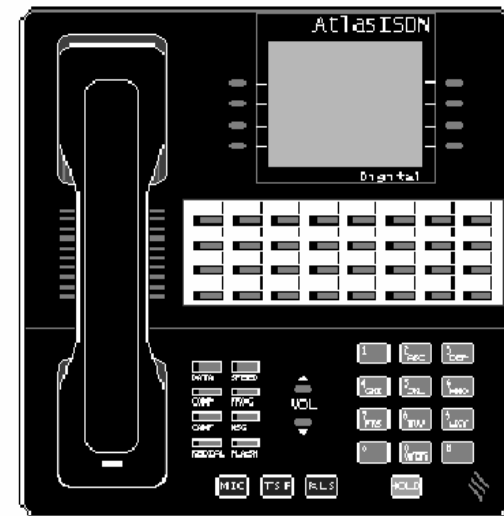


Atlas

Executive Display Speakerphone



Easy Reference Guide

The features and functions described herein are presented in condensed form, enabling you to easily understand the operation of the Atlas System. However, the configuration of your particular system and telephone may introduce differences in operation. It is important that your installer provide you with some introductory training to familiarize you with feature explanations and the specific parameters of your system.

| | |
|----------|---|
| 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 |

Table of Contents

| | |
|--|----|
| KEYPHONE LAYOUT | 6 |
| EXPLANATION OF KEYS | 7 |
| DEDICATED FEATURE KEYS | 7 |
| LIQUID CRYSTAL DISPLAY | 7 |
| VARIABLE FUNCTION KEYS | 7 |
| PROGRAMMABLE KEYS | 8 |
| VOLUME CONTROL | 8 |
| GENERAL INFORMATION | 9 |
| HANDSFREE OPERATION | 9 |
| AUTOMATIC OUTSIDE LINE SELECTION | 9 |
| PROGRAMMABLE KEYS | 9 |
| LED (LIGHTS) INDICATIONS | 9 |
| TO PLACE AN INTERCOM CALL | 10 |
| TO RECEIVE AN INTERCOM CALL | 10 |
| TO MAKE AN OUTSIDE CALL | 11 |
| TO ANSWER AN INCOMING CALL ON YOUR PHONE | 11 |
| TO ANSWER A CALL RINGING AT ANOTHER PHONE | 11 |
| MUTE THE SPEAKERPHONE | 12 |
| TO PUT A CALL ON HOLD | 12 |
| TO RETRIEVE A CALL PUT ON HOLD | 12 |
| DIRECTED HOLD PICK-UP | 13 |
| HOLD RECALL (Timer for recall must be programmed) | 13 |
| TO TRANSFER A CALL | 13 |
| TO TANSFER CALL TO VOICEMAIL (Requires Voicemail) | 14 |
| TO WHISPER PAGE | 14 |
| SYSTEM SPEED DIAL | 15 |
| PERSONAL SPEED DIAL | 15 |
| PROGRAM PERSONAL SPEED DIAL | 15 |
| SPEED DIAL DIRECTORY (Programmable) | 15 |
| LAST NUMBER REDIAL | 16 |
| SCRATCH PAD – SAVE A NUMBER WHILE ON A LINE | 16 |
| AUTO REDIAL (Programmable) | 16 |
| TO PARK A CALL | 17 |
| TO RETRIEVE A PARKED CALL | 17 |

CONFERENCE.....18
 UNSUPERVISED CONFERENCE.....18
 RE-ENTER UNSUPERVISED CONFERENCE.....18
 PRIVACY RELEASE – Add on Conference18
 PAGE A GROUP OF KEYPHONES.....19
 PAGE ALL KEYPHONES19
 EXTERNAL PAGE19
 PAGE ALL EXTERNAL ZONES 20
 PAGE ALL INTERNAL & EXTERNAL ZONES 20
 ANSWERING A PAGING CALL (Meet-Me Page)..... 20
 MUSIC OVER EXTERNAL PAGING 20
 CALL FORWARDING – ALL CALLS.....21
 To Call Forward to another Station:.....21
 To Call Forward to an External Number:.....21
 To Call Forward to a Station Hunt Group:.....21
CALL FORWARD – BUSY / NO ANSWER.....21
 To Call Forward to another Station:.....21
 To Call Forward to an External Number:.....21
 To Call Forward to a Station Hunt Group 22
TO CANCEL CALL FORWARDING 22
CALL FORWARD – FOLLOW ME..... 22
TO SET A MESSAGE..... 23
TO CLEAR A MESSAGE 23
TO RESPOND TO A MESSAGE 23
MESSAGE SCROLL 23
TO CALL A STATION HUNT GROUP..... 24
**TO TRANSFER A CALL TO A STATION HUNT
 GROUP..... 24**
SET WAKE-UP / REMIND CALL 25
SET DISPLAY MESSAGES..... 25
SET DISPLAY MESSAGES (CONTINUED)..... 26
AUTOMATIC OUTSIDE LINE (*Programmable*)..... 27
RESERVE AN OUTSIDE LINE..... 27
RESERVE A BUSY STATION (Automatic Callback) . 27
VOLUME CONTROL..... 27
SMDR ACCOUNT CODE 28
VOICE ANNOUNCE / SIGNAL CALLING 28
CAMP ON BUSY CALL 28
TO RESPOND TO A CAMPED ON CALL: 28
DO-NOT-DISTURB..... 29

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 |
| 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 (1-9) |
| 79 + 1 or 2 | Call the Door Phone 1 or 2 |
| 70 + Speed Dial Bin | System / Personal Speed Dial |

32 ALTERNATE FLEXIBLE KEYS

The number of Flexible Keys can be increased from 32 to 64 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 Key phone. While your key phone 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 32 flexible keys. Pressing the **FLASH** key again (the **PROG** key will stop flashing) will return you to the original 32 key assignments

PROGRAMMING ALTERNATE FLEXIBLE KEYS

- Key phone 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

AUTOMATIC ROUTE SELECTION (Programmable) 29

MICROPHONE DEFAULT 29

BACKGROUND MUSIC 29

WARNING TONE (Programmable) 30

TOLL RESTRICTION OVERRIDE PASSWORD 30

BARGE-IN (OUTSIDE LINE OR STATION) (Programmable)..... 30

EXECUTIVE MONITORING (Programmable) 30

LOCK YOUR KEYPHONE31

CALL A DOOR PHONE31

EXAMPLES OF DISPLAY SCREENS..... 33

TO CHECK THE CURRENT KEY ASSIGNMENT . 37

TO PROGRAM THE KEY WITH A NEW FUNCTION 37

DSS / BLF 37

STATION HUNT GROUP 37

INDIVIDUAL TRUNK 38

TRUNK HUNT GROUP 38

SPEED DIAL BIN 38

CALL PARK BIN 38

CALL FORWARD 38

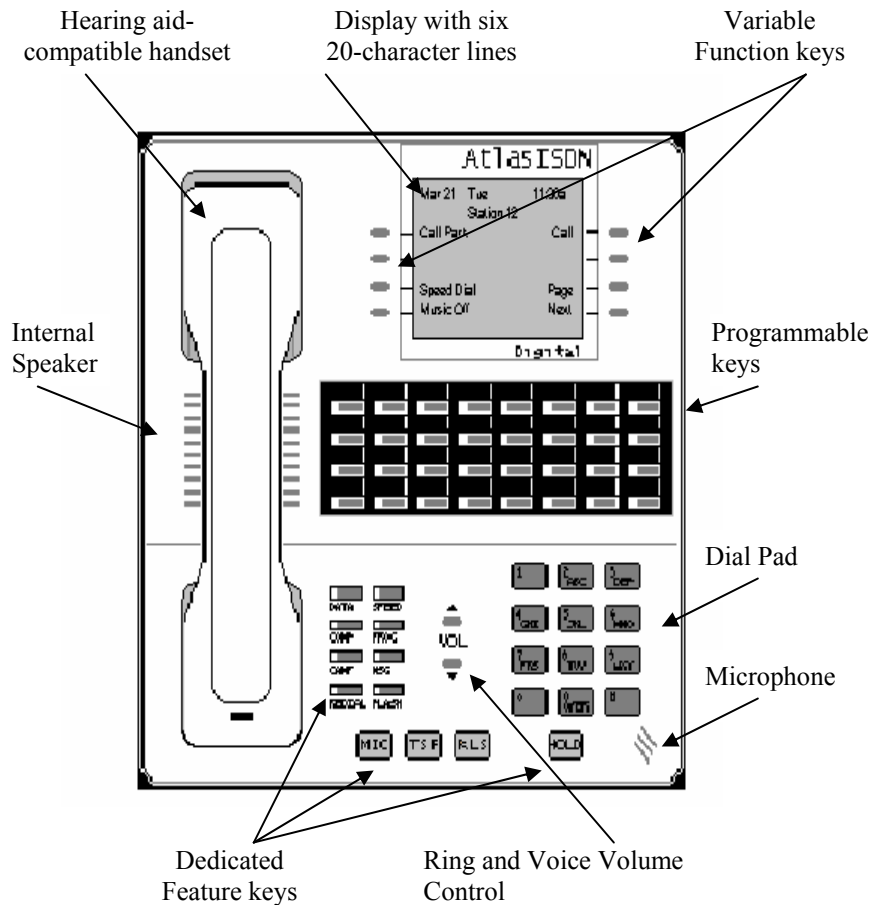
AUTOMATIC WAKE-UP 39

CHECK IN / CHECK OUT 39

RECORD (OUTSIDE CALL) Requires voicemail..... 39

PROGRAMMING ALTERNATE FLEXIBLE KEYS . 40

KEYPHONE LAYOUT



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) Requires voicemail

- 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.*

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

EXPLANATION OF KEYS

DEDICATED FEATURE KEYS

- **DND** Do Not Disturb
- **CONF** Conference; Privacy Release
- **CAMP** Camp on Busy Station
- **PROG** Programming
- **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** Activate Speaker Phone
- **TRF** Transfer, Exclusive Hold
- **RLS** Terminating the call
- **HOLD** Placing a call on hold

LIQUID CRYSTAL DISPLAY

Six line with 20 characters on each showing date, time, number dialed, duration of call, calling station or trunk, call forwarding information, LCD messages, Caller I.D. etc. on the top two lines of the display. The additional four lines indicate the function of the eight Variable Function Keys (described below).

VARIABLE FUNCTION KEYS

These keys change function to provide one-touch features depending upon the activity of the telephone. The function is indicated on the LCD display next to the button that will perform that function. Once a button is pushed the buttons may then be redefined with new functions indicated on the LCD display. To operate simply press the button next to the function desired.

PROGRAMMABLE KEYS

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

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

** May be optional features

VOLUME CONTROL

Will raise and lower the volume of the following:

- Handset Volume (while using the handset)
- Speakerphone Volume (while using the speakerphone)
- Ringer Volume (while phone is idle)
- Background Music Volume (while listening to background music)

TO CHECK THE CURRENT KEY ASSIGNMENT

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

The upper right corner of the Keypad 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 Keypad 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

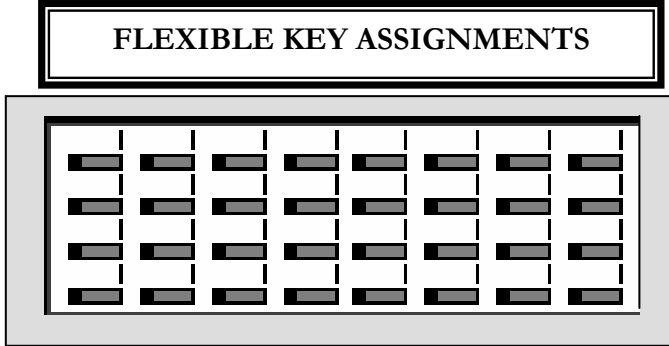
- Press the **PROG** key
- Press the KEY to be programmed
- Then select one of the following functions:

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



There are 32 Flexible Keys on your Key phone. 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 LINE
- LINE 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)

GENERAL INFORMATION

HANDSFREE OPERATION

Throughout this guide indicates where hands free can be used ★

(All Key phones can operate Hands free)

For hands free operation, press the MIC key the Speaker and Microphone will turn on automatically to allow conversation. Press the RLS key to end the call.

To switch from using the handset to the speakerphone, press the MIC key and replace the handset on its cradle.

To switch to the handset for privacy, simply lift the handset and continue the conversation. The speaker and microphone will turn off when the handset is lifted.

Hands free operation is not available for paging calls (Internal or External).

AUTOMATIC OUTSIDE LINE SELECTION

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

PROGRAMMABLE KEYS

Pressing the programmable keys can access some of the features of the Atlas system. 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 Outside Lines and Stations you are connected to or have on HOLD will show Green. LEDs for outside lines and Stations in use by other stations will show Red.

INTERNAL (INTERCOM) CALLS

TO PLACE AN INTERCOM CALL★

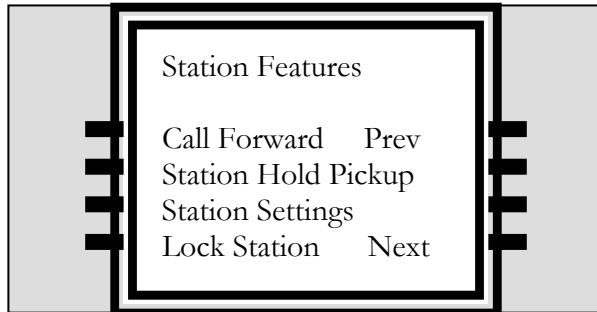
- Dial an Extension Number (either on or off hook)
(Dial "0" for the Attendant)
- If the call goes through hands free to the called key set's speakerphone, simply speak after you hear the tone
- If you hear ringing, wait for the call to be answered
- If no response, leave a message by pressing the programmed voicemail key (Optional and requires voicemail)
- When finished hang up or press **RLS** (if using the speakerphone)

TO RECEIVE AN INTERCOM CALL★

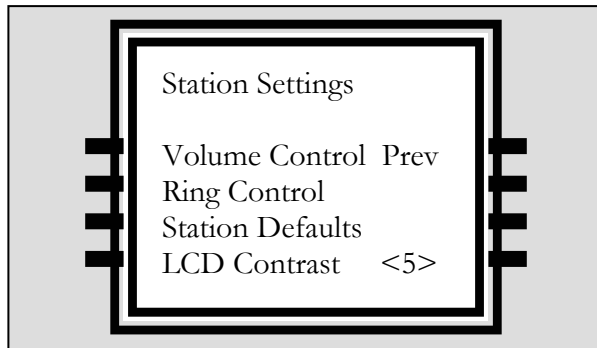
- If the call comes through your speaker (hands free) you may just talk
- or*
- Lift the handset for privacy
- or*
- If your phone is ringing you may lift the handset (for privacy) to answer the call...
- or*
- Press **MIC** to answer the call hands free

Pressing the key beside "Next" will advance to the next screen and pressing the key beside "Prev" will return to the previous screen.

Pressing a key beside any feature shown on a screen will bring up another screen with self-explanatory prompts. Pressing the appropriate keys or entering the required numbers will activate the features.



Pressing the key beside the “Station Settings” prompt will bring up the following screen:



Pressing the key beside the “Station Defaults” prompt will bring up the following screen:



OUTSIDE CALLS

TO MAKE AN OUTSIDE CALL ★

- Lift the Handset
- Press a Outside Line Key (if programmed on your phone)
- or*
- Dial Outside Line Hunt Group access code
- Dial your number
- Hang up the handset or press **RLS** when finished

TO ANSWER AN INCOMING CALL ON YOUR PHONE ★

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 hands free

TO ANSWER A CALL RINGING AT ANOTHER PHONE ★

Directed Call Pickup: Answer a specific ringing phone

- Call the ringing station
- Press the ***** key
- Example dial (113 *)

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 THE SPEAKERPHONE

To turn the microphone on or off: (While on a call)

- 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:

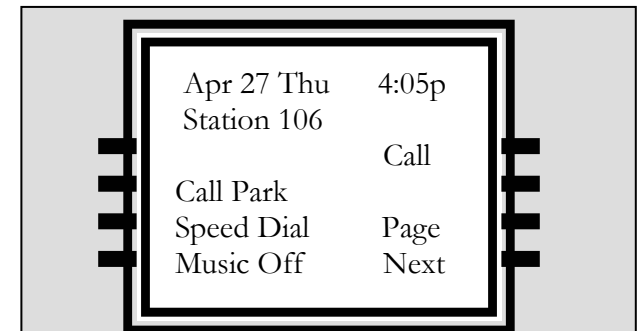
- Press the flashing green key
(if it appears on your phone)

display will redefine the buttons with the new functions that are now available.

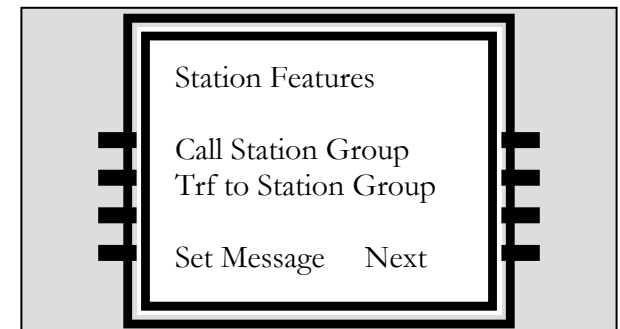
Most of the functions will be features that you can activate however, you will also see NEXT and PREV (previous) appear when you can move to the next or previous screen.

EXAMPLES OF DISPLAY SCREENS....

Display Screen when Key phone is idle



Pressing the key beside the "Next" prompt will bring up the following screen:

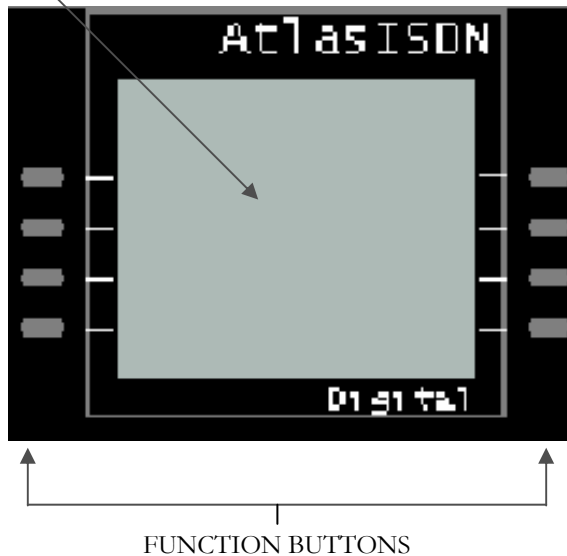


Pressing the key beside the "Next" prompt will bring up the following screen:

EXECUTIVE KEYSSET DISPLAY

The Executive Display Speakerphones are equipped with a six-line LCD display. When the Keypad is idle, the display shows the Month, Date and Day of the Week. It also shows the Time and the Station Number of the Key phone. The Station Number can be replaced with Call Forwarding information (if you have call forwarded your phone) or with Message waiting information (if you have a message waiting).

6 LINE X 20 CHARACTER
DISPLAY



Each line of the display can have up to 20 characters. The bottom four lines of the LCD display are used to show functions that are available to you. To select a function simply press the button next to that function. When a button is pressed, the

or

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

DIRECTED HOLD PICK-UP

To Retrieve a call put on hold from another station:

- Dial 75 + Station Number that put call on hold

You will be connected to the last line the Station put on HOLD.

HOLD RECALL (Timer for recall must be programmed)

When a call has been on hold beyond the programmed call hold timer, 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 automatically connected to the transferred Trunk.

TO TRANSFER CALL TO VOICEMAIL (Requires Voicemail)

- Press the DSS Key of the station you wish to transfer the call to
- Press the Voicemail Key (programmable)
- Press TRF Key

TO WHISPER PAGE

- Lift handset ★
- Dial Station number (station is busy)
- Press the **#** key
- Announce call
- The paged station can press the MIC key to respond and the MIC key again to return to the original conversation

- Dial a station (station is busy)
- Press the **CONF** key
- You can now monitor the call
- Press the MIC key to barge-in to the call
- Press the MIC key again to return to monitoring

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

LOCK YOUR KEYPHONE

To lock your Key phone: (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 Key phone: Repeat the same procedure

CALL A DOOR PHONE

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

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 (PROG light flashes)
- 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 Key phone is idle. The Shift Key is used only when the Key phone 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

SPEED DIAL

SYSTEM SPEED DIAL

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

PERSONAL SPEED DIAL

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

PROGRAM PERSONAL SPEED DIAL

- Press the **PROG** key
- Press the **INT/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. Press **CONF** key to insert a flash*

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 for station speed dial numbers, or scroll system speed dial 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

REDIAL

LAST NUMBER REDIAL

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

SCRATCH PAD – SAVE A NUMBER WHILE ON A LINE

To save a number while on an Outside Line:

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

To call the number :

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

AUTO REDIAL (Programmable)★

- Press the MIC key (Do not lift the handset)
- Make an Outside Call (number is busy)
- Press the **REDIAL** key
- The system will automatically release the line and automatically redial the number up to 99 times based on the programmed interval.
- Lift handset or press mic key when your call is ringing

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

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 Key phone to automatically turn on (or off) the microphone when receiving a Voice Announce Call:

- Press the **PROG** key
 - Press the **MIC** key
 - 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

- Press UP or DOWN **VOL** (Volume) key while using that particular feature
- Pressing the PROG key will select personal ring tones

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 Key phone, the caller can switch between Voice Announce and Signal Calling (ringing).

To switch between Voice Announce and Signal Calling:

- Press the **#** key

CAMP ON BUSY CALL

- Call station (station is busy)
- Press the **CAMP** key
- Wait for station to respond
- Each time the camp key is pressed a tone will sound on the earpiece of the called station.

TO RESPOND TO A CAMPED ON 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

CALL PARK

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 just select the next higher number e.g. if park 1 is busy press 2 for park 2.
 - 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

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

CONFERENCE CALLS

CONFERENCE ★

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

UNSUPERVISED CONFERENCE ★

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

RE-ENTER UNSUPERVISED CONFERENCE

- Press busy CO line
- Press CONF key

PRIVACY RELEASE – Add on Conference ★

- 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

ADDITIONAL FEATURES

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)

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 within the programmed time.

VOLUME CONTROL

You may increase or decrease the volume of your headset, ringer, speakerphone speaker, paging speaker and background music

SET DISPLAY MESSAGES (CONTINUED)

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.

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
- Press Release key (RLS) to end page

PAGE ALL KEYPHONES

- **Lift the handset**
- Press the **#** key
- Dial **9**
- Pause (for tone)
- Announce your Page
- Press Release key (RLS) to end page

EXTERNAL PAGE

(Through External Speakers)

- **Lift the handset**
- Press the **#** key
- Dial External Zone number (1-8)
- Pause (for tone)
- Announce your Page
- Press Release key (RLS) to end page

PAGE ALL EXTERNAL ZONES

- **Lift the handset**
- Press the **#** key
- Dial **0**
- Pause (for tone)
- Announce your Page
- Press Release key (RLS) to end page

PAGE ALL INTERNAL & EXTERNAL ZONES

- **Lift the handset**
- Press the **#** key
- Press the ***** key
- Pause (for tone)
- Announce your Page
- Press Release key (RLS) to end page

ANSWERING A PAGING CALL (Meet-Me Page)

- **Lift the handset**
- Press the **#** key twice
- Press Release key (RLS) to end page

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

WAKE-UP / REMIND CALLS

SET WAKE-UP / REMIND CALL

Daily Wake-Up / Remind Call:

- Dial **741**
- Enter Time (HHMM) e.g. 1700 = 5:00PM

Once only Wake-Up / Remind Call:

- Dial **742**
- Enter Time (HHMM)

To Cancel:

- Dial **741** or **742**
- Press the **FLASH** key

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.*

STATION HUNT GROUPS

TO CALL A STATION HUNT GROUP

To call an 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 an 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

CALL FORWARDING

CALL FORWARDING – ALL CALLS

(Setting from forwarded phone)

To Call Forward to another Station:

- Dial **71**
- Dial Station Number

To Call Forward to an External Number:

(Only works for Intercom Calls to the forwarded station)

- 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

(Setup from receiving phone)

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