Digital Series
TD-824i ■ TD-1648i

User Guide
Single Line Telephone Sets

TransTEL
COMMUNICATIONS INC.

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TD-824i / TD-1648i
Single Line Telephone User Guide
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Description: Automatic Wake Up allows you to program an audible indicator to notify you at a specific time.   Once programmed, a timed reminder will automatically cancel upon maturation.

To program:
1.   Lift Handset .
2.   Dial **[7]**, **[0]**, **[0]**.
3   Enter the time that you want the wake up to activate in 24 hour format (hh:mm).
4.   Enter **[9]**, **[9]**.
5.   Hang up. Your wake up is now set. It will become active at the time you set.

To cancel a reminder:
1.   Lift Handset .
2.   Dial **[7]**, **[0]**, **[0]**.
3   Enter **[0]**, **[0]**, **[0]**, **[0]**, **[0]**, **[0]**.
5.   Hang up. Your wake up is cancelled.

Note: When your wake up call reaches maturity, your telephone will be rung for one minute, unless you answer before that time. If the call is unanswered, the system will ring your telephone for one minute every three minutes (one minute ringing, two minutes silence) until the call is answered or manually cancelled.

Description: Barge In allows you to enter an existing conversation. Depending on system programming, you may barge in on a station or a CO line.

1. Lift Handset.
2. Dial a station number or directly access an outside line by dialing **[8]**, **[0]**, plus the line number (1-8). You receive busy tone.
3. Press **[0]**. If you are allowed, the station or CO line and the other party in the conversation will hear an intrusion tone of approximately one second. You will then be added to the conversation. You will remain in the conversation until you either hang up or the other parties hang up.

Note: Barge In class is assigned during system programming. Depending on how your system is programmed, you may have the ability to override all stations, some stations or no stations. In any instance where barge in is disallowed, you will continue to receive busy tone after you dial **[0]**.

Call Doorphone

Description: Single Line Telephone stations may call the system doorphone(s).

1. Lift Handset.
2. Dial **Extension number of the doorphone**
3. If the Doorphone that you called is idle, you will be connected. If someone else is talking to the doorphone, you will receive a busy signal.

Note: Callback queuing CANNOT be used in conjunction with the doorphone.

      If the Doorphone has an associated door strike relay, you may release the door strike by dialing **[0]**. This will activate the door strike relay for approximately 1 second. You may repeat this operation as many times as necessary while you are connected to the door phone.

Call Forwarding

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Description: Call Forwarding allows a station user to have his calls re-routed to another station within the system based on several different conditions.

Types: All Calls (Always)   Busy
        No Answer   Busy/No Answer

To program call forwarding on your telephone:

1. Lift Handset.
2. Dial **[7]**, **[0]**
3. Dial the code for the type of forwarding that you want to activate:

    [1] = All Calls   **[2]** = Busy
    [3] = Busy/No Answer
4. Dial the station number where you want your forwarded calls to ring.
5   You will hear new dial tone, indicating that you have correctly programmed your telephone. You may hang up. Your telephone is now forwarded.

To remove call forwarding from your telephone:

Repeat step 1 through 3 above. In step 4 above, enter your own station number instead of another station number. Your telephone will now operate normally.

Note: When your telephone is programmed for Call Forward All Calls, you will receive interrupted dial tone when you go off hook. This is an indication that your telephone cannot be reached. This will also occur when your telephone is in Do Not Disturb.

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Description: Call Pickup allows you to answer a call that is ringing at a location other than your own telephone.

Types: Incoming CO Line   Group Pickup
                 Station Pickup   Department
                 All Pickup

Incoming CO Line. A CO line is ringing the system.
1. Lift Handset and dial **8**, plus the line number that is ringing (01-08 on TD-824i and 01-16 on TD-1648i.
2. If the line is ringing, you will be connected to it. If it is busy, you will receive busy tone. If it is idle, you will be connected and will hear CO dial tone.

Group Pickup. A call is ringing one or more stations in a group.
1. Lift Handset and dial **[*]**, **[8]**, plus the group number that you wish to pick up (1-8).
2. If a call was ringing a station in the group, you will be connected to the call. If no call was ringing, you will receive busy tone.

Station Pickup. You want to pick up a call that is ringing a specific station.
1. Lift Handset and dial **[*]**, plus the station number that you wish to pick up.
2. If the station was ringing, you will be connected to the caller. If it was not ringing, you will hear busy tone.

Department Pickup. This allows you to pick up a call to another station within your own station group.
1. Lift Handset and dial **[*]**, **[0]**.
3. If there was a telephone ringing in your group, you will be connected to the caller. If not, you will hear busy tone.

All Pickup. Covers all situations above.
1. Lift Handset and dial **[*]**, **[9]**.
3. You will be connected to the caller. If there is not a CO line ringing or a station ringing, you will hear busy tone.

Note: If there is more than one call ringing in any situation listed above, you will be connected to the first call that was established (the oldest ringing call).

Call Split (Brokers Call)

Description: Call Split allows you to alternate between two different parties.

1. Establish the first telephone call.
2. Press hookswitch. The first caller is on hold.
3. Establish the second call.
4. You now have both calls established. You may press hookswitch to alternate between the two callers as many times as you wish.
5. At any time during the conversation, you may press hookswitch, **[3]** to change the two conversations into a three way conference.

Call Transfer

Description: Call Transfer is the method used to transport a telephone call from a single line telephone to another station in the system.

1. You are in a conversation.
2. Press hookswitch.
3. Dial the station number where you want to transfer the call.
4a. You may hang up as soon as you hear ringing. This is an unsupervised transfer.
4b. You may wait until the call is answered, announce the call and then hang up. This is called a supervised or screened transfer.
4c. You may hang up when you hear a busy signal. This is called a camp-on or call waiting.

Note: If you make an error in dialing or the station where you are transferring does not answer, you may press hookswitch to cancel the transfer and return to the first caller. Transfer can not be invoked at this point. In order to make a second transfer, you must press hookswitch to place the call on hold and then hang up. You may then go off hook again, retrieve the call and then transfer the call as per the above procedure.

Description: Centrex/PABX Flash allows a single line telephone user to send a Flash to a Central Office line. This is particularly useful when special services are in effect, or when the TD-824i/1648i system is connected behind Centrex of behind a PABX. This allows your transfer calls that may be on your Centrex or PABX, but not on the TD-824i/1648i system.

1. Establish the telephone call.
2. Press hookswitch. The caller is on hold.
3. Dial **[8]**, **[0]**, **[0]**.
4. The system will present a timed flash to the CO.
5. You will be re-connected to the CO line. You may dial digits as is required to perform the Centrex or PABX function.

(Direct) **CO Line Access**

Description: You may access individual CO lines on the TD-824i/1648i system by directly dialing them. This is especially convenient if your system is equipped with special purpose lines.

1. Lift Handset .
2. Dial **[8]**, plus the two digit line number (01-08 on the TD-824i, 01-16 on the TD-1648i) that you want to access.
3. If the line is not in use and you are allowed access to the line, you will be connected to the line and you will hear CO dial tone.

CO Line Group Access

Description: If you have outside line access, you may access one of the available lines.

1. Lift Handset.
2. Dial **[9]**.
3a. If there is a CO line available, you will be connected to it and will hear CO dial tone.
3b. If there is no CO line available, you will hear a busy signal. You may hang up and try again later or set a CO callback. For more information, see CO Line Queuing in this document.

CO Line Queuing

Description: CO Line Queuing allows you to place your station in line to gain access to a busy CO line or line group.

1. Lift Handset .
2a. Dial **[9]** for an available line in your CO group **OR**
2b. Dial **[8]** plus the line number (01-08 for TD-824i, 01-16 for TD-1648i) for direct CO access.
3. The group (or individual line) is busy. You hear busy tone.
4. Dial **[6]**. The busy tone will change to dial tone.
5. Hang up.
6. When the individual line (or a member of the CO line group) becomes available, your telephone will ring. When you answer, you will be connected to the outside line. You will hear CO dial tone.

Note: If you do not answer in step 6 above, the system will abandon your request after 20 seconds. During that time, the CO line that is reserved for your use is unavailable to any other station in the system.

Calls are queued in the order that they are received. If you are the first to queue for a line or group, you will be the first to receive access to the line. If you are third in line, you will be given access when the first two queues have been satisfied.

Description: Conference allows you to join two different parties
and yourself into a three way conversation.

1. Establish the first telephone call.
2. Press hookswitch. The first caller is on hold.
3. Establish the second call.
4. Press hookswitch **[3]**, to establish a three way conference.

Note: If over approximately 30 seconds has elapsed between step 3
and step 4, it may be necessary to press hookswitch, **[3]**,
again in order to establish the conference. This is due to the
fact that system resources required to detect tone dialing are
removed from the circuit after approximately 30 seconds of
conversation. The Flash button will re-connect the necessary
resources to your telephone set.

If you hang up while you have a conference, the two callers
will be connected together. If the two parties are outside CO
lines, they will have three minutes before the system
automatically disconnects the call.

Description: Station Monitor allows you to enter a conversation
without an intrusion tone. It is similar to Override
(Barge In), with the exception of the intrusion tone.
1. Lift Handset .
2. Dial a station number or directly access an outside line by dialing
[8] plus the line number (01-08 TD-824i, 01-16 TD-1648i). You
receive busy tone.
3. Press **[#]**. If you are allowed, you will be added to the
conversation. You will remain in the conversation until you either
hang up or the other parties hang up.

Note: Monitor class is assigned during system programming.
Depending on how your system is programmed, you may
have the ability to monitor all stations, some stations or no
stations. In any instance where monitor is disallowed, you will
continue to receive busy tone after you dial **[#]**.

Do Not Disturb

Description: Do Not Disturb allows you to make your telephone unavailable to other callers . This includes both intercom calls from other stations and any outside calls that would normally ring at your station.

To activate:
1. Lift Handset .
2. Dial **[7]**, **[0]**, **[5]**, **[1]**.
3. Your telephone is now in Do Not Disturb. You may hang up.

To deactivate:
1. Lift Handset .
2. Dial **[7]**, **[0]**, **[5]**, **[2]**.
3. Your telephone is now in normal operation. You will receive calls. You may hang up.

Note: When programmed for Do Not Disturb, you will receive interrupted dial tone when you go off hook. This is an indication that your telephone cannot be reached. This will also occur when your telephone is in Call Forward All Calls.

Environment Monitor

Description: Environment Monitor allows you to listen to the activities that occur while a DK Series telephone equipped with Speakerphone is idle.
1. Lift Handset.
2. Dial **[7]**, **[7]**, **[4]**, plus the station number that you wish to monitor.
3. If you are allowed, you will be connected directly to the speakerphone of the station. You will remain in the monitor mode until you either hang up or the station becomes active.

Note: When you enter into the environment monitor function, you have a one way audio path to the station.

Monitor class is assigned during system programming. Depending on how your system is programmed, you may have the ability to monitor all stations, some stations or no stations. In any instance where monitor is disallowed, you will receive busy tone after you dial the sequence listed in step 2 above.

Forced Account Code

Forced Account Codes allow you to override the toll
control restrictions that may be in place on your
telephone set. Only one code is valid on a telephone
set with Forced Account Code capability.

[4], plus the Forced Account Code entry.
ht code is entered correctly, you will be connected to
lable line in your dial 9 group. You will be allowed to
ll. If the account code is entered incorrectly, you will
' tone.

Account Code and Travelling Class Of Service are
unctions. The actual difference in operation between
s dictated by system programming. A station subject
d Account Codes is only able to utilize the forced
 code dedicated to that station. A station that is
o Travelling Class of Service may utilize any valid
 code programmed within the system. For more
ion see Travelling Class Of Service in this users'

Hold

Hold allows you to temporarily disconnect from a
telephone call, without permanently disconnecting.
Held calls may be transferred or retrieved from your
own station or from other stations within the system.

n Hold:

 established call.
ation hookswitch and hold it down for approximately 2
u should hear a repeated "double beep" that indicates
 hold.
ng up, call another station, place an outside call or
 other station function that is available to you.

d call at your own station:

 interrupted (double beep) dial tone that indicates
ll on hold at your station.

3. Press hookswitch. You will be connected to the call. **OR**
1. Lift Handset.
2. Dial **[7]**, **[2]**. You will be connected to the call.

To retrieve a call held by another station:
1. Lift Handset .
2. Dial **[*]**, **[3]**, followed by the station number that placed the call on hold.

To retrieve a specific CO line on hold:
1. Lift Handset .
2. Dial **[*]**, **[1]**, plus the line number (1-8 on SK-824, 01-40 on SK-200) that you wish to retrieve.

Note: The codes for pickup of calls from other stations and lines are Call Pickup Codes. For more information, see Call Pickup in this users' guide.

Intercom Calling

Description: You may call other stations within the TD-824i/1648i system.
1. Lift Handset.
2. Dial the station with whom you wish to speak.
3a. If the station is idle, it will ring.
3b. If the station is busy the system will return busy tone.

Note: If the station is busy or does not answer, you may activate message waiting on the called station by dialing **[6]** , while listening to the ringback tone or busy signal. If you are setting a message on another single line telephone, their telephone will ring periodically to indicate a message waiting. If they answer the phone during the periodic ringing cycle, your telephone will be rung. If the station that you leave a message is a DK Series Telephone set, the MESSAGE WAITING lamp will flash to indicate a message waiting. They may contact you by lifting the handset and pressing the Message Waiting button.

Descriptio

1. Place a
2. Hang U
3. Lift Han
4. Dial **[7]**
   line and
   step 1 a

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Descriptio

1. Lift Han
2. Dial a s
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3b. If the s
   tone. I
   messag
4. If the
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   station
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   waiting.
   messag

Answering a
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   the mes

Last Number Redial

Last Number Redial allows you to automatically re-call the last outside number that you dialed from your station.

:side telephone call.

The TD-824i/1648i will access an outside telephone ɔmatically dial the number that you manually dialed in ɘ.

ɪs of the original call is not important for Last Number It does not matter whether the call is answered, ɪed, busy, or does not answer. The call is stored ically as it is dialed, so it is available to you no matter s the outcome of the original call.

Message Waiting

Message Waiting may be invoked on a station if it is busy or does not answer.

.
 n.
is busy, you will hear busy tone. Press **[6]** to leave After you have set the message, dial tone will return ɪat you successfully left a message.
ɪ does not answer, you will continue to hear ringing ɪ **[6]** to leave a message. After you have set the ɪl tone will return.
ɔn where you left the message is a DK Series ɘt, the button will flash, indicating a message. If the re you left the message is another single line it will ring periodically, indicating a message is the station is answered while it is ringing during a g cycle, the station that left the message will ring.

ɪssage:
ɪone periodically rings, you have a message waiting. ɘr your station while it is ringing during a message ɔu will automatically be routed to the station that left ɘ.

Off Hook Voice Announce

Description: Off Hook Voice Announce allows a single line station
users to utilize the Off Hook Voice Announce Feature
that is available to DK Series Electronic Telephone
Sets. With this feature, you may route your intercom
call directly to a busy DK Series Electronic Set.

1.   Dial the desired station number.
2.   When busy tone is returned, press [1].
3.   If the called station is on a handset call, you will hear a tone burst
and be connected directly to the handset of the called party.
4.   If the called station is on a Speakerphone call, you will continue to
hear busy tone.

Operator Access

Description: TransTel TD-824i/1648i systems may have one or
more stations designated as system operators.
1.   Lift Handset.
2.   Dial **[0]**.
3.   The station programmed as your operator will ring.

Description: Paging allows you to make a voice announcement over some or all Superkey® Electronic Telephone Sets. If your system is equipped, you may also make a voice announcement over external public address equipment.

Types: Internal Zone Paging
Internal All Zone Paging
External Zone Paging
External All Zone Paging
All (Internal and External) Zone Paging
Meet Me (Answer) Page

Internal Zone Paging:
1. Lift Handset.
2. Dial **[#]**, **[2]**, plus the zone number (1-8) that you wish to page.
3. You will be connected to your selected zone. You may make your announcement.
4. Hang up when you are finished.

All Internal Zone Paging:
1. Lift Handset.
2. Dial **[#]**, **[1]**,.
3. You will be connected to all internal paging zones. You may make your announcement.
4. Hang up when you are finished.

External Zone Paging:
1. Lift Handset.
2. Dial **[#]**, **[3]**, plus the zone number (1-2) that you want to page.
3. You will be connected to the zone. You may make your announcement.
4. Hang up when you are finished.

External All Zone Paging:
1. Lift Handset.
2. Dial **[#]**, **[9].**
3. You will be connected to all external zones. You may make your announcement.
4. Hang up when you are finished.

All Call Page:
1. Lift Handset.

2. Dial **[#]**, **[0]**.
3. You will be connected to all external zones and all internal zones. You may make your announcement.
4. Hang up when you are finished.

Meet Me (Answer) Page:
1. Lift Handset.
2. Dial **[#]**, **[*]**.
3. You will be connected to the party that is currently using the paging system. They will be removed from the paging system and you may carry on a normal conversation.

Note: In order for Meet Me Paging to be operational, the station that makes the initial page must remain off hook and connected to the paging system until the Meet me connection is made.

Room Monitor

Description: Room Monitor allows you to monitor the ambient activity in another room.

From the Telephone to be monitored:
1. Dial **[7]**, **[7]**, **[0]**. Telephone is now in Room Monitor Mode.
2. This station will remain in Room Monitor mode until the [SPKR] button is pressed or the telephone is used for any function.

To remove a station from Room Monitor Mode:
1. Press the [SPKR] button or perform some activity on the telephone, such as making a call.
2. Telephone is now removed from Room Monitor mode.

To monitor the station in Room Monitor mode:
1. Lift Handset .
2. Dial the station number of the telephone that is in Room Monitor mode.
3. **Both stations will hear a beep tone.** You will then have a two way audio path with the station. The call will remain in place until you hang up.

Description

Types: Sys
       Per

To Dial a S
1. Lift han
2. Dial **[7]**

To Dial a P
1. Lift Han
2. Dial **[7]**

To program
1. Lift Han
2. Dial **[7]**
    number
3. If you w
    (TD-82
    first line
4. Enter th
5. Hang u

Speed Dial allows single line telephone users to
access numbers stored in the telephone system.

Speed Dial
l Speed Dial

m Speed number:

plus the three digit speed dial storage location.

nal Speed number:

[0] plus your speed dial location (0-9).

ersonal speed dial number:

[8], plus the location where you want to store the
).
o select a specific line number enter the two digit line
1-08. TD-1648i - 01-16) or enter **[0]**, **[0]** to select the
ɔur Dial 9 group.
ephone number you want to store.
ɔur number is stored.

Station Lock/Unlock

Description: Station lock allows you to restrict you telephone from making calls to any numbers other than those that appear in the system list of common allowed numbers.

To lock:
1. Lift Handset
2. Dial **[7]**, **[0]**, **[9]**.
3. Dial a three digit security code (you determine the code).
4. Hang up. Your telephone is locked.

You may still make internal calls and answer calls, but outgoing calls are restricted.

To unlock:
1. Lift Handset
2. Dial **[7]**, **[0]**, **[9]**.
3. Dial the three digit security code that you previously used to lock your telephone.
4. Hang up. Your telephone is unlocked.

Temporary Unlock:

You may unlock the station for one call only. You will be allowed to make one call at your normal toll restriction level. When you hang up the telephone, your station will revert to locked status.
1. Lift Handset
2. Dial **[7]**, **[0]**, **[6]**.
3. Dial the three digit security code that you previously used to lock your telephone.
4. If you enter the correct security code, you will be given access to the first available line in your dial 9 group. you may make a telephone call. When you hang up, your telephone will revert to locked status.

Description: Timed Reminder allows you to program an audible
indicator to notify you at a specific time each day.
Once programmed a timed reminder will remain in the
system until de-activated.

To program:
1. Lift Handset .
2. Dial **[7]**, **[0]**, **[0]**.
3   Enter the time that you want the reminder to activate in 24 hour
format (hh:mm).
4. Enter **[0]**, **[1]**.
5. Hang up. Your reminder is now set. It will recur at the same time
daily.

To cancel a reminder:
1. Lift Handset .
2. Dial **[7]**, **[0]**, **[0]**.
3   Enter **[0]**, **[0]**, **[0]**, **[0]**, **[0]**, **[0]**.
4. Hang up. Your reminder is cancelled.

Travelling Class Of Service

Description: Travelling Class Of Service (COS) Codes allow you to
override the toll control restrictions that may be in
place on your telephone set. Any valid system code
is allowed on a telephone set with Travelling Class Of
Service capability.

1. Lift Handset .
2. Dial **[7]**, **[0]**, **[4]**, plus the Travelling COS entry.
3. If the Travelling COS code is entered correctly, you will be
connected to the first available line in your dial 9 group. You will
be allowed to place any call. If the Travelling COS code is
entered incorrectly, you will receive busy tone.

Note: Travelling Class Of Service and Forced Account Code are
similar functions. The actual difference in operation between
the two is dictated by system programming. A station that is
subject to Travelling Class of Service may utilize any valid
account code programmed within the system. A station
subject to Forced Account Codes is only able to utilize the
forced account code dedicated to that station. For more
information see Forced Account Codes in this users' guide.

System Speed Dial. Dial 75 + 3 digit speed dial code.

System Speed Dial. Dial 750 + single speed dial digit code.

Numeric Dialpad	
1	
2	
3	
4	
5	
6	
7	
8	
9	
0	

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