Macrotel

MT-360 Series Executive / Display Set User Guide



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MT-360 SERIES EXECUTIVE/ DISPLAY SET User Guide

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	·		
	RD (ECF): i as the incoming external call forward line, ing ECF line, and the forwarded number is	Press: NEXT	BACK GO NEXT Paging Answer 59 BACK GO NEXT
	incoming C.O. line 1 call, and occupy C.O. ne number stored in speed dial bin 99.	Press: NEXT	Backgnd Music 52 BACK GO NEXT
maximum call duration. The	ution is in progress, there is a programmed user will hear a warning tone 30 seconds	Press: NEXT	Traveling COS 55 BACK GO NEXT
to request to continue conve	t this time, the external party may dial "0 " , ersation time.	Press: NEXT	Call Park Ans 73 BACK GO NEXT
FEATURE ACCESS CODE Using soft keys, the user may	VERIFICATION scroll through the listing of features to view e the features by pressing the GO soft key.	Press: NEXT	Data Rate 79 BACK GO NEXT
	eturns to the previous feature, and pressing	Press: NEXT	Pause 70 BACK GO NEXT
Press: FUNCTION	Speed Dialing 1 BACK GO NEXT	Press: NEXT	Flash 3 BACK GO NEXT
Press: NEXT	Call Forward 2 BACK GO NEXT	Press: NEXT	Auto Hold 94 BACK GO NEXT
Press: NEXT	Direct Pickup 53 BACK GO NEXT	Press: NEXT	Auto Select 95 BACK GO NEXT
Press: NEXT	Group Pickup 54 BACK GO NEXT	Press: NEXT	Lock/Unlock 97 BACK GO NEXT
Press: NEXT	Do Not Disturb 4 BACK GO NEXT	Press: NEXT	Call Waiting 99 BACK GO NEXT
Press: NEXT	Remind Clock 92 BACK GO NEXT	Press: NEXT	Key Pgm/inqu #3 BACK GO NEXT
Press: NEXT	BACK GO NEXT	Press: NEXT	Distinct Ring #7 BACK GO NEXT
Press: NEXT	Saved # Redial 51 BACK GO NEXT	Press: NEXT	Speed Dialing 1 BACK GO NEXT
Press: NEXT	Conference 6 BACK GO NEXT	· ·	
Press: NEXT	Advisory MSG 90		

FEATURE CANCELLATION:

Some of the features may be cancelled by entering FUNCTION access code. For example:

If set 12 left a message to station 16. To cancel:

Press: Fk96 + 16

DEL SET 16 MSG

Hear confirmation tone.

The features that can be cancelled in this way are as follows:

F 90 Advisory message delete

F 91 Call again delete

F 92 Set reminder clock delete

F 93 Camp-on busy line delete

F 94 Auto hold delete

F 95 Auto line selection delete

F 96 Message waiting delete

F 98 Voice call deny

F 99 Call waiting deny

ACU	-

While on a line call:

Ln1

XFR MUTE/OFF

Press: F3

1

Line loop is broken for the programmed time.

FORCED INCOMING ICM CALL FORWARD:

Incoming ICM call from set 16 is ringing at station 12:

SET 16 Calling

Hear internal ring.

Press: F4

Do Not Disturb

Hear confirmation tone. Call is automatically transferred to attendant.

(At attendant side)

SET 16 Calling

Hear internal ring.

Note: Call forward cannot be enabled when using this feature. Once invoked, the station is in DND until F4 or DND key is depressed again. **EXCLUSIVE HOLD:**

To Use:

Talking on outside line:

Ln1 XX:XX

XFR MUTE/OFF

Press: F + HOLD

Exclusive Hold

Hear confirmation beep.
Line 1 lamp is fast flashing - green.

After exclusive hold timer expires, the line will recall to the holding station.

Ln1

XFR MUTE/OFF

Line 1 green lamp fast flashing.

Hear external ring burst.

If the call is not answered within 30 seconds, it will recall to attendant. It

continues to flash

fast on the holding station.

Ln1

XFR MUTE/OFF

On attendant's set.

If the attendant does not answer within 30 seconds, the call

is dropped.

Ln XFR MUTE/OFF

At holding station, line 1 lamp is fast flashing green. At other stations, it is slowly flashing red.

EXECUTIVE BARGE IN:

If two stations are programmed as boss/secretary, the secretary can barge-in the boss' call regardless of class of service. If set 12 is programmed as secretary to boss set 16, and system barge-in feature is enabled:

Method 1 (if set 12 calling busy set 16):

Press: ICM + 16

SET 16 Busy

AGAIN MSG

Press: NEXT

SET 16 Busy

CAMP OHVA BARGE

NEXT

Press: BARGE

Barge in SET 16

METHOD 2 (To directly Barge-in a certain station):

Press: F72

Barge in ___

Press: 16

The set # you want to barge-in.

Barge in SET 16

After barge-in has occurred, the barged station has three seconds during which time he can still converse with the other party. Then, there is a period of seven seconds where the barging party can converse with the barged party. After this time, he is returned to his original call.

NOTE F = FUNCTION KEY

DROP TIMEOUT:

If drop timeout has been enabled on a set through database program-

Talking on a line call:

XX:XX Ln 2 MUTE/OFF XFR

After programmed call duration has expired:

Ln 2 03:00 XFR

MUTE/OFF

Hear warning "double beep"

Call must be completed within 15 seconds after the warning tone. The call

is then dropped.

Line Dropped

DSS/SPD CONTENT VERIFICATION:

To View the Programmed Contents of Each Speed Dial Key:

Press: F + DSS Key

SPD 00 SET 10 **EMPTY**

(For the first set of 12 speed dial keys)

If no speed dial number has been programmed to that key.

Press: F + Shift + DSS Key

SPD 12 SET 22

(For the second set of 12 speed 997-5500

dial keys)

If "997-5500" had been programmed

in speed dial key 12.

Please note the following Default values:

DSS/SPD Key 1: Set 10 DSS/SPD Key 2: Set 11 etc, through Set 21.

SHIFT + DSS/SPD Key 1: Set 22 SHIFT + DSS/SPD Key 2: Set 23

etc. through Set 33

DUAL DSS/SPD FUNCTION BUTTONS:

Each DSS/SPD key stores two DSS numbers, and two Speed Dial 3 numbers. The second programmed numbers are accessed by pressing the SHIFT key before pressing the DSS key.

The system chooses the DSS number if you press while in ICM mode, and it selects the speed dial number if you first pressed a C.O. line. (See shift key feature description).

NOTE F = FUNCTION KEY

HANDSFREE ANSWERBACK:

Station 16 is ringing your set.

SET 16 Calling

Hear internal ring.

Press: SPK key

Speak directly through

Speak to SET 16 XFR

speaker with handset on-hook.

HF key lamp is lit.

Or, line 1 is ringing your set.

Ln1

MUTE/OFF XFR

MUTE/OFF

Hear internal ring.

Press: SPK key

Speak directly through

XX:XX Ln1 XFR

MUTE/OFF

HF key lamp is lit. speaker with handset on hook.

HOLD:

On a Line Call:

Ln1 XX:XX

XFR MUTE/OFF

Or.

On an ICM Call:

Speak to Set 11 XFR

MUTE/OFF

On a Conference Call:

Ln1 11

PRIVATE FORCED

Press: HOLD key

placed on hold.

The other party (parties) is/are

ICM

Hear ICM dial tone.

HOLD REMINDER:

If you are talking on an outside line call.

XX:XX Ln1

XFR MUTE/OFF

Press: HOLD

ICM

Hear dial tone Ln1 is placed on hold. Line 1 lamp - fast flashing.

Call is placed on hold for length of time

programmed in system memory. Line 1 recalls holding station.

Ln1

XFR MUTE/OFF

Holding station does not pick up within programmed time.

Line 1 recalls attendant.

Ln1

MUTE/OFF

NOTE F = FUNCTION KEY

XFR

The remind time is programmed in the database. It differs from recall time - the remind time is how long the call is on hold before the ringback begins. The recall time is how long a transferred call rings at a station before recalling the original station.

HOT DIAL PAD:

ICM calls can be made by directly dialing the extension, without first pressing ICM key. This is programmable per station.

Press: Sn

Call SET 16 AGAIN M

To Enable Hot Dial Pad, Press: F00

Hot Dial Enable

MSG

To Disable Hot Dial Pad,

Press: F00 Hot I

Hot Dial Disable

ICM RING AND VOICE CALL INTERCHANGING:

Press * while ringing a station to change to a voice call. Press * again to toggle back to ringing.

Press: ICM + Sn (to call station 16) Sn 16 hears internal ring.

Call SET 16 AGAIN MSG

Hear ringback tone.

Press: *

Voice Call 16

Only works if set 16 has not set voice call deny.

Talk through speaker to set 16.

Display of station 16:

SET 12 Calling

Internal ring stops. Set 16 can hear caller through speaker.

To Change Back to ICM Ring,

Press: *

Call SET 16 AGAIN MSG

Set 16 hears internal ring. You hear ringback tone.

KEY INQUIRY:

Key Inquiry feature shows what features or C.O. lines have been programmed to a station's feature / C.O. line keys.

Press: F#3

Press Ftr Key

Press: CO1

Line 1

CHG

DISTINCTIVE RINGING (STATION):

Four different ringing frequencies may be selected, to differentiate ringing between stations. When the requested ring type appears, press RELEASE to exit ring type programming.

To Change Ringing Frequency: Press: F#7

Hear ring type 1

Ring Type : 1 CHG

Press: CHG Hear ring type 2 Ring Type : 2 CHG

Press: CHG Hear ring type 3

Ring Type : 3 CHG

DO NOT DISTURB (DND):

To Enable: Press: F4 Do Not Disturb

Hear confirmation tone...

To Cancel: Press F4

DND Delete

. . ____

Hear confirmation Tone.

Or, if DND has been programmed to a feature key (default = DND programmed to feature key 8), pressing the feature key activates and deactivates DND function.

DND OVERRIDE:

If your station is of equal or higher class of service than the station you are calling, or if you are programmed in a boss/secretary relationship, you may override that station's <u>DND setting</u>, as follows:

Press: ICM

ICM

Hear dial tone.

Press: Stn

SET 12 DND

OVERRIDE Hear fast busy tone.

Press: OVERRIDE

Call SET 12 AGAIN MSG

Hear ringback tone.

		1	
Press: F#2	Press DSS Key	Press: DND	Do Not Disturb CHG
Press: DSS Key	Set Number : 12 BKSP SAVE CHG	Press: SPK	Handsfree CHG
	ff DSS Key 3 was pressed	The keys may be changed at this see "programmable user feature	time by pressing CHG soft key. <i>Please</i> b keys" section.
Press: CHG	Set Number :	LAST NUMBER REDIAL:	
		Press: CO1	Ln1 XFR MUTE/OFF
Press: 10	Set Number: 10		0075500
	BKSP SAVE CHG To change to station 10	Dial digits in phone number	9975500
Deces CAVE	Press DSS Key		Hear busy tone (if dialed 997-5500)
Press : SAVE		Try Again Later using Automation	Line Access
Now, DSS key 3	Confirmation tone.	(Last Number Redial): Press: F8	P9975500
represents set 10.		(or REDIAL key, if programmed	1 -
To Make an ICM Call Using D	SS Keys:	(0)	System occupies the previously use
Press: DSS Key 3	Call SET 12	•	line. A pause is inserted before dia
(If DSS key 3 is programmed	AGAIN MSG		ing out.
in default mode, representing			
set 12)		Using Manual Line Access:	
Or, access ICM link before pro	essing DSS key:	Press: CO2	Ln2 XFR MUTE/OFF
Press: ICM	ICM	í	Hear C.O. dial tone.
	Hear dial tone.	Press: F8 (or REDIAL key, if programmed	9975500
	Call SET 12	•	
Press: DSS Key 3	AGAIN MSG	If you are using automatic line	access, and the previously used line
		busy:	
To Ring Transfer an ICM or L (using DSS keys):	ine Call to Another Station,	Press: F8	Line 1 Busy AUTO LN CAMP
Starting from an ICM call,	Speak to SET 16	: !	Hear busy tone.
Starting from an Tom our	XFR MUTE/OFF	}	
		Press: AUTO_LN	P9975500
Or starting from a line call,	Ln2 XFR MUTE/OFF	System automatically occupies	an idle line, and makes the call.
Press: HOLD/TRANS key,	ICM	Or, Press: CAMP	Camp on Line 1
or XFR soft key	Hear dial tone.		Hear confirmation tone.
Press: DSS Key 3,	Transfer Set 12		
and hang-up.	Call is now ringing set 12.		

LINE POOL:

If at least one feature key has been programmed as a line group key, pressing this key will provide an idle line in this line group.

Press: Group 1 key (if lines 1 and 2 have been Ln1

XFR MUTE/OFF

programmed to this line group 1) If line 1 was idle.

Press: Group 1 key

Ln2

XFR MUTE/OFF

If line 1 is busy but line 2 is idle.

LINE-TO-LINE CONFERENCE (Unsupervised Conference):

If an the internal party is on a conference call with two external parties;

Ln1 Ln2

PRIVATE FORCED

Press: F75

Press: F75

Ln To Ln CONF

Internal party is dropped

from the conference, Ln1 and

Ln2 continue in a line-to-line conference.

To Rejoin Conference

Ln1 Ln2

PRIVATE

FORCED

Internal party is returned to the conference.

While the external parties are in a line to line conference, there is a programmed limit on the conversation time. When this conversation time limit is reached, they will hear a warning tone. They then have 30 seconds before the call will be dropped. The external parties may dial to continue talking past the conversation time limit.

MANUAL LINE ACCESS:

To make a call using manual line access, simply press the C.O. line key to access the line

To Make an Outgoing Call on Line 1:

Press: CO1 key

Ln1

Ln1

XFR MUTE/OFF

Hear C.O. dial tone.

To Answer an Incoming Call on Line 1:

Press: CO1 key

XX:XX

XFR

R MUTE/OFF

MEET-ME ANSWER:

To Answer a Group, All or External Page:

Press: F59

Speak to SET 16

XFR

MUTE/OFF

(if set 16 was paging you.)

DIAL PULSE TO DTMF CONVERSION:

If dialing is in pulse (Rotary) mode, a user may switch to tone (DTMF) dialing mode by pressing " ". All digits following " " will be in tone mode.

DIRECT INWARD SYSTEM ACCESS (DISA):

When one line is programmed as a DISA line, a special dial tone is heard when a call comes in on that line. At this special dial tone either enter a station number for direct inward dialing, or enter the DISA password to access other system features, including calling on outgoing lines, etc.

For Direct Inward Dialing:

From an outside phone,

call the system's DISA line.

Hear special dial tone.

Press: Stn

Ring Station 12.

(You must dial the station number within 10 seconds of

hearing special dial tone, or you will receive a fast busy tone).

For Direct Inward System Access:

From an outside phone, call the system's DISA line.

Hear special dial tone.

Enter DISA password: #8 digits# Password must be proceeded

Hear internal dial tone.

and followed by #.

After a correct password is entered, the user may either make ICM calls, or access outgoing lines.

To Access an Outgoing Line,

Dial 3 + Ln (example 31)

Hear C.O. dial tone (of line 1).

To Make an ICM Call,

ial + Sn (example 11)

Ring station 11.

When you are on a line call through DISA, there is a programmable maximum length of talk time available on a line call on the DISA line. When this time has expired a fast busy toneis heard. The user has six seconds to dial * to continue conversation time, before the line is dropped. Dial * to begin a new operation, at any time during DISA operation to begin a new call after dialing a busy number, etc.

DIRECT STATION SELECT:

The 12 DSS keys on the telephone set can be used for one step ICM calling to other stations. They are programmed as stations 10 - 21, in default mode.

To Program Different Station Numbers:

NOTE F = FUNCTION KEY

Press: Data Key	Data to	MESSAGE WAITING:	
•			nt to single line stations. Canned an
Press: Stn	Data Connected		ent to Standard sets. Attempts to sen rpes will cause only appropriate prompt
	() details a land	to show on the LCD of calling L	
	Hear confirmation tone, data key	Calling a Busy Station:	SET 16 Busy
	lamp is fast flashing (on both	Caning a Dusy Station.	AGAIN MSG NEXT
	stations.)	1	Hear busy tone.
To Code Audomobio Amouson D	oto Call	Calling a Station, and There Is	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
To Setup Automatic Answer D	ata Caii.	No Answer	Call SET 16
Press: F9	Auto Data Allow		AGAIN MSG NEXT
F1855. 1 5	Adio Bala Allow		Hear ringback tone.
•	Hear confirmation tone.	} 	
	Trodi dominination forto	Press: MSG	Message Type
To Cancel Automatic Answer	Data Call·	1	REGULAR CANNED
70 Oancer Automane 7 nowe		Two types of messages can be	
Press: F 9	Auto Data Deny	sent: regular, or canned.	
1 1000. 1		To Send a Regular Message:	MSG to SET 16
•	Hear confirmation tone.	Press: REGULAR	
			Hear confirmation beep.
DATA RATE SELECTION:			
Press: F79	Data Rate: 9600	At receiving station:	Msg from SET 12
	CHG		REPLY DEL
		Receiving station	O-# CET 40
Press: CHG	Data Rate: 19200	presses: REPLY	Call SET 12
As you press change, the	CHG	Contain automatically calls the	AGAIN MSG
choices will change to 19200,		System automatically calls the party that left the message when REPLY is pressed.	
2400, 4800, or 9600 bps. Who		To Send a Canned Message:	Li is pressed.
rate appears, press RELEASE	.	Press: CANNED	Have a Good Day
DEFAULT OFFTING		First canned message is dis-	SEND NEXT
DEFAULT SETTING:	مرابع والمرابع	played press SEND to select	System message 1
A station can be returned to de	Braun Status.	this message or,	
D	CHK PSWD:	Press: NEXT	Call Operator
Press: F76	OHR F3WD.	for next message.	SEND NEXT
Press: Four digit PSWD		•	System message 2
Fress. Four digit 1 3410	CHK PSWD: 0000	The system will show all seven	
	BKSP SHOW CHG	programmable to be customize	d for each system.
	If 0000 is programmed station user		
	password	Press: NEXT	Urgent
Press: SHOW	Default Setting	System message 6	SEND NEXT
11000. 01.01.	NO YES	4	
To Activate Default Settings:		Press: SEND	Msg to SET 16
Press: YES	Default Setting		<u> </u>
			Hear confirmation tone.
	Settings are reset to default values.	At receiving station:	MSG from SET 12
To Exit Without Activating De		1	SHOW DEL
Press: NO	Hear confirmation tone.		
· · · · · · · · · · · · · · · · · · ·		Press: SHOW	URGENT

When receiving messages, if there is more than one message, scroll through them, viewing all messages, or reply to them, and delete them while scrolling through them.

Display:

MSG From SET 12 MORE SHOW DEL

Press: SHOW

URGENT

This is displayed for three seconds.

Three seconds later:

MSG From SET 12 MORE SHOW DEL

Press: MORE

MSG from SET 10 MORE REPLY DEL

If set 10 had sent a regular message.

Press: REPLY

Call SET 10 AGAIN MSG

Or, Press: DEL

DEL SET 10 MSG

This is displayed for three seconds.

Three seconds later:

MSG from SET 12 REPLY DEL

Continues until all messages are viewed and responded

to, or deleted.

To Delete a Message Left to a Specific Station:

Press: F(96 + 12 (to delete message left to station 12) DEL SET 12 MSG

Delete All Messages Left To Other Stations:

Press: F*96*

DEL ALL MSG

Hear confirmation tone.

MESSAGING (ADVISORY MESSAGE):

Each station user (with a display or executive set) may program his station to display a message for ICM callers to see.

To Leave an Advisory Message:

Press: F90

At Lunch

SAVE NEXT

System advisory message 1

DATA CALL (Executive Sets Only):

In order to make or receive data calls, the Executive set user must first program the REDIAL key to be a DATA key. See programmable feature key section.

To Make a Data Call:

Station 12 is making a data call to set 16, with auto answer data call disabled:

Press: Data Key

Data to

Data key lamp is lit.

Press: Sn

Data to Set 16

Data key lamp is lit.

At called station:

Data from SET 12

REJECT

Internal ring is heard, data key lamp

is slowly flashing.

To Answer a Data Call:

Press: Data Key

Data Connected

Data key lamp flashes fast. Hear confirmation tone.

At calling party side

Data Connected

Data key lamp flashes fast, Confirmation beep is heard.

To Reject a Data Call:

Press: REJECT

Reject Data Call

Data key lamp is not lit.

At calling party side

Data Rejected

Data key lamp is not lit.

To Complete a Data Call: (from either party)

Press: Data Key

Data Finished

Data key lamp no longer lit, hear confirmation tone. (Same thing at other party)

When automatic answer data call is enabled, the receiving party does not have to press the data key to receive transmission. They cannot press REJECT and reject a data call.

Press: CONF key (or F6, or CONF soft key	Conference		Press: NEXT	Be Back Soon SAVE NEXT
at prompt)	Hear confirmation tone.	į		System advisory message 2
at prompty	• • • • • • • • • • • • • • • • • • • •	:	Press: NEXT	
All three parties are	Ln1 16	Ì	(system will show each of the se	even messages. The seventh message
included in conference.	PRIVATE FORCED			tion user, as a personalized custom
(after three seconds, display ap	ppears)		message)	T FMOTY
				7. EMPTY SAVE NEXT CHG
A fourth party can be added it	in the same manner. Put the cur	rent ;		011.
conference on hold, by pressing	g HOLD.	;		System advisory message 7
Make another call:		7	Press: CHG	BKSP SAVE CHG
Press: Ln 2, and talk to	Ln2			BRSP SAVE ONG
outside party.	CONF XFR MUTE/OFF		- U U U U U U U U U U U U U U U U U U U	- the corresponding letters to english ur.
		į,	Press the dial keypad keys to en	ter the corresponding letters to spell your
Press: CONF key	Conference		message. The # Key advances	to the next desired letter. Pressing the
			2 key once gives the letter A, pre	essing again gives the letter B, again, the
	Hear confirmation tone.	:	letter C, and again, the number	1. After your message is spelled out, it
			will show on the display.	1.8
All four parties are included	Ln1 Ln2 16		Example: To display "On Brea	ON BREAK
in the conference.	PRIVATE FORCED	:	"666#66#22#77#33#2#55#"	ON BREAK_ BKSP SAVE CHG
After three seconds, display of	nanges.			BKSP SAVE CHG
NOTE: Any combination of line		•		ON BREAK
To Have a Private Conversation			Press: SAVE	I =
With One of the Conferenced I	Parties:	!		SAVE NEXT CHG
Press: PRIVATE			5 041/5	ON BREAK
	Press Line/Set#		Press: SAVE	ON BREAK
	EXIT		•	Hear confirmation tone.
	1 4 VV.VV		To Delete the Advisory Moses	
Press: Line 1	Ln1 XX:XX		To Delete the Advisory Messa	SEPT 10 FRI 12:05
	CONF XFR MUTE/OFF		Press: F*90	15 DAY
	1-1)	Advisory message is gone, time and date are returned	Hear confirmation tone.
The other parties are placed or	n noia.		******	riodi commination tone.
T. D 0	Conference		to display.	
To Resume Conference:	Contenence		MIXED DIALING:	
Press: CONF key			To Change Emm Pulse to Tor	ne Dialing (while in pulse dialing):
The sections is required	Ln1 Ln2 16	1	Press: CO1	Ln1
The conference is resumed.	PRIVATE FORCED		Fiess. COT	XFR MUTE/OFF
After three seconds, display	PRIVATE TOROLD	J i		Hear C.O. dial tone.
changes. To Force a Party Out of the Co	onforonos	1	•	
(and continue appoints with the	ne other conferenced parties):	1	Press: 9975500*2	9975500>2
Press: FORCED	Press Line/Set#	1 }	11655. 0070000-2	> means pulse to tone conversion.
Press: FUNGED	EXIT	, Y	0075500 will be dialed out as	pulse, the digit 2 will be in tone mode.
	LAI		3373300 Mill De dizing out as	paise,
Press: Stn	Set 16 Released	1 :	To Dial a Pause,	Р
FIESS. OIII	Cat to Lielegaed		Press: F70	•
		. i	11633.170	P signifies a pause digit.
After three cocands	Ln1 Ln2	1		, o.g.,,,,,oo a paare a.g.,,
After three seconds,	PRIVATE FORCED		To Dial a Flash,	1
display changes.	THINKIL TOROLD	J	Press: F3	
		!	1 1000. 1 0	/ signifies a flash digit.

MUTE (VOICE MUTE): On a Line Call: Ln1 On an ICM call: Speak to SET 16 To Enable Mute Press: F77 or MUTE/OFF Soft key Lnf To Disable Mute This is a toggle operation. Press: F77 or MUTE/ON Ln1 Soft key XFR The party can hear you again. **NIGHT SERVICE STATION:** OFF-HOOK VOICE ANNOUNCE (OHVA):

XFR MUTE/OFF The other party can no longer hear you. You can still hear the other party.

MUTE/OFF

MUTE/OFF

MUTE/ON

XFR

XFR

If a station is programmed as a night service station, it can pickup incoming line calls, regardless of ring and line assignments. Simply lift handset or press the HF key to answer incoming ringing line call.

If you are calling a station that is equipped with OHVA capability (ie Executive Set), and that user is using his handset you will

be able to utilize OHVA.

Press: ICM + Sn SET 16 Busy (make an ICM call to Station 16) AGAIN MSG

NEXT

Hear busy tone.

Press: NEXT SET 16 Busy

CAMP OHVA BARGE

Hear busy tone.

Press: OHVA OHVA to SET 16

Hear confirmation tone.

On set 16 display: SET 12 OHVA

REJECT

Set 16 may reject OHVA:

Press: REJECT

Reject OHVA

Hear confirmation tone.

On set 12 display: OHVA Rejected

Hear confirmation tone.

If the OHVA is NOT rejected, the calling party may speak to the other party through the speakerphone at the same time the called party speaks through the handset on another call.

When called set hangs up: Call SET 16 AGAIN MSG Hear ringback tone. The called set (in this case.

set 16) receives the following indication:

Periodically the called set will receive notification for three seconds:

Set 12 Camp On

Hear one second camp-on tone.

CAMP-ON BUSY LINE:

Press: Line 1

Line 1 Busy CAMP BARGE

Press: CAMP

Camp On Line 1

Hear confirmation tone.

When line 1 is returned to idle

Ln1

External ring bursts and line light is flashing on the camping station.

Press: Line 1

or,

Ln1 **XFR**

MUTE/OFF

Lift handset Hear C.O. dial tone

To Cancel Camp-On Busy Line:

Press: F 93

Line Camp Delete

Hear confirmation tone.

CONFERENCE (CONF):

The conference feature is programmed to a feature key as a default. If feature key is not programmed as a CONF key, pressing F6 will work the same as pressing the CONF key.

While talking on a line call

Ln1

XFR MUTE/OFF

Press: HOLD

ICM.

Make another call

Press: Sn

(to make an ICM call to set 16)

Speak to SET 16

CONF XFR

MUTE/OFF

GROUP CALL PICKUP: To Pickup a Ringing Station in the User's Same Station Group. Speak to Set 16 Press: F54 MUTE/OFF **XFR** If call was ICM call from set 16. or. Ln1 Press: F54 MUTE/OFF XFR If call was incoming call on line 1. **CALL WAITING** Call Wait Allow To Enable Call Waiting: Press: F99 Hear confirmation tone. Call Wait Deny To Cancel Call Waiting: Press: F 99 Hear confirmation tone. While all waiting is enabled and the station user is talking on a line call, and receives ICM call from station 12: Set 12 Waiting REPLY REJECT Set 12 hears ringback tone until Reply or Reject is pressed. Set 12 hears ringback tone Press: REPLY The line call is automatically put on hold. OT. Ln1 Press: REJECT **XFR** MUTE/OFF While talking to line call, the other party hears busy tone. CAMP-ON (BUSY STATION): SET 16 BUSY Calling station 16 **NEXT**

While talking to line call, the other party hears busy tone.

CAMP-ON (BUSY STATION):
Calling station 16

SET 16 BUSY
AGAIN MSG NEXT
Hear busy tone

Press: NEXT

SET 16 BUSY
CAMP OHVA BARGE

Press: CAMP

Camp On Set 16

Hear confirmation tone, then background music until station 16

Outgoing calls can be made in handsfree mode. Ln1 Press: CO1 MUTE/OFF XFR Hear CO dial tone through speaker. The HF key lamp is lit. Dial telephone number to the make call. PAGING: Paging Press: F50 **NEXT** VOICE ALL To Perform a Voice Call (paging a specific station): Voice Call Press: VOICE Voice Call 12 Press: Sn Hear confirmation tone. SET 11 Calling Station 12 display: To Perform an All Station Page: Page All Sets Press: ALL To Perform an External Page: Paging Press: NEXT GROUP **BOTH EXT** Page External Press: EXT To Perform an All Station and an External Page: Page All & EXT Press: BOTH To Perform a Group Page: Page Group Press: GROUP Page Group 1 Press: Group Number SET 12 Paging In all cases, the party (parties) being paged display(s) read: Do Not Disturb To Reject a Page: Press: F4 (or DND key, if programmed) For information on how to answer a page, see "meet-me answer" feature.

ON-HOOK DIALING:

hangs up from other call.

PAUSE:		CALL DATE ASSOCIATION		
	string of digits that you are dialing):	CALL PARK ANSWER:		
To Emer a r adde Digit (iii a	suring or digits that you are dialing);	entering the line number.	ed by entering the orbit number, or by	
Press: F70	P	# -	•	
	P indicates a pause.	To Answer by Entering Orbit N		
PROCEANMARI E LICER E		Press: F73	Call Park Ans	
PROGRAMMABLE USER F				
To Program (or re-program) User Feature Keys:	the 11 Programmable	1		
Press: F#3	B	Press: Orbit #	Ln1 XX:XX	
F1855. F#3	Press Ftr Key	(if call was parked on orbit 12)	XFR MUTE/OFF	
Press key to be changed	Line 1	If You Press the Wrong Orbit N	lumher:	
•	CHG	(for example, 17 when call is parked on 12)		
		Press: 17	Line Unavailable	
Press: CHG	Select Function	, , , , , , , , , , , , , , , , , , , ,	Line Oriavallable	
	TRUNK I/HF/D FTR			
Trunk: associated w/ C.O. lii	ne programming.	To Answer by Entering Line Nu	mher:	
I/HF/D: associated w/ intercor	m/handsfree/or data function key program-	Press: F73	Call Park ANS	
ming.			Cail Fair ANS_	
FTR: associated with feature	re programming.			
For Line (Group) Key Progra	mming:	Press: 01	Ln1 XX:XX	
		(to pick up Line 1)	XFR MUTE/OFF	
Press: TRUNK	Line_	1	MAT MOTEOFF	
	BKSP SAVE CHG	When a call has been placed or	n common hold, a station user can pick	
_		it up, even if that line doesn't a	ppear on his station by using call park	
Press: 0X	Line 0X	answer feature, as follows:	production by using call park	
	BKSP SAVE CHG	•		
	Programs key as line group X key.	Press: F73	Call Park ANS	
	Where $X = 0$, 1, or 2.			
Press: SAVE	Group 1 Key	Drawn A4		
11000. OAVE	Group 1 Key	Press: 01	Ln1 XX:XX	
	when x = 1		XFR MUTE/OFF	
After three seconds, display r				
To Program a Line Key:	Press FTR Key	DIDECT CALL BIOLOGIC		
rogram a Emo Ney.	LIESS FILL VEA	DIRECT CALL PICKUP		
		To answer a particular ringing st	lation in any station group.	
Press key to change	Select Function	Press: F53	Direct Pickup	
,	TRUNK I/HF/D FTR	. 1000. 100	Direct Pickup	
Press: TRUNK	Line	Press: Sn	Speak to SET 16	
	BKSP SAVE CHG	1 1000. 017		
	97.172 0110		XFR MUTE/OFF	
Press: X	Line X	If call was ICM from set 16.	Of ringing station	
Where $x = line \#, x = 1 - 8$	BKSP SAVE CHG	or,		
•	<u> </u>	Press: Ln	1 - 4	
Press: SAVE	Line X	1 1033. [1]	Ln 1	
	CHG	!	XFR MUTE/OFF	
•			If call was incoming from line 1.	
To Program ICM/HF/Data:	Select Function			
NOTE F = FUNCTION KEY			•	

Follow From Press: FOLLOW SAVE CHG DEL Follow From 18 Press: Sn DEL SAVE CHG (if calls had been forwarded from set 18) CHK PSWD: Press: DFL BKSP SAVE CHG CHK PSWD: 0000 Press: Four digit PSWD BKSP SAVE CHG (if 0000 is the programmed user password) Follow 18 Delete Press: SAVE Hear confirmation tone. **CALL OPERATOR (CALL ATTENDANT)** Press: ICM ICM Hear dial tone Press: 0 (or simply press 0 Call SET 10 without first pressing ICM). AGAIN MSG If set 10 is programmed as attendant.

CALL PARK

To place a call on park, you must be on a line call. A call may

be parked in 1 of 24 orbits.

Ln1 XX:XX XFR MUTE/OFF

Press: F73

Press: Orbit # Call (to park a station on orbit 12)

or,

Press: Orbit #

(to park a station on orbit 12)

Line 1 is parked on orbit 12.

Call Park 12

Cali Park __

Hear confirmation tone.

ORBIT IS BUSY

Another call is already parked on orbit 12.

TRUNK ICM/HF/D FTR ICM/HF/DATA: Press: ICM/HF/D BKSP SAVE CHG ICM =1, HF = 2, DATA =3 ICM/HF/DATA: 1 Press: 1 CHG BKSP SAVE ICM SET 12 Press: SAVE CHG Hear confirmation tone. ICM/HF/DATA: 2 Or. Press: 2 BKSP SAVE CHG Press: SAVE Handsfree CHG ICM/HF/DATA: 3 Or. Press: 3 BKSP SAVE CHG Press: SAVE Data Key CHG Hear confirmation tone. To Program Features: Select Feature at this display: TRUNK ICM/HF/D FTR FTR CODE: Press: FTR BKSP SAVE CHG

Press: Feature access code To program DND for example, press F4 Press: SAVE FTR CODE : F4_

BKSP SAVE CHG

CHG

Do Not Disturb

Please see Appendix I for feature access codes that can be programmed to the user programmable keys.

RECALL:

If a call is transferred to another station, and the other station does not answer within the programmed time period, the call will recall to the transferring station. If unanswered within 30 seconds, it will then recall to the attendant.

RELEASE:

The RELEASE key may be pressed to terminate a call, or to finish or abandon feature programming.

REMINDER CLOCK:

To Set Station Reminder Clock:

Press: F92

Remind: NULL

CHG

Press: CHG

Remind:

BKSP SAVE CHG

Enter time to be reminded (Use 24 hours clock format) Remind: 10:23

BKSP SAVE

CHG

Press: SAVE

Remind: 10:23

Hear confirmation tone.

To Cancel Station Reminder:

Press: F 92

Remind Delete

When the time you programmed has arrived, your LCD will display:

Remind Reached

OK

Hear alert ringer for one minute.

Press: OK

Remind Acknowledge

Hear confirmation been. Alert

ringer stops.

SAVED NUMBER REDIAL (SNR):

If there is no answer, or busy, and you will want to call again later,

Press: CO1

Ln1

MUTE/OFF

XFR Hear C.O. dial tone

Enter digits in phone number

9975500

If 997-5500 was the number entered.

Press: F51

Saved Num Redial

Hear confirmation tone.

The number 9975500 is stored in

SNR buffer.

o Place the Call Again:

Press: F51

P9975500

Line 1 is automatically selected. as it was the line originally used to make this call.

If Line 1 is in use, display would read:

Line 1 Busy

AUTO LN CAMP

Press: CHG

(to change no answer time from

10,20,30,40, or 50 seconds)

Press RELEASE when correct no answer time appears.

No-Ans Time: 20

CHG

For Follow Me Call Forward:

From the station the call is to be forwarded to:

Press: NEXT

Call Forward

ALWAYS BN

FOLLOW

Press: FOLLOW

Follow From

SAVE CHG DEL.

Press: Sn

Press: SAVE

(to forward from station

18 to current station).

Follow From 18

DEL SAVE CHG

CHK PSWD:

BKSP SAVE CHG

Press: Four digit PSWD (if 0000 is the programmed

user password)

CHK PSWD: 0000 BKSP SAVE CHG

Press: SAVE

Follow from 18

Hear confirmation tone

TO CANCEL CALL FORWARDING

The procedure to cancel call forward Busy, No Answer, Always, or BN is the same. This example shows the cancellation of Busy CFW.

Press: F2

Busy CFW 18

SAVE CHG DEL

Busy CFW DELETE

Press: DEL

Hear confirmation tone.

To Cancel Call Forward Follow Me: (This can be performed from any station.)

Press: F2

Call Forward

BUSY NO ANS NEXT

Press: NEXT

Call Forward

ALWAYS BN **FOLLOW**

No_ANS CFW Press: CHG CHG BKSP SAVE No Ans CFW 18 Press: Sn or Pilot number **BKSP SAVE CHG** (to forward to station 18) No Ans Time: 10 Press: SAVE CHG Hear confirmation tone Press: CHG (Time will change from 10, 20, 30, 40, or 50 seconds.) No Ans Time: 20 Press RELEASE after the CHG desired time is shown. For Always Call Forward: Call Forward Press: NEXT **FOLLOW** ALWAYS BN Always CFW Press: ALWAYS SAVE BKSP CHG Always CFW_ Press: CHG BKSP SAVE CHG Always CFW 18 Press: Sn or Pilot number CHG BKSP SAVE (Always CFW to station 18) Always CFW 18 Press: SAVE Hear confirmation tone

For Busy/No Answer Call Forward:

Call Forward Press: NEXT

FOLLOW ALWAYS

Press: BN

Busy/N CFW

BKSP SAVE CHG

Press: CHG

Busy/N CFW___

Press: Sn or Pilot number (to forward to Station 18)

Busy/N CFW 18

BKSP SAVE CHG

Press: SAVE

No-Ans Time: 10 CHG

To Automatically Select an Idle Line P9975500 Press: AUTO LN System selects idle line, and dials out, inserting a pause before SNR number. Camp on Line 1 Or, Press: CAMP (to camp-on line 1) Hear confirmation tone.

SHIFT

Two "pages" of DSS/SPD numbers exist. They are stored on the same DSS/SPD keys, and are accessed by pressing SHIFT key. This key is lit when accessing the second page of numbers, and unlit for the first page.

The SHIFT key can also be used in database programming to exit or go back one step in programming. Please see database programming for more information.

SIMULTANEOUS DATA/VOICE CAPABILITY:

Data transmissions can be sent while simultaneously on a line or ICM cali.

Follow the instructions in "data call" section to complete data call.

SPEED DIALING:

Speed dial numbers 00 - 19 can be programmed as personal speed dial numbers by each station user.

To Program Personal Speed Dial Numbers:

Show SPD: Press: F1

BKSP SHOW

Press: 01 (speed dial number 01)

Or, Press: speed dial key 01

Show SPD: 01

BKSP SHOW CHG

Press: SHOW

(if the number 9975500 was

previously stored in SPD #01. Or.

EMPTY

9975500

(if SPD 01 is empty).

CHG

CHG

CHG

Press: CHG

BKSP SAVE CHG

Maximum 16 digits can be entered.

Press: digits to be saved	XXXXXXX BKSP SAVE CHG	CALL AĞAIN (CALLBACK) When a busy or no answer st	: ation has been called, to automatically ca
Press: SAVE	Hear confirmation tone. String is stored in SPD #01	that station again when it bed	comes idle:
See note for pause,flash, and	SPD chaining code programming.	Press: ICM + Sn (to call station 16)	Call SET 16 AGAIN MSG NEXT
After 3 seconds:	Show SPD:BKSP_SHOW_CHG	,	Hear ringback tone or busy tone.
Repeat to program other SPD	numbers.	Press: AGAIN	AGAIN to SET 16
To Clear Speed Dial Program	ming:		Hear confirmation tone
At this display:	Show SPD: 01 BKSP SHOW CHG	When the called party hangs his station, and completes a system rings the calling party	up (if the station was busy), or returns to nother call (if there was no answer), the
Press: SHOW	XXXXXXX	-yerem mige and daming party	Again to SET 16 REPLY DEL
Press: CHG	BKSP SAVE CHG	Press: REPLY	Call SET 16 AGAIN MSG
Press: SAVE	SPD Cleared	or, Press: DEL to cancel call	Call Again Delete
	Hear confirmation tone.	again or,	
After three seconds:	Show SPD:_ BKSP SHOW CHG	Press: F 91 to cancel call again before notification.	Call Again Delete
To Make a Call Using Speed I Press: CO1			
11655. 001	Ln1 XFR MUTE/OFF	CALL FORWARD (CFW) To Set Call Forward:	
Press: Speed Dial Key 01	9975500	Press: F2	Call Forward BUSY No_ANS NEXT
	If 9975500 has been stored in speed dial 01.	For Busy Call Forward Press: BUSY	Busy CFW BKSP SAVE CHG
Or, to make a speed dial cal pressing speed dial keys, Press: F1	by pressing access codes instead of	Press: CHG	Busy CFW
F1655. F1	Show SPD :	_	BKSP SAVE CHG
Press: 01	9975500	Press: Sn or Pilot.number (To forward to station 18)	Busy CFW 18 BKSP SAVE CHG
f 9975500 has been stored as	speed dial 01.	Press: SAVE	Busy CFW 18
	1 1 1		Hear confirmation tone
	\frac{1}{3}	For No Answer Call Forward:	N. A. OFW
	1	Press: NO_ANS	No_Ans CFW BKSP SAVE CHG

BACKGROUND MUSIC:

Background music, when activated, only plays while the phone is in an on-hook state; that is, when a call is in progress, the music is suspended. and continues when the call is completed.

To Play Background Music: Press: F52

F52

Music is playing from speaker.

To Stop Background Music:

F52

Press: F52

Music has stopped.

BARGE-IN

The barge-in feature can only be used if it is programmed allowed in the system. Also, a station can only barge-in on a station with an equal or lower class of service than its own, unless they are programmed in a boss/secretary relationship.

Barge-In Busy Station:

Press: ICM + Stn (Calling station 16) SET 16 Busy

NEXT AGAIN MSG

Hear busy tone

Press: NEXT

SET 16 Busy

CAMP OHVA BARGE

Press: BARGE

Barge in SET 16

After barge-in has occurred, the barged station has three seconds during which time he can still converse with the other party. Then, there is a period of seven seconds where the barging party can converse with the barged party. After this time, the barged party is returned to his original call.

To Barge-in a Busy Line:

Press: Line 1

Line 1 Busy CAMP BARGE

Hear busy tone

Press: BARGE

Barge in SET 16

If set 16 was talking on line 1.

NOTE: Flash, pause, and speed dial chaining digits can be stored in speed dial numbers. Enter the following functions in the position where you want the flash, pause, or chaining digit.

<u>Function</u>	<u>Enter</u>	<u>See on Display</u>
Flash	F3	/
Pause	F70	P
Chaining	F1	@

If in pulse dialing mode, the digit programmed as a speed dial digit will change the dialing mode of the following digits to tone.

STATION FEATURE STATUS CHECK:

A station user can check to see what has been programmed for his set for the following features:

- Last number redial digits (what is stored in buffer)
- · Saved number redial digits (what is stored in buffer)
- · Day class of service
- Night class of service
- Auto hold (allow or deny)
- Set locked or unlocked
- Voice call (allow or deny)
- · Call waiting (allow or deny)
- Night station
- Data rate

To View the Status of These Features.

9975500 Press: F#8 **NEXT** ff 9975500 was stored in LNR buffer

18005551212 Press: NEXT

NEXT if 18005551212 was stored in the

SNR buffer

Day COS 0 Press: NEXT

NEXT if day class of service is 0 etc.

STATION HUNT GROUPS:

Stations can be programmed through the database to be in hunt groups. If a station in a hunt group is busy, the call is automatically forwarded to the next station in the hunt group.

Calling a Busy Station in a Hunt Group:

Press: ICM + Pilot number (Pilot number = 82-89)

Call SET 82

Hear ringback tone.

NOTE F = FUNCTION KEY

STATION LOCK/UNLOCK-

To Lock a Station:

Press: F97

CHK PSWD:

BKSP SHOW CHG

Press: Four digit PSWD

If 0000 is your password.

CHK PSWD: 0000 BKSP SHOW CHG

Press: SHOW

Set Lock

PSWD YES

Press: YES

Set Locked

Hear confirmation tone

Or, Press: NO

Set Unlocked

Hear confirmation tone.

To Change Password.

Press: PSWD

New PSWD:

BKSP SAVE CHG

NO

Press: New four digit PSWD

New PSWD: 1234

BKSP SAVE CHG

Press: SAVE

JAN 1 MON 12:00 12

DAY Password is changed to "1234". Hear confirmation tone.

Station Is Locked, and Someone

Tries to Make a Call:

Press: Ln1

Set Locked

Or, Press: ICM

ICM

Hear ICM dial tone.

Set lock only blocks outgoing line calls.

TRANSFER:

There are several different ways to transfer a call. The XFR soft key that appears on the display can be used when applicable, or use the red HOLD/TRANS key. This explanation uses the XFR soft key, but the HOLD/TRANS key can be substituted.

Transferring an ICM or a Line Call:

If on an ICM call with station 16:

Display:

Speak to SET 16

XFR

MUTE/OFF

ACCOUNT CODE (FORCED):

When a station has been programmed with forced account codes, the user must enter a code to make an outside call.

Press: Line 1

AC Code:

Hear special dial tone

Press: 1~8 digit account code

AC Code: XXXXXXXX

If this was a valid account code (success):

Ln 1

XFR MUTE/OFF

If this was not a valid account code (failure):

Call Restricted

Hear warning tone

AUTOMATIC HOLD:

When automatic hold function is programmed active: Press another ICM or line key to automatically put the current call on hold, and make or receive another call

To Setup:

Auto Hold Allow

Press: F94

Hear confirmation tone

To Cancel: Press: F 94

Auto Hold Deny

Hear confirmation tone

AUTOMATIC LINE SELECTION:

Automatic line selection is enabled, when the handset is lifted, or handsfree (HF) key pressed while idle. The system will automatically select the programmed ICM or idle line.

To Setup:

Press: F95

Select: NULL.

CHG

Pressing CHG will toggle as follows:

ICM/PRIME 1/PRIME 2/.../PRIME 8/GROUP 1/GROUP 2/NULL, When the required selection appears.

press RELEASE key.

To Cancel:

Auto Line Delete

Press: F 95

Hear confirmation tone

		Or, if on a line call on Ln1	YV VV
To Place an ICM Call: Press: ICM	ICM	Display:	Ln1 XX:XX XFR MUTE/OFF
or Lift handset, then press ICM		Press: XFR + Sn or	
Lit Handon, mon pro-		Pilot number	Call Set 23
Press: Station number (Sn)	Call SET 15	(or HOLD/TRANS key)	AGAIN MSG
or Pilot number (PN)	AGAIN MSG	6	Hear ringback tone.
		Set 16 or Ln1 was automatically	put on hold.
ta he proceed first to make an ICM	dial pad enabled, ICM does not have Acall. Just press the digits for the station	Press: HF or hang-up	Transfer SET 23
number, and the system will sele feature).	ct ICM automatically. (See hot dial pad	to release the transferred call. This can be done before or after	r set 23 answers.
			WICE.
To Answer an ICM Call:	CET 16 Colling	TRAVELLING CLASS OF SER	(VICE:
Hear ringing.	SET 16 Calling	A user can make outgoing calls	from other stations using his own clas ation he wishes to use has toll restriction
		of service. This is useful if the sta	ation he wishes to use has to restricted
	Speak to SET 16	based on its class of service, ar	nd his class of service is less restricted
Press: ICM or lift handset	XFR MUTE/OFF	To Use From Another station:	COS From :
	AIT MOTEST	Press: F55	BKSP SAVE CHG
To Make an Outside	Ln1	\$	BROT GATE OTTO
C.O. Line Call:	XFR MUTE/OFF	- Control Col	COS from: 12
Press: CO1 key	XIII MOTEST	Press: Sn (user's own Sn)	BKSP SAVE CHG
Press: Digits in phone number	9975500	If users station is 12.	
	If you are calling "997-5500".	Press: SAVE	CHK PSWD : BKSP SAVE CHG
	Calls		CHK PSWD : 1234
To Answer a Ringing C.O. Line	o will be flashing green, and ringing will	Press: Four digit PSWD	
	np will be flashing green, and ringing will	If 1234 is his station password	BRSF SAVE SITE
be heard.	Ln1	- 647	Travelling COS
		Press: SAVE	Traveling 000
			Hear confirmation tone.
D OOT have at lift handse	t Ini		that station as usual, using his class
Press: CO1 key, or lift handse	XFR MUTE/OFF	User can now make calls non	ns active for one minute after it has be
•	ATT INCTES	service. Travelling COS terrial	another call, the travelling class of serv
•		feature will have to be re-ente	and the first state of the stat
ACCOUNT CODE (UNVERIFI	ED)-	feature will have to be re-ente	
White telling on line enter an O	ptional account code of up to eight digits:	VOICE CALL:	-
Press: F71	AC Code:	Tamaka a voice call to anothe	er station, either Press: k while ringing
Press. F/1	BKSP SAVE CHG	To make a voice can to anome	ring and voice call interchanging", or :
		Station, as explained in Tom	
Press: 1~8 digit account code	AC Code:XXXXXXXX	Press: F50	Paging
F1855, 170 digit account code	BKSP SAVE CHG	Press. FOU	VOICE ALL NEXT
Press: SAVE		Press: VOICE	Voice Call
The entered account code XX	XXXXXX, will be printed out on SMDR call	FIESS. VOICE	
	, market and the Market and Control of Eq. ()	}	
report.		į	

Press: Sn

Voice Call 16

Hear confirmation tone.

Speak to set 16 through speaker.

The receiving set must be programmed in advance for Voice call Allow.

To Setup Voice Call Allow

Press: F98

Voice Call Allow

Hear confirmation tone.

To Disallow Voice Calls:

Press: F* 98

Voice Call Deny

Hear confirmation tone.

VOLUME CONTROL:

Press volume up (VOL) key to increase volume from the handset, speaker, and ringer.

Press volume down (VOL) key to decrease volume from the handset, speaker, and ringer.

WALL MOUNTING:

To Wall Mount Telephone Set:

Remove the plastic wall mount / set stand from the back of the unit by gently squeezing the two clips. Use both hands to avoid breaking plastic tabs.

Remove the two screws from the plastic wall mount / set stand. The wall mount does not require the larger plastic section. (Store in a safe place so it can be used in the future as a set stand if required!)

Turn the wall mount facing the opposite way from when it was a set stand, and clip into place.

It is now ready to be mounted to wall.

Turn the handset clip around by pulling straight out, and rotating. This will hold the handset in place once it is wall mounted.

INTRODUCTION

The MT-360 Series is designed to be user-friendly, with easy feature access. This user's guide explains in detail the use of all MT-360 Series features. As you use the MT-360 Series Display or Executive set, you will notice that a user guide is hardly necessary -you can "scroll" through the features on the display, and activate the feature you require at the touch of a soft key. So there is no need to memorize feature access codes, or to program every feature you use to a key.

Experiment by pressing the FUNCTION key. You will see the first function, (speed dialing) appear on the display. There is a whole list of features that will appear on the screen. They are arranged with the most commonly used features at the front of the list, for faster access. The words BACK GO NEXT appear below the function. These refer to the three dark grey soft keys located below the display. The prompt will change for these keys depending on where you are in feature access and programming.

To scroll through the features, press the NEXT soft key to proceed to the next feature. Press the BACK soft key to go back to the previous feature. And to invoke the feature on the display, press the GO soft key. Then press additional soft keys, or enter information as instructed on the display.

To exit from any stage of feature listing, scrolling, etc., press the RELEASE key. To go back one step in the feature screens, press the SHIFT key.

You may find that you rarely need this user's quide!

GETTING STARTED:

The MT-360 Series is designed to be very easy to use. There are four basic types of calls that you will be using: Calls to other station users on the system (outgoing ICM calls), calls from other users on the system (incoming ICM calls), calls to outside parties using the Central Office (C.O.) lines, and calls from outside parties using the C.O. lines.

In all four cases, you can either speak through the handset, or using the speakerphone capability (also referred to as "handsfree"). To make or receive a call using the handset, simply lift the handset. If you choose to make or receive a call handsfree, do not lift the handset. Instead, press the ringing line key or ICM key. The call will then be made handsfree.

If you wish to change during a call from a handsfree call to using the handset, simply lift the handset. To change to handsfree from the handset, press speak (SPK) key, and hang up the handset.