

PLACE YOUR STATION IN DO-NOT-DISTURB

- Lift the handset.
- Press **[DND]** and **[*]**.
- Hang up. The lamp will medium flash.

To Cancel Do-Not-Disturb:

- Lift the handset, press **[DND]** and hang up. The lamp will be off.

ADD AN ACCOUNT CODE FOR SMDR REPORTING

AFTER THE CALL IS COMPLETED AND THE OUTSIDE PARTY HANGS UP:

- Before you hang up, press **[*]**.
- Enter the account code (up to 6 digits), using the keypad. Then hang up.

TURN ON BACKGROUND MUSIC

- Press **[*]** and **[M]**.
- Adjust the volume with the VOICE VOLUME dial.

TO CANCEL BACKGROUND MUSIC:

- Press **[*]** and **[M]**.

KEYSET FLASH RATES

Flash Rates	[LINE]	[HOLD]	[CONF]	[MSG]	[LAMP]
STEADY (0 IPM)	This line in use by another keyset.		Conference in progress on your keyset.		Incoming Intercom call. Speaker phone is on.
FAST (120 IPM)	Transferred call. Line is recalling from transfer or hold.	Intercom call waiting on your keyset.		Message Waiting.	
MEDIUM (60 IPM)	Line on hold.	Keyset has calls forwarded. Keyset is in Do-Not-Disturb.	The keyset added to a conference.		
SLOW (30 IPM)	Incoming call. Queued line now available. Outside call waiting on your keyset.				
DELAYED (15 IPM)	This line in conference on your keyset.				
DOUBLE FLASH	You are using this line.				

*IPM = Interruptions Per Minute.
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HOW TO USE YOUR 616 KEYSET

- Your Inter-Tel keyset has 6 C.O. line keys for outside calls. These are indicated in the procedures with a **[LINE]**.
- There are 6 feature keys for easy use of the many applications. These keys are defined below.
- Your keyset is equipped with an internal speaker and microphone to receive handsfree intercom calls and pages.
- The line keys and four of the feature keys are equipped with lamps (LED's) which flash at different rates. The keys and their flash rates are shown on the back panel.
- There are two dial tones. When you lift the handset you hear the intercom dial tone. If you then press an available (unlit) line key, you hear the outside dial tone.
- In the procedures, you are told to hang up the handset. In some cases it may be convenient to "hookflash" which means to press and immediately release the hookswitch located under the handset.

SPECIAL FEATURE KEYS

- [HOLD]** Places a call on hold. Forwards your calls to another station. Places your keyset in Do-Not-Disturb.
- [TRF]** Transfers an outside call to another station. Reverse transfers a call from another station. Connects a three-party conference.
- [PAGE]** Places pages through keyset speakers in programmed zones.
- [QUE]** Initiates an intercom callback. Requests to be queued onto a busy C.O. line.
- [MSG]** Activates another keyset's Message Waiting key. Dials the Message Center for leaving messages. Speed dials stored numbers. Re-dials the last number dialed.
- [ON/OFF]** Controls internal speaker for call monitoring. Controls an external speaker for handsfree operation. Disconnects when dialing on-hook. Indicates an incoming intercom call.

PLACE AN INTERCOM CALL

- Lift the handset.
- Dial the intercom number and listen for the double tone before speaking.
- If desired, press **[P]** to force the called party to lift the handset for privacy.

IF BUSY, CAMP-ON AS FOLLOWS:

- Do not hang up. You will automatically camp on and hear music-on-hold.
- When the called party is available, you will be connected.

IF BUSY, INITIATE CALL BACK AS FOLLOWS:

- Press **[QUE]** and hang up.
- When the called party is available, you will hear double tones.
- Lift the handset to respond.

IF BUSY, USE EXECUTIVE CALL WAITING AS FOLLOWS:

(if your keyset is enabled for this feature):

- Press **[*]** each time you want to signal the busy party (not to exceed once every 5 seconds).
- When the called party is available, you will be connected.

RECEIVE AN INTERCOM CALL

WHEN YOU HEAR A DOUBLE TONE AND POSSIBLY AN ANNOUNCEMENT AND YOUR ON/OFF KEY IS LIT:

- Respond handsfree or lift the handset for privacy.

WHEN YOU HEAR CONTINUOUS DOUBLE TONES:

- Lift the handset or press **[P]**.

INTERCOM CALL WAITING

IF YOU HEAR A DOUBLE TONE AND YOUR **[ELINE]** KEY IS FLASHING FAST, YOU HAVE AN INTERCOM CALL WAITING:

- If you are on an intercom call, complete it and hang up. The call waiting will then connect.

IF YOU ARE ON AN OUTSIDE CALL:

- Press **[ELINE]**. The **[ELINE]** key will medium flash and you will automatically connect to the intercom call.

—OR—

- Complete the outside call and hang up. The intercom call will then be connected.

PLACE

TO PLACE A CALL OFF-HOOK:

- Lift the handset and press an unlit **[LINE]** key to receive the outside dial tone. The line key will double flash.
- Dial the desired telephone number.

TO PLACE A CALL ON-HOOK:

- Press **[P]**.
- Press an unlit **[LINE]** key to receive the outside dial tone. The line key will double flash.
- Dial the desired telephone number.
- When the party answers, lift the handset to talk.
- If there is no answer, disconnect by pressing **[P]**.

TO IMMEDIATELY PLACE ANOTHER CALL:

- Without hanging up, press the same **[LINE]** key again.
- When you hear the outside dial tone, dial the new number.

RECEIVE AN OUTSIDE CALL

WHEN YOU HEAR LONG SINGLE TONES AND SEE A SLOW FLASHING **[ELINE]** KEY:

- Lift the handset.
- Press the slow flashing **[ELINE]** key. The line key will double flash.

IF THE CALL IS BEING TRANSFERRED, YOU WILL HEAR THE INTERCOM DOUBLE TONE AND POSSIBLY AN ANNOUNCEMENT.

- Wait for the transferring party to hang up before following the above procedure.

OUTSIDE CALL WAITING

IF YOU HEAR A SINGLE TONE EVERY 15 SECONDS IN YOUR HANDSET AND SEE A SLOW FLASHING **[ELINE]** KEY, YOU HAVE AN OUTSIDE CALL WAITING.

IF YOU ARE ON ANOTHER OUTSIDE CALL:

- Place the current outside call on hold by pressing **[P]**
—OR—
Complete the current call.
- Press the slow flashing **[ELINE]** key.

IF YOU ARE ON AN INTERCOM CALL:

- Complete the call and press the slow flashing **[ELINE]** key.

While the intercom party is off-hook, if you press the **[P]** key, he will be camped-on. When you complete the outside call and hookflash, the intercom call will be connected.