



TDS 600 Series

Single Line
Telephone User Guide

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Single Line Telephone

User Guide

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Automatic Wake Up

Description: Automatic Wake Up allows you to program an audible indicator to notify you at a specific time. Once programmed, a wake up call will automatically cancel upon maturation.

To program:

1. Lift Handset .
2. Dial **[7], [0], [0], [1]**.
3. Enter the time that you want the wake up to activate in 24 hour format (hh:mm).
4. Enter **[9], [9]**.
5. Hang up. Your wake up is now set. It will become active at the time you entered.

To cancel a wake up:

1. Lift Handset .
2. Dial **[7], [0], [0], [1]**.
3. Enter **[0], [0], [0], [0], [0], [0]**.
5. Hang up. Your wake up is cancelled.

Note: When your wake up call reaches maturity, your telephone will be rung for one minute, unless you answer before that time. If the call is unanswered, the system will ring your telephone for one minute every three minutes (one minute ringing, two minutes silence) until the call is answered or manually cancelled. After 3 attempts the operator will be notified that you did not answer your wake up call.

Barge In (Override)

Description: Barge In allows you to enter an existing conversation. Depending on system programming, you may barge in on a station or a CO line.

1. Lift Handset.
2. Dial a station number or directly access an outside line by dialing **[8]**, **[X]**, **[X]**, outside the line number. You receive busy tone.
3. Press **[0]**. If you are allowed, the station or CO line and the other party in the conversation will hear an intrusion tone of approximately one second. You will then be added to the conversation. You will remain in the conversation until you either hang up or the other parties hang up.

Note: Barge In class is assigned during system programming. Depending on how your system is programmed, you may have the ability to override all stations, some stations or no stations. In any instance where barge in is disallowed, you will continue to receive busy tone after you dial **[0]**.

Call Doorphone

Description: Single Line Telephone stations may call the system doorphone(s).

1. Lift Handset.
2. Dial the door phone station number or press the DSS key of the door phone.
3. If the Doorphone that you called is idle, you will be connected. If someone else is talking to the doorphone, you will receive a busy signal.

Note: Callback queuing CAN be used in conjunction with the doorphone.

If the Doorphone has an associated door strike relay, you may release the door strike by dialing **[0]**. This will activate the door strike relay for approximately 1 second. You may repeat this operation as many times as necessary while you are connected to the door phone.

Call Park

Description: Call Park provides the capability for a single line telephone to "stow", or "park" a call so that the single line telephone can operate without consideration of the parked call.

Place a call into a park slot (orbit):

1. Establish a call (either incoming or outgoing).
2. Press hookswitch. The call is on Hold.
3. Dial **[8]**, **[5]**, plus the parking slot (0-9) where you wish to place the call.
4. If the slot is available, you will continue to hear a confirmation tone. If the slot is in use, you will hear busy tone. You may immediately dial another slot number (0-9) in order to find a free parking slot. When an available slot is found, you will hear the confirmation tone, indicating that the call is parked.

To retrieve a call from a Call Park slot:

From any telephone:

1. Lift Handset.
3. Dial **[8]**, **[5]**, plus the parking slot (0-9) where the call is parked.
4. You will be connected to the call. If the Call Park slot is empty, you will hear a busy tone.

From the telephone that parked the call:

1. Lift Handset .
2. Dial **[8]**, **[5]** plus the parking slot (0-9) where you previously parked the call. You will be connected to the call.
3. If the call has been retrieved by another station you will receive busy tone.

Note: To park more than one call at a time "call split" must be disabled.

Call Pickup

Description: Call Pickup allows you to answer a call that is ringing at a location other than your own telephone.

Types: Group Pickup
Directed Station Pickup
Department (Own Group)
All Pickup

Group Pickup. A call is ringing one or more stations in a group.

1. Lift Handset and dial **[*], [8]**, plus the group number that you wish to pick up (01-16).
2. If a call was ringing a station in the group, you will be connected to the call. If no call was ringing, you will receive busy tone.

Directed Station Pickup. You want to pick up a call that is ringing a specific station.

1. Lift Handset and dial **[*]**, plus the station number that you wish to pick up.
2. If the station was ringing, you will be connected to the caller. If it was not ringing, you will hear busy tone.

Department Pickup (Own Group). This allows you to pick up a call to another station within your own station group.

1. Lift Handset and dial **[*], [0]**.
3. If there was a telephone ringing in your group, you will be connected to the caller. If not, you will hear busy tone.

All Pickup. Covers all situations above.

1. Lift Handset and dial **[*], [9]**.
3. You will be connected to the caller. If there is not a CO line ringing or a station ringing, you will hear busy tone.

Note: If there is more than one call ringing in any situation listed above, you will be connected to the first call that was established (the oldest ringing call).

Call Split (Brokers Call)

Description: Call Split allows you to alternate between two different parties.

1. Establish the first telephone call.
2. Press hookswitch. The first caller is on hold.
3. Establish the second call.
4. You now have both calls established. You may press hookswitch to alternate between the two callers as many times as you wish.

Call Transfer

Description: Call Transfer is the method used to transport a telephone call from a single line telephone to another station in the system.

1. You are in a conversation.
2. Press hookswitch momentarily.
3. Dial the station number where you want to transfer the call.
- 4a. You may hang up as soon as you hear ringing. This is an unsupervised transfer.
- 4b. You may wait until the call is answered, announce the call and then hang up. This is called a supervised or screened transfer.
- 4c. You may hang up when you hear a busy signal. This is called a camp-on or call waiting.

Note: If you make an error in dialing or the station where you are transferring does not answer, you may press hookswitch to cancel the transfer and return to the first caller. Transfer can not be invoked at this point. In order to make a second transfer, you must press hookswitch to place the call on hold and then hang up. You may then go off hook again, retrieve the call and then transfer the call as per the above procedure.

Centrex/PABX Flash

Description: Centrex/PABX Flash allows a single line telephone user to send a Flash to a Central Office line. This is particularly useful when special services are in effect, or when the TDS 600 system is connected behind Centrex or behind a PABX. This allows you to transfer calls that may be on your Centrex or PABX, but not on the TDS system.

1. Establish the telephone call.
2. Press hookswitch. The caller is on hold.
3. Dial **[8]**, **[0]**, **[0]**, or the assigned access code.
4. The system will present a timed flash to the CO.
5. You will be re-connected to the CO line. You may dial digits as is required to perform the Centrex or PABX function.

(Direct) CO Line Access

Description: You may access individual CO lines on the system by directly dialing them. This is especially convenient if your system is equipped with special purpose lines.

1. Lift Handset .
2. Dial **[8]**, plus the three digit line number that you want to access.
3. If the line is not in use and you are allowed access to the line, you will be connected to the line and you will hear CO dial tone.

CO Line Group Access

Description: If you have outside line access, you may access one of the available lines.

1. Lift Handset.
 2. Dial **[9]**.
 - 3a. If there is a CO line available, you will be connected to it and will hear CO dial tone.
 - 3b. If there is no CO line available, you will hear a busy signal. You may hang up and try again later or set a CO callback. For more information, see CO Line Queuing in this document.
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CO Line Queuing

Description: CO Line Queuing allows you to place your station in line to gain access to a busy CO line or line group.

1. Lift Handset .
- 2a. Dial **[9]** for an available line in your CO group **OR**
- 2b. Dial **[8]** plus the line number for direct CO access.
3. The group (or individual line) is busy. You hear busy tone.
4. Dial **[6]**. The busy tone will change to dial tone.
5. Hang up.
6. When the individual line (or a member of the CO line group) becomes available, your telephone will ring. When you answer, you will be connected to the outside line. You will hear CO dial tone.

Note: If you do not answer in step 6 above, the system will abandon your request after 20 seconds. During that time, the CO line that is reserved for your use is unavailable to any other station in the system.

Calls are queued in the order that they are received. If you are the first to queue for a line or group, you will be the first to receive access to the line. If you are third in line, you will be given access when the first two queues have been satisfied.

Conversation Monitor

Description: Station Monitor allows you to enter a conversation without an intrusion tone. It is similar to Override (Barge In), with the exception of the intrusion tone.

1. Lift Handset .
2. Dial a station number or directly access an outside line. You receive busy tone.
3. Press [#]. If you are allowed, you will be added to the conversation. You will remain in the conversation until you either hang up or the other parties hang up.

Note: Monitor class is assigned during system programming. Depending on how your system is programmed, you may have the ability to monitor all stations, some stations or no stations. In any instance where monitor is disallowed, you will continue to receive busy tone after you dial [#].

Do Not Disturb

Description: Do Not Disturb allows you to make your telephone unavailable to other callers . This includes both intercom calls from other stations and any outside calls that would normally ring at your station.

To activate:

1. Lift Handset .
2. Dial **[7], [0], [5]**.
3. Your telephone is now in Do Not Disturb. You may hang up.

To deactivate:

1. Lift Handset .
2. Dial **[7], [0], [5]**.
3. Your telephone is now in normal operation. You will receive calls. You may hang up.

Note: When programmed for Do Not Disturb, you will receive interrupted dial tone when you go off hook. This is an indication that your telephone cannot be reached. This will also occur when your telephone is in Call Forward All Calls.

Extension Monitor (Service Observing)

Description: Extension Monitor allows you to listen to the conversation activities of other digital telephone users.

1. Lift Handset.
2. Dial **[7], [7], [4]**, plus the station number that you wish to monitor.
3. If you are allowed, you will be connected directly to the audio path of the station. You will remain in the monitor mode until you hang up. This feature enables you to monitor the performance of employees.

Note: This feature may or may not be legal in some states with or without written acknowledgement from the employee.

Monitor class is assigned during system programming. Depending on how your system is programmed, you may have the ability to monitor all stations, some stations or no stations. In any instance where monitor is disallowed, you will receive busy tone after you dial the sequence listed in step 2 above.

Forced Account Code

Description: Forced Account Codes allow you to override the toll control restrictions that may be in place on your telephone set. Only one code is valid on a telephone set with Forced Account Code capability.

1. Lift Handset.
2. Dial **[7]**, **[0]**, **[4]**, plus the Forced Account Code entry.
3. If the account code is entered correctly, you will be connected to the first available line in your dial 9 group. You will be allowed to place any call. If the account code is entered incorrectly, you will receive busy tone.

Note: Forced Account Code and Travelling Class Of Service are similar functions. The actual difference in operation between the two is dictated by system programming. A station subject to Forced Account Codes is only able to utilize the forced account code dedicated to that station. A station that is subject to Travelling Class of Service may utilize any valid account code programmed within the system. For more information see Travelling Class Of Service in this users' guide.

Hold

Description: Hold allows you to temporarily disconnect from a telephone call, without permanently disconnecting. Held calls may be transferred or retrieved from your own station or from other stations within the system.

To place a call on Hold:

1. You have an established call.
2. Press the station hookswitch and hold it down momentarily. You should hear a repeated "double beep" that indicates the call is on hold.
3. You may hang up, call another station, place an outside call or perform any other station function that is available to you.

To retrieve a held call at your own station:

1. Lift Handset .
2. You will hear interrupted (double beep) dial tone that indicates there is a call on hold at your station.

Hold (Continued)

3. Press hookswitch. You will be connected to the call.

To retrieve a call held by another station:

1. Lift Handset .
2. Dial **[*]**, followed by the station number that placed the call on hold.

To retrieve a specific CO line on hold:

1. Lift Handset .
2. Dial **[8]**, plus the CO Line number you wish to retrieve.

Note: The codes for pickup of calls from other stations and lines are Call Pickup Codes. For more information, see Call Pickup in this users' guide.

Intercom Calling

Description: You may call other stations within the TDS system.

1. Lift Handset.
2. Dial the station with whom you wish to speak.
- 3a. If the station is idle, it will ring.
- 3b. If the station is busy the system will return busy tone.

Note: If the station is busy or does not answer, you may activate message waiting on the called station by dialing **[6]** , while listening to the ringback tone or busy signal. If you are setting a message on another single line telephone, their telephone will ring periodically to indicate a message waiting or their message waiting light will flash. If they answer the phone during the periodic ringing cycle, your telephone will be rung. If the station that you leave a message is a digital telephone set, the MESSAGE WAITING lamp will flash to indicate a message waiting. They may contact you by lifting the handset and pressing the Message Waiting button.

Last Number Redial

Description: Last Number Redial allows you to automatically recall the last outside number that you dialed from your station.

1. Place an outside telephone call.
2. Hang Up.
3. Lift Handset.
4. Dial **[7]**, **[4]**. The system will access an outside telephone line and automatically dial the number that you manually dialed in step 1 above.

Note: The status of the original call is not important for Last Number Redial. It does not matter whether the call is answered, abandoned, busy, or does not answer. The call is stored automatically as it is dialed, so it is available to you no matter what was the outcome of the original call.

Message Waiting

Description: Message Waiting may be invoked on a station if it is busy or does not answer.

1. Lift Handset .
2. Dial a station.
- 3a. If the station is busy, you will hear busy tone. Press **[6]** to leave a message. After you have set the message, dial tone will return to indicate that you successfully left a message.
- 3b. If the station does not answer, you will continue to hear ringing tone. Press **[6]** to leave a message. After you have set the message dial tone will return.
4. If the station where you left the message is a TDS digital set, the button will flash, indicating a message. If the station where you left the message is another single line telephone, it will ring periodically or their message waiting lamp will flash, indicating a message is waiting. If the station is answered while it is ringing during a message ring cycle, the station that left the message will ring.

Answering a message:

If your telephone periodically rings, you have a message waiting. If you answer your station while it is ringing during a message ring cycle, you will automatically be routed to the station that left the message. If your message waiting light is on or you have a special message waiting tone, lift the handset and dial 76.

Off Hook Voice Announce

Description: Off Hook Voice Announce allows a single line station users to utilize the Off Hook Voice Announce Feature that is available to Digital Telephone Sets that are programmed to accept Off Hook Voice Announcements. With this feature, you may route your intercom call directly to the handset of a busy digital telephone set.

1. Dial the desired station number.
2. When busy tone is returned, press [1].
3. You may speak to the called party at this time. They can hear your voice plus the voice of the person in their original conversation.
4. The called party has the option to converse between you and their original call, as desired.

Operator Access

Description: TDS systems may have one or more stations designated as system operators.

1. Lift Handset.
2. Dial **[0]**.
3. The station programmed as your operator will ring.

Note: The actual digit dialed is under system programming control and may be either **[0]** or **[9]**. Check with your system administrator if you have any doubt.

Paging

Description: Paging allows you to make a voice announcement over some or all Digital Telephone Sets. If your system is equipped, you may also make a voice announcement over external public address equipment.

Types: Internal Zone Paging
Internal All Zone Paging
External Zone Paging
External All Zone Paging
All (Internal and External) Zone Paging
Meet Me (Answer) Page

Internal Zone Paging:

1. Lift Handset.
2. Dial **[#], [2]**, plus the zone number (1-8) that you wish to page.
3. You will be connected to your selected zone. You may make your announcement.
4. Hang up when you are finished.

All Internal Zone Paging:

1. Lift Handset.
2. Dial **[#], [1]**.
3. You will be connected to all internal paging zones. You may make your announcement.
4. Hang up when you are finished.

External Zone Paging:

1. Lift Handset.
2. Dial **[#], [3]**, plus the zone number (1-2) that you want to page.
3. You will be connected to the zone. You may make your announcement.
4. Hang up when you are finished.

External All Zone Paging:

1. Lift Handset.
2. Dial **[#], [9]**.
3. You will be connected to all external zones. You may make your announcement.
4. Hang up when you are finished.

Paging (Continued)

All Call Page:

1. Lift Handset.
2. Dial [#], [0].
3. You will be connected to all external zones and all internal zones.
You may make your announcement.
4. Hang up when you are finished.

Meet Me (Answer) Page:

1. Lift Handset.
2. Dial [#], [*].
3. You will be connected to the party that is currently using the paging system. They will be removed from the paging system and you may carry on a normal conversation.

Note: In order for Meet Me Paging to be operational, the station that makes the initial page must remain off hook and connected to the paging system until the Meet me connection is made.

Speed Dialing

Description: Speed Dial allows single line telephone users to access numbers stored in the telephone system.

Types: System Speed Dial
Personal Speed Dial

To Dial a System Speed number:

1. Lift handset.
2. Dial **[7], [5]**, plus the three digit speed dial storage location.

To Dial a Personal Speed number:

1. Lift Handset.
2. Dial **[7], [5], [0]** plus your speed dial location (0-9).

To program a personal speed dial number:

You must use the web browser to store your personal speed dial numbers. Contact your system administrator or TransTel dealer for information on setting this up.

Station Lock/Unlock

Description: Station lock allows you to restrict your telephone from making calls to any numbers other than those that appear in the system list of common allowed numbers.

To lock:

1. Lift Handset
2. Dial **[7], [0], [9]**.
3. Dial a three digit security code (you determine the code).
4. Hang up. Your telephone is locked.

You may still make internal calls and answer calls, but outgoing calls are restricted.

To unlock:

1. Lift Handset
2. Dial **[7], [0], [9]**.
3. Dial the three digit security code that you previously used to lock your telephone.
4. Hang up. Your telephone is unlocked.

Temporary Unlock:

You may unlock the station for one call only. You will be allowed to make one call at your normal toll restriction level. When you hang up the telephone, your station will revert to locked status.

1. Lift Handset
2. Dial **[7], [0], [6]**.
3. Dial the three digit security code that you previously used to lock your telephone.
4. If you enter the correct security code, you will be given access to the first available line in your dial 9 group. you may make a telephone call. When you hang up, your telephone will revert to locked status.

Timed Reminder

Description: Timed Reminder allows you to program an audible indicator to notify you at a specific time each day. Once programmed a timed reminder will remain in the system until de-activated.

To program:

1. Lift Handset .
2. Dial **[7], [0], [0], [1]**.
3. Enter the time that you want the reminder to activate in 24 hour format (hh:mm).
4. Enter **[0], [1]**.
5. Hang up. Your reminder is now set. It will recur at the same time daily.

To cancel a reminder:

1. Lift Handset .
2. Dial **[7], [0], [0], [1]**.
3. Enter **[0], [0], [0], [0], [0], [0]**.
4. Hang up. Your reminder is cancelled.

Travelling Class Of Service

Description: Travelling Class Of Service (COS) Codes allow you to override the toll control restrictions that may be in place on your telephone set. Any valid system code is allowed on a telephone set with Travelling Class Of Service capability.

1. Lift Handset.
2. Dial **[7], [0], [4]**, plus the Travelling COS entry.
3. If the Travelling COS code is entered correctly, you will be connected to the first available line in your dial 9 group. You will be allowed to place any call. If the Travelling COS code is entered incorrectly, you will receive busy tone.

Note: Travelling Class Of Service and Forced Account Code are similar functions. The actual difference in operation between the two is dictated by system programming. A station that is subject to Travelling Class of Service may utilize any valid account code programmed within the system. A station subject to Forced Account Codes is only able to utilize the forced account code dedicated to that station. For more information see Forced Account Codes in this users' guide.



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