

Administrative Phone Information

8 BUTTON



12 BUTTON WITH DISPLAY



Answer Calls

Access 1



All Other Lines



Handsfree



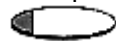
Make Calls

Ordinary Calls 8 + Dial number

Accept a Second Call

Accept 2nd Call

Activate/Cancel



Volume Control

At idle or when Ringing:

Tone Ringer Volume



During Calls:

Handset or

Loudspeaker Volume



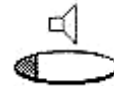
Mute/Cancel



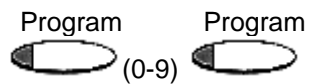
Send Additional Digits 9 + Dial digits

For pager access, credit card calls, voice messages or any type of computerized network which requires extra digits after the tone.

Switch to Speaker



Tone Ringer Character



Lamp Indications

<i>Rapidly flashing lamp</i>	Incoming call
<i>Slowly flashing lamp</i>	The line is put on hold
<i>Light with short breaks</i>	Ongoing call
<i>Steady light</i>	The function is active or a supervised line is busy

Symbol Explanations

	Lift the handset		Replace the handset
(0-9)	Press a wanted digit on the keypad	6	Press the key
	Programmable key (name or function code)		Extinguished lamp
			Steady light
			Flashing lamp

ADMINISTRATIVE STANDARD FEATURES

Automatic Answer	Inquiry/Consultation Hold
Call Diversion	Last Number Redial (External Calls Only)
Call Hold	Programming Function Keys
Call Pick Up	Ring Options
Call Transfer	Send Additional Digits
Conferencing	Stored Number Redial

❑ AUTOMATIC ANSWER

Answer calls via loudspeaker

- Press **AUTO ANSWER** function key (lamp is on)
- To CANCEL, press **AUTO ANSWER** function key

Note: Line must be programmed with ring option 5 listed in the ring options.

❑ CALL DIVERSION

ALL CALLS (all calls will divert to a designated answer-point)

- Press **CALL DIVERT** function key (lamp is on)
- To CANCEL, press **CALL DIVERT** function key (lamp is off)

OR

- Press * **2 #**. Listen for special (pulsating) dial tone, hang up
- To CANCEL, lift handset, press **# 2 #**. After dial tone, hang up.

NO ANSWER (calls divert after ringing several times)

- Press * **2 1 #**. Listen for confirmation tone and dial tone. Hang up.
- To CANCEL, press **# 2 1 #**. After dial tone, hang up.

BUSY (calls divert only if your extension is busy)

- Press * **2 2 #**. Listen for confirmation tone and dial tone, hang up
- To CANCEL, press **# 2 2 #**. After dial tone, hang up.

NOTE: **DIVERSION**, **BUSY** and **NO ANSWER** can be active at the same time.

FOLLOW-ME (all calls will divert to a chosen answer-point)

- Press * **2 ***, dial extension you want your calls to divert to, plus **#**. Listen for (pulsating) dial tone, hang up.
- To CANCEL, lift handset, press **# 2 #**. After dial tone, hang up.

To redirect FOLLOW-ME from answer-point after feature is activated

- Lift handset at answer-point; press * **2 ***, dial original extension number, *, dial new answer point number, plus **#**. After dial tone, hang up.

To cancel FOLLOW-ME and CALL DIVERSION/ALL CALLS from answer-point after feature is activated

- Lift handset at answer-point; press **# 2 ***, dial original extension number, plus **#**. After dial tone, hang up.

EXTERNAL CALL FORWARDING
TO PROGRAM NUMBERS

- Press * **2 3 #**, plus 8 area code and number, plus **#**.

TO CANCEL EXTERNAL CALL FORWARDING

- Press **# 2 3 #**.

❑ CALL HOLD

EXCLUSIVE HOLD (call can only be retrieved from your phone)

- With party on line, press line key that received call.
- To retrieve, press same key.

COMMON HOLD (call can be retrieved from any phone)

- With party on line, press **COMMON HOLD** function key, or press **8**.

TO RETRIEVE FROM THE SAME PHONE

- Press line key holding call

TO RETRIEVE FROM PHONE WITH SAME LINE APPEARANCE

- Press line key holding call

TO RETRIEVE FROM ANOTHER PHONE

- Dial extension where call was placed on COMMON HOLD; listen for busy tone
- Press **8** to connect call

❑ CALL PICK-UP

GROUP

Within your designated pick-up group

- Dial **75** to connect to incoming call

❑ CALL TRANSFER

- With party on line, press vacant line key (ACCESS 1, 2, or 3)
- Dial second party
- Wait for answer; announce call; press **TRANSFER** or **T** key

OR

- After first ring, press **TRANSFER** or **T** key

NOTE: If second party is busy or does not answer, disconnect by pressing switchhook. Return to first party by pressing the line key holding first call.

❑ CONFERENCING

- With first party on line, press vacant line key (ACCESS 1, 2, or 3)
- Dial second party (include access code if number is external)
- After answer, press **3**. Listen for conference tone (long beep); all parties are connected.

Repeat these steps to connect up to eight parties; maximum of three external calls.

NOTE: If second party is busy or does not answer, disconnect by pressing switchhook. Return to first party by pressing the line key holding the first call.

❑ INQUIRY/CONSULTATION HOLD

- With party on line, press vacant line key (ACCESS 1, 2, or 3) (first party is automatically on hold)
- Dial second party

TO REFER BACK TO FIRST PARTY

- Press line key holding first party

TO ALTERNATE BETWEEN CALLS

- Press line key holding party you wish to speak to (other party is automatically on hold)

NOTE: If second party is busy or does not answer, disconnect by pressing switchhook. Return to first party by pressing the line key holding the first call.

❑ LAST NUMBER REDIAL (External Calls Only)

Press * * * for automatic redial of last external number.

PROGRAMMING FUNCTION KEYS

TO STORE FREQUENTLY CALLED NUMBERS

- With handset on hook, press **PROGRAM** function key (lamp is on)
- Press vacant function key to be used to store desired number (lamp is on)
- Enter number (include access code if required)
- Press function key (lamp is off)
- Press **PROGRAM** function key to complete entry (lamp is off)

TO USE A STORED NUMBER

- Press function key that represents stored number (number is automatically dialed)

NOTE: Function keys can also be used to store feature codes, such as LAST NUMBER REDIAL, CALL PICK-UP, FOLLOW-ME DIVERSION, etc... To program, follow the same steps as above.

To cancel PROGRAMMING ON FUNCTION KEYS

- With handset on hook, press **PROGRAM** key
- Press **FUNCTION** key
- Press * #
- Press **FUNCTION** key
- Press **PROGRAM** key

RING OPTIONS (Access lines, line appearances)

TO PROGRAM

- Press **PROGRAM** function key (lamp is on)
- Press line key to be programmed or changed (lamp is on)
- Enter one digit (0-6) for desired ring option

- 0 = Silent (flashes only)
- 1 = Normal Ring
- 2 = Rings after delay
- 3 = Two rings at half volume (continues to flash)
- 4 = Two rings at half volume after delay (continues to flash)
- 5 = Automatic loudspeaker connection (AUTO ANSWER function key must be activated for use)
- 6 = Automatic loudspeaker connection (no function key required)

- Press line key being programmed (lamp is off)
- Press **PROGRAM** key to complete entry (lamp is off)

TO CHECK OPTION

- Press **PROGRAM** key (lamp is on)
- Press line key; option number appears in display
- Press **PROGRAM** key to clear display

SEND ADDITIONAL DIGITS

For pager access, credit card calls, voice messages or any type of computerized network which requires extra digits after tone

- Dial number to access desired system

WHEN ADDITIONAL DIGITS ARE REQUIRED:

- Press **SEND ADD'L DIGITS** function key or press **9**
- Proceed dialing required digits

ADMINISTRATIVE OPTIONAL FEATURES

(Included in Telephone Package)

TO USE STORED NUMBER

- Press **STORED REDIAL** key
- Stored number will be automatically redialed

☐ **ADDITIONAL DIRECTORY NUMBER (ADN)**

Provides an additional extension number assigned to a digital instrument. This number can be used for internal dialing (Intercom), as a Direct Inward Dial (DID) station, Direct Out Dial (DOD) station, or can be a member of a Hunt Group.

☐ **AUTOMATIC CALL-BACK (Internal Calls Only)**

If dialed extension is busy or does not answer

- Press **6**
- Listen for confirmation tone (three beeps)
- Hang up
When called extension is available, system will ring your extension (eight seconds of fast ringing); you must answer before ringing stops.
- Lift handset; called extension will start ringing

NOTE: Several CALL-BACKS can be active at the same time.

TO CANCEL A SINGLE CALL-BACK

- Lift handset
- Press **# 6 ***, **extension number**, plus **#**

TO CANCEL ALL CALL-BACKS

- Lift handset
- Press **# 6 #**

☐ **MISSED CALL LOG**

This feature makes it possible for the user to log the latest sixteen unanswered calls. Requires display phone.

☐ **NAME DISPLAY**

The Name Display feature displays your name or your department's name to the party you are calling on campus

☐ **SPEED DIAL**

The Speed Dial feature provides the user the capability to program a frequently dialed number.

TO PROGRAM NUMBERS

- Lift handset; press *** 5 1 ***
- Enter one digit (0-9) to represent dialed number
- Press ***** plus number (include access code if required)
- Press **#**

TO DIAL ABBREVIATED NUMBERS

- Lift handset; press ****** the digit (0-9) programmed to represent number to be dialed

TO CANCEL A SINGLE ABBREVIATED NUMBER

- Lift handset; press **# 5 1 *** the digit (0-9) that represents number to be cancelled, plus **#**

TO CANCEL ALL ABBREVIATED NUMBERS

- Lift handset; press **# 5 1 #**

☐ **STORED NUMBER REDIAL**

TO STORE NUMBER

- Dial external number
- While number appears in display
- Press **STORED REDIAL** key, number is stored until replaced by new number

NOTE: A number may be stored while a call is ringing, busy or connected.