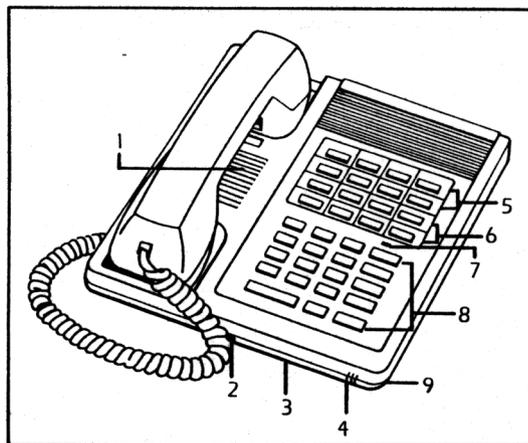


DISPLAY

- 1-ALPHANUMERIC DISPLAY
- 2-SPEAKER
- 3-SPEAKER CONTROL
- 4-DIRECTORY TRAY
- 5-MIC
- 6-LINE KEYS
- 7-FEATURE ACCESS BUTTONS
- 8-INTERCOM INDICATION
- 9-DEDICATED FEATURE BUTTONS
- 10-RINGER VOLUME CONTROL



NON-DISPLAY

- 1-SPEAKER
- 2-SPEAKER CONTROL
- 3-DIRECTORY TRAY
- 4-MIC
- 5-LINE KEYS
- 6-FEATURE ACCESS BUTTONS
- 7-INTERCOM INDICATION
- 8-DEDICATED FEATURE BUTTONS
- 9-RINGER VOLUME CONTROL

NOTE: Unassigned line keys can be used as Feature Access Buttons.

PLACING AN OUTSIDE CALL

- Depress an idle outside line key
- Lift handset

THEN

- Dial desired telephone number

OR

- Depress **LNR/SPD** button and dial 00-19 for Station Speed Dial, dial 20-99 for System Speed Dial, or # for Last Number Redial

LNR = Last Number Redial
SPD = Speed dial

ANSWERING AN OUTSIDE CALL

- Receive incoming ringing call
- Depress flashing outside line key
- Lift handset

MONITORING A CALL

SPKR

- Establish handset connection
- Depress **SPKR** button, LED lights
- Replace handset
- Lift handset to resume conversation

TRANSFERRING CO/PBX CALLS

HOLD

- With call in progress, depress **HOLD** button
- Dial the desired station number
- Announce call and restore handset

OR

- Depress **RECALL** button and restore handset

PLACING AN INTERNAL CALL

- Lift handset
- Dial desired station number
- Voice announce after hearing tone burst

ANSWERING AN INTERNAL CALL

- Receive voice announce call
- Ensure MIC LED is lit
- Respond handsfree or lift handset

OR

- Receive ringing
- Lift handset

HOLDING CALLS

HOLD or HOLD HOLD,

- Ask party to hold
- Depress **HOLD** button once, held line key flashes.

OR

- Depress **HOLD** button twice for exclusive hold.
Only your station can retrieve this call.

RETRIEVING HELD CALLS

- Lift handset
- Depress flashing held line key, converse

ESTABLISHING A CONFERENCE *HOLD, dial#, CNF*

- With a call in progress, depress **HOLD** button
- Call another station or depress an outside line key and call the second party
- When party answers, announce conference
- Depress **CNF** button. Three party conference is established

NOTE: No more than 2 parties can be outside lines

TO NE OVERRIDE

TO SET:

After calling another station and receiving call waiting tone, busy signal

- Dial ***** to send tone override.
- Wait for called extension to become idle or to answer

TO ANSWER:

- With a call in progress, receive a tone override
- Depress **HOLD** button, converse

CALLBACK REQUEST

#

TO SET:

After calling a station and receiving a call waiting tone, busy tone or no answer:

- Dial **#** (*bound*)
- Receive confirmation tone, OR receive error tone if denied.
- Restore handset

TO ANSWER:

After receiving an LCD or LED indication:

- Lift handset
- Depress **#** (*pound*)

INTERNAL CALLS/HOLD/CONFERENCE

AUTOMATIC CALLBACK 0

After calling a station and receiving call waiting tone or busy tone:

- Dial 0
- Receive confirmation tone and restore handset
- Station rings when called station becomes idle
- Lift handset, call is placed automatically

CALL FORWARDING FNC, 60, FNC

To Set:

- Depress FNC button
- Dial call forward access code 60
- Dial the station number you want your calls forwarded to
- Depress FNC button

FNC, 69, FNC

To Cancel:

- Depress FNC button
- Dial call forward access cancellation code 69
- Depress FNC button

CALL PICK-UP

- Lift handset
- Dial access code for desired application as follows:
 - 60--For CO call pick-up in different group
 - 61--For intercom call pick-up in same group
 - 66--For CO call pick-up in same group

INTERNAL PAGING 70

- Lift handset
- Dial desired internal paging zone
 - 70--All Stations
 - 71--Zone 1
 - 72--Zone 2
 - 73--Zone 3

EXTERNAL PAGING 75

- Lift handset
- Dial desired external paging zone
 - 75--All Zones
 - 76--Zone 1
 - 77--Zone 2

TO ANSWER INTERNAL AND EXTERNAL PAGING

- Lift handset
- Dial meet-me answer code 74

BACKGROUND MUSIC F, 93, F

To Set/Cancel:

- Depress FNC button
- Dial access code 93
- Depress FNC button

DOOR PHONE CALLS

- Receive door phone chime
- Lift handset
- Answer door phone by dialing appropriate access code:
 - 81—Door phone 1
 - 82—Door phone 2

DOOR LOCK RELEASE

With door phone conversation in progress:

- Depress **FNC** button
- Dial access code, 6

AUTOMATIC REDIAL *SPKR, FNC, LNR/SPD*

Upon receiving busy tone from CO/PBX line:

- Depress **SPKR** button and restore handset
- Depress **FNC** button
- Depress **LNR/SPD** button

Call will be reprocessed automatically up to 5 times.

RECEIVING VOLUME CONTROL *FNC, 2*

Handset receive volume can be increased with a call in progress:

- Depress **FNC** button
- Dial 2

Note: Repeat procedure to return to normal volume, or terminate call.

PROGRAMMING STATION SPEED DIAL BUFFERS

- With station idle, depress **FNC** button
- Depress **LNR/SPD** button
- Depress desired speed dial buffer (00-19)
- Enter desired number to be dialed
- Depress **FNC** button

FNC, LNR/SPD, buffer, #, FNC

PROGRAMMING FEATURE ACCESS BUTTONS

PROGRAMMING DIRECT STATION SELECTION/STATION SPEED DIAL

- With station idle, depress **FNC** button
- Depress **LNR/SPD** button
- Depress desired Feature Access Button
- Enter 1 for Direct Station Selection; 0 for Station Speed Dial
- Enter station number or speed dial buffer number (00-19)
- Depress **FNC** button

PROGRAMMING FEATURES:

- With station idle, depress **FNC** button
- Depress **LNR/SPD** button
- Depress desired Feature Access Button
- Depress **#**
- Enter feature access code
- Depress **FNC** button

QUICK REFERENCE ACCESS CODES

WHEN KEY TELEPHONE IS IDLE:

ACCESS CODE	FEATURE
* FNC → 65 → FNC	Do Not Disturb (DND) Set/Reset
FNC → 60 → Station Number → FNC	Call Forward
FNC → 69 → FNC	Call Forward Reset
FNC → 93 → FNC	Background Music Selection (On/Off)
FNC → 99 → FNC	FNC Lamp Reset
* FNC → LNR/SPD → xx → yyyy → FNC	Storing Speed Dial Number into Memory - Station
* CNF → LNR/SPD → xx	Speed Dial Number Confirmation
FNC → LNR/SPD → * → 1 → x → FNC	Ring Tone Selection
FNC → LNR/SPD → * → 2 → Line Keys → FNC	Ring Assignment (Day)
FNC → LNR/SPD → * → 3 → x → FNC	Off-Hook Ring Assignment
* CNF → LNR/SPD → # (pound symbol)	Last CO/PBX Number Redial Confirmation

WHEN TELEPHONE IS ON THE INTERCOM:

ACCESS CODE	FEATURE
60	Call Pick-up - Incoming CO/PBX call from outside of group
61	Call Pick-up - Intercom
66	Call Pick-up - Incoming CO/PBX line inside of group
* 70	Internal Paging - All Call
71	Internal Zone Paging - Zone 1
72	Internal Zone Paging - Zone 2
73	Internal Zone Paging - Zone 3

WHEN TELEPHONE IS ON THE INTERCOM (CONT.):

ACCESS CODE	FEATURE
* 74	Meet-Me, Internal and External Page
* 75	External Page - All Zones
76	External Page - Zone 1
77	External Page - Zone 2
81	Call Door Phone 1
82	Call Door Phone 2
9	CO/PBX line access
0	Call for an Attendant, Automatic Callback from Call Waiting
#	Callback Request
*	Tone Override from Call Waiting
FNC → CNF → Line Key	Privacy Override
1	Step Call from Call Waiting, Voice/Tone Calling

WHEN KEY TELEPHONE IS ON A CO/PBX LINE:

ACCESS CODE	FEATURE
FNC → 2	Receiving Volume Control of the Handset
* FNC → LNR/SPD	Automatic Redial
CNF	Privacy Release
* FNC → LNR/SPD → xx	To Access Speed Dial Buffer
* LNR/SPD → #	Last CO/PBX Number Redial