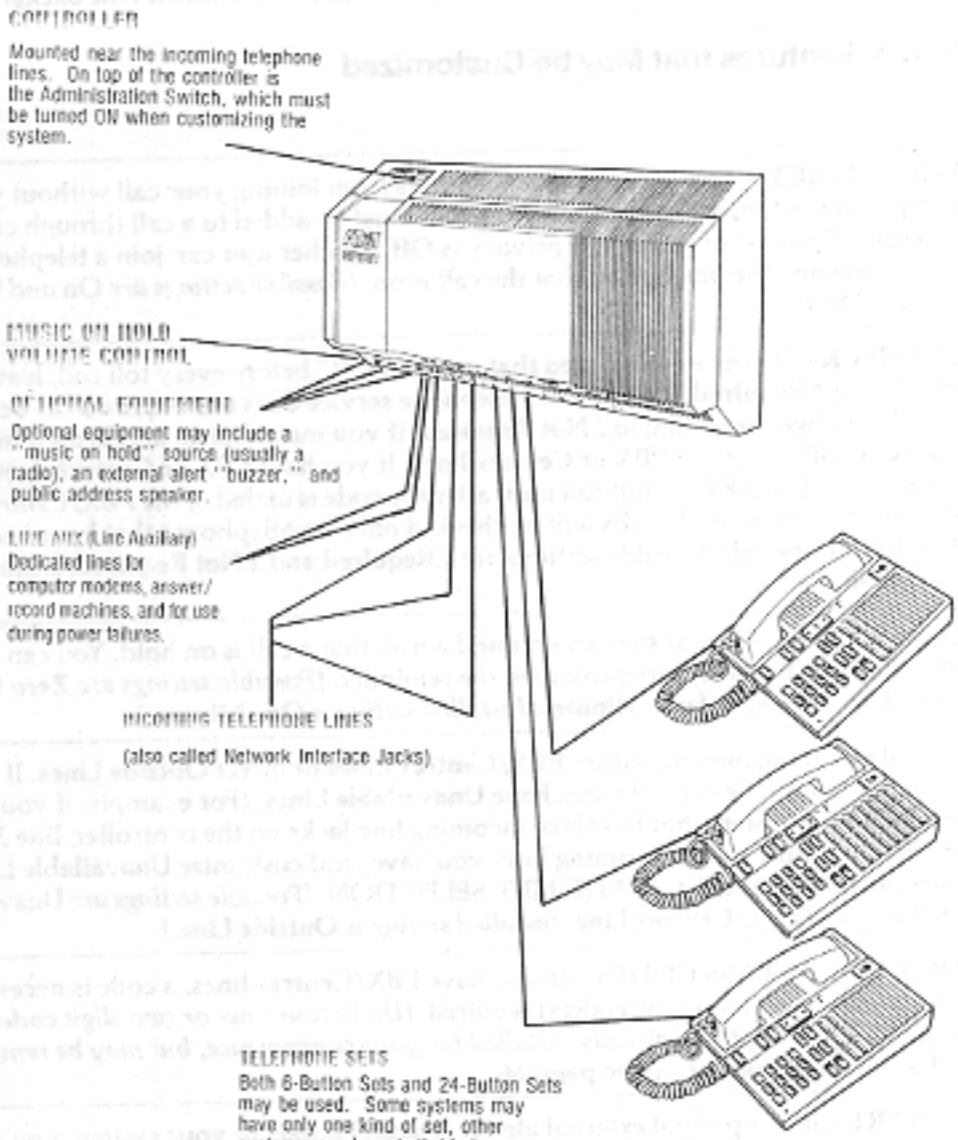
SpeedCall, a number memory, is an important timesaver for your users. There are two kinds of *SpeedCall* numbers: personal and system. Personal numbers are stored by the user and are available only at the telephone where they are stored. System numbers are stored in the system memory by you. This section tells you how to store system *SpeedCall* numbers.

Additional Information (Section 3)

This section includes additional information about features, optional equipment, and how to make changes in your system.

TABLE OF CONTENTS

Parts Of The System



SECTION 1 Customizing

Following is a list and brief description of the features you can change. There are two kinds of features, **SYSTEM FEATURES** and **TELEPHONE FEATURES.** When you customize a system feature, you have made a change in the whole system. *In this manual, information about system features is always printed with a grey background.*

When you customize a telephone feature, the change is made for one telephone extension only. *In this manual, information about telephone features is always printed with a blue background.*

Description of Features that May be Customized

System Features

- AUTOMATIC PRIVACY—This feature prevents others from joining your call without your permission. If privacy is **On,** other users in the system must be added to a call through conferencing or a special release of privacy. If privacy is **Off,** another user can join a telephone conversation by pressing the line button that the call is on. *(Possible settings are* **On** *and* **Off.** *Installed setting is* **On.***)*

- TOLL CALL CHECK—If you are in an area that requires a "1" before every toll call, leave this at the preset value of **1 Required.** If your local telephone service does not require a "1" before dialing a toll call, change the setting to **1 Not Required.** If you must dial an access digit in order to make an outside call, you have PBX or Centrex lines. If you have PBX or Centrex lines, the **SPIRIT** System will not check for a toll call until after the code is dialed, *if the PBX/Centrex code and lines are correctly customized.* Calls will be checked only for telephones that have been customized as Toll Restricted. (Possible settings are **1 Required** and **1 Not Required.** Installed setting is **1 Required.**

- HELD CALL REMINDER—The system can remind a user that a call is on hold. You can set the number of minutes it will wait before providing the reminder. *(Possible settings are* **Zero** for no reminder, **One, Two, Three, or Four Minutes.** *Installed setting is* **One Minute.***)*

- LINE TYPE—All incoming lines are either **PBX/Centrex Lines** or direct **Outside Lines.** If your system is not at incoming-line capacity you have **Unavailable Lines.** (For example, if you have two incoming lines on a system that has three incoming line jacks on the controller, line 3 is **Unavailable**). Find out how many incoming lines you have, and customize **Unavailable Lines** as such for proper operation of AUTOMATIC LINE SELECTION. *(Possible settings are* **Unavailable Line, Outside Line,** *and* **PBX/Centrex Line.** *Installed setting is* **Outside Line.***)*

- PBX/CENTREX LINE ACCESS CODES—If you have PBX/Centrex lines, a code is necessary to dial an outside call. You can set the code(s) required. *(Up to four one- or two-digit codes may be entered. One code, the digit 9, is already installed for your convenience, but may be removed or changed.)* For further information see page 24.

- EXTERNAL ALERT—If an optional external alerter (buzzer) is part of your system, you can set when it will turn on for *each line. (Possible settings are* **Never, Night Only, Day Only,** *and* **Always.** *Installed setting is* **Night Only.**) *NOTE: Night Only and Day Only are determined by whether Night Service is on or off (see User Manual).*

- DIAL TYPE—Set *each line* for the kind of service you have with your local telephone company. *(Possible settings are* **Touch Tone** *and* **Dial Pulse.** *Installed setting is* **Dial Pulse).**

Telephone Features

Telephone customization is used to make different telephones in the system work in different ways.

■ **LINE USE PERMISSION.** You can assign each line of each telephone one of the following permissions.

No Permission. The telephone may not use that line at all except when a call is transferred to it on that line.

Full Permission. The user may place and answer calls on that line. *(Installed setting).*

Answer Only Permission. The user may answer calls or retrieve held calls on that line.

■ **AUTOMATIC LINE SELECTION.** This feature provides the dial tone when you pick up the receiver, without having to first select a line by pressing a line button. Customizing all lines as **Not Eligible** will mean that the user must select a specific line every time a call is made. A line that is assigned to a line button and has **Full Permission** can be set as **Eligible,** which means it can be used by simply picking up the receiver, or **Not Eligible,** which means the line button will have to be pressed first to use that line. If lines that are not assigned to buttons on the telephone are set as **Eligible** for AUTOMATIC LINE SELECTION, the setting is ignored. *(Installed setting is* **Eligible.***)*

■ **LINE RINGING OPTIONS.** You can assign to any line (with **Full** or **Answer Only Permission**) of any telephone one of the following ringing options for incoming calls.

No Ring. The line does not ring for incoming calls.

Normal Ring. The line rings normally. *(Installed setting).*

Abbreviated Ring. The line rings for 12 seconds only.

Delayed Ring. The line does not start ringing until 12 seconds after the call comes in.

■ **NIGHT RINGING OPTIONS.** You can assign to each telephone one of the following options. The options you assign are in effect when Night Service (see User Manual) is on.

Normal Ring. When Night Service is on, the telephone will disregard customized *LINE RINGING OPTIONS* and ring normally for all permitted lines.

Programmed Ring. The telephone will ring the same whether Night Service is on or off. *(Installed Setting).*

■ **OUTSIDE SERVICE.** You can assign an outside service to each telephone in the system. The outside service determines the types of outside calls that may be made from that telephone. The three choices are the following:

Outward Restricted. No outside calls may be placed at that telephone except 911 and unrestricted system *SpeedCall* numbers. —See page 22.

Unrestricted. Calls may be placed at that telephone with no restriction. *(Installed setting).*

Toll Restricted. No toll calls may be placed at that telephone except 911 and unrestricted System *SpeedCall* numbers. —See page 22.

Confirmation and Error Tones

Throughout this manual you are told that you will receive a "confirmation" tone after valid key presses and an "error" tone when key presses are not valid. If you would like to hear the confirmation and error tones before you start customizing the system, complete the following exercise:

To hear a confirmation tone:

- Press INTERCOM.
- Lift handset (or press SPEAKER).
- Dial #2.

To hear an error tone:

- Press INTERCOM.
- Lift handset (or press SPEAKER).
- Dial * 0.
- Press MEMORY.
- Dial 28.

How to Use the System Planner and the Customization Chart

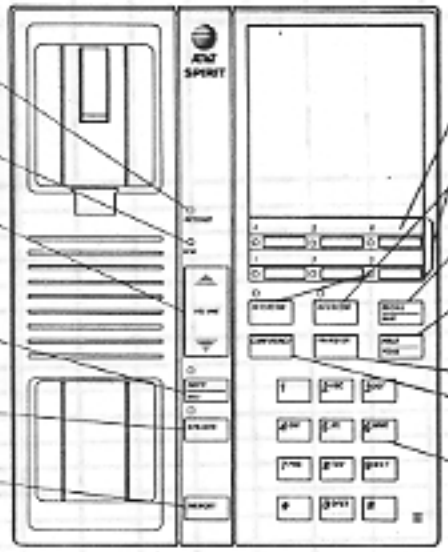
A *System Planner* is provided on page 8 to guide you in planning how you will customize your system. Record your decisions on the planner. You may want to use pencil so that you can make changes in the future. Sample planners are illustrated on pages 18-21, along with the reasons for the customizing decisions for two fictitious companies. If you are undecided about what customizing decisions you want to make for your system, reading those examples may be helpful.

When the System Planner is complete you can start customizing your system. The Customization Chart on page 9 may be all you will need to complete the customization of your system. If you wish more detailed instructions, however, read pages 10 through 17.

If you use the Customization Chart on page 9, remember to follow the dotted line path. As on the System Planner, grey-shaded areas are the system features and blue-shaded areas are the telephone features.

Parts Of The Telephone Sets

6-BUTTON TELEPHONE



MESSAGE WAITING INDICATOR
Shows that the user has a message waiting.

HANDS-FREE ANSWER INDICATOR
Shows the status of the Hands-Free Answer on Intercom feature. Turned on and off using the MUTE/HFAI button.

VOLUME CONTROL
Adjusts the volume of the ringer, speaker, and receiver.

MUTE/HFAI BUTTON and INDICATOR LIGHT
Used to turn off the sound to the other party. Also used to turn on and off the Hands-Free Answer on Intercom feature.

SPEAKER BUTTON and INDICATOR LIGHT
Used to turn the speakerphone on and off.

MEMORY BUTTON
Used to store and dial *SpeedCall* numbers.

LINE BUTTONS *(1-6)* **and INDICATOR LIGHTS**
Used for placing and receiving outside calls.

INTERCOM BUTTONS and INDICATOR LIGHTS
Used for placing and receiving intercom calls.

RECALL/DROP BUTTON
Used to disconnect a call without hanging up.

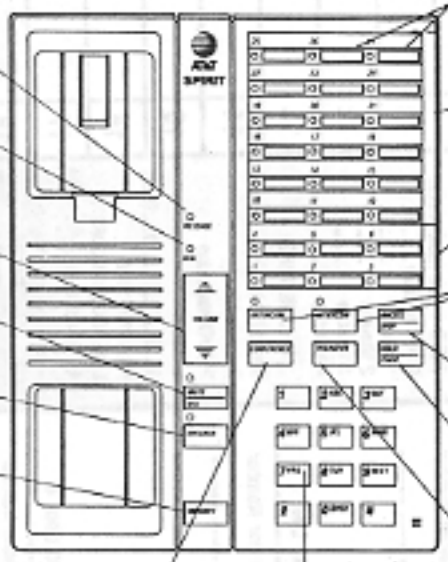
HOLD/PAUSE BUTTON
Used with the HOLD feature. Also used to insert a pause into a number stored in memory.

TRANSFER BUTTON
Used to transfer a call to another intercom extension.

CONFERENCE BUTTON
Used to add lines or intercom extensions to a call.

DIAL
Used to dial outside calls, intercom calls, and features.

24-BUTTON TELEPHONE



MESSAGE WAITING INDICATOR
Shows that the user has a message waiting.

HANDS FREE ANSWER INDICATOR
Shows the status of the Hands-Free Answer on Intercom feature. Turned on and off using the MUTE/HFAI button.

VOLUME CONTROL
Adjusts the volume of the ringer, speaker, and receiver.

MUTE/HFAI BUTTON and INDICATOR LIGHT
Used to turn off the sound to the other party. Also used to turn on and off the Hands-Free Answer on Intercom feature.

SPEAKER BUTTON and INDICATOR LIGHT
Used to turn the speakerphone on and off.

MEMORY BUTTON
Used to store and dial *SpeedCall* numbers.

PROGRAMMABLE BUTTONS *(26, 27)* **and INDICATOR LIGHTS**
May be programmed for one of several functions according to the need of the user.

AUTO-DIAL BUTTONS *(10-25)* **and INDICATOR LIGHTS**
Used for calling intercom extension numbers and personal *SpeedCall* numbers.

LINE BUTTONS *(1-5)* **and INDICATOR LIGHTS**
Used for placing and receiving outside calls.

INTERCOM BUTTONS and INDICATOR LIGHTS
Used for placing and receiving intercom calls.

RECALL/DROP BUTTON
Used to disconnect a call without hanging up.

HOLD/PAUSE BUTTON
Used with the HOLD feature. Also used to insert a pause into a number stored in memory.

TRANSFER BUTTON
Used to transfer a call to another intercom extension.

CONFERENCE BUTTON
Used to add lines or intercom extensions to a call.

DIAL
Used to dial outside calls, intercom calls, and features.

System Planner

Use this page to plan the customization for your system.

INCOMING LINE 1
Telephone Number
___ ___ ___

INCOMING LINE 2
Telephone Number
___ ___ ___

INCOMING LINE 3
Telephone Number
___ ___ ___

INCOMING LINE 4
Telephone Number
___ ___ ___

INCOMING LINE 5
Telephone Number
___ ___ ___

INCOMING LINE 6
Telephone Number
___ ___ ___

CUSTOMIZING THE SYSTEM

AUTOMATIC PRIVACY
Off ___
On† ___

TOLL CALL CHECK
1 Required ___
1 Not Required ___

HELD CALL REMINDER
0 No Reminder ___
1 Minute† ___
2 Minutes ___
3 Minutes ___
4 Minutes ___

LINE TYPE
Unavailable Line
Outside Line†
PBX/Centrex Line
LINES
1__2__3__4__5__6__

PBX/CENTREX LINE ACCESS CODES
Installed is 9
___
___
___

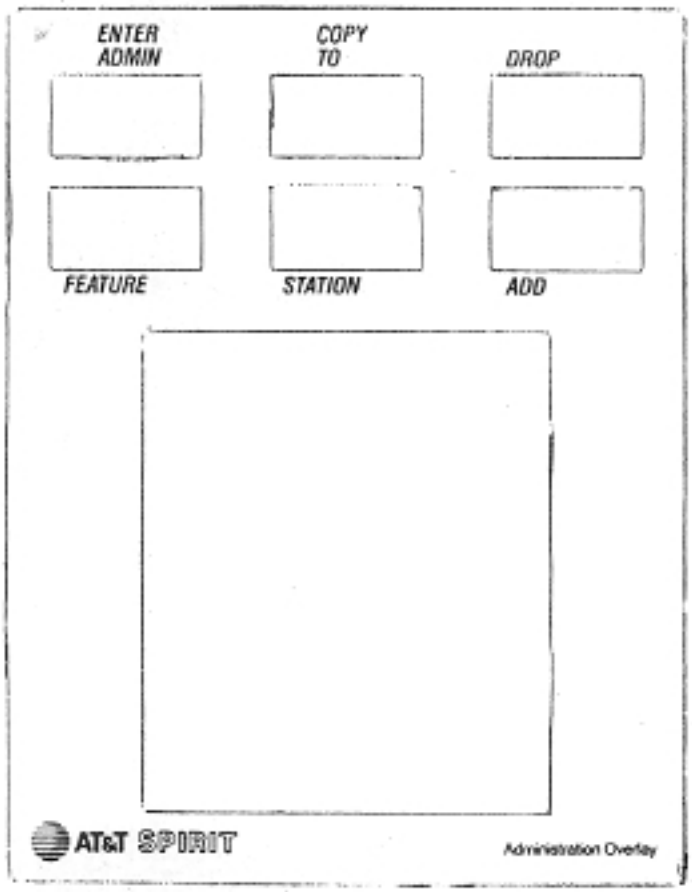
EXTERNAL ALERT
Never
Night Only†
Day Only
Always
LINES
1__2__3__4__5__6__

DIAL TYPE
Touch Tone
Dial Pulse†
LINES
1__2__3__4__5__6__

†Installed setting (No customizing necessary for this setting)

CUSTOMIZING EACH TELEPHONE

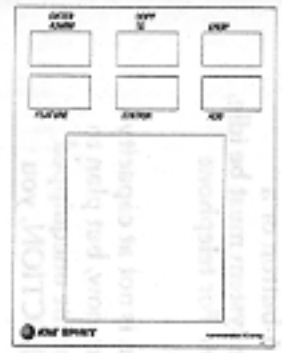
SET	LOCATION	LINE USE PERMISSION (No Permission, Full Permission†, Answer Only) LINES 1 2 3 4 5 6	AUTOMATIC LINE SELECTION (Not Eligible, Eligible†) LINES 1 2 3 4 5 6	LINE RINGING OPTIONS (No Ring, Normal Ring†, Abbreviated Ring, Delayed Ring) LINES 1 2 3 4 5 6	NIGHT RINGING (Normal Ring, Programmed Ring†)	OUTSIDE SERVICE (Outward Restricted, Unrestricted†, Toll Restricted)
EXAMPLE	reception	F	E	1 2	normal	unrestricted
10	CUSTOMIZING SET					
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						


ENTER ADMIN
COPY TO
DROP
FEATURE
STATION
ADD
AT&T SPIRIT
Administration Overlay

Customization Chart

Follow this chart to perform all your customizing duties.
A more detailed set of instructions starts on page 10.

- To get a different line of features, press ENTER ADMIN (at •).
- To customize another feature in the same row, press FEATURE.
- To leave customization mode, hang up. Replace overlay in pocket.
  Don't forget to turn the administration switch OFF when you are finished customizing your system.
- Light patterns indicate current setting:
  OFF is 1
  ON is 2
  Even Flash is 3
  Wink (short on, long off) is 4



AT CONTROLLER
TURN ADMINISTRATION SWITCH ON

AT TELEPHONE SET 10
PRESS INTERCOM
LIFT receiver (or press speaker)
DIAL • 3 (Confirmation tone)
INSTALL Administration Overlay

SYSTEM RESET
(to return to installed settings)
DIAL 0
All other telephones must be idle

DIAL 09009
All other telephones must be idle

CUSTOMIZING THE SYSTEM
DIAL 1

CUSTOMIZING EACH TELEPHONE
DIAL 2

PRESS STATION
6-Button Sets DIAL extension number
24-Button Sets PRESS auto dial button

To customize another telephone set, press STATION.

SYSTEM SPEEDCALL
DIAL 3

Repeat these three steps for each telephone number to be stored.

Follow any dotted line path.
Choose only those features you wish to change.

AUTOMATIC PRIVACY
PRESS FEATURE
DIAL 1
DIAL — 1 Off
2 On†

TOLL CALL CHECK
PRESS FEATURE
DIAL 2
DIAL — 1 Required†
2 Not Required

HELD CALL REMINDER
PRESS FEATURE
DIAL 3
0 No reminder
1 One minute†
DIAL — 2 Two minutes
3 Three minutes
4 Four minutes

LINE TYPE
PRESS FEATURE
DIAL 4
PRESS line buttons
— 1 Unavailable Line
DIAL — 2 Outside Line†
3 PBX/Centrex Line

PBX LINE ACCESS CODES
PRESS FEATURE
DIAL 5
To enter a code:
DIAL code
PRESS ADD
To drop a code:
DIAL code
PRESS DROP
To erase all codes:
PRESS DROP
PRESS •
PRESS DROP
(Installed code is 9)

EXTERNAL ALERT
PRESS FEATURE
DIAL 6
PRESS line button(s)
1 Never
DIAL — 2 Night Only†
3 Day Only
4 Always

DIAL TYPE
PRESS FEATURE
DIAL 7
PRESS line button(s)
DIAL — 1 Touch Tone
2 Dial Pulse†

LINE USE PERMISSION
PRESS FEATURE
DIAL 1
PRESS line button(s)
1 No Permission
DIAL — 2 Full Permission†
3 Answer Only

AUTOMATIC LINE SELECTION
PRESS FEATURE
DIAL 2
PRESS line button(s)
DIAL — 1 Not Eligible
2 Eligible†

LINE RINGING OPTIONS
PRESS FEATURE
DIAL 3
PRESS line button(s)
1 No Ring
DIAL — 2 Normal†
3 Abbreviated
4 Delayed

NIGHT RINGING
PRESS FEATURE
DIAL 4
DIAL — 1 Normal Ring
2 Programmed Ring†

OUTSIDE SERVICE
PRESS FEATURE
DIAL 5
1 Outward Restricted
DIAL — 2 Unrestricted†
3 Toll Restricted

COPY TO TELEPHONE
PRESS COPY TO
DIAL extension number
24 Button Sets PRESS auto dial button

COPY TO ALL
PRESS COPY TO
PRESS **
All other telephones must be idle

†Installed setting

How to Customize

Getting Started

When you have finished your customizing plans you are ready to actually customize the system. **You must do all customizing from telephone set 10,** which may be either a 6-button or a 24-button set. For some customization procedures, all telephone sets in the system must be idle, so you will want to choose a time when people are not using the telephones. For telephone customization, the telephone being customized must be idle.

If you wish, you can plan future needs while you customize. If your system is not at capacity (for instance, you have four lines and ten telephones in your **SPIRIT** system now, but plan to expand to six lines and sixteen telephones in the future) you may customize the unequipped lines and extensions now. For proper operation of AUTOMATIC LINE SELECTION, you should customize LINE TYPE as **Unavailable** for the unequipped lines.

Following are step-by-step instructions for customizing.

STEP 1 SET CONTROLLER ADMINISTRATION SWITCH TO "ON"
See the picture of the controller on page 3.

STEP 2 PRESS ONE OF THE INTERCOM BUTTONS ON TELEPHONE SET 10
Intercom button press times out after five seconds.

STEP 3 PRESS SPEAKER **(or lift the receiver)**
You will hear a dial tone.

STEP 4 DIAL * 0 **(zero)**
You will hear a confirmation tone. If you do not hear the confirmation tone, check the administration switch on the controller.

STEP 5 INSTALL ADMINISTRATION OVERLAY ON TELEPHONE SET 10
(This step is not necessary if you are going to reset features back to the installed setting or enter SpeedCall numbers and do no other customization.) Install the administration overlay provided in the pocket on the back cover of this manual. The ENTER ADMIN light will be on to show that the system is ready for administration. No calls may come in to or go out from telephone set 10 during customization.

STEP 6 CHOOSE TYPE OF CUSTOMIZATION
The chart on page 9 shows four customizing choices at the top. The chart also shows what customizable features are reached through each choice. Using the chart as a guide, make the appropriate choice.

- Dial 0 to reset the system. All sets except set 10 must be idle. If a telephone set other than set 10 is in use, you will hear a busy tone and you will not be able to reset the system.
- Dial 1 to customize the system.
- Dial 2 to customize the telephones.
- Dial 3 to enter or erase numbers in the system *SpeedCall* memory.

STEP 7 COMPLETE CUSTOMIZATION
Following the instructions on pages 12-17, complete the customization type chosen in STEP 6.

STEP 8 CONTINUE CUSTOMIZATION

If you wish to continue with another customization type, press the ENTER ADMIN button and repeat steps 6 and 7. For example, if you complete the desired customization under System Customization and want to continue with Telephone Customization, press the ENTER ADMIN button and repeat steps 6 and 7.

STEP 9 EXIT CUSTOMIZATION

When customization is complete, replace the receiver (or press SPEAKER). **Return the administration switch on the controller to the OFF position to guard against accidental administration.** Also, unless the administration switch is set to OFF you will not be able to program personal *SpeedCall* numbers for set 10. Remove the administration overlay and replace in the pocket on the back cover of this manual.

System Reset

CAUTION: Use of reset eliminates all customization.

If you dialed 0 in STEP 6, and if all telephone sets except set 10 are idle, you can reset the system to the installed settings given on pages 4 and 5. Enter the system reset code 09009. If all telephones are not idle, you will hear the busy signal. If you make a mistake you will hear the error tone, and you must exit reset to try again. If you enter the reset code successfully you will hear the confirmation tone and system and telephone features will be returned to installed settings. *SpeedCall* numbers will not be affected.

To exit you may replace the receiver or press SPEAKER, or, if you want to continue customizing features, press the ENTER ADMIN button to reenter administration at STEP 6.

Customizing the System

If you dialed 1 in STEP 6 you began customizing the system. The following features may be programmed in any order, and you may exit customizing after changing any feature, leaving unchanged features at previously-set choices. You may also use system customization to check the setting of a feature. You do not have to make changes once you have begun to customize.

Any of the procedures may be exited by one of the following actions:

- pressing the FEATURE button to customize another feature
- pressing the ENTER ADMIN button to go back to STEP 6
- hanging up the receiver or pressing SPEAKER to exit customization

Valid digits will be followed by a confirmation tone and the indicator lights will reflect the new settings. Customization automatically exits that feature. Invalid digits will be followed by the error tone and customization continues in that feature until a valid choice is entered or you exit the feature.

When you are customizing features for which the setting can be changed for each incoming line in the system, you do not have to press the FEATURE button for each line. Press all the line buttons for which you want the same setting.

> EXAMPLE: Your system has the capacity for six incoming lines. Lines 1 and 2 are PBX lines. Lines 3 and 4 are outside lines. Lines 5 and 6 are not used (unavailable).
>
> PROCEDURE: Press FEATURE, then dial 4. Press line buttons 1 and 2. Dial 3. Press line buttons 5 and 6. Dial 1 *(You do not have to customize lines 3 and 4 because the installed setting is outside line.)*

The indicator light of a selected line button will flash rapidly. If you have selected a line and then change your mind and do not want to select that line, simply press the line button again.

■ AUTOMATIC PRIVACY

Press FEATURE. Dial 1.
All the line indicator lights will show the current system-wide privacy status. If the lights are ON, privacy is ON. If the lights are OFF, privacy is OFF. To change the privacy status, enter one of the following:

DIAL	INDICATOR LIGHT	SETTING
1	OFF	Privacy Off
2	ON	Privacy On *(installed)*

■ TOLL CALL CHECK

Press FEATURE. Dial 2.
All the line indicator lights will go OFF. If you are required to dial 1 before placing toll calls, enter 1; otherwise, enter 2. Possible choices are 1 Required (installed) or 1 Not Required.

■ HELD CALL REMINDER

Press FEATURE. Dial 3.
All of the line indicator lights will go OFF. Enter the number of minutes for the held call reminder. If you enter 0 the feature is turned off and no held call reminder will be provided. You may also enter 1, 2, 3, or 4, meaning that the held call reminder will be provided after 1, 2, 3, or 4 minutes. The preset time interval is 1 minute.

■ LINE TYPE

Press FEATURE. Dial 4.
Each line indicator light will show the current status for that line. If a light is ON, the line is set as an Outside Line. If a light is OFF, the line is set as an "unavailable line," that is, not part of your system. You should set as Unavailable, lines that are not part of your system (if, for instance, you have a "616" system but have only four incoming telephone lines, you should customize two lines Unavailable). If, the light is flashing an even flash, the line is set as a PBX/Centrex Line. To change the setting for any individual line(s), press the line button(s) and dial 1, 2 or 3 (see table, below). You may press more than one line button to make the change on more than one line. If you dial the number without pressing a line button first you will hear the error tone.

DIAL	INDICATOR LIGHT	SETTING
1	OFF	Unavailable Line
2	ON	Outside Line *(installed)*
3	Even Flash	PBX/Centrex Line

■ PBX/CENTREX LINE ACCESS CODES

Press FEATURE. Dial 5.
All of the line indicator lights will go off.

To ENTER a system-wide PBX/Centrex dial code.
Dial the desired dial code. Press ADD button. You will hear the confirmation tone when the code is added. If there are already four other codes programmed you will hear the error tone. The digit 9 is preset as the PBX/Centrex code, so there is room for three other codes. You may, of course, erase the 9 code if you wish.

To ERASE a system-wide PBX/Centrex dial code.
Dial the code you wish to erase. Press DROP. You will hear the confirmation tone when the code is erased. If the code is not there to be erased, you will hear the error tone.

To ERASE all codes.
Press DROP. Dial *. Press DROP. You will hear the confirmation tone if you successfully followed the DROP procedure.

You may continue to enter or erase codes or you may exit the feature.

■ EXTERNAL ALERT

Press FEATURE. Dial 6.
Each line indicator light will show the current external alert status for that line. To make changes, press the line button(s) for the line(s) on which you wish to make a particular change and dial one of the digits from the table below. You may press more than one line button to make the change on more than one line. If you enter a digit without first pressing a line button you will hear the error tone.

DIAL	INDICATOR LIGHT	SETTING
1	OFF	Never use external alert
2	ON	External alert when Night Service is on *(installed)*
3	Even Flash	External alert when Night Service is off
4	"Wink" (Short ON, Long OFF)	External alert always on

■ DIAL TYPE

Press FEATURE. Dial 7.
Each line indicator light will show the current dialing type for that line. If the light is OFF, that line is set for touch tone dialing. If the light is ON, the line is set for dial pulse dialing. To change the dialing type for a line or lines, press the line button(s) and dial the appropriate digit from the table below. You may press more than one line button to make the change on more than one line. If you enter a digit without first pressing a line button you will hear the error tone.

DIAL	INDICATOR LIGHT	SETTING
1	OFF	Touch Tone
2	ON	Dial Pulse *(installed)*

Customizing Each Telephone

If you dialed 2 in STEP 6 on page 10, you began Telephone Customization (see the chart on page 9). All these features are customized on a set-by-set basis, meaning you must enter the telephone set number before customizing. The changes you make on set 12, for example, will not be made on set 14, or any other, unless you specifically copy a customizing set-up from one telephone set to another. *Making changes via Telephone Customization is not always necessary for all telephone sets. You may, for example, want to leave all the telephones at the installed setting for a feature except one set.*

> EXAMPLE: All of the telephone sets except set 16 are used by employees who should not be restricted. Set 16, however, is in the lobby, and is used by company visitors. You would want to set the outside service on the lobby telephone to Toll Restricted, leaving the other telephones Unrestricted.

Any of the procedures may be exited by one of the following actions:

- pressing the FEATURE button to customize another feature
- pressing the STATION button to customize another telephone set
- pressing the ENTER ADMIN button to go back to STEP 6 on page 10
- pressing the COPY TO button to copy the customization on this telephone to another telephone
- hanging up the receiver (or pressing SPEAKER) to exit customization.

Valid digits will be followed by a confirmation tone and the indicator lights will reflect the new settings. This completes the customization of that feature. Invalid digits will be followed by an error tone. You would then enter a valid digit or exit the feature.

When you are customizing features for which the setting can be changed for each incoming line in the system, you do not have to press the FEATURE button for each line. Press all the line buttons for which you want the same setting. For example, if you are customizing "LINE USE PERMISSION" and you wish to make lines 4, 5 and 6 No Permission, you would press FEATURE, dial 1, press line buttons 4, 5 and 6, and dial 1.

The indicator light of a selected line button will flash rapidly to let you know which line you are currently customizing. If you have pressed a line button and then change your mind and do not want to select that line, simply press the line button again.

To customize a telephone:

Press STATION and dial the intercom extension number, or, if you are using a 24-button telephone, just press the auto-dial button for that extension.

If the telephone is busy you will hear a busy signal and you must press STATION again or exit to wait until the telephone is not busy before you can customize it. You can go ahead and choose another telephone extension to customize, or you may choose to leave telephone customization.

COPY TO is a useful procedure if you plan identical customizing for more than one set. If you wish to copy the telephone customization you have completed for a telephone to another telephone, use the COPY TO feature (see page 17). If you wish to copy the telephone customization to all the other telephones in the system, use the COPY TO ALL feature (see page 17).

■ LINE USE PERMISSIONS

Press FEATURE. Dial 1.

Each line indicator light will show the telephone set's current permission for that line. Choose the line(s) for which you wish to set the same permission by pressing the line button(s). Dial the appropriate digit (see list below). You may press more than one line button to make the change on more than one line. If you enter a digit without first pressing a line button you will hear the error tone.

DIAL	INDICATOR LIGHT	SETTING
1	OFF	No Permission
2	ON	Full Permission *(installed)*
3	Even Flash	Answer Only

■ AUTOMATIC LINE SELECTION

Press FEATURE. Dial 2.

Each line indicator light will reflect the current status for that line. To change the status for the individual line(s), press the line button(s) for which you want the same setting and dial one of the valid digits (see table, below). You may press more than one line button to make the change on more than one line. If you enter a digit without first pressing a line button you will hear the error tone.

DIAL	INDICATOR LIGHT	SETTING
1	OFF	Not Eligible for Automatic Line Selection
2	ON	Eligible for Automatic Line Selection *(installed)*

Lines customized without Full Permission from the telephone set being customized will show as Not Eligible for Automatic Line Selection. Selecting such a line will be ignored.

NOTE: Automatic Line Selection provides the dial tone when you pick up the receiver without having to first select a line by pressing a line button. Customizing all lines as not eligible will mean that the user must select a specific line every time a call is made.

■ LINE RINGING OPTIONS

Press FEATURE. Dial 3.

Each line indicator light will show the current ringing option for that line. To change the option for individual line(s) on that telephone, press the line button(s) and dial a valid digit from the table below. You may press more than one line button to make the change on more than one line. If you enter a digit without first pressing a line button you will hear the error tone.

DIAL	INDICATOR LIGHT	SETTING
1	OFF	No Ring
2	ON	Normal Ring *(installed)*
3	Even Flash	Abbreviated Ring
4	"Wink" (Short ON, Long OFF)	Delayed Ring

Lines that have been customized as No Permission will show No Ring. Selecting such lines will be ignored.

■ NIGHT RINGING

Press FEATURE. Dial 4.

All the line indicator lights will show the current night ringing option for this telephone. To change the night ringing option for this set, dial one of the digits from the following table:

DIAL	INDICATOR LIGHT	SETTING
1	OFF	Normal Ring (Disregards customized LINE RINGING OPTIONS when Night Service is on.)
2	ON	Lines ring according to programmed LINE RINGING OPTIONS whether Night Service is on or off. *(installed)*

■ OUTSIDE SERVICE

Press FEATURE. Dial 5

All the line indicator lights will show the current overall outside service for the telephone set. To change the overall outside service for the set, dial one of the digits from the following table.

DIAL	INDICATOR LIGHT	SETTING
1	OFF	Outward Restricted
2	ON	Unrestricted *(installed)*
3	Even Flash	Toll Restricted

■ COPY TO

To copy the feature choices from this telephone set to another set press COPY TO. The COPY TO indicator light will go on, all of the line indicator lights will go off. While the COPY TO indicator light is on, dial an intercom extension number or, if using a 24-button set, press the auto-dial button for the desired set. The telephone set being copied to must not be busy. If you hear a busy tone, cancel the COPY TO button again. All of the telephone customization settings for the set being customized will be copied to the specified telephone set and you will hear a confirmation tone. The COPY TO light indicator will go off. To do another copy, repeat the process.

To cancel a copy, press the COPY TO button again without dialing the intercom extension number.

Copy To All

To copy the set-up on this telephone to all other telephone sets on the system, press COPY TO, then press *. All the telephones in the system except telephone set 10 must be idle.

Exiting Telephone Customization

Press FEATURE to customize another telephone feature on the same telephone.

Press COPY TO to copy the settings on that telephone to another telephone.

Press STATION and dial the set number (or press the auto-dial button on a 24-button set) to start customizing telephone features on another set.

Press ENTER ADMIN to go back to STEP 6 on page 10.

Replace the receiver (or press SPEAKER if you were using the speakerphone while customizing) to exit system administration.

Company 1 CARPENTER, WATKINS, and SEPULVEDA, Attorneys at Law

SYSTEM PLANNER

INCOMING LINE 1
Telephone Number
317-555-1234

INCOMING LINE 2
Telephone Number
317-555-1235

INCOMING LINE 3
Telephone Number
317-555-1236

INCOMING LINE 4
Telephone Number
— — —

INCOMING LINE 5
Telephone Number
— — —

INCOMING LINE 6
Telephone Number
— — —

CUSTOMIZING THE SYSTEM

AUTOMATIC PRIVACY
OFF —
ON † ✓

TOLL CALL CHECK
One Digit † ✓
Two Digits —

HELD CALL REMINDER
0 —
1 minute † ✓
2 —
3 —
4 —

LINE TYPE
Unavailable line
Outside line † ✓
PBX line
LINES
1✓ 2✓ 3✓ 4 _ 5 _ 6 _

PBX ACCESS CODES
Installed is 9 X
—
—
—

EXTERNAL ALERT
None
Night only † X
Day only
Always
LINES
1 _ 2 _ 3 _ 4 _ 5 _ 6 _

DIAL TYPE
Touch-tone ✓
Dial Pulse †
LINES
1 π 2 π 3 π 4 _ 5 _ 6 _

†Installed setting (No customizing necessary for this setting)

CUSTOMIZING EACH TELEPHONE

SET	LOCATION	LINE USE PERMISSION (No Permission; Full Permission† ✓; Answer Only; LINES 1 2 3 4 5 6)	AUTOMATIC LINE SELECTION (Not Eligible; Eligible† ✓; LINES 1 2 3 4 5 6)	LINE RINGING OPTIONS (No ring ✓; Normal ring† ✓; Abbreviated ring; Delayed ring ✓; LINES 1 2 3 4 5 6)	NIGHT RINGING (Normal ring ✓; Programmed ring†)	OUTSIDE SERVICE (Outward restricted; Unrestricted; Toll restricted)
EXAMPLE						
10	CUSTOMIZING SET reception	F —	E —	Delay —	normal	unrestricted
11	paralegal	F —	E —	D —	normal	unrestricted
12	lobby	F —	E —	Lock —	normal	toll restricted
13	carpenter	F —	E —	D —	normal	unrestricted
14	Watkins	F —	E —	D —	normal	unrestricted
15	Sepulveda	F —	E —	D —	normal	unrestricted
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Examples Of Systems

Planning the customizing of your communications system requires considering the needs of your company. Since each company is unique, two business profiles are provided to show you how these systems may be customized. The system planners are shown for each business to help give you a better understanding of how to complete your own system planner.

COMPANY 1
CARPENTER, WATKINS, and SEPULVEDA, Attorneys at Law

Company 1 is a law firm with a receptionist/secretary who answers all calls. There are three incoming lines and six telephone sets. (They have a **SPIRIT** system with a capacity of three incoming lines and eight telephone sets.) Three of the telephone sets, numbers 13, 14, and 15 are on the desks of the three partners of the firm. Telephone set 10 is used by the receptionist/secretary. Telephone set 11 is on the desk of the paralegal assistant. Telephone set 12 is in the lobby.

The following customizing decisions may be made for this company:

Automatic Privacy—On (installed setting, no customizing required)

Toll Call Check—dialing 1 is required (installed setting, no customizing required)

Held Call Reminder—one minute (installed setting, no customizing required)

Line Type—all lines are available as outside lines (installed setting, no customizing required)

PBX/Centrex Line Access Codes—not a PBX or Centrex line, so a code is not applicable

External Alert—The system does not have the optional external alerter, so this may be left at the installed setting.

Dial Type—local service is touch tone. All lines should be customized touch tone.

Line Use Permission—all telephones have full use of all lines (installed setting, no customizing required)

Automatic Line Selection—all lines for all telephones available for automatic line selection (installed setting, no customizing required)

Line Ringing Options—All lines on set 10 are left at normal ringing, which is the installed setting. All lines on sets 11, 13, 14, and 15 are customized for delayed ringing, giving the receptionist/secretary the chance to answer the line first. Telephone set 12, which is in the lobby and offered as a convenience for visitors, is customized for no ringing on all lines.

Night Ringing—normal ringing in night operation for all accessible lines on all telephones. This way, if the receptionist/secretary is not there, anyone at any telephone in the system will be alerted immediately to an incoming call.

Outside Service—all telephone sets except set 12 are unrestricted, which is the installed setting. Set 12, which is accessible to visitors, is customized toll restricted.

Company 2 LIVELY TRAVEL AGENCY

SYSTEM PLANNER

INCOMING LINE 1
Telephone Number 317-555-1234

INCOMING LINE 2
Telephone Number 317-555-1235

INCOMING LINE 3
Telephone Number 317-555-1236

INCOMING LINE 4
Telephone Number 317-555-1237

INCOMING LINE 5
Telephone Number 317-555-1238

INCOMING LINE 6
Telephone Number 317-555-1239

CUSTOMIZING THE SYSTEM

AUTOMATIC PRIVACY
OFF ___
ON † ✓

TOLL CALL CHECK
One Digit † ✓
Two Digits ___

HELD CALL REMINDER
0 ___
1 minute † ___
2 ___
3 ✓
4 ___

LINE TYPE
Unavailable line
Outside line † ✓
PBX line
LINES
1✓ 2✓ 3✓ 4✓ 5✓ 6✓

PBX ACCESS CODES
Installed is 9
___
___ X
___

EXTERNAL ALERT
None
Night only † ✓
Day only
Always
LINES
1✓ 2✓ 3✓ 4✓ 5✓ 6✓

DIAL TYPE
Touch-tone ✓
Dial Pulse †
LINES
1✓ 2✓ 3✓ 4✓ 5✓ 6✓

†Installed setting (No customizing necessary for this setting)

CUSTOMIZING EACH TELEPHONE

SET	LOCATION	LINE USE PERMISSION (No Permission ✓; Full Permission † ✓; Answer Only; LINES) 1	2	3	4	5	6	AUTOMATIC LINE SELECTION (Not Eligible ✓; Digiset † ✓; LINES) 1	2	3	4	5	6	LINE RINGING OPTIONS (No ring; Normal ring † ✓; Abbreviated ring; Delayed ring ✓; LINES) 1	2	3	4	5	6	NIGHT RINGING (Normal ring; Programmed ring † ✓)	OUTSIDE SERVICE (Outward restricted; Unrestricted; Toll restricted)
EXAMPLE																					
10	CUSTOMIZING SET Mr Lively	F						E						D	D	D	D	D	N	Programmed	Unrestricted
11	Jayne	F					NO	E					N	N						Programmed	Unrestricted
12	Linda	F					NO	E					N	N						Programmed	Unrestricted
13	Don	F					NO	E					N	N						Programmed	Unrestricted
14	Roberta	F					NO	E					N	N						Programmed	Unrestricted
15	Tom	F					NO	E					N	N						Programmed	Unrestricted
16	Henry	F					NO	E					N	N						Programmed	Unrestricted
17	Ellen	F					NO	E					N	N						Programmed	Unrestricted
18	Barbara	F					NO	E					N	N						Programmed	Unrestricted
19	Conference	F					NO	E					N	N						Programmed	Unrestricted
20	Lobby	F					NO	E					N	N						Programmed	toll restricted
21																					
22																					
23																					
24																					
25																					

COMPANY 2
LIVELY TRAVEL AGENCY.

Company 2 is a travel agency with six incoming lines and eleven telephone sets. Eight travel agents share phone answering duties. Whoever is not currently busy picks up an incoming call. Telephone sets 11 through 18 are for the use of the travel agents. Telephone set 10 is used by the company president. Telephone set 19 is in the conference room. Telephone set 20 is in the lobby.

Automatic Privacy—On (installed setting, no customizing required)

Toll Call Check—dialing 1 is required (installed setting, no customizing required)

Held Call Reminder—three minutes

Line Type—all lines are available as outside lines (installed setting, no customizing required)

PBX/Centrex Line Access Codes—not a PBX or Centrex line, so a code is not applicable

External Alert—night only (installed setting, no customizing required)

Dial Type—local service is touch tone. All lines should be customized touch tone.

Line Use Permission—all lines accessible for all sets except line 6, which is customized No Access for all sets except set 10. The company president uses line 6 as a private line.

Automatic Line Selection—all lines eligible for selection by automatic line selection (installed setting, no customizing required) Line 6, which is not accessible from telephone sets other than set 10, is automatically not eligible at those sets.

Line Ringing Options—All telephone sets are set for normal ringing on all accessible lines, except set 10, which is set for delayed ringing on lines 1-5 and normal ringing on line 6.

Night Ringing—Telephones ring according to programmed LINE RINGING OPTIONS whether Night Service is on or off. (Installed setting, no customizing required)

Outside Service—Unrestricted, except telephone set 20, which is customized Toll Restricted because it is in the lobby and accessible to visitors.

SECTION 2 *SpeedCall*

The *SpeedCall* feature is an important time saver for users. *SpeedCall* numbers are dialed by using a two-digit code. There are two kinds of *SpeedCall* numbers: personal and system. Personal *SpeedCall* numbers are entered by the users of the sets. These numbers are available only at the telephone where they are stored. Each user may store 16 personal *SpeedCall* numbers.

System *SpeedCall* numbers are stored in the system memory and are for the use of all the users in the system. The system can store 70 system *SpeedCall* numbers; of these 70, 50 are unrestricted and 20 are restricted (see below).

Restricted and Unrestricted *SpeedCall* Numbers

Unrestricted *SpeedCall* numbers (including toll numbers) may be called by using a two-digit code from any telephone in the system that has full permission to an outside line, including telephones restricted from making outside calls or toll calls. For this reason, emergency numbers such as FIRE, POLICE, and AMBULANCE, should be entered as unrestricted numbers. Unrestricted numbers are stored with codes 30-79.

The Outside Service restrictions (see page 16) you may have assigned to each telephone apply to numbers stored with codes 80-99, which are restricted *SpeedCall* numbers. The number 911 can be dialed from any telephone set that has at least one line with full line use permission and does not require entering as a *SpeedCall* number.

In summary,

Unrestricted *SpeedCall* numbers:

- may be called from any telephone regardless of OUTSIDE SERVICE customization.

Restricted *SpeedCall* numbers:

- may be called from telephones with **Unrestricted** OUTSIDE SERVICE.
- may be called from telephones with **Toll Restricted** OUTSIDE SERVICE, if the numbers are local.
- may **not** be called from telephones with **Outward Restricted** OUTSIDE SERVICE.

SpeedCall Directories

Be sure you keep an accurate directory of the numbers you have stored in the system *SpeedCall* memory. Since numbers may be erased and added often, it's a good idea to make a simple directory that can be copied as often as necessary. Photocopy the sample System *SpeedCall* Directory on page 28.

Storing System *SpeedCall* Numbers

STEP 1 SET ADMINISTRATION SWITCH TO "ON"
Set the system administration switch on the controller to ON (see the drawing on page 3.)

STEP 2 PRESS INTERCOM BUTTON. PRESS SPEAKER
Working at telephone set 10, press an INTERCOM button that is not busy. Lift the receiver (or press SPEAKER). INTERCOM times out after five seconds. You must lift the receiver or press SPEAKER within those five seconds or start the procedure over again at STEP 2.

STEP 3 ENTER CUSTOMIZATION
Dial * 0 (zero)

STEP 4 CHOOSE SYSTEM SPEEDCALL
Dial 3

STEP 5 DIAL NUMBER
Dial a number you wish to store in the system *SpeedCall* memory. A total of 16 digits, including pauses and one flash, may be stored as one number.

NOTE: Press the HOLD/PAUSE button to enter a 1½ second pause in the number (i.e., to wait for a dial tone or access tone). If your system is part of a PBX/Centrex system you may store the outside access code as part of the number. If the line is customized as a PBX/ Centrex line and the access code is entered in system customization, the system will automatically insert a pause after the code when you use your SpeedCall numbers.

STEP 6 PRESS MEMORY

STEP 7 ENTER TWO-DIGIT CODE
Enter the two-digit code you wish to assign to the number you have stored. Remember, **code numbers 30 through 79 are for unrestricted numbers** that can be dialed by any user in your system, regardless of any outside service restrictions that may be customized on any one telephone set. **Code numbers 80 through 99 are restricted** according to the outside service you customize for each telephone (see Outside Service, page 16).

If you use a code that is already in use for another number, the new number will be stored over the old number and the old number will be lost. If you enter an invalid code (a code other that 30-99) you will hear the error tone, which is a series of alternating high and low beeps. This means you will have to start over again at STEP 5, dialing the telephone number. When you have successfully stored a number in the system *SpeedCall* memory you will hear a confirmation tone (three short beeps).

When you hear the confirmation tone you may continue to store numbers in the system *SpeedCall* memory by going back to STEP 5 and dialing a new number. If you are finished storing numbers and wish to exit the procedure, hang up the receiver (or press SPEAKER if you were using the speakerphone) and return the administration switch to OFF.

Erasing a Number from the System *SpeedCall* Memory

You may enter a new number over an old number instead of erasing the old number. If you wish to simply erase a number, follow steps 1 through 4 of the above procedure. At STEP 5, instead of entering a number, press the MEMORY button. Enter the code of the number you want to erase. A confirmation tone indicates your success. You may continue erasing, or you may enter a new number by going back to STEP 5 of the procedure. If you wish to exit the procedure, hang up the receiver (or press SPEAKER if you were using the speakerphone) and return the administration switch to OFF.

SECTION 3 Additional Information

The System Attendant

Many businesses have a system attendant or receptionist, a person who answers most calls and transfers them to other people in the company. If your business has an attendant, you'll probably want to make some customizing changes in your system.

Ringing Options

If the attendant answers most of the calls that come into the office, you may want to customize the lines on other telephone sets to *no ring* or *delayed ring*.

Some businesses have one attendant and no backup, leaving no one to answer calls if the attendant is absent. If this is your situation, you may want to set the lines on all the phones in the office to *delayed ring* so that when the attendant is not available, calls will automatically ring at the other phones after twelve seconds.

If there is someone to cover for the attendant, you may choose to customize the line on the backup person's phone for *delayed ring* and all other phones for *no ring*.

The customizing procedure is so simple you can change call coverage and ringing patterns on an as-needed basis. For example, if the usual backup person is out of the office, it's easy to reset the lines on someone else's telephone set to *delayed ring*. In other words, think of your system customizing as flexible and easily changed.

System Changes

From time to time you will want to make changes, either in the system or on individual lines or sets. To make changes simply follow the instructions for customizing features.

When you customize a telephone from telephone set 10, you are not actually customizing the telephone, but the *location* where the telephone line is plugged in at the controller. Therefore, if you want a telephone set to retain previous customization, be sure the cord or wiring run for that telephone is plugged into the controller in the same jack as before.

For example, if Linda, whose intercom extension number is 14, and Bob, whose intercom extension number is 15, exchange offices, you may leave the telephone sets in the original locations but plug station cord 14 into controller jack 15 and station cord 15 into controller jack 14. Relabel the cords to identify the new positions. Linda is still intercom extension number 14 and Bob is still intercom extension number 15, and they retain their individual customization and personal *SpeedCall* memories.

Using With a PBX/Centrex System

Throughout the Administration Manual and the User Manual you are directed to dial an "intercom extension" number. This number is the two-digit telephone set identification number, between 10 and 25, not a PBX or Centrex extension number. The intercom extension number refers to the controller jack in which the telephone set line cord or wiring run is plugged. That information should be part of the system directory that was completed during installation of the system.

If your system requires a PBX/Centrex line access code (dialing a digit to get a line when placing an outside call), you should customize that code through the system customization process (see page 13). If the line access code is customized, the system will automatically enter a pause to wait for a dial tone after the code is dialed as part of a *SpeedCall* number. If the code is not customized, the system may consider the code part of the telephone number and not be able to check the digits for toll call restrictions.

LINE AUX JACKS *(Dedicated Lines and Power Failures)*

Dedicated Lines

Two jacks on the 308 controller, and another on the 616 expansion unit, are labeled LINE AUX. The jacks provide standard telephone service unaffected by system features and are useful as dedicated lines for computer modems and in power failure situations. When LINE AUX jack 1 on the 308 is actually being used (that is, the device is "off hook" and using the line) incoming line 1 will be unavailable for use by the system. LINE AUX jack 2 on the 308 controller uses line 2, and LINE AUX jack on the 616 expansion unit uses line 4. The devices may be left plugged in the LINE AUX jacks. As long as they are not in use they will not interfere with the lines.

Power Failures

The LINE AUX jacks may be used with a standard telephone during a power failure when the rest of the system cannot be used. Simply plug one end of a telephone line cord into one of the LINE AUX jacks and the other end into a standard telephone.

In the event of a long power failure, the administration memory may be lost and all administered features will be reset to the installed setting.

Optional Accessories

Optional equipment connectors include modular telephone jacks for an external alert buzzer and a public address system. Follow the manufacturer's installation instructions provided with the optional equipment. The music-on-hold connector requires an RCA-type phono plug from the music source.

Special Feature Information

Busy Lamp Field (24-button sets only)

The indicator lights next to the auto-dial buttons of a 24-button telephone set show what is happening on each telephone in the system. If the light is OFF the telephone is idle. If the light is ON, the telephone is busy. If the light is FLASHING rapidly, the telephone is the source of an incoming intercom call to your telephone, is returning a transferred call to your telephone, or is manually signaling your telephone. If the light is FLASHING slowly, the telephone is receiving an intercom call that may be answered by you using the call pickup procedure.

The indicator lights for the programmable buttons (buttons 26 and 27) programmed for a feature will show ON when that feature is used. For instance, the indicator lights for all programmable buttons on a system that have been programmed for loudspeaker paging will be ON when the loudspeaker paging feature is used.

Call Pickup

The User Manual gives instructions for picking up a call ringing at another intercom extension. You will hear a busy signal if you try to pick up a call on a line for which your intercom extension does not have full permission.

Conference

A maximum of four telephones may be conferenced; only three of these may be SPIRIT telephones.The total of four must include any telephones bridged onto the conference.

The originator of a conference call is the person who makes the initial conference. If the originator hangs up, the call is disconnected. Only the originator can add or drop other people. If one of the other telephones in a conference call is an intercom extension, the originator can leave a conference call without disconnecting the other people by placing it on hold. The originator can then hang up and the other people can continue the call. If none of the telephones except the originator's is an intercom extension, the outside callers are on hold, and will not hear each other. In either case, the originator is still considered one of the four participants on the call, so if someone other than a conference participant sets up the conference, a total of three people can be conferenced. The call will disconnect when all the other parties hang up. If your system has a system attendant who will be responsible for originating the conference calls, be sure this procedure is explained carefully.

A conference call on hold is actually without an originator, so if someone picks up a line where a conference call is on hold, that person becomes temporary custodian of the call and will disconnect the conference call by hanging up.

When retrieving a held call, it is important that the line or INTERCOM button that is pressed is flashing an I HOLD pattern; pressing a button with a THEY HOLD pattern can result in hanging up on all of the other parties.

Placing and retrieving conference calls on hold can require special treatment, particularly if outside calls appearing on an INTERCOM button are involved. You may want to form a few practice conferences involving combinations of lines and stations so that you can set up written guidelines for conferencing.

Intercom Indicator Lights

The indicator lights next to the INTERCOM buttons show what is happening on intercom calls at that telephone set. I USE flashes a long ON and short OFF. I HOLD flashes a short ON and long OFF. Incoming alert flashes a short ON and short OFF. If the light is OFF, that INTERCOM button is idle.

Paging to All Intercom Extensions

When a telephone set is involved in a page to all intercom extensions the user will not hear a ring if a call comes in.

Intercom Extension List and System *SpeedCall* Directory

For your convenience the next two pages provide a place to record your company Intercom Extension List and System *SpeedCall* Directory. Photocopy pages 27 and 28. Complete both pages and provide a copy to each person in your company using the SPIRIT Communications System.

To order additional copies of SPIRIT® Communications System, Models 308/616 documents, write

Customer Information Center
P. O. Box 19901
Indianapolis, IN 46219

or call 1-800-432-6600

Document Title	Select Code	Document Number
Customer Installation Instructions	950-226	999-500-226
Installation Instructions—616 Expansion Unit	950-227	999-500-227
Administration Manual	950-228	999-500-228
User Manual	950-237	999-500-237
Reference Card (set of 10)	950-238	999-500-238
Set (1 each of the above)	999-902	
Customer Convenience Kit (blank and printed telephone set labels, plastic strips, and System Administration Overlay)	999-240	999-500-240

A copy of the Administration Overlay is located on page 9.

999-500-228 405537234
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