TalkTo® 1032

Key System Quick Reference Guide

[icon] *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

[icon] *Handsfree Sets may remain on-hook provided the microphone is on.*

Off-hook (with handset lifted)
- Press an idle *line* key
- Dial the number OR Press *redial* OR
  Press *speed* key and dial speed call code

Answering a Call

To Answer a Call
- Lift the handset

[icon] *Handsfree Sets may remain on-hook 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 *hold* key (line indicator flashes)
- Hang up the handset

To Retrieve a Call on Hold
- Lift the handset (at any Set)

[icon] *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 *hold* key
- Press and release hookswitch

[icon] *Handsfree Sets may remain on-hook; Ensure microphone is on, press speaker key.*

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

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

To Retrieve a Call on Exclusive Hold
- Lift the handset at your Set

[icon] *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
- Lift the handset

[icon] *Handsfree Sets may remain on-hook: 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

[icon] *Handsfree Sets may remain on-hook: Ensure microphone is on, press speaker key.*

- 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 system

To Make an Announcement
- Lift the handset

[icon] *Handsfree Sets may remain on-hook: Ensure microphone is on, press speaker key.*

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

[icon] *Handsfree Sets press speaker key.*

Conference Calls

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

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To Add an Internal Party to an Existing Outside Call
- Press the *hold* key (call placed on hold)
- Press and release the hookswitch

[icon] *Handsfree Sets may remain on-hook: 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 Call
- Press the *hold* 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 Call
- 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 *flash/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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Common Speed Call Directory

Access Code	Telephone Number	Name/ Company
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
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45		
46		
47		
48		
49		
50		
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52		
53		
54		
55		
56		
57		
58		
59		

Telephone Number	Name/ Company

Room Monitoring

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

To Activate Room Monitoring
- Press the *speaker* 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 ✶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-hook 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-hook 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

Access Code	Telephone Number	Name/ Company
00		
01		
02		
03		
04		
05		
06		
07		
08		
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* key
- 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 Sets

To Enable Night Transfer
- At station 10, lift handset, dial ✶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) keys. The DSS key 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* key
- 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 *microphone* is on and speak handsfree

Making an Internal Call

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

To Make an Internal Call
- Lift the handset or turn *microphone* on
- Press the desired *DSS* key
- 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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