

# Key System Quick Reference Guide

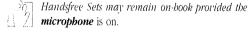


indicates an instruction option for a Handsfree Set.

## Making an Outside Call

## On-Hook (with handset in cradle)

- Press an idle *line* key
- Dial number OR Press **redial** OR Press **speed** key and dial speed call code
- Lift handset to speak



#### Off-hook (with handset lifted)

- Press an idle *line* key
- Dial the number OR Press **redial** OR Press **speed** kev and dial speed call code

## Answering a Call

#### To Answer a Call

Lift the handset



Handsfree Sets may remain on-book provided the microphone is on.

Press the appropriate *line* key

#### Ending a Call

- When off-hook, hang up
- When on-hook, press **speaker** key
- When programmed as a cancel, the *flash/cancel* may be used to end off-hook or on-hook calls

#### Call Hold

#### To Place a Call on Hold

- Press the **bold** key (line indicator flashes)
- Hang up the handset

#### To Retrieve a Call on Hold

Lift the handset (at any Set)



Handsfree Sets may remain on-hook provided the | / microphone is on.

■ Press the appropriate *line* key

## Transferring a Call

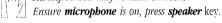
An outside call may be transferred to another Set

#### To Transfer a Call

- Press the **bold** key
- Press and release hookswitch



Handsfree Sets may remain on-hook;



- Dial the station number and announce which line the call is
- The called party lifts handset and presses the appropriate *line*

## Exclusive Call Hold

Allows a call to be retrieved only at the Set which placed the call on exclusive hold

#### To Place a Call on Exclusive Hold

- Press **bold** key twice (indicator flashes fast)
- Hang up the handset

#### To Retrieve a Call on Exclusive Hold

■ Lift the handset at your Set



Handsfree Sets may remain on-hook provided the microphone is on.

■ Press the appropriate *line* key

## Making an Internal Call

Calls may be made to other stations in the system

#### To Make an Internal Call

This the handset



Handsfree Sets may remain on-book: Ensure **microphone** is on, press **speaker** key.

- Dial station number.
- Speak after the single tone is heard

#### To Answer an Internal Call

■ Turn *microphone* on and speak handsfree or lift the handset to speak

## Paging All Stations Simultaneously

Paging announcements can be made to all stations simultaneously

## To Page All Stations

Lift the handset



(0) Handsfree Sets may remain on-hook; Ensure **microphone** is on, press **speaker** kev.

■ Dial 50 and make announcement

#### To Answer an All Station Page

■ Lift the handset and dial ×1 You are now connected to the calling party

## External Loudspeaker Paging

Announcements can be made through the external paging

#### To Make an Announcement

■ Lift the handset



Handsfree Sets may remain on-book: Ensure **microphone** is on, press **speaker** key.

- Dial **59.** make announcement
- Hang up handset



Handsfree Sets press **speaker** key.

## Conference Calls

A conference can be set up to add a third party to an existing

#### To Add an Internal Party to an Existing Outside Call

- Press the **bold** key (call placed on hold)
- Press and release the hookswitch



Handsfree Sets may remain on-book: Ensure microphone is on, press speaker key.

- Dial station number of party to be added
- When called party answers, press *conference*
- Press the key of the line on hold Three-party conference is established

## To Add a Second Outside Party to an Existing Outside

- Press the **bold** key (call placed on hold)
- Press unused outside *line* key and dial the telephone number of the party to be added
- When called party answers, press *conference*
- Press the key of the line on hold Three party conference is established

## To Add a Third Internal Party to an Existing Internal

- Press the *conference* key
- Dial the number of the station to be added The first two parties are heard through the speaker of the third party
- When the third party answers, the conference is established

## Flash/Cancel

Flash simulates the rapid pressing and releasing of the hookswitch to access PBX and custom calling features

#### To Use Calibrated Flash

■ Press *flash/cancel* while on an external call (calibrated) is generated automatically)

Cancel ends an outside call and returns dial tone without hanging up the handset

#### To Use Cancel

■ Press *flasb/cancel* while on an outside call. Call is terminated and dial tone returns

## Line Monitoring

#### To Activate

■ While on a call press **speaker** key and hang up handset

#### To Cancel

■ Lift the handset to resume conversation OR press **speaker** key to disconnect call

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|---------------------------------------|--|
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#### Room Monitoring

Room sounds can be monitored provided the microphone at the Set to be monitored is on and your microphone is off

## Activate Room Monitoring

Press the **streaker** key

■ Dial the number of the Set to be monitored

## Do Not Disturb (DND)

Prevents internal calls from ringing at your Set

#### To Activate DND

■ Lift handset, dial  $\times 6$ , hang up (internal indicator flashes) To cancel DND, repeat above procedure

## Background Music

#### To Turn Music On at Your Set

■ Lift handset, dial ×4, hang up

To turn music off, repeat above procedure

#### To Turn Music On through External Paging

■ Lift handset, dial × 7, hang up

To turn music off, repeat above procedure

## Door Answering

#### To Answer a Call from Either Door Module

■ Lift the handset



Handsfree Sets may remain on-book provided the **microphone** is on.

Press line key 10

Visitors need only speak toward the Module

#### To Call Door Module Number One

■ Lift the handset



Handsfree Sets may remain on-book provided the **microphone** is on.

■ Press line key 10 (ringing burst is heard). You are connected to Door Module one

## Private Speed Call Programming

Each Set can store a directory of 17 numbers. Each number may be up to 16 digits in length and is assigned an access code. Numbers longer than 16 digits can be stored using 2 codes.

#### To Begin Programming Numbers

- Press the **speed** key
- Dial a 2-digit code (00-16)
- Dial the number to be stored
- Fill out the directory on this card

#### To Continue Programming

- Press the **speed** key
- Dial the next 2-digit code
- Dial your next number

#### To Stop Programming

■ Press the **speaker** key

## Bilvie Speed Call Directory

| Access<br>Code | Telephone<br>Number | Name/<br>Company |
|----------------|---------------------|------------------|
|                |                     |                  |
| 01             |                     |                  |
| 02             |                     |                  |
| 03             |                     |                  |
| 04             |                     |                  |
| 05             |                     |                  |
| 06             |                     |                  |
| 07             |                     |                  |
| 08             | S.                  |                  |
| 09             |                     |                  |
| 10             |                     |                  |
| 11             |                     |                  |
| 12             |                     |                  |
| 13             |                     |                  |
| 14             |                     |                  |
| 15             |                     |                  |
| 16             |                     |                  |
|                |                     |                  |

## Common Speed Call Programming

Common speed call numbers must be programmed from station 10. A directory of 80 numbers can be stored. Each number may be up to 16 digits in length and is assigned an access code. Numbers longer than 16 digits can be stored using 2 codes.

#### To Begin Programming Numbers

- Press the **speed** kev
- Dial a 2-digit code (20 to 99)
- Dial the number to be stored

#### **Continue Programming**

- \_ Press the **speed** key
- Dial another 2-digit code
- Dial your next number

#### To Stop Programming

Press the **speaker** key

## Night Transfer Ringing

When night transfer is enabled, all lines will ring at preselected

#### To Enable Night Transfer

 $\blacksquare$  At station 10, lift handset, dial  $\times$  9, hang up

#### To Disable Night Transfer

■ Lift handset, dial **\*8**, hang up

#### Attendant Set Features

Certain system features can be accessed by using the Attendant Set's Direct Station Select (DSS) kevs. The DSS kev indicator lamps show the status of other Sets in the system.

## Private Speed Call Programming

## To Begin Programming Numbers

- Press the **speed** key
- Press a **DSS** key on the display (10 to 26) Dial the number to be stored Fill out the designation card

## To Continue Programming

- Press the **speed** key
- Press the next **DSS** kev
- Dial your next number

## To Stop Programming

Press the **speaker** key

**Note:** Numbers longer than 16 digits can be programmed using 2 DSS keys.

## Private Speed Call Dialing

#### To Dial Private Numbers

■ Press an unused *line* key

#### Attendant Set Features (Continued)

- Press the desired **DSS** key (10 to 26)
- When the call is answered, lift handset or ensure the microbbone is on and speak handsfree

## Making an Internal Call

Calls may be made to other stations in the system by using the DSS kevs

#### To Make an Internal Call

- Lift the handset or turn *microbbone* on
- Press the desired **DSS** kev
- Speak after the tone is heard

#### Paging All Stations Simultaneously

Paging announcements can be made to all stations simultaneously

#### To Page All Stations

- Lift the handset or turn *microphone* on
- Press the **DSS** key representing your station number



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