

SPIRIT Communications System, Model2448 Reference Card

Answer Calls

Outside Call

Lift receiver (or press SPEAKER).

Specific Line

Press line button.

Lift receiver (or press SPEAKER).

Intercom Call

Lift receiver (or press SPEAKER). Pickup Call In Your Group

Press INTERCOM.

Lift receiver (or press SPEAKER). Dial * 7.

Pickup Call Ringing on Another Telephone Press INTERCOM.

Lift receiver (or press SPEAKER). Dial intercom extension number.

Place Calls

Outside Calls

Lift receiver (or press SPEAKER) Dial number.

Use a Specific Line Press line button.

Lift receiver (or press SPEAKER) Dial number.

Change to Touch Tone

Press * .

Use Specific Line Not Assigned to a Line Button Press INTERCOM.

Lift handset (or press SPEAKER). Dial line number (01-24).

Dial number. Use SpeedCall

Press SpeedCallbutton Or

Press MEMORY.

Dial two-digit code (personal 10-21, system 30-99).

Intercom Call

Press intercom extension button Or

Press INTERCOM.

Lift receiver (or press SPEAKER) Dial intercom extension number.

Last Number Redial Press MEMORY. Dial 0 (zero).

Transfer

Ouside Call to Another

Extension Press TRANSFER.

Press intercom extension button or dial intercom extension number

Answer Returned Transferred

Lift receiver (or press SPEAKER).

Hang up. Conference

Add Another Extension to Call

Press HOLD/PAUSE.

Press INTERCOM.

Press intercom extension button or dial intercom extension number.

Press CONFERENCE. Press button of call on hold.

Add Another Line to Call Press HOLD/PAUSE.

Press line button. Dial number.

Press CONFERENCE.

Press button of call on hold.

Add Held Line to Call Press CONFERENCE.

Press button of call on hold. Place Conference on Hold Press HOLD/PAUSE.

To go back to held conference call, press any line or INTERCOM button Involved in line conference.

Drop Line or Telephone. from Conference

Press RECALL/DROP. Press line or INTERCOM button to be dropped. (Or other person can hang up.)

End Conference Call Originator hangs up.

Hold

Hold (can be retrieved at any telephone)

Press HÓLD/PAUSE.

Hold (can be retrieved at your telephone only). Press HOLD/PAUSE twice.

Retrieve Call on Hold Press line or INTERCOM button of call on hold.

Lift receiver (or press SPEAKER).

Retrieve Call Not on Line **Rutton**

Press INTERCOM. Lift receiver (or press SPEAKER). Dial ★ 5.

Dial two-digit Line number (01-24).



SPIRIT® Communications System, Model 2448 Reference Card

Intercom Call Forward -Follow Me To Forward Intercom Calls	Program Intercom Extension Press INTERCOM	n Buttor
Press INTERCOM. Lift receiver (or press SPEAKER).	Lift receiver (or press SPEAKER) Dial ★ 0.	
Dial + 3. Dial Intercom extension number	Dial intercom extension number. Press a multipurpose button	
from which you want calls forwarded.	SpeedCall	
Dial intercom extension number	Store Personal Numbers	
to which you want calls forwarded.	Press INTERCOM.	
To Cancel Call Forward Press INTERCOM al intercom extension from	Lift receiver (or press SPEAKER) Dial ★ 0.	
which calls should no longer be forwarded. Lift receiver (or press SPEAKER).	Dial number. Press MEMORY.	
Dial # 3.	Optional Press a multi-purpose butt	on to
Auto Callback (Intercom Only)	store number on that button	
If intercom extension called is busy or does	Dial individual two-digit code (10-21)	
not answer. Dial ★ 1.	Use Personal SpeedCall Press SpeedCall Button	
Hang up.	Or Bross MEMORY	
Group Page Press INTERCOM.	Press MEMORY. Dial two-digit code (10-21)	
Lift receiver (or press SPEAKER).	Use System SpeedCall	
Dial two-digitgroup number (61-66).	Press MEMORY.	
Make announcement.	Dial two-digit code (30-99)	
Line Reserve	Personal SpeedCall List	_
If line you want is busy, press line button.	_Name	Code
Dial Codes Intercom Extensions and Codes		10
		12
0 Telephone 10 10-87 Telephones 10-57		13
61-66 Group Page		14
70 Account Code Button Programming		15
71 Manual Signal Button Programming		16
801-824 Outside Line Access (Via Intercom)		17
Feature Dial Codes		18
★ 1 Automatic Callback		19 20
# 1 Automatic Callback cancel ★ 2 Do Not Disturb on	-	21
# 2 Do Not Disturb off	System SpeedCall List	
★ 3 Call Forward	System SpeedCall List List frequently called numbers	
# 3 Call Forward cancel	Name	Code
★ 4 Night Service on	Name	code
# 4 Night Service off ★ 5 Pickup by Line		1
★ 6 Send Message		
# 6 Cancel Message		
★ 7 Pickup by Group		
★ 8 Pickup by Intercom Extension	•	
★ O Program		
Speed Call Codes		
O Last number manually dialed 10-21 Personal SpeedCall numbers		
30-79 System SpeedCall unrestricted		
80-99 System SpeedCall restricted		



SPIRIT® Communications System, Model 308/616 Reference Card

Answer Calls

Outside Call
Lift receiver (or press SPEAKER)

Specific Line Press line button

Lift receiver (or press SPEAKER)

Intercom Call
Lift receiver (or press SPEAKER)

Pickup Call Ringlng on Another Telephone

6 - Button Telephone:

Press INTERCOM
Lift receiver (or press SPEAKER)
Dial * 8

Dial ★ 8. Dial intercom extension number. 24. Button Telephone:

Press INTERCOM Lift receiver (or press SPEAKER)

Dial ★ 8 Press auto-dial button (Buttons 10-25).

Place Calls

Outside Call

Lift receiver (or press SPEAKER) Dial number

Use a Specific Line Press line button Lift receiver (or press SPEAKER)

Dial number

Change to Touch Tone Press ★ Use Personal SpeedCall 6 - Button Telephone: Press MEMORY.

Dial two-digit code (10-25) 24. Button Telephone:

Personal SpeedCall number: Press auto-dial button (Buttons 10-25).

Use System SpeedCall Press MEMORY.
Dial two-digit code (30-99).

Intercom Call

6. Button Telephone:

Press INTERCOM.
Lift receiver (or press SPEAKER)
Dial intercom extension number

24. Button Telephone:
Press INTERCOM
Press autodial button

(Buttons 10-25). Last Number Redial Press MEMORY (Dial 0 (zero)

Transfer

Outside Call to Another

Extension

6-Button Telephone: Press TRANSFER

Dial intercom extension number Hang up

24 - Button Telephone:

Press TRANSFER.
Press auto-dial button
(Buttons 10-25)
Hang up

Answer Returned Transferred Call

Lift receiver (or press SPEAKER)

Conference

Add Another Extension to Call

6 - Button Telephone: Press HOLD/PAUSE Press INTERCOM

Dial intercom extension number

Press CONFERENCE Press button of call on hold

24 - Button Telephone: Press HOLD/PAUSE Press INTERCOM Press auto-dial button

(Buttons 10-25)
Press CONFERENCE
Press button of call on hold

Add Another Line to Call Press HOLD/PAUSE

Press line button
Dial number
Press CONFERENCE

Press button of call on hold Add Hold Line to Call Press CONFERENCE Press button of call on hold Place Conference on Hold Press HOLD/PAUSE.

To go back to hold conference call, press any line or INTERCOM button revolved in the conference.

Drop Line or Telephone from Conference Press RECALL/DROP.

Press line or INTERCOM button to be dropped (Or other person can

hang up)

End Conference Call Originator hangs up.

Hold

Hold (can be retrieved at any telephone)

Press HOLD/PAUSE

Hold (can be retrieved at your telephone only)
Press HOLD/PAUSE twice.

Retrieve Call on Hold Press line or INTERCOM button of call on hold. Lift receiver (or press SPEAKER)



SPIRIT® Communications System, Model 308/616 Reference Card

Treference out a		
Personal SpeedCall Numbers	Personal SpeedCall List	
Store Personal Numbers 6 - Button Telephone:	Name	Code
Press INTERCOM.		10
Lift receiver (or press SPEAKER) Dial * 0. Dial number. Press MEMORY. Dial two digit code (10-25). Hang up (when finished). 24 - Button Telephone: Press INTERCOM. Lift receiver (or press SPEAKER) Dial * 0. Dial number. Press auto-dial button (Buttons 10-25). Hang up (when finished).		11
		12
		13
		14
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		18
Use Personal SpeedCall 6 - Button Telephone: Press MEMORY. Dial two-digit code (10-25) 24-Button Telephone: Press auto-dial button (Buttons 10-25).		19
		20
		21
		22
System SpeedCall Numbers	_	23
Use System SpeedCall		24
Press MEMORY. Dial two-digit code (30-99).		25
Dial Codes	System SpeedCall List	
Intercom Extensions and Codes	Name List frequently called number	Code
O Telephone 10		
10-26 Telephones 10-25		
60 Loudspeaker Paging		
61 Page 10 All Intercom Extensions		
Feature Dial Codes		
★ 2 Do Not Disturb on		
# 2 Do Not Disturb off ★ 4 Night Service on		
# 4 Night Service off		
★ 6 Send Message		
# 6 Cancel Message ★ 8 Pickup by Intercom Extension		
★ O Program		
SpeedCall Codes		
O Last number manually dialed		
10-25 Personal <i>SpeedCall</i> numbers		
30-79 System SpeedCall unrestricted 80-99 System SpeedCall restricted		
•		1