STORING STATION SPEED-DIAL NUMBERS

Up to nine telephone numbers can be stored for your personal use. If you make a mistake when storing a number, press a LINE key. If you press an invalid key or dial an invalid location code, you will hear four fast tones and the keyset will be returned to the idle state. In either case, the original number will be retained.

- While on hook, press [SPDL] . The SPDL key flutters.

- Dial the one-digit memory location code (1–9).

- Dial the telephone number (up to 32 digits, including pauses). To include a pause, press [SPDL] .

  * To erase a number, simply press [SPDL] and do not dial a number.

- Lift and replace the handset. You hear a confirmation tone and the SPDL key is unlit.

SYSTEM OR STATION SPEED DIALING

In addition to the nine station speed-dial numbers, up to 30 system speed-dial numbers can be accessed.

- Lift the handset and press an unlit [LINE] .

- When you hear dial tone, press [SPDL] and dial the memory location code (1–9 or 001–030). The SPDL key is lit while the number is dialed.

REDIALING

The last phone number dialed is stored automatically and can be redialed while still on the line or after disconnecting.

WHILE STILL ON THE LINE:

- Press [SPDL] . The SPDL key is lit.

- Press [*] . The line is dropped and re-accessed and the number is redialed. The SPDL key is unlit.

AFTER DISCONNECTING:

- Lift the handset and press an unlit [LINE] .

- Press [SPDL] . The SPDL key is lit.

- Press [*] . The number is redialed and the SPDL key is unlit.

CALL FORWARDING

Incoming intercom calls and transferred calls can be forwarded to another keyset or to an outside number (if programmed on your system).

STORE CALL FORWARD NUMBER THAT WILL RECEIVE YOUR CALLS:

- Following the instructions for storing station speed-dial numbers, store the intercom number or telephone number that will receive your calls in memory location 1.

TO TURN CALL FORWARDING ON OR OFF:

- While on hook, dial #02 to turn call forwarding on or off. The SYS HOLD key medium flashes when calls are being forwarded.

MAKE A PAGE

- Lift the handset.

- **EITHER,** press [PAGE] for an internal page.

  OR, press [E-PAGE] for an external page.

- After the triple ring tone, make your announcement.

BACKGROUND MUSIC

- While on hook, dial #06 to turn music on or off.

DO-NOT-DISTURB

Do-not-disturb halts all pages, incoming intercom calls, and transferred calls to your keyset. Outside calls that ring in at your keyset directly or calls recalling from hold are not blocked.

- While on hook, dial #03 to turn do-not-disturb on or off. The SYS HOLD key is lit when the keyset is in do-not-disturb and inside callers hear four fast ring tones and a pause repeatedly.

INTER-TEL®

HOW TO USE YOUR GLX STANDARD KEYSET

- This user's guide contains simplified instructions on using the GLX features. For additional information and expanded procedures, refer to the *GLX Owner's Guide.*

- Your GLX Standard Keyset has six C.O. LINE keys for placing and receiving outside calls. They are indicated in the procedures with a [LINE] . The LINE keys are equipped with lights that indicate the status of the lines: lit when a line is in use, flashing for an incoming call, double flashing for a call on hold, and fluttering for a call recalling from hold.

- When you lift your handset, you will hear intercom dial tone. If you then press an unlit LINE key, you will hear outside dial tone.

FEATURE KEYS

[ON/OFF]	Controls the speakerphone or headset for handsfree operation. Disconnects a C.O. line when dialing on hook.
[SPDL]	Stores and dials speed-dial numbers. Inserts pauses in speed-dial numbers. When used with the asterisk (*) key, redials the last number dialed.
[CNF]	Places calls on conference hold and then establishes a conference.
[SYS HOLD]	Places an outside call on system hold.
[PAGE]	Initiates an internal page.
[E-PAGE]	Initiates an external page.

PLACE AN INTERCOM CALL

- Lift the handset.
- If you want to place a private intercom call, dial "8".
- Dial the intercom number. If calling a handsfree keyset, speak after the double ring tone. If you hear repeating double ring tones, wait for an answer.

IF BUSY, CAMP ON:

- Do not hang up. You camp on and hear music. When the station is available, your call rings in as usual.

RECEIVE AN INTERCOM CALL

IF YOU HEAR A DOUBLE RING TONE AND A CALL ANNOUNCEMENT, AND |ON/OFF| IS LIT:

EITHER, respond handsfree.

OR, lift the handset for privacy. The ON/OFF key is unlit.

IF YOU HEAR REPEATING DOUBLE RING TONES:

EITHER, lift the handset.

OR, press |ON/OFF| to speak handsfree. You hear a confirmation tone and a double ring tone. The ON/OFF key is lit.

PLACE AN OUTSIDE CALL

OFF HOOK:

- Lift the handset and press an unlit | LINE |. The LINE key is lit.
- Dial the telephone number when you hear outside dial tone.

ON HOOK:

- Press an unlit | LINE |. The ON/OFF and LINE keys are lit.
- Dial the telephone number when you hear outside dial tone.
- When the called party answers, respond handsfree or lift the handset.
- **To disconnect, either** press |ON/OFF| (if on hook) **or** hang up (if off hook).

  * During the call, if you are off hook and want to return to the speakerphone, press |ON/OFF| and hang up.

RECEIVE AN OUTSIDE CALL

IF YOU HEAR SINGLE RING TONES AND/OR SEE A SLOW-FLASHING | LINE |, AN OUTSIDE CALL IS RINGING IN:

- Lift the handset and press the slow-flashing | LINE |. The LINE key is lit.

IF YOU HEAR SINGLE RING TONES AND SEE A DOUBLE-FLASHING LINE KEY, A TRANSFERRED CALL IS RINGING IN:

- Press the double-flashing | LINE |. The LINE key is lit.

PLACE AN OUTSIDE CALL ON SYSTEM HOLD

- While on a call, press | SYS HOLD |. You hear intercom dial tone and the LINE key double flashes. Hang up or place another call.
- **To return to the party on hold,** lift the handset and press the double-flashing | LINE |.
- **To answer a call on system hold at another keyset,** press the medium-flashing | LINE |.

ANSWER A CALL RECALLING FROM HOLD

IF YOU HEAR LONG SINGLE TONES AND SEE AN INTERMITTENTLY FLUTTERING | LINE |:

- Lift the handset and press the fluttering | LINE |.

INTERCOM CALL WAITING

WHILE ON AN INTERCOM CALL, IF YOU HEAR DOUBLE RING TONES EVERY 6 SECONDS AND SEE THE SLOW-FLASHING | SYS HOLD |:

- Press the slow-flashing | SYS HOLD |. You are disconnected from the current call and connected to the waiting intercom call.

WHILE ON AN OUTSIDE CALL, IF YOU HEAR DOUBLE RING TONES EVERY 6 SECONDS AND SEE THE SLOW-FLASHING | SYS HOLD |:

- Place the current call on hold by pressing the slow-flashing | SYS HOLD |. The LINE key double flashes and the waiting intercom call is connected.

OUTSIDE CALL WAITING

WHILE ON A CALL, IF YOU HEAR A SHORT RING TONE EVERY 6 SECONDS AND SEE A SLOW-FLASHING | LINE | (INCOMING CALL) OR A DOUBLE-FLASHING | LINE | (TRANSFERRED CALL):

EITHER, press the flashing | LINE | to disconnect from the current call and access the waiting outside call.

OR, if the current call is an outside call, press | SYS HOLD | to place it on hold. The LINE key double flashes. Press the flashing | LINE | to access the waiting outside call.

CONFERENCE CALLS

PLACE A CONFERENCE CALL WITH UP TO FOUR OTHER INSIDE OR OUTSIDE PARTIES:

- While on an intercom or outside call, press | CNF |. The party is placed on hold. If the call was to an outside party, the LINE key double flashes.
- Place intercom or outside calls to the remaining parties. For each call, press | CNF | to place the party on hold.

  * If the conference contains five parties, the conference will be connected automatically when the last party is placed on hold. Skip the next step.

- When all parties are on hold, press | CNF | again to connect the conference. The CNF key and LINE key(s) are lit.

EXIT THE CONFERENCE AND LEAVE OTHER PARTIES CONNECTED:

- Hang up. You hear a triple ring tone every 15 seconds and the CNF key medium flashes.
- **To re-enter the conference,** lift the handset and press the medium-flashing | CNF |.

END THE CONFERENCE AND PLACE OUTSIDE PARTIES ON HOLD:

- During the conference, press | SYS HOLD |. The outside parties are placed on hold and the inside parties are disconnected.
- **To return to the parties one at a time,** press the double-flashing | LINE |.
- **To reconnect the conference,** refer to PLACE A CONFERENCE CALL.

END THE CONFERENCE:

- During the conference, press | * | and hang up. All parties are disconnected.