

To Answer CALLS

EXTERNAL CALLS Or INTERNAL CALLS

With Ringing Line Preference Feature

Receive ringing indication (Line Button Flashing Red)

- Lift handset OR - Press HF button for hands-free
- Converse
- Replace handset to disconnect OR - Press HF button to disconnect

Without Ringing Line Preference Feature

Receive ringing indication (Line Button Flashing Red)

- Lift handset or Press HF button for hands-free
- **Press flashing button**
- Converse
- Replace handset to disconnect OR - Press HF button to Disconnect

RINGING LINE PREFERENCE

- Press ICM button
- Dial *06
- Listen for confirmation tone

Cancel

- Press ICM button
- Dial **06
- Listen for confirmation tone

HOLDING CALLS

System Hold

With call in progress

- Press HOLD button

Exclusive Hold

With call in progress

- Press HOLD button twice
- Listen for confirmation tone

Retrieve Held Call

- Press flashing button
- Converse

TRANSFERRING CALLS

With call in progress

- Press TRF button
- Dial station number OR Press DSS/BLF key for station
- Announce call
- Replace handset to release OR - Press TRF button to retrieve caller

TO PLACE CALLS

EXTERNAL CALLS

With Dynamic Line Preference Feature

- Lift handset OR - Press HF for hands-free
- Dial telephone number
- Converse

Without Dynamic Line Preference Feature

- Lift handset OR - Press HF for hands-free
- Press an outgoing Line button OR - Press ICM + 9
- Dial telephone number
- Converse
- Replace handset to disconnect OR - Press HF to disconnect

DYNAMIC (OUTSIDE) LINE PREFERENCE

- Press FEAT button
- Press Line button
- Listen for confirmation tone
- Repeat for each Line as required

Cancel

- Press FEAT button
- Press Line button
- Listen for confirmation tone
- Repeat for each Line as required

SPEED DIAL PROGRAM

- Press SPD/LNR button
- Dial speed dial code (0000-0999 48CT/96CT) OR (0000-4999 440CT/128CT)
- Dial telephone number OR - Dial 0000 to clear
- Press SPD/LNR
- Use number pad to input dial codes for each character
If you want to add Name (see **Note** for characters)
- Press HOLD to advance to next character
- Press SPD/LNR when finished

SPEED DIAL USE

- Press available Line button OR - Press ICM + 9
- Press SPD/LNR button
- Dial speed dial code (0000-0999 48CT/96CT) OR (0000-4999 440CT/128CT)
- Converse

Lift handset for privacy

INTERNAL CALLS

With Prime Line Preference Feature

- Lift handset OR - Press HF button for hands-free
- Dial station number
- Voice announce after tone OR - Press additional digit 1 to force ring the station.

Without Prime Line Preference Feature

- Lift handset OR - Press HF for hands-free
- Press ICM button OR - Press Direct Station Selection key
- Dial station number
- Voice announce after tone OR - Press additional digit 1 to force ring the station.

PRIME (ICM) LINE PREFERENCE

- Press ICM button
- Dial *07
- Listen for confirmation tone

Cancel

- Press ICM button
- Dial **07

Listen for confirmation tone

RING MODE FOR INTERNAL CALLS

Ring

- Press ICM button
- Dial *03
- Listen for confirmation tone

Voice Announce

- Press ICM button
- Dial **03
- Listen for confirmation tone

OFF-HOOK RING

- Press ICM button
- Dial **02
- Listen for confirmation tone

Cancel

- Press ICM button
- Dial *02
- Listen for confirmation tone

CALL IN PROGRESS FEATURES

CONFERRING CALLS

Initiating a new conference call

With call in progress

- Press TRF button
- Dial station number OR - Press an outgoing line
- Dial telephone number
- Wait for other party to answer
- Announce the conference
- Press **CNF** button
- Converse

Adding more parties

- Press **CNF** button
- Dial station number OR - Press an outgoing line
- Dial telephone number
- Wait for other party to answer
- Announce the conference
- Press **CNF** button
- Converse
- Perform for each new party

Releasing an individual party from conference

- Press FEAT + FEAT
- Dial desired station to release OR - Press desired line to release
- Talk to party if desired
- Replace handset in cradle OR - Press HF button if hands free
- Answer conference recall
- Converse

SPARE BUTTON PROGRAMMING

Program Feature Buttons

- Press SPD/LNR
- Press available Programmable Feature Button
- Dial feature code (See chart on page 17 for a detailed list of codes)
- Press SPD/LNR + SPD/LNR
- Listen for confirmation tone

Clear Button Programming

- Press SPD/LNR
- Press desired Programmable Feature Button
- Dial 0000 to clear
- Press SPD/LNR + SPD/LNR
- Listen for confirmation tone

DO NOT DISTURB

Message (Users dialing your station while in DO NOT DISTURB will see this message in their display) (FEAT # 506)

- Press **DND** button
- Listen for confirmation tone
- Button will illuminate (Display will show **DND**)

Cancel

- Press DO NOT DISTURB button
- Listen for confirmation tone
- Button extinguish

ONE-TOUCH SPEED DIAL Program

- Press SPD/LNR button
- Press available Programmable Feature Button
- Dial telephone number OR - Dial 0000 to clear/change
- Press SPD/LNR SPD/LMR
- Listen for confirmation tone

ONE-TOUCH DIAL

- Press available Line button OR - Press ICM + 9
- Press programmed dial button
- Converse

Lift handset for privacy

AUTOMATIC REDIAL

Set With telephone call in progress . . . (FEAT # 520)

- Receive busy or no answer
- Press **ARD** button (LED will light)
- Replace handset or press HF button
- Station set will automatically call the telephone number until feature expires
- Pick up handset and press ARD button when connected

Cancel

- Press AUTOMATIC REDIAL button again (LED will extinguish)

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FEATURE CODE CHART

<u>Feature</u>	<u>Button</u>	<u>Code</u>
Account Code	ACCT	#504
Auto Redial	ARD	#520
Busy Queue	CBK	#505
Buzzer Tone	BUZZER	#518 + station number
Call Forward	FWD	#510
Caller ID	CID	#530
Call Park	PRK	#517
Group Park	GRP	#522
Direct Group Park	DRP	#521
Conference	CNF	#509
Do Not Disturb	DND	#506
Do Not Disturb +	PIN DND+	#529
Do Not Disturb All	DNDA	#532
Do Not Disturb All +	PIN DNDA+	#533
Direct Call Pickup	DPK	#511
Group Call Pickup	GPK	#512
Executive Override	OVRD	#508
External Paging	EPAGE	#620
Internal Paging	IPAGE	#6 + zone number(00-32)
Hunt Group Do Not Disturb	HDND	#525
Hunt Do Not Disturb +	HDND+	#525 + 8 Unavailable
Status + 9 for Wrap up Status		
Hunt Do Not Disturb All	HDNDA	#534
Hunt Do Not Disturb All +	HDND+	#534 + 8 Unavailable
Status + 9 for Wrap up Status		
Hook	HOK	#528
Handset Mute	HSM	#524
Last Number Redial	LNR	#514
Message Waiting	MSG	#515
Privacy Release	PRV	#507
Service Observation	SVO	#523
Release Key	RLS	#519
Voice Mail Record	RSVO	#526

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SYSTEM PREFERENCES

CALENDAR SETTING

- Press FEAT button
- Dial 31
- Press 1 for Sunday
2 for Monday
3 for Tuesday, etc.
- Dial 2-digit month
- Dial 2-digit day
- Dial 4-digit year
- Press FEAT button
- Listen for confirmation tone

TIME SETTING

- Press FEAT button
- Dial 32
- Dial 4-digit time (0830 or 1045 for example)
- Dial * for AM or # for PM
- Press FEAT button
- Listen for confirmation tone

NIGHT ANSWER

- Press NA button
- Button will illuminate

Cancel

- Press NA button
- Button will extinguish

CALLER ID

View or Callback Numbers from abandoned calls

- Press CID Button to display stored calling in number
- Press # to display name associated with number
- Press # to display time and date of call
- Press * to reverse one step
- Press available line key to dial number - OR -
- Press FLA to delete

Press CID Button to continue to next message

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NOTES

Alphanumeric Character Table for SPD DIAL

Char Dial Code

1 1
2 2
3 3
4 4
5 5
6 6
7 7
8 8
9 9
Space 00
A 01
B 02
C 03
D 04
E 05
F 06
G 07
H 08
I 09
J 10
K 11
L 12
M 13
N 14
O 15
P 16
Q 17
R 18
S 19
T 20
U 21
V 22
W 23
X 24
Y 25
Z 26
Space 27

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