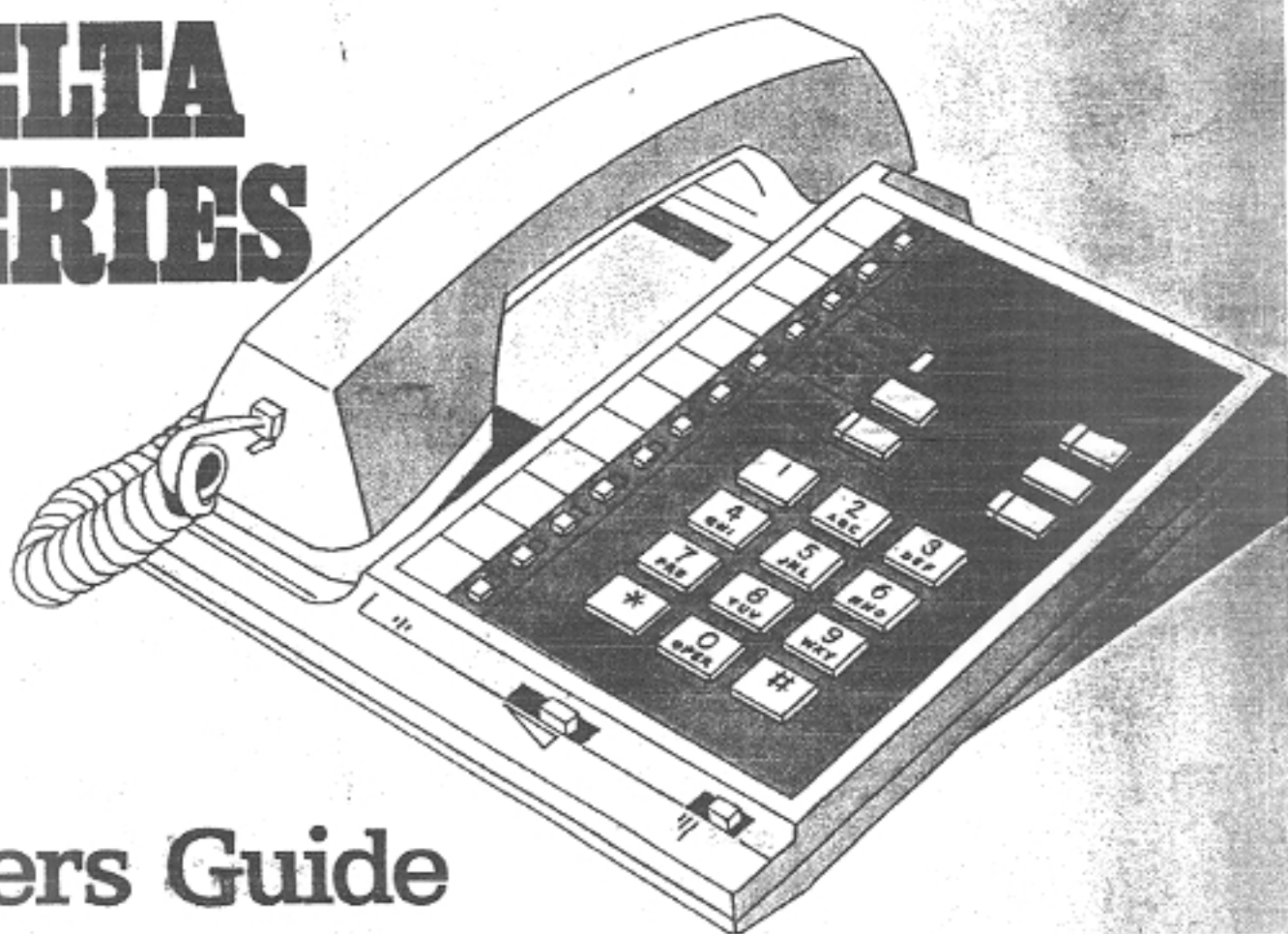


- V CALL —Appears when voice announcing to another station.
- RING —Appears when ringing another station.
- WAIT —Appears when the called station is off-hook and is equipped with call waiting.
- BUSY —Appears when the called station is off-hook and is not equipped with call waiting.
- MISDIAL —Appears when an invalid extension number is dialed.
- DND —Appears when the station called is in the Do Not Disturb mode.

**Galaxy Communications (Delaware) Corp.**  
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# DELTA SERIES



## Users Guide

1. Lift handset.
2. Dial two digit extension number.
3. Speak after tone.

*Note: The called party can respond hands-free.*

#### TO RING AN EXTENSION PHONE

1. Lift handset.
2. Dial two digit extension number.
3. Depress Star button.

*Note: The called party must lift receiver to respond.*

#### PLACING A CALL ON HOLD

1. Depress hold button while off-hook.
2. Green LED will flash slowly.
3. Red LED will flash slowly at all other phones.

#### MUTE

1. Depress hold button while on-hook.
2. Hold/Mute button will light red. You may receive voice announcements at this point but the party will not hear you.

*Note: For reply capability, depress hold/mute button a second time. Mute may also be used on a fully equipped speakerphone to block outgoing voices.*

#### RETRIEVING CALLS FROM HOLD

1. From initiating station depress LED of held call.  
or
1. From another phone depress the Function button.
2. Depress LED of held call.

*Note: If a held call is not retrieved within a reasonable amount of time a hold recall alarm will sound as a reminder. During hold recall, the green LED will flash rapidly.*

#### TRANSFERRING CALLS—Unscreened

1. Place call on hold.
2. Dial desired extension number.
3. Hang-up.

#### TRANSFERRING CALLS—Screened

1. Place call on hold.
2. Dial desired extension number.
3. Announce call.
4. If party accepts call, hang-up. If party does not accept call, depress C.O. line key to return to call.

#### CALL WAITING

To answer an intercom call while already on another call:

1. After hearing muted ring place original call on hold.
2. Depress Flash button.

#### CONFERENCE CALL—TWO OUTSIDE PARTIES

1. Establish first outside call.
2. Place call on hold.
3. Press idle C.O. line key.
4. Establish second outside call.
5. Depress Function button.
6. Depress 0.

To split conference call:

1. Depress Function button.
2. Depress desired C.O. line. The other call will automatically be placed on hold.

To reestablish conference:

1. Depress Function button.
2. Depress 0.

#### UNATTENDED CONFERENCE

1. Initiate conference as described above.
2. Depress hold button.
3. To reenter conversation depress any one of the two C.O. line keys involved in the conference.

#### CONFERENCE CALL—ONE OUTSIDE PARTY AND TWO INSIDE PARTIES

1. Establish first outside call.
2. Place call on hold.
3. Dial extension telephone.
4. When inside party answers instruct them to lift handset.
5. Depress Function button.
6. Depress 0

1. To answer a page depress the Function button.
2. Dial 4. At this time you will be connected to the page party.

#### LAST NUMBER DIALED On-hook or off-hook

1. Depress an idle C.O. line key. Green LED will light.
2. After hearing dial tone depress LND button twice.

#### SPEED DIALING On-hook or off-hook

1. Depress an idle C.O. line key. Green LED will light.
2. After hearing dial tone depress SPD button.
3. Dial two digit code representing the desired telephone number.

#### SPEED DIAL REGISTRATION

1. Depress speaker button.
2. Depress SPD button.
3. Select storage bin by dialing two digit code.
4. Dial telephone number to be stored.
5. Depress SPD button.
6. To enter more numbers repeat steps 3 through 5.
7. Press speaker to end.

*Note: Personal speed dialing bins are numbered 01 through 09 only. System speed dialing bins are numbered 10 through 99 only. System speed dialing numbers must be registered at Station #10.*

#### DO NOT DISTURB

1. To block all calls depress Speaker button.
2. Depress Function button.
3. Dial 5. (DND LED will light red)
4. Depress Speaker button.

*Note: To return phone to normal condition repeat above steps.*

#### NIGHT SERVICE

1. Press Speaker button.
2. To place system in night mode depress function button from station #10.
3. Dial 6.
4. Depress Speaker button.
5. To place system in day mode depress function button.
6. Dial 7.

*Note: If a DSS is used on system, depress last button to enter night mode.*

#### BACKGROUND MUSIC THROUGH PHONES

1. Depress Speaker button.
2. Depress function button.
3. Dial 8.
4. Depress Speaker button.
5. To silence music repeat above steps.

#### BACKGROUND MUSIC THROUGH EXTERNAL SPEAKERS

1. Depress Speaker button.
2. Depress Function button from station #10.
3. Dial 9 and either 0 (all speakers), 1 (zone 1), or 2 (zone 2).
4. Depress Speaker button.
5. To silence music, depress function button followed by 9.

#### DOOR PHONE

1. To activate door phone depress call button on unit.
2. To answer, lift receiver of an assigned phone.

To call door phone dial door phone as follows:

Door Phone 1	81
Door Phone 2	82

#### MIXED DIALING Rotary systems only

*Note: This is used when the system is utilizing rotary trunks and the caller's long distance service requires touch tone signalling.*

1. Dial the long distance service.
2. Depress the Star (\*) button. This will cause further dialing to go out touch tone.

#### CALL PICKUP

To answer a call ringing on another phone in your pickup group:

1. Lift handset.
2. Depress Pound (#) button.