

Getting Started

This Quick Reference Guide is designed to get you started with the operation of your new telephone system. Use this guide to learn how to place, transfer and answer calls. The Special Functions section will instruct you how to use more advanced features.

Placing Intercom Calls

By Dialing:

Lift handset and dial station number.

Calling the Attendant:

Lift handset and dial '0'

Placing Outside Calls

For automatic selection of an outside line:

Simply dial '9' to automatically select an available line.

After receiving dial tone, dial desired number.

By selecting a particular line:

Dial 801, 802, 803, 804 to select each line individually.

After receiving dial tone, dial the telephone number.

Speed dialing:

Dial '75'.

Dial speed dial location number 00-09 (Personal), 100- XXX (System). XXX is the maximum quantity defined by system programming.

Last number Redial:

Dial '74'. The last number you called will be dialed again.

Answering Calls

Answering an outside or intercom call:

When your phone rings, lift handset. You are connected to your party.

Note: Outside calls and intercom calls can be distinguished by the ring cadence. Intercom calls have a double ring and outside calls have a single ring.

Answering an outside call: (Call Pick-Up)

Lift handset.

Dial '*' and '9'.

During A Call

Placing a call on hold:

During a conversation momentarily press the hook switch.

Retrieving a call held by you:

Lift handset. Flash the hook switch or dial '72'.

Retrieving an outside call held by another station:

Lift handset. Dial '8' plus line number 01-04.

Call Transfer: (screened/announce)

While on a conversation, flash the hook switch, dial station number for desired party.

When station answers, announce call. Hang up to transfer.

Call Transfer: (unscreened)

While on a conversation, flash the hook switch, dial station number for desired party.

Hang up to transfer.

Call Transfer: (via page)

While on an outside line, flash the hook switch.

Dial '#' followed by the Page Zone number.

Announce Call and hang up.

Call Back:

After receiving busy tone, dial '6'.

When the station or line becomes free you will be called back.

Conference with two outside parties:

After making a call, flash the hook switch.

Make the second call. After the second call is established, Flash the hook switch and dial '3'.

Special Functions

Call Forwarding: (To Set)

Lift handset and dial '70' followed by the type of forward.

1= all calls, 2= busy, 3=busy and no answer.

Dial the station number you wish calls to go to.

Call Forwarding: (To Cancel)

Follow above procedure but enter your **OWN** station number.

Call Pickup:

Lift handset then dial for:

Station- Dial '*' plus ringing station number.

All Call- Dial '*' plus 9

Your Group- Dial '*' plus '0'.

Another Group- Dial '*8' plus Group Number 1-8

Do Not Disturb

To Activate: Dial '7051'.

To Cancel: Dial '7052'.

Door phone: (To Answer)

Lift handset.

To activate electric lock, dial '0'.

Door phone: (To Call)

Lift handset and dial '88'.

Message Waiting:

To leave a message waiting indication after dialing a station, dial '6'.

To answer a message waiting left by another user, lift handset, dial '76'.

Paging: (Zone)

Lift handset.

Dial '#' and '2'

Dial the zone number 1~8.

Paging: (All zones)

Lift handset.

Dial '#' and '1'.

Page Answer: (Meet me Page)

From any telephone, Lift handset.

Dial '#' and '*'.

Personal Speed Dial: (Storing Numbers)

Lift handset.

Dial '708' followed by the speed dial location '0-9'.

Enter the CO line number '01 -04' OR '00' for any line.

Enter the desired telephone number.

Finish by dialing '#' or hanging up.

Personal Speed Dial: (To use)

Lift handset, dial '75' followed by location number '00-09'

System Speed Dial: (To use)

Lift handset, dial '75' followed by location number '100-3XX'