Atlas
Display Speakerphone

Easy Reference Guide

KEY SYSTEM US

The features and functions described herein are presented in condensed form, enabling you to easily understand the operation of the Atlas KDX system. It is important, however, that your installer provide you with some introductory training to familiarize you with feature explanations and the specific parameters of the system.
KEYPHONE LAYOUT

DEDICATED FEATURE KEYS

- **DATA**: Programming; Activate Station Display
- **CONF**: Conference; Privacy Release
- **CAMP**: Emergency Call; Pause
- **PROG**: Programming; Changing Signal Type
- **SPEED**: Speed Dialing
- **REDIAL**: Redial; Auto Redial
- **MSG**: Setting Message; Message Waiting Indication; Reply to a Station Message
- **FLASH**: Disconnect a call without losing dial tone using Centrex type features
- **MIC**: Call Monitor; Speaker Phone
- **TRF**: Transfer Key; Exclusive Hold
- **RLS**: Release Key; terminating the call
- **HOLD**: Holding a Trunk or Intercom Call
- **PAGE**: Paging; Answering a Page Call
- **PICKUP**: Picking up Incoming Calls; Answering ringing phones
LIQUID CRYSTAL DISPLAY

Shows date, time, number dialed, duration of call, calling station or trunk, call forwarding information, LCD messages, etc.

PROGRAMMABLE KEYS

All of the keys may be programmed to do one of the following functions:

- Direct Station Selection / Busy Lamp Field
- Direct Trunk Selection
- Trunk Hunting Group Access
- Station Hunt Group Access
- Speed Dial (Personal / System)
- Call Park
- Call Forwarding
- Automatic Wake-up *
- Check-in / check-out *
- Record *

* May be optional features

RINGER VOLUME CONTROL

Located on the bottom of the telephone (ET 36 set)

MICROPHONE

Located on the front of the telephone

SLIDE SWITCH (ET 36 set)

Speaker Volume

ROCKER SWITCH (DT 36 set)

Controls volume of handset, speaker and ringer
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GENERAL INFORMATION

HANDSFREE OPERATION
(All Keyphones can operate Handsfree)

Throughout this guide (*) indicates where handsfree can be used

For handsfree operation, the Speaker and Microphone will turn on automatically to allow conversation, if the handset has not been lifted.

To activate handsfree operation during a call, press the MIC key and replace the handset.

To end handsfree operation simply lift the handset and continue the conversation. The speaker and microphone will turn off when the handset is lifted.

Handsfree operation is not available for paging calls (Internal or External) or for Barge-In (Outside Line or Station).

AUTOMATIC TRUNK SELECTION

If an Outside Line has not already been accessed for Redial and Speed Dial, the system will access an Outside Line automatically. This feature must be programmed to operate on your phone.

The Outside Line is selected from the Trunk Hunt Group assigned to the station.

PROGRAMMABLE KEYS

Pressing the programmable keys can access some of the features of the Atlas system. Your installer must program these keys. All features can be used by dialing access codes. Default access codes can be found at the end of this guide.

LED (LIGHTS) INDICATIONS

LEDs for Trunks and Stations you are connected to or have on HOLD will show Green. LEDs for Trunks and Stations in use by other stations will show Red.
TO PLACE AN INTERCOM CALL

- Dial an Extension Number (either on or off hook) \( (*) \)
  \( (Dial \ 0\ for\ the\ Attendant) \)
- If the call goes through handsfree to the called keyset's speaker, speak after you hear the tone
- If you hear ringing, wait for the call to be answered
- When finished hang up or press RLS if you placed the call handsfree

TO RECEIVE AN INTERCOM CALL

- If the call comes through your speaker (handsfree) you may respond handsfree…
  or
  - Lift the handset for privacy
  or
  - If your phone is ringing you may lift the handset (for privacy) to answer the call…
  or
  - Press MIC to answer the call handsfree

OUTSIDE CALLS

TO ACCESS AN OUTSIDE LINE

- Press a Trunk Key
  or
  - Dial Trunk Hunt Group access code (8, 9, 91 – 98)
  or
  - Dial 77 then dial trunk number
  or
  - Press Trunk Hunt Group (Pool) Key
TO MAKE AN OUTSIDE CALL

- Lift the Handset (Hear Intercom Dial Tone)  ( * )
  Then Access an Outside Line

  or

- Access an Outside Line with the handset on hook
  This will automatically turn on your speakerphone

- Dial your number

- Hang up the handset when finished

  or

- If in handsfree mode then press **RLS** key when finished

TO ANSWER AN INCOMING CALL

For a call ringing on your phone:

- Lift the handset (you will be automatically connected to the
  ringing line)

  or

- Press the **MIC** key to answer handsfree

For a call ringing on another phone:

- Use Call Pickup

CALL PICKUP

**Directed Call Pickup:** Answer a specific ringing phone

- Call the ringing station
- Press the ***** key

**Group Call Pickup:** Answer any ringing phone in a
  Station group

- Dial the Station Group Number ( 1 – 7 )
- Press the ***** key

**System Call Pickup:** Answer any ringing phone

- Press the ***** key
MUTE

To turn the microphone on or off: (While on a call)
(works in handsfree mode only)

• Press the MIC key
  The microphone will turn off
  Press the MIC key again to turn the microphone on

TO PUT A CALL ON HOLD

System Hold: (Outside Lines and Station Calls)

• Press the HOLD key
  (The appropriate Trunk or Station DSS key will flash green at a steady rate – it can be retrieved from any station)

Exclusive Hold: (Outside Lines only)

• Press the HOLD key
  (The appropriate Trunk key will flash green at a steady rate)
• Press the TRF key
  (The appropriate Trunk key will flash green on your phone but will be lit steady (red) on all other phones – it can only be retrieved from your station)

TO RETRIEVE A CALL PUT ON HOLD

When your phone is idle:

• Press the flashing green key
  (if it appears on your phone)
  or

• Press the HOLD key
  You will be connected to whichever Trunk or Station you put on HOLD
HOLD RECALL

When a call has been on hold too long, it will recall (ring) the station which put it on hold.

To answer the recall:

- Lift the handset

  or

- Press the **MIC** key (* )
  To speak handsfree

TO TRANSFER A CALL

To an idle Station:

- Put the call on HOLD or Press **TRF**
- Dial the station number
- Announce the call (optional)
- Press the **TRF** key

  or

- Press the station **DSS** key
- Announce the call (optional)
- Press the **TRF** key

To a busy Station:

- Put the call on HOLD
- Dial the station number (hear busy tone)
- Press the **TRF** key

When transferring a call to a busy station, the call will be camped on. The station will get an alert tone and when the handset is replaced the phone will ring. When the ringing phone is answered, it will be connected to the transferred Trunk.
SYSTEM SPEED DIAL

- Press the SPEED key
- Enter Speed Dial Storage Location (100-499)

PERSONAL SPEED DIAL

- Press the SPEED key
- Enter Speed Dial Storage Location (01-09)

PROGRAM PERSONAL SPEED DIAL

- Press the PROG key
- Press the SPEED key
- Dial Speed Dial Storage Location (01-09)
- Dial number or press the FLASH key to clear
- Press the HOLD key

To insert a pause in the number sequence press the CAMP key. To switch between Pulse and DTMF dialing press PROG key.

SPEED DIAL DIRECTORY (Programmable)

To preview a Speed Dial number before dialing

- DO NOT access an Outside Line
- Press the SPEED key
- Enter Speed Dial Storage Location (01-09, 100-499)
- Press the TRF key to scroll forward

or

- Press the MIC key to scroll backward
- Press the SPEED key or the REDIAL key to access
  An outside line and auto dial
LAST NUMBER REDIAL

- Access an Outside Line
- Press the **REDIAL** key
  or
- Just Press the **REDIAL** key
  Outside Line will be automatically accessed

SAVED NUMBER REDIAL

To save the number already dialed, while on an Outside Line:

- Press the **SPEED** key
- Press the ***** key

To call the number again:

- Press the **SPEED** key
- Press the **#** key

ON-LINE SAVED NUMBER SPEED DIAL

To save a number while on an Outside Line:

- Press the **DATA** key
- Enter the number to be saved

To call the number again:

- Press the **SPEED** key
- Press the **DATA** key
AUTO REDIAL  (Programmable)

- Do not lift the handset
- Make an Outside Call (number is busy)
- Press the REDIAL key
- System will auto redial up to 99 times
- Lift handset when your call is ringing

If Auto Redial has not been programmed, the system will Redial only once.

TO PARK A CALL

- Put Call on Hold
- Dial 76
- Dial the Call Park bin number (0-9)
  - If bin is occupied you will hear an interrupted tone
  - If bin is unoccupied you will hear silence and may park the call
- Press the TRF key to park the call

If the Park bin is occupied dial another Call Park bin number

If you have a Park key programmed you may press it instead of Dialing 76 and the bin number

TO RETRIEVE A PARKED CALL

- Dial 76
- Dial the Call Park bin number (0-9)
- If the bin is occupied you will hear an interrupted tone
- Press the * key to retrieve the call
CONFERENCE CALLS

CONFERENCE

- Make first call (internal or external)
- Press the **HOLD** key
- Make second call (internal or external)
- Press the **CONF** key

PRIVACY RELEASE

- Make initial call (internal or external)
- Press the **CONF** key
- The next station calling your station will join the conference
- Press the **CONF** key again for each additional station

PAGING

PAGE A GROUP OF KEYPHONES

- Lift the handset
- Dial the Station Group number (1-7)
- Press the **#** key
- Pause (for tone)
- Announce your Page

PAGE ALL KEYPHONES

- Lift the handset
- Press the **#** key
- Dial 9
- Pause (for tone)
- Announce your Page
EXTERNAL PAGE
(Through External Speakers)

- Lift the handset
- Press the # key
- Dial External Zone number (1-8)
- Pause (for tone)
- Announce your Page

PAGE ALL EXTERNAL ZONES

- Lift the handset
- Press the # key
- Dial 0
- Pause (for tone)
- Announce your Page

PAGE ALL INTERNAL & EXTERNAL ZONES

- Lift the handset
- Press the # key
- Press the * key
- Pause (for tone)
- Announce your Page

ANSWERING A PAGING CALL
(Meet-Me Page)

- Lift the handset
- Press the # key twice

MUSIC OVER EXTERNAL PAGING

To turn the music on or off:

- Page External Zone 8
  Can also Page All External & Page All External and Internal
- Press the 1 key

CALL FORWARDING
CALL FORWARDING – ALL CALLS

To Call Forward to another Station:

• Dial 71
• Dial Station Number

To Call Forward to an External Number:

• Dial 71
• Press the SPEED key
• Enter the Speed Dial bin number (01-09, 100-499)

To Call Forward to a Station Hunt Group:

• Dial 71
• Dial 78
• Dial the Station Hunt Group number (1-8)

The DND lamp flashes when Call Forward – All Calls is set

CALL FORWARD – BUSY / NO ANSWER

To Call Forward to another Station:

• Dial 72
• Dial Station Number

To Call Forward to an External Number:

• Dial 72
• Press the SPEED key
• Enter the Speed Dial bin number (01-09, 100-499)

To Call Forward to a Station Hunt Group:

• Dial 72
• Dial 78
• Dial the Station Hunt Group number (1-8)

Calls will be forwarded when not answered after the Call Forward No Answer Time. Only stations will be forwarded to an External number when the forwarding station is busy.
TO CANCEL CALL FORWARDING

- Dial 71 or 72
- Press the FLASH key

*Call Forwarding can only be cleared from the forwarding station.*

CALL FORWARD – FOLLOW ME

To forward calls from another station:

- Dial 71
- Press the * key
- Dial the Station Number

*This sets Call Forwarding – All Calls for the Station number dialed to the Station doing the setting.*

MESSAGES (MESSAGE WAITING)

TO SET A MESSAGE

- Call the Station
- Press MSG key

*The MSG Lamp on a Keyphone will flash when there is a Message Waiting*

TO CLEAR A MESSAGE

- Call the Station
- Press the FLASH key

*This can only be done from the Station that set the message*
TO RESPOND TO A MESSAGE

- Press the flashing MSG key

_The Station that set the message will be automatically called_

MESSAGE SCROLL

To preview the Station(s) which set the message:

- Press the CAMP key

To preview the next Station (if any):

- Press the CAMP key again

To call the Station:

- Press the REDIAL key or the MSG key

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TO CALL A STATION HUNT GROUP

To call one available station in the Hunt Group:

- Lift the handset ( * )
- Dial 78
- Dial the Station Hunt Group Number (1-8)

_or_

- Lift the handset ( * )
- Press the Station Hunt Group key (if programmed)
TO TRANSFER A CALL TO A STATION HUNT GROUP

To transfer a call to one available station in the Hunt Group:

- Put the Outside Call on Hold
- Dial 78
- Dial the Station Hunt Group Number (1-8)
- Announce the call (optional)
- Press the TRF key

To transfer a call and ring all idle stations in the Hunt Group:

- Put the Outside Call on Hold
- Dial 73
- Dial the Station Hunt Group Number (1-8)
- Press the TRF key

SET WAKE-UP / REMIND CALL

Daily Wake-Up / Remind Call:

- Dial 741
- Enter Time (HHMM)

Once only Wake-Up / Remind Call:

- Dial 742
- Enter Time (HHMM)

To Cancel:

- Dial 741 or 742
- Press the FLASH key
KEYPHONE DISPLAY MESSAGES

SET DISPLAY MESSAGES

Messages: (The numbers in parentless following each alpha
Message is a variable that is input by the station –
e.g. time or date or ext. number or telephone number)

1) Call (4329988)
2) Call ST: (24)
3) Meeting (5:30)
4) Be Back (4:30 or 7/19)
5) Day Off (7/30)
6) Lunch (12:00)
7) Vacation (7/23)
8) Off Duty (5:00)
9) (Personal Message)

For personal message: Press 1 for “QqZz”, press 2 for
“AaBbCc”, press 3 for “DdEeFf”, etc. The * key moves one
space to the left and the # key one space to the right.

To Set:

• Press the PROG key
• Press the MSG key
• Dial the Message number (1-9)
  (Press the FLASH key to cancel)
• Enter Date or Time ( * for “:” or # for “/” )
• Press the RLS key

The message you set on your phone will appear on the display of
any keyphone that calls your phone.
AUTOMATIC OUTSIDE LINE  (Programmable)

- Lift handset
- An Outside Line is automatically accessed

*Keyphones with this feature will have to press the RLS key after lifting the handset to access some features such as paging.*

RESERVE AN OUTSIDE LINE

- Access an Outside Line  (Line is busy)
- Press **REDIAL** key
- System will ring your phone when line is available
- Lift handset or press the **MIC** key (for handsfree)

*_The callback will automatically cancel if not answered_*

RESERVE A BUSY STATION  (Automatic Callback)

- Call Station  (Station is busy)
- Press the **REDIAL** key
- System will ring your phone when Station is available
- Lift handset or press the **MIC** key (for handsfree)
- The Station will be automatically called

*_The callback will automatically cancel if not answered_*

VOLUME CONTROL

_Adjust volume of handset, ringer, speaker and music_*

- Press Rocker Switch  (**DT 36 sets**)  

_Increase or decrease the volume of your set’s speaker_*

- Adjust Slide Switch  (**ET 36 sets**)  

_Increase handset volume while on an outside call_*

- Press **MSG** key twice

*_There are only two volume levels and the volume is reset to normal when the call is terminated._*
SMDR ACCOUNT CODE

To enter an account code while on an outside call. The account Code may include 0 – 9, *, #

- Press the MSG key
- Dial account code (up to 8 digits long)

VOICE ANNOUNCE / SIGNAL CALLING

When an Intercom Call is made to a Keyphone, the caller can switch between Voice Announce and Signal Calling (ringing).

To switch between Voice Announce and Signal Calling:

- Press the # key

TO CALL AN OHVA / SOHVA KEYPHONE

**OHVA** (Off-Hook Voice Announce) (ET 36 sets)
**SOHVA** (Secure Off-Hook Voice Announce) (DT 36 sets)

- Lift handset ( * )
- Dial Station number (station is busy)
- Press the # key
- Announce call

**OHVA / SOHVA phone must be off-hook on a call**

EMERGENCY CALL

- Call station (station is busy)
- Press the CAMP key
- Wait for station to respond

To respond to an emergency call:

- Press the HOLD key
- You will be connected to the calling station
- When finished – Press the RLS key
- Press the HOLD key – you will be connected to your original call
DO-NOT-DISTURB

To set or clear Do-Not-Disturb:

- Press the PROG key
- Press the DATA key

The DND lamp flashes when set

AUTOMATIC ROUTE SELECTION (Programmable)

- Lift handset (*)
- Dial Trunk Access Code (8 or 9)
  or
- Press the Trunk Hunt Group (pool) key
  or
- Press the SPEED key
- Dial number

The system will determine which Trunk to access and then dial the number.

MICROPHONE DEFAULT

To set your Keyphone to automatically turn on (or off) the microphone when receiving a Voice Announce Call:

- Press the PROG key
- Press the MIC key
  or
- Press the MSG key to set the default to ON
  or
- Press the FLASH key to set the default to OFF

BACKGROUND MUSIC

To play or cancel Background Music:

- Press the # key
WARNING TONE  (Programmable)

When activated, a tone will be received at programmed intervals while talking on an Outside Line

TOLL RESTRICTION OVERRIDE PASSWORD

- Access an Outside Line
- Press the MSG key
- Dial the Toll Override password
- Press the FLASH key
- Dial your number

SHIFT KEY  (Programmable)

To access an alternate Softkey Plan with different Trunk keys or DSS keys programmed:

- Press the FLASH key
- Press the DSS key or Trunk key

To return to normal Softkey Plan:

- Press the FLASH key again

The Softkey Plan can only be changed when the Keyphone is idle. The Shift Key is used only when the Keyphone has an alternate Softkey Plan programmed.

BARGE-IN (OUTSIDE LINE OR STATION)  (Programmable)

- Lift handset
- Access an Outside Line (Line is busy)

or

- Dial a station (station is busy)
- Press the CONF key
- You can now converse on the call
EXECUTIVE MONITORING (Programmable)

- DO NOT lift handset
- Access an Outside Line (Line is busy)

or

- Dial a station (station is busy)
- Press the CONF key
- You can now monitor the call

*If the handset is lifted, the Barge-In feature will be in effect*

LOCK YOUR KEYPHONE

*To lock your Keyphone: (Outgoing Trunk calls cannot be placed)*

- Press the PROG key
- Press the FLASH key
- Dial your code (1-6 Digits)
- Press the HOLD key

*To unlock your Keyphone: Repeat the same procedure*

CALL A DOOR PHONE

- Dial 791 (First Door Phone)
- Dial 792 (Second Door Phone)

CALL A DEDICATED DOOR PHONE (KSX 32I only)

- Dial 79

*To unlock the door while talking to the door phone:*

- Dial 0
ATTENDANT FEATURES

Attendant features can only be used at a Keyphone that has been set as an Attendant.

ASSIGN ALTERNATE OPERATOR

This will transfer all operator functions to the Station designated

- Press PROG key
- Press # key
- Dial the Station number

To return Operator functions to the original or another Station follow the same procedure

TO SET DATE AND TIME

- Press PROG key
- Dial 9
- Enter Date (YYMMDD)
- Enter Time (HHMM)
- Enter the Day of the Week
  (0 = Sun, 1 = Mon, 2 = Tues,……6 = Sat)
- Press HOLD key

PROGRAM AUTO REDIAL

- Press the PROG key
- Press the REDIAL key
- Enter the number of attempts (2 – 9999)
- Press the HOLD key
- Enter the number of seconds to ring (2 – 9999)
- Press the HOLD key
- Enter the number of seconds between attempts (2 – 9999)
- Press the HOLD key

Press the FLASH key to clear any item
PROGRAM SYSTEM SPEED DIAL

System Speed Dial (numbers 100 – 499) are Twenty-Four Digit

- Press the PROG key
- Press the SPEED key
- Dial Speed Dial Bin number (100 – 499)
- Dial Telephone Number-or- press FLASH key to clear
- Press the HOLD key

To insert a pause in the number sequence press the CAMP key.
To insert a flash in the number sequence press the CONF key.
To switch between Pulse and DTMF dialing press the PROG key.

DAY SERVICE / NIGHT SERVICE

The Attendant Telephone Display will indicate whether manual or automatic Day / Night service is in effect. The second line of the display will show an “a” for automatic or an “m” for manual.

“**The DND lamp is on when system is in the Night Mode**”
In Automatic Mode the system will automatically switch between the day mode and night mode at the times programmed.

To see the current mode (Day or Night):

- Press the PROG key
- Press the TRF key

To switch between the Day and Night Mode:

- Press the TRF key again

To switch between Automatic and Manual Mode:

- Press the FLASH key

To set Day and Night Mode automatic transfer times:

- Enter Day Mode start time (HHMM)
- Enter Night Mode start time (HHMM)

To exit:

- Press the RLS key
CHECK IN / CHECK OUT

- Press the **PROG** key
- Press the **CONF** key
- Dial Station number or press DSS key
  *(Display will show current status)*

- Press the **MSG** key to Check In
  *(Display will show OCCUPIED)*
or

- Press the **FLASH** key to Check Out
  *(Display will show CLEAN ROOM – indicating that the room needs to be cleaned)*

  *(Pressing the **FLASH** key again will change the display to VACANT – indicating that room is cleaned and ready to be rented)*
or

- Press the **DATA** key to set / remove Do-Not-Disturb
  *(Display will show D.N.D.)*

  *(Pressing the **DND** key again will remove D.N.D.)*

*Check In / Check Out can be assigned to a Softkey*

SET WAKE-UP / REMIND CALLS

- Press the **PROG** key
- Press the **CAMP** key
- Dial the Station number or Press DSS key
- Enter the Wake-Up time (HHMM)
  *(Press the **FLASH** key to cancel)*
- Press the **RLS** key

*Wake-Up Call can be assigned to a Softkey*
SINGLE LINE TELEPHONE FEATURES

INTERNAL (INTERCOM) CALLS

TO PLACE AN INTERCOM CALL

- Lift the handset
- Dial an Extension Number (Dial “0” for the Attendant)

TO RECEIVE AN INTERCOM CALL

- Your phone will be ringing
- Lift the handset to answer

OUTSIDE CALLS

TO ACCESS AN OUTSIDE LINE

- Dial Trunk Hunt Group access code (8, 9, 91 – 98)
  or
- Dial 77 then dial trunk number

TO MAKE AN OUTSIDE CALL

- Lift the Handset (Hear Intercom Dial Tone)
- Access an Outside Line
- Dial your number
TO ANSWER AN INCOMING CALL

For a call ringing on your phone:

• Lift the handset (you will be automatically connected to the ringing line)

For a call ringing on another phone:

• Use Call Pickup

CALL PICKUP

Directed Call Pickup: Answer a specific ringing phone

• Call the ringing station
• Press the * key

Group Call Pickup: Answer any ringing phone in a Station group

• Dial the Station Group Number (1 – 7)
• Press the * key

System Call Pickup: Answer any ringing phone

• Press the * key

TO PUT A CALL ON HOLD

• Hookflash (press and release the hookswitch)

or

• Press the Flash key (if equipped)

TO RETRIEVE A CALL PUT ON HOLD

• Hookflash again

or

• Press the Flash key again
HOLD RECALL

When a call has been on hold too long, it will recall (ring) the station which put it on hold.

To answer the recall:

- Lift the handset

TO TRANSFER A CALL

To an idle Station:

- Put the call on HOLD
- Dial the station number
- Announce the call (if not busy) (optional)
- Replace the handset

To a busy Station:

- Put the call on HOLD
- Dial the station number (hear busy tone)
- Replace the handset

When transferring a call to a busy station, the call will be camped on. The station will get an alert tone and when their handset is replaced their phone will ring.

Or

- Put the call on HOLD
- Dial the station number (hear busy tone)
- Hookflash cancel the transfer and return to the original call

SYSTEM SPEED DIAL

- Lift handset
- Dial 70
- Enter Speed Dial Storage Location (100-499)
PERSONAL SPEED DIAL

- Lift handset
- Dial 70
- Enter Speed Dial Storage Location (01-09)

PROGRAM PERSONAL SPEED DIAL

- Lift handset
- Dial 746
- Dial Speed Dial Storage Location (01-09)
- Replace handset

LAST NUMBER REDIAL

- Lift handset
- Dial 70
- Press # key or dial 00

TO PARK A CALL

- Put Call on Hold
- Dial 76
- Dial the Call Park bin number (0-9)
  - If bin is occupied you will hear an interrupted tone
  - If bin is unoccupied you will hear silence and may park the call
- Press the # key to park the call

If the Park bin is occupied dial another Call Park bin number
TO RETRIEVE A PARKED CALL

- Dial 76
- Dial the Call Park bin number (0-9)
- If the bin is occupied you will hear an interrupted tone
- Press the * key to retrieve the call

CONFERENCE CALLS

CONFERENCE

- Make first call (internal or external)
- Hookflash or press FLASH key
- Make second call (internal or external)
- Hookflash or press FLASH key
- Dial 748

PAGING

PAGE A GROUP OF KEYPHONES

- Lift the handset
- Dial the Station Group number (1-7)
- Press the # key
- Pause (for tone)
- Announce your Page

PAGE ALL KEYPHONES

- Lift the handset
- Press the # key
- Dial 9
- Pause (for tone)
- Announce your Page
EXTERNAL PAGE
(Through External Speakers)

- Lift the handset
- Press the # key
- Dial External Zone number (1-8)
- Pause (for tone)
- Announce your Page

PAGE ALL EXTERNAL ZONES

- Lift the handset
- Press the # key
- Dial 0
- Pause (for tone)
- Announce your Page

PAGE ALL INTERNAL & EXTERNAL ZONES

- Lift the handset
- Press the # key
- Press the * key
- Pause (for tone)
- Announce your Page

ANSWERING A PAGING CALL
(Meet-Me Page)

- Lift the handset
- Press the # key twice or dial 745

MUSIC OVER EXTERNAL PAGING

To turn the music on or off:

- Page External Zone 8
  Can also Page All External & Page All External and Internal
- Press the 1 key
CALL FORWARDING

CALL FORWARDING – ALL CALLS

To Call Forward to another Station:

- Dial 71
- Dial Station Number

To Call Forward to an External Number:

- Dial 71
- Press the # key
- Enter the Speed Dial bin number (01-09, 100-499)

To Call Forward to a Station Hunt Group:

- Dial 71
- Dial 78
- Dial the Station Hunt Group number (1-8)

CALL FORWARD – BUSY / NO ANSWER

To Call Forward to another Station:

- Dial 72
- Dial Station Number

To Call Forward to an External Number:

- Dial 72
- Press the # key
- Enter the Speed Dial bin number (01-09, 100-499)

To Call Forward to a Station Hunt Group:

- Dial 72
- Dial 78
- Dial the Station Hunt Group number (1-8)

Calls will be forwarded when not answered after the Call Forward No Answer Time. Only stations will be forwarded to an External number when the forwarding station is busy.
TO CANCEL CALL FORWARDING

- Dial 71 or 72
- Replace the handset

*Call Forwarding can only be cleared from the forwarding station.*

CALL FORWARD – FOLLOW ME

To forward calls from another station:

- Dial 71
- Press the * key
- Dial the Station Number

*This sets Call Forwarding – All Calls for the Station number dialed to The Station doing the setting.*

MESSAGES (MESSAGE WAITING)

TO SET A MESSAGE

- Dial 743
- Dial the Station number

*The MSG Lamp on a Keyphone will flash when there is a Message Waiting*

TO CLEAR A MESSAGE

- Dial 740
- Dial the Station number

*This can only be done from the Station that set the message*
TO RESPOND TO A MESSAGE

- Dial 744

*The Station that set the message will be automatically called*

A Message Waiting is indicated on a Single-Line Telephone by a message waiting light or a double ring (programmable for every 1 – 15 minutes)

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TO CALL A STATION HUNT GROUP

*To call one available station in the Hunt Group:*

- Lift the handset
- Dial 78
- Dial the Station Hunt Group Number (1-8)

TO TRANSFER A CALL TO A STATION HUNT GROUP

*To transfer a call to one available station in the Hunt Group:*

- Put the Outside Call on Hold
- Dial 78
- Dial the Station Hunt Group Number (1-8)
- Announce the call (optional)
- Replace the handset

*To transfer a call and ring all idle stations in the Hunt Group:*

- Put the Outside Call on Hold
- Dial 73
- Dial the Station Hunt Group Number (1-8)
- Replace the handset
WAKE-UP / REMIND CALLS

SET WAKE-UP / REMIND CALL

Daily Wake-Up / Remind Call:

- Dial 741
- Enter Time (HHMM)

Once only Wake-Up / Remind Call:

- Dial 742
- Enter Time (HHMM)

To Cancel:

- Dial 741 or 742
- Replace the handset

ADDITIONAL FEATURES

AUTOMATIC OUTSIDE LINE (Programmable)

- Lift handset
- An Outside Line is automatically accessed

RESERVE AN OUTSIDE LINE

- Access an Outside Line (Line is busy)
- Dial 7
- System will ring your phone when line is available
- Lift handset

The callback will automatically cancel if not answered within the programmed time.
RESERVE A BUSY STATION  (Automatic Callback)

- Call Station  (Station is busy)
- Dial  7
- System will ring your phone when Station is available
- Lift handset The Station will be automatically called

The callback will automatically cancel if not answered within the programmed time.

VOICE ANNOUNCE / SIGNAL CALLING

When an Intercom Call is made to a Keyphone, the caller can switch between Voice Announce and Signal Calling (ringing).

To switch between Voice Announce and Signal Calling:

- Press the # key

TO CALL AN OHVA / SOHVA KEYPHONE

**OHVA**  (Off-Hook Voice Announce)
**SOHVA**  (Secure Off-Hook Voice Announce)

- Lift handset
- Dial Station number  (station is busy)
- Press the # key
- Announce call

**OHVA / SOHVA phone must be off-hook on a call**

EMERGENCY CALL

- Call station  (station is busy)
- Dial  1
- Wait for station to respond
To respond to an emergency call:

- Hookflash or press FLASH key
- You will be connected to the calling station
- When finished let emergency caller hang up
- Hookflash or press FLASH key - you will be connected to your original call

DO-NOT-DISTURB

To set or clear Do-Not-Disturb:

- Dial 747

When the handset is lifted a special tone will be heard

AUTOMATIC ROUTE SELECTION (Programmable)

- Lift handset
- Dial Trunk Access Code (8 or 9)
  or
- Dial 70 for speed dial (plus 01-09 / 100-499)
- Dial number
- Pause

The system will determine which Trunk to access and then dial the number.

WARNING TONE (Programmable)

When activated, a tone will be received at programmed Intervals while talking on an Outside Line
LOCK YOUR PHONE

To lock your phone: (Outgoing Trunk calls cannot be placed)

- Lift handset
- Dial 749
- Dial your code (1-6 Digits)
- Replace the handset

To unlock your phone: Repeat the same procedure

CALL A DOOR PHONE

- Dial 791 (First Door Phone)
- Dial 792 (Second Door Phone)

CALL A DEDICATED DOOR PHONE (KSX 32I only)

- Dial 79

To unlock the door while talking to the door phone:

- Dial 0
### FLEXIBLE KEY ASSIGNMENTS

There are 24 Flexible Keys on your Keyphone. Each of those keys may individually programmed by the station user for one of the following functions:

- **STATION DSS / BLF**  
  (Direct Station Selection / Busy Lamp Field)

- **STATION HUNT GROUP**

- **INDIVIDUAL TRUNK**

- **TRUNK HUNT GROUP**

- **SPEED DIAL BIN**

- **CALL PARK BIN**

- **CALL FORWARD**

- **AUTOMATIC WAKEUP**  
  (Hotel / Motel Front Desk Feature)

- **CHECK IN / CHECK OUT**  
  (Hotel / Motel Front Desk Feature)

- **RECORD (Outside Call)**
TO CHECK THE CURRENT KEY ASSIGNMENT

- Press the PROG key
- Press the KEY to be programmed

*The upper right corner of the Keyset Display will show the current function assigned to the key.*

TO DELETE THE CURRENT KEY ASSIGNMENT

- Press the FLASH key to delete the existing function

*If the upper right corner of the Keyset Display is blank then there is nothing assigned to the key.*

- Press the HOLD key to save the change

*This will leave the key with no assignment*

TO PROGRAM THE KEY WITH A NEW FUNCTION

- Press the PROG key
- Press the KEY to be programmed
- Then select one of the following functions:

**DSS / BLF**

- Press the flashing PROG key
  *The Display will show “ST: “*
- Dial the Station Number
- Press the HOLD key to save the change

**STATION HUNT GROUP**

- Press the MSG key
  *The Display will show “STGP: “*
- Dial the Station Hunt Group number
- Press the HOLD key to save the change
**INDIVIDUAL TRUNK**

- Press the **MSG** key TWICE  
  *The Display will show “TK: “*
- Dial the individual Trunk number
- Press the **HOLD** key to **save the change**

**TRUNK HUNT GROUP**

- Press the **MSG** key THREE times  
  *The Display will show “TKGP: “*
- Dial the Trunk Hunt Group number (1-8)
- Press the **HOLD** key to **save the change**

**SPEED DIAL BIN**

- Press the **MSG** key FOUR times  
  *The Display will show “SD-> “*
- Dial the Speed Dial Bin number (01-09, 100-499)
- Press the **HOLD** key to **save the change**

**CALL PARK BIN**

- Press the **MSG** key FIVE times  
  *The Display will show “Park “*
- Dial the Call Park Bin number (0-9)
- Press the **HOLD** key to **save the change**

**CALL FORWARD**

- Press the **MSG** key SIX times  
  *The Display will show “FWRD “*
- Dial “1” for all calls or “2” for busy/no answer
- Press the **HOLD** key to **save the change**
AUTOMATIC WAKE-UP

- Press the MSG key SEVEN times
  The Display will show “WAKEUP “
- Press the HOLD key to save the change

CHECK IN / CHECK OUT

- Press the MSG key EIGHT times
  The Display will show “CHKOUT “
- Press the HOLD key to save the change

RECORD (OUTSIDE CALL)

- Press the MSG key NINE times
  The Display will show “RECORD “
- Press the HOLD key to save the change

When you have finished programming the key then press the RLS key to terminate programming.

NOTE: Only one station can be programming keys at a time. If someone else is programming and you press the PROG key and a Flexible Key, the Flexible Key will perform its normal function (DSS, Trunk Access, etc.). Wait a few minutes and try again.
The number of Flexible Keys can be increased from 24 to 48 through the use of a “SHIFT” key. This “SHIFT” key will allow you to move between the standard Flexible Key Assignments and the alternate Flexible Key Assignments.

The “SHIFT” key is actually the **FLASH** key on your Keyphone. While your keyphone is idle, press the **FLASH** key – the **PROG** key will flash on and off indicating that you are working on the alternate set of assignments for the 24 flexible keys. Pressing the **FLASH** key again (the **PROG** key will stop flashing) will return you to the original 24 key assignments

**PROGRAMMING ALTERNATE FLEXIBLE KEYS**

- Keyphone must be idle
- Press the **FLASH** key
- Make sure the LED on the **PROG** key is flashing
- Follow the same procedures for programming the Standard Flexible Key assignments
DEFAULT FEATURES & DIAL CODES

DIAL: FEATURE:
10 – 69 Station Intercom Dialing
100 – 699
1000 – 6999
1 – 7 * Group Call Pickup
1 – 7 # Page a Group of Keyphones
71 * + Station No. Call Forward – Follow Me
71 + Station No. Call Forwarding – All Calls
72 + Station No. Call Forwarding – Busy / No Answer
73 + Station Hunt Group No. Transfer Call to all Stations in Station Group (1-8) (Rings all idle stations)
741 + HHMM Daily Wake-Up / Remind Call
742 + HHMM Once only Wake-Up / Remind Call
743 + Station No. To Set a Message
744 To Respond to a Message
745 To Answer a Paging Call
746 + 01-09 Program Personal Speed Dial
747 Do-Not-Disturb
748 SLP Conference
749 + Lock Code To Lock / Unlock your phone
740 + Station No. To Clear a Message
75 + Station No. Hold Pickup
76 + 0-9 Access Call Park bin
77 + Trunk No. To Access an Outside Line
78 + Station Hunt Group No. Call station in Station Hunt Group (1-8)
79 + 1 or 2 Call the Door Phone 1 or 2
70 + Speed Dial Bin System / Personal Speed Dial
70 00 Redial
70 # Redial
8 Trunk Hunt Group 8
9, 91-98 Trunk Hunt Groups (1-8)
0 Call the Attendant
* System Call Pickup
# + 1-8 Page an External Zone (1-8)
# 8 + 1 Turn Music over External Page On/Off
# 9 Page All Internal
# 0 Page All External
# * Page All Internal & External
# # To Answer a Paging Call