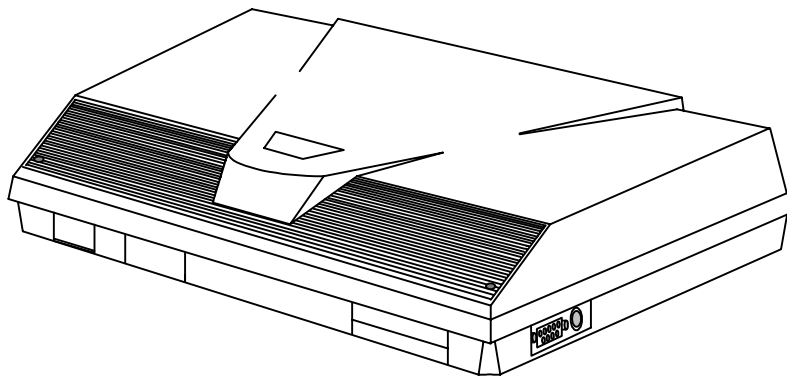


HYBRID TELEPHONE SYSTEM

AK-824

OPERATION MANUAL



NEC Infrontia Corporation

Nothing contained in this manual shall be deemed to be, and this manual does not constitute, a warranty of, or presentation with respect to, any of the equipment covered. This manual is subject to change without notice and NEC Infrontia has no obligation to provide any updates or corrections to this manual. Further, NEC Infrontia also reserves the right, without prior notice, to make changes in equipment design or components as it deems appropriate. No representation is made that this manual is complete or accurate in all respects and NEC Infrontia shall not be liable for any errors or omissions. In no event shall NEC Infrontia be liable for any incidental or consequential damages in connection with the use of this manual. This document contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be photocopied or reproduced without prior written consent of NEC Infrontia.

(C) 2001 by NEC Infrontia Corporation. All Rights Reserved.

Table of Contents

Location of Controls	1
YOUR KEY TELEPHONE.....	1
Using Your Telephone	2
USING YOUR TELEPHONE	2
SYMBOLS USED IN THIS MANUAL.....	2
CALLING A CO-WORKER	2
OUTSIDE CALLS.....	2
HANDLING AND REROUTING YOUR CALLS	2
WHEN YOUR CALL CAN'T GO THROUGH	3
PLACING CALLS QUICKLY	3
WHEN YOU WORK IN GROUPS	3
IF YOU NEED PRIVACY	3
HAVE A TELEPHONE MEETING	3
STREAMLINING YOUR TELEPHONE'S OPERATION	3
PERSONALIZING YOUR TELEPHONE	3
Trunk Outgoing Call	4
SPECIFIED TRUNK ACCESS	4
<i>Single Step Access</i>	4
<i>Preselection</i>	4
LAST NUMBER DIALING (LND).....	5
SAVED LAST NUMBER DIALING (SLND)	5
ABBREVIATED DIALING	6
ONE-TOUCH DIALING	7
TOLL RESTRICTION	8
WALKING TOLL RESTRICTION	8
DIAL BLOCK.....	9
FLASH.....	10
PULSE TO TONE CONVERSION.....	10
CAMP-ON (TRUNK QUEUING)	10
KEY TOUCH TONE.....	11
EASY TRUNK ACCESS	11
QUEUING GROUP ACCESS	11
AUTOMATIC REPEAT DIALING.....	12
LOOP KEY TRUNK ACCESS.....	12
AUTOMATIC OFF-HOOK TRUNK ACCESS.....	13
ACCOUNT CODE	13
Trunk Incoming Call	14
INCOMING TRUNK ACCESS	14
TRUNK OFF-HOOK SIGNALING.....	14
RINGING/RECALL TRUNK OFF-HOOK ACCESS	14
NIGHT SERVICE (MANUAL/AUTO).....	15
<i>Automatic Mode Switching</i>	15
CALL FORWARD.....	16
FOLLOW ME	17
CALL PICKUP.....	17
DO NOT DISTURB (DND)	18
EXECUTIVE DND	18
DISA (EXTENSION ACCESS)	18

Table of Contents

Hold/Transfer/During Conversation	19
HOLD	19
<i>System Hold</i>	19
<i>Automatic Hold</i>	19
<i>Exclusive Hold</i>	19
MUSIC ON HOLD.....	20
EXTERNAL MUSIC ON HOLD	20
TRANSFER.....	20
<i>Unannounced Transfer</i>	20
<i>Announced Transfer</i>	21
<i>Attendant Reverting</i>	21
<i>Recall Trunk Display</i>	21
PARK HOLD	22
CONFERENCE.....	22
<i>Add-On Conference</i>	22
<i>Multi-Line Conference</i>	23
<i>Internal Conference</i>	24
LONG CONVERSATION WARNING (THREE MINUTES)	24
LONG CONVERSATION CUT-OFF	24
BREAK-IN.....	24
Other Trunk Features	25
PBX COMPATIBILITY	25
<i>PBX Night Mode</i>	25
SECOND TRUNK ACCESS CODE FOR SLT.....	25
PRIVATE LINE.....	25
TENANT SERVICE.....	25
UNSUPERVISED CONFERENCE.....	26
CALL TIMER.....	26
DISA (TRUNK-TO-TRUNK).....	27
Intercom Outgoing Call.....	28
INTERCOM CALL	28
DIRECT STATION SELECTION	28
INTERCOM OFF-HOOK SIGNALING	29
GROUP HUNT	30
STEP CALLING.....	30
CAMP-ON (CALLBACK).....	31
MESSAGE WAITING	31
PAGING	33
FLEXIBLE STATION NUMBERING	34
DUAL HANDSFREE HOTLINE	34
Intercom Incoming Call.....	35
INTERCOM ANSWER.....	35
CALL PICKUP.....	35
MEET-ME ANSWER PAGING.....	35
MEET-ME CONFERENCE PAGING.....	36
DO NOT DISTURB (DND)	36
INTERCOM HOLD.....	37
INTERCOM CALL TRANSFER.....	37
CALL FORWARD.....	37
FOLLOW ME	37
EXECUTIVE DND	37

Table of Contents

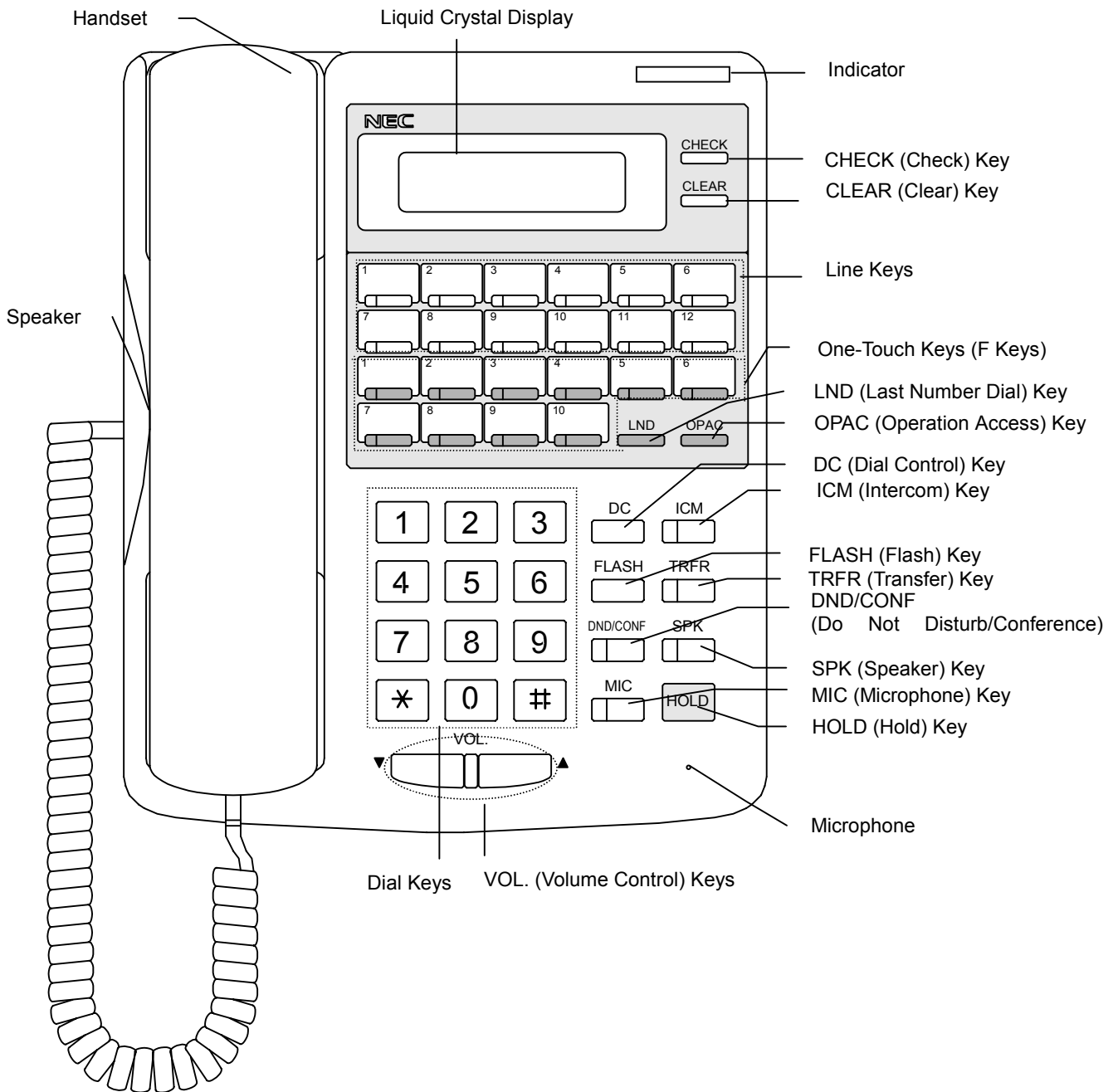
Other Intercom Features	38
BGM	38
DOORPHONE	38
DOOR LOCK CONTROL	38
ROOM MONITOR	39
Alphanumeric Display TEL Features	40
TEXT MESSAGE	40
<i>Message Edit Mode</i>	40
<i>Selectable Display Messaging</i>	41
<i>Broadcasting the Message at Later Time</i>	42
<i>DND Message</i>	43
<i>Leave Message with MW</i>	43
<i>Camp-On Message</i>	44
<i>Reverse Message</i>	44
TIME AND DATE	45
NAME STORING (TRUNK & STATION)	45
DIRECTORY DIALING	46
ALARM CLOCK	47
STOPWATCH	47
BUSY LAMP FIELD	47
MULTI-LANGUAGE DISPLAY	48
Other Features	49
HANDSFREE (SPEAKER & MICROPHONE)	49
<i>Speakerphone</i>	49
<i>Microphone On/Off</i>	50
LAMP SHIFT MODE	50
REMIND CALL ON SLT	50
STATION MESSAGE DETAIL RECORDING(SMDR)	51
DISA WITH AUDIO GUIDANCE	51
EXTERNAL CALL FORWARD ON DISA	52
ONE-TOUCH FEATURE ACCESS	52
VOLUME CONTROL	53
HOT LINE	54
DSS CONSOLE	55
HEADSET OPERATION	56
CALL CHARGE SMDR OUTPUT	56
VOICE MAIL CONNECTION	57
CALLER-ID	57
<i>Viewing Incoming Caller-ID Information</i>	58
<i>Caller-ID Information Display</i>	58
<i>Storing Caller-ID Information to the Caller-ID Table While on a Call</i>	59
<i>Changing, Deleting, or Adding New Entries to the Caller-ID Table</i>	59
<i>Making Outgoing Calls Using Caller-ID Table Bin Number</i>	61
<i>Searching the Caller-ID Table</i>	61
<i>Using the Searched Information Shown on the Display</i>	62
<i>Temporary Memory</i>	63
VAU (VOICE ANNOUNCE UNIT)	64
<i>DISA with Automated Attendant</i>	64
<i>FAX Transfer</i>	66

Table of Contents

Charts	67
SYSTEM NUMBER PLAN	67
SYSTEM FLASH RATES FOR LEDs (KTS).....	67
Index	68
Memo	70

Location of Controls

Your Key Telephone



Note: Standard type Key Telephones (6BTD/12BTD) do not have Liquid Crystal Display, CHECK Key, CLEAR Key, and LEDs on One-Touch Keys.

Using Your Telephone

Using Your Telephone

Your telephone's **Alphanumeric Display** helps you use features and tells you about your calls. For example, you can see the name of a co-worker who calls you. (You may be able to change the time and date on your phone if it's not correct. Turn to page 45 for more.)

Press a **One-Touch Key** for one-button contact with co-workers and outside callers, or when using certain features. To learn how to program your One-Touch Keys, go to page 7.





Handsfree lets you place and answer calls by pressing SPK key instead of using the handset. The **Microphone** picks up your voice for Handsfree calls.

For Single Line Telephone Users:

You can use most of the features. Feature access codes differ depending on the trunk access code (9 or 0). Check with your supplier which dial plan you are set.

The system may restrict you from using some of the features in this manual. Also, the features available with system options are not much described in this manual. Check with your supplier to see which features are available.

Symbols Used in This Manual

	Display Key Telephone 6BTXD (with 6 Line keys) 12BTXD (with 12 Line keys)
	Standard Key Telephone 6BTD (with 6 Line keys) 12BTD (with 12 Line keys)
	Single Line Telephone
	DSS Console (connected with Display KTS) 24BDL (with 24 DSS keys)

Calling a Co-Worker

You can dial a co-worker on the **Intercom** (page 28), or use **Paging** (page 33) if you don't know where they are.

Outside Calls

You can **Answer Outside Calls** that ring your phone or flash your line keys (page 14). **Night Service** (page 15) may change the way these same calls ring your phone.

To **Place Outside Calls** (page 4), use your line keys or dial codes. Once your call goes through, the **Call Timer** (page 26) shows you how long you're on the phone. You may be able to use **Flash** (page 10) to place another call without losing your line.

Handling and Rerouting Your Calls

Use **Hold** (page 19) to have your call wait at your phone.

Have a call for a co-worker? **Transfer** it to them (page 20).

When you leave your desk, think about **Call Forwarding** your calls to someone else (page 16). Or, if you want your callers to know where you are, set a **Selectable Display Message** at your phone (page 41).

Using Your Telephone

When Your Call Can't Go Through

Don't just hang up when your call can't get through to a co-worker! Use **Camp On** (page 31) to wait without hanging up. Send your co-worker **Intercom Off Hook Signaling** (page 29) to let them know you're waiting. If you don't have time to wait, leave a **Callback** request (page 31).

In a hurry? Think about leaving your co-worker a **Message Waiting** (page 31).

Placing Calls Quickly

Store numbers that you call often in **Abbreviated Dial** bins (page 6). You can easily dial the stored number with just a few key presses. To quickly retry the number you just dialed, try **Last Number Dialing** (page 5). If you'll need to redial the number later on, let **Saved Last Number Dialing** (page 5) retain it for you.

When You Work In Groups

If you and your co-workers handle each other's calls, you might want to have **Hunt Groups** (page 30). Someone calling your group's number goes through to the first available extension. If there is no answer at that extension, a co-worker can try the next extension using **Step Call** (page 30). To answer a call already ringing a co-worker's phone, use **Call Pickup** (page 35).

If You Need Privacy

When you're busy in your office and don't want to be interrupted, use **Do Not Disturb** (page 36).

Before talking to someone at your desk while you're on a handsfree call, try **Microphone On/Off** (page 50). Your caller cannot hear your voice until you cancel Microphone Mute.

Have a Telephone Meeting

Conference (page 22) allows you to quickly set up a telephone meeting. Use **Meet-Me Conference** (page 34) to set up a meeting which lets others join if they choose. Optionally, you can also use **Meet-Me Answer Page** (page 33) to set up a meeting on a page zone.

To join two outside callers together and leave them to talk privately, use **Unsupervised Conference** (page 26).

Streamlining Your Telephone's Operation

Your telephone provides you with options that can dramatically streamline the way you handle calls. For example, you can use One-Touch Keys for one-button access to co-workers, outside calls, Abbreviated Dial numbers and certain feature codes.

Are you a secretary for two people? Use **Dual Handsfree Hotline** (page 34). This allows one extension to simultaneously call two other extensions. The 'secretary' extension can make a voice announced Intercom call over the speaker of both 'executive' extensions. The users at the executive extensions can reply Handsfree and all three parties can talk.

Tired of always reaching for the handset or cradling it under your chin while you type? Install a headset and enable **Headset Operation** (page 56).

Personalizing Your Telephone

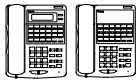
Don't forget about that important meeting - set an **Alarm Clock** (page 47) to remind you.

Let the co-workers you call know who's on the line. Go to **Name Storing** (page 45) and assign a name to your extension. To have your phone beep every time you press a dial pad key, enable the **Key Touch Tone** (page 11).



Trunk Outgoing Call

■ Specified Trunk Access

Trunk lines can be grouped into a maximum of 30 groups. The line groups assigned to each extension are used for out-going calls. Up to two outgoing line groups can be assigned to an extension by system programming. You can place outside calls on a particular line group by pressing Line key or dialing line number.





To make an outside call on a particular line using Line key:

1. Lift handset or press  key.
2. Press a  key. Hear dial tone.



To make an outside call by dialing line number:

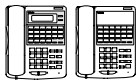
1. Lift handset or press  key.
2. Dial .
3. Dial two-digit line number. Hear dial tone.
4. Dial telephone number.




1. Dial 0 (or 9).
2. Dial two-digit line number. Hear dial tone.
3. Dial telephone number.

Single Step Access

Single Step Access allows you to obtain outside or intercom dial tone for an outgoing call in a single step, without lifting the handset or pressing the SPK key.




To obtain outside dial tone using Single Step Access:

- Do not lift handset.
- 1. Press a  key. The Line key and SPK key light.
- Dial tone comes over the speaker.



To obtain intercom dial tone using Single Step Access:




- Do not lift handset.
- 1. Press  key. ICM and SPK key light.
- Dial tone comes over the speaker.

Preselection

This feature permits access to a Trunk line or Intercom by lifting the handset or pressing the SPK key within three seconds of pressing a Line or ICM key when Single Step Access is disabled.



To obtain outside dial tone/Intercom dial tone using Preselection:

1. Press a  or  key.
2. Lift handset or press  key within 3 sec.
- Trunk Line or Intercom is seized.




Trunk Outgoing Call

■ Last Number Dialing (LND)

The last telephone number dialed on a trunk outgoing call can be redialed. A maximum of 18 digits is stored.



To use Last Number Dialing:

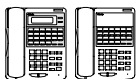
1. Lift handset or press  key.
2. Press a  key.
3. Press  key.








1. Lift handset.
2. Dial 04 (or 94).
3. Dial queuing group number.
-0: Any line
-1-6: Queuing Group 1-6

■ Saved Last Number Dialing (SLND)

This feature permits saving the last number dialed for redialing at a later time. The saved telephone number remains in memory until another is stored in it's place.





To place an outside call using saved last number:

1. Lift handset or press  key.
2. Press a  key.
3. Press  key and  .
or
Press  key.











To store dialed number as saved last number:

1. While talking on trunk line.
2. Press  key twice before terminating a call.
or
Press  key before terminating a call.



To set One-Touch key as SLND key:

1. Press  key.
2. Press  key.
3. Press  key and  .
4. Press  key.
5. Press  key and  .
6. Press  key.

Note : One Touch key #10 is set as SLND key initially.




Trunk Outgoing Call

■ Abbreviated Dialing

The system provides common-use abbreviated dial. Abbreviated Dialing allows storage of up to 100 or 200 locations 18 digit telephone number under 2 or 3 digit codes (00 to 99 or 000 to 199). System Abbreviated Dial numbers can be programmed only at extension No.10.



To place an outside call:

1. Lift handset or press  key.
2. Press an idle  key.
3. Press  key.
4. Dial abbreviated number. (00 to 99) or (000 to 199)








1. Lift handset.
2. Dial 03 or 93.
3. Dial queuing group number (0 to 6).
-0: Any line
-1-6: *Queuing Group 1-6*
4. Dial abbreviated number (00 to 99) or (000 to 199).



To store abbreviated number:

(Extension #10 only)

1. Press  key.
2. Press  key.
3. Press  key and .
4. Dial abbreviated number (00 to 99) or (000 to 199).
5. Dial phone number to be stored.
- You can enter pauses (TRFR key), flashes (FLASH key) and stops (CONF key) when storing an Abbreviated Dial number. Each pause, stop or flash counts as a digit when totaling the number of digits in an Abbreviated Dial number. When stop is inserted, dialing will be stopped this position and can be continued by dialing.
6. Repeat steps 3 to 5.
7. Press  key to exit from Abbreviated Dialing entry.

Trunk Outgoing Call

■ One-Touch Dialing

One-Touch Dialing allows you to store ten of your most frequently called outside numbers as personal abbreviated dial numbers at your extension so you can call them with just a single touch. Dial number to be stored is up to 18 digits including pauses (TRFR key), flashes (FLASH key) and stops (CONF key). The One Touch Dial numbers are stored under the ten One-Touch keys (No.1 to No.10) in F01 to F10.

In addition, when the number of system Abbreviated Dialing is set to 100, the remaining 100 numbers memory can be used for personal abbreviated dial numbers at 10 Key telephones. The assigned Key Telephone user can store up to 10 more dial numbers under ten One-Touch Keys in F11 to F20.



To place an outside call:

1. Seize a Trunk line.
2. Press key which stores desired phone number.



To store a One-Touch Dial number:

1. Press key.
2. Press key.
3. Press key and .
4. Press a key to store a phone number.
5. Dial phone number to be stored. (One-Touch Key No.1 to No.10 store numbers in F01-F10.)
6. Repeat steps 3 to 5.
7. Press key to exit from One-Touch Dialing entry.



To check the stored One-Touch Dial number:

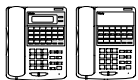
- *Do not lift handset.*
1. Press key.
 2. Press key
 3. Press key which stores phone number.



To place an outside call:

1. Seize a Trunk line.
2. Press key.
3. Press key which stores the desired phone number.

(Assigned KTS only)



To store a One-Touch Dial number:

1. Press key.
 2. Press key.
 3. Press key and .
 4. Press key.
 5. Press a key to store a phone number. (One-Touch Key No.1 to No.10 store numbers in F11-F20.)
 6. Dial phone number to be stored.
 7. Go to Step 3 to enter another number
- or
- Press to finish.

(Assigned KTS only)



To check the stored One-Touch Dial number:

- *Do not lift handset.*
1. Press key.
 2. Press key
 3. Press key.
 4. Press key which stores phone number.

(Assigned KTS only)

Trunk Outgoing Call

■ Toll Restriction

Toll Restriction determines extension's ability to make calls. Each extension is assigned one of the six classes (A to F) per mode (Day/Night). Toll Restriction Class A is the highest with no dialing restrictions and the Class F is the lowest, available only intercom calls. Check with your supplier to which class your extension is assigned.

If you dial a call that is not allowed by the assigned Class, the system automatically disconnects the line.




When the system is placed in night mode by Night Service feature, Toll Restriction Class for night mode is activated.

■ Walking Toll Restriction

Walking Toll Restriction lets you temporarily override an extension's dialing restrictions by dialing preprogrammed security code at that extension. Dialing the code overrides the restrictions set up in Toll Restriction.



To use Walking Toll Restriction:

1. Lift handset.
2. Press an idle  key.
3. Press  key.
4. Press  key.
5. Dial security code.
6. Dial phone number.

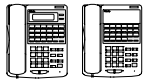


1. Lift handset.
2. Dial 07 (or 97).
3. Dial security code.
4. Dial 9 (or 0).
5. Dial phone number.







■ Dial Block

If you are going to be away from your desk, you can temporarily program your phone to block outgoing calls. If this option is enabled for you, just enter a four digit personal code. If this 4-digit personal code is forgotten, it can be erased by the extension #10 by entering a special password.

When Dial Block is activated anyone trying to place a Trunk call will hear an error tone and the line will be disconnected.



To set Dial Block:






1. Press  key.
2. Press  key.
3. Dial  .
4. Dial 4-digit personal code.
- *You can dial any number as personal code.*
5. Dial .
- *Confirmation tone when effective.*
- *Error tone when not effective.*
6. Press  key.



1. Lift handset.
2. Dial 055 or 955.
3. Dial 4-digit personal code.
- *You can dial any number as personal code.*
4. Replace handset.



To cancel Dial Block:

1. Press  key.
2. Press  key.
3. Dial  .
4. Dial 4-digit code which is entered when setting Dial Block.
5. Dial .
- *Confirmation tone when effective.*
- *Error tone when not effective.*



1. Lift handset.
2. Dial 056 or 956.
3. Dial 4-digit personal code which is entered when setting Dial Block.
4. Replace handset.


Trunk Outgoing Call

■ Flash

Flash allows you to access certain features of the telephone company or PBX to which your telephone system is connected. This lets you take full advantage of whether features the connected telephone company or PBX offers. Flash accesses these features by momentarily interrupting the loop current on your outside line. This is much like briefly pressing and then releasing the hookswitch on your telephone at home.



- On the CO/PBX line

1. Press  key.

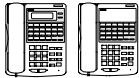



- On the CO/PBX line

1. Flash Hookswitch.
2. Dial 90.

■ Pulse to Tone Conversion

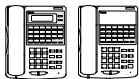
Pulse to Tone Conversion allows you to change from Dial Pulse to Tone (DTMF) dialing mode to access services such as computer-accessed long distance service.





1. Dial phone number. (Pulse mode).
2. Dial  .
3. Dial phone number. (Tone mode).

■ Camp-On (Trunk Queuing)

When all trunk lines in a particular Queue Group are busy, Camp-On puts you on a "waiting list" for an available line in the group. As soon as a line becomes free, your phone rings and a Line key flashes. Up to eight extension users can activate Camp-On in the same Queue Group. When signaled, you must answer within 20 sec, otherwise the line rings the next extension on the "waiting list".



To use Camp-On:


1. Lift handset.
2. Press  key.
3. Press  key.
4. Dial Queuing Group number (0-6) (0: Same group, 1- 6: Group No.).
- If you hear busy tone, the extension can not use Camp-On for that group.
5. Replace handset.



1. Place an outside call. Hear busy tone.
2. Dial Queuing Group number (0-6) (0: Same group, 1- 6: Group No.).
3. Replace handset.



When Camp-On rings an extension:

1. Lift handset.
2. Press flashing  key.



1. Lift handset.

■ Key Touch Tone

The Key Touch Tone feature allows a tone to be emitted from the built-in speaker each time a Line, One-Touch or dial pad key is pressed. The tone confirms the key was fully pressed.



To activate Key Touch Tone:

- *Do not lift handset.*

1. Dial .

To cancel Key Touch Tone:

- *Do not lift handset.*

1. Dial . Final Key Touch Tone is heard.

■ Easy Trunk Access

Easy Trunk Access lets you access an outgoing line without pressing a Line key or dialing a two-digit line number. A single-digit code automatically accesses an outgoing outside line.



To access the first available outgoing line:

1. (On-Hook and Speaker off condition)

2. Dial .

- *A line is seized and dial tone comes over the speaker.*



1. Lift handset.

2. Dial 9 or 0.

■ Queuing Group Access

Queuing Group Access lets you access the first available outgoing line in a Queuing Group without pressing a Line key or dialing a two-digit line number. A single-digit code automatically accesses an outgoing outside line from small number, large number, or rotated number.



To access the first available line in a queuing group:

1. Press key.

2. Press key.

3. Dial Queuing Group number (1-6).

- *A line is seized and dial tone comes over the speaker.*



1. Lift handset.

2. Dial 06 or 96 .

3. Dial Queuing Group number (1-6)

Trunk Outgoing Call

■ Automatic Repeat Dialing

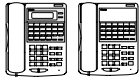
Trying to get in touch with a customer and their phone is always busy or unanswered? Don't keep redialing it manually - have Automatic Repeat Dial do it for you. Automatic Repeat Dial will retry your call until the called party answers or the feature is cancelled. The number of times the system retries a call is programmable. Moreover, while Automatic Repeat Dialing is set (waiting, busy or no-answer), Hurry-Up operation can be taken place for immediate redial.

While Automatic Repeat Dialing is set (waiting condition), 2-Splash tone (Mute-tone) is emitted from built-in speaker in 5 sec. cycle.



To set Automatic Repeat Dialing:

1. Place outside call.
- Listen for busy tone or ring-no-answer.
2. Press ^{OPAC} key.
3. Dial **1**.
4. Replace handset or press ^{SPK} key.
- The system periodically redials the call.



To cancel Automatic Repeat Dialing:

1. Lifting the handset cancels Automatic Repeat Dialing.



To use Hurry-Up operation:

1. Press ^{OPAC} key.
2. Dial **2**.

Note: Repeat Dialing and Hurry-Up Operation can be stored under One-touch key.

■ Loop Key Trunk Access

When the number of trunk lines is larger than the number of Line keys of your KTS, Loop key allows you to seize a first available trunk line out of all trunk lines. You can assign one Loop key to an undefined Line keys.



To seize a trunk line by Loop key:

1. Press ^{LOOP} key.
- An idle Trunk Line will automatically be seized.



To retrieve a held trunk line by Loop key:

1. Press the blinking ^{LOOP} key.


Note : Refer to One-Touch Feature Access for how to assign Loop key.

■ Automatic Off-Hook Trunk Access

If Automatic Off-Hook Trunk Access is enabled for your telephone, you can access an idle trunk line without pressing Line key or dialing Trunk Access Code. This feature is useful for Key Telephone users who make mainly outside calls, or to connect Fax Machine (Modems).



To seize a trunk line:

1. Lift handset or press  key.
- An idle Trunk Line will automatically be seized.

Note 1: If all Trunk Lines are busy, no tone will be heard.

Note 2: If you are assigned this feature, you can not seize Intercom after lifting handset. Press ICM key before lifting handset to seize Intercom.

Note 3: If you lift handset when the telephone rings, it will answer an incoming Trunk Line or an Intercom call.



1. Lift handset.
- An idle Trunk Line will automatically be seized.

Note 1: If all Trunk Lines are busy, Busy Tone will be heard.



*Note 2: If you are assigned this feature, you **can not place Intercom Calls**. However, you can still receive incoming Intercom Call and transferred Trunk Line Call. Transferring Trunk Line calls to another extension is also possible.*

■ Account Code

Account Codes are codes you enter that help keep track of outside calls. There are two types of Account Codes: Optional and Forced. With optional codes, the Account Codes you enter are solely for categorizing your calls. For example, if you work in an accounting firm that must bill back customers for time on the phone, Optional Account Codes are for you. Forced Account Codes also let you categorize calls, but you **must** enter one before placing outgoing calls. If you don't enter the code, you can't place the call. This ensures that calls don't go out untracked. Check with your supplier to find out if your system uses Account Codes - and which codes you should enter. Account Codes can be from 1-8 digits long, using 0-9 and #.



To enter an Account Code for outside call:

1. Seize an idle trunk line.
- Listen for dial tone. If you are on an active outside call already, skip this step.
2. Dial .
3. Dial Account Code.
4. Dial .
5. Dial telephone number.



1. Seize an idle trunk line.
- Listen for dial tone. If you are on an active outside call already, skip this step.
2. Flash Hookswitch.
3. Dial 99.
4. Dial Account Code.
5. Flash Hookswitch
6. Dial telephone number.

Trunk Incoming Call



■ Incoming Trunk Access

Trunk lines can be grouped into a maximum of 30 groups with 2 line groups assigned per extension by system programming. The line groups assigned to each extension can access incoming calls and set the audible assignments (day and/or night mode ringing) for the extensions.

Answering incoming calls can be as simple as pressing a Line key or dialing an access code.






To answer an outside call by Direct Pickup:

1. Lift handset or press  key.
2. Press flashing  key.



To answer an outside call by Dial Pickup:

1. Lift handset or press  key.
2. Dial  .





1. Lift handset.
2. Dial 06 (or 96).
3. Dial 0.

■ Trunk Off-Hook Signaling

Trunk Off-Hook Signaling provides you with an audible indication of an incoming Trunk call while already on a call: the busy extension user hears muted ringing if on a handset call or one short burst tones (0.5sec ON/15sec OFF) if on a Handsfree call.



To answer a Trunk Off-Hook Signal:

1. Press  key to put an outside call in progress on hold or hang up the call in progress. Intercom calls must be hung up since they cannot be put on hold.
2. Press the flashing  key.

■ Ringing/Recall Trunk Off-Hook Access

Ringing Trunk Off-Hook Access allows a ringing outside call to be answered by just lifting the handset; a Line key does not have to be pressed. Recall Trunk Off-Hook Access lets a recalling (re-ringing) line be answered by just lifting the handset.



1. Lift handset.

■ Night Service (Manual/Auto)

Night Service puts the night audible (ringing) assignment into effect manually or automatically. Incoming calls on a specific line group will ring at extensions that are assigned night audible for that line group. Night Service remains set even if the system power is turned off.

Night Service is available on a system basis or incoming line group basis according to programming.





1. Night audible assignments go into effect at all extensions in the system. Day audible assignments are ignored. The extension #10 can activate this Night Service (NT) mode.
2. Night audible assignments go into effect for the extensions that have the same primary incoming line group as the extension that activates this NT mode. Extensions with a different primary incoming line group receive ringing according to their day audible assignments. Any extension can activate this mode. This NT mode can be activated by any extension in each same primary incoming line group.

Automatic Mode Switching

Automatic Mode Switching allows to switch Day/Night mode according to preprogrammed time routine for the system. When Automatic Mode Switching places the system in Night Mode, TRFR blinks red at all key telephones. If the system mode is switched manually at No.10 telephone, it overrides Automatic Mode Switching assignment.







To activate Night Service:

1. Press  key.
2. Press  key.
3. Press  key.
4. Dial . TRFR lights red.
5. Hang up.



To cancel Night Service:

1. Press  key.
2. Press  key.
3. Press  key.
4. Dial . TRFR extinguishes.
5. Hang up.

Note1: This feature can be stored under the One-touch key.

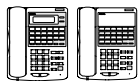
Note2: When NT mode 1 is enabled, the TRFR key lights steadily at all KTSs. When NT mode 2 is enabled, the TRFR key lights steadily at the activating extension and at all other KTSs with the same primary incoming line group.

Trunk Incoming Call





■ Call Forward

Call Forward reroutes your incoming outside calls so they ring at a different extension. While you set Call Forward, you still have access to incoming calls. Incoming access is shared with the receiving (destination) extension, but only the destination extension rings. Calls cannot be rerouted to an extension in Do Not Disturb. There are four types of Call Forward:

- **Call Forward Immediate**
All calls transferred immediately to the destination.
- **Call Forward when Busy**
Calls are transferred only when the extension is busy.
- **Call Forward when Unanswered**
Calls are transferred only if they are unanswered, and both the destination and the transferring extension ring.
- **Call Forward when Busy/Unanswered**
Calls are transferred only when the extension is busy or unanswered, and both the destination and the transferring extension ring.



To activate Call Forward:





1. Press  key.
2. Press  key.
3. Press  key.
4. Dial destination extension number.
5. Dial option code (0-3).
 - 0 => *Call Forward Immediate*
 - 1 => *Call Forward when Busy*
 - 2 => *Call Forward when Unanswered*
 - 3 => *Call Forward when Busy/Unanswered*
 - One short beep sounds as confirmation.
 - 3 splash tone means calls can not be rerouted to the destination.
6. Press  key.



1. Lift handset.
2. Dial 053 or 953.
3. Dial destination extension number.
4. Dial option code (0-3).
 - 0 => *Call Forward Immediate*
 - 1 => *Call Forward when Busy*
 - 2 => *Call Forward when Unanswered*
 - 3 => *Call Forward when Busy/Unanswered*
5. Hang up.



To cancel Call Forward
(at originating and destination
extension):

1. Press  key.
2. Press  key.
3. Press  key twice.
4. Press  key.



1. Lift handset.
2. Dial 059 or 959.
3. Hang up.

■ Follow Me

When you are away from your extension and has to use another extension, Follow Me reroutes your incoming outside calls to that extension. There are four types of Follow Me same as Call Forward.

- Follow Me Immediate

All calls transferred immediately to the destination.

- Follow Me when Busy

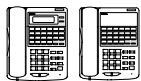
Calls are transferred only when the extension is busy.

- Follow Me when Unanswered






Calls are transferred only if they are unanswered, and both the destination and the transferring extension ring.

- Follow Me when Busy/Unanswered

Calls are transferred only when the extension is busy or unanswered, and both the destination and the transferring extension ring.



**To activate Follow Me
(at co-worker's extension):**





1. Press  key.
2. Press  key.
3. Press  key and dial .
4. Dial originating extension number (your extension no.).
5. Dial option code (0-3).
 - 0 => *Follow Me Immediate*
 - 1 => *Follow Me when Busy*
 - 2 => *Follow Me when Unanswered*
 - 3 => *Follow Me when Busy/Unanswered*
 - *One short beep sounds as confirmation.*
6. Press  key.



1. Lift handset.
2. Dial 0530 or 9530.
3. Dial originating extension number (your extension No.).
4. Dial option code (0-3).
 - 0 => *Follow Me Immediate*
 - 1 => *Follow Me when Busy*
 - 2 => *Follow Me when Unanswered*
 - 3 => *Follow Me when Busy/Unanswered*
5. Hang up.



**To cancel Follow Me
(at originating and destination
extension):**

1. Press  key.
2. Press  key.
3. Press  key twice.
4. Press  key.



1. Lift handset.
2. Dial 059 or 959:
3. Hang up.

■ Call Pickup

(See "Call Pickup" on page 35)

Trunk Incoming Call

■ Do Not Disturb (DND)

(See "Do Not Disturb" on page 36)

■ Executive DND

Executive DND allows two extensions to be specially paired for the purpose of forwarding calls. The extension designated as the "executive" can forward its incoming calls to the extension designated as the "secretary". Up to eight such pairs can be formed. Up to all eight executive extensions can be paired with the same secretary extension, if desired. The executive extension must be programmed for a level of Do Not Disturb (DND). If, for example, DND level 1 is selected, the executive extension can forward its Trunk calls - access and audible - to the secretary extension. The secretary extension can reach the executive extension even while Executive DND is activated.



To activate Executive DND:

1. Activate DND on the executive extension. (see "Do Not Disturb" page 36)



To cancel Executive DND:

1. Cancel DND on the executive extension. (see "Do Not Disturb" page 36)

■ DISA (Extension Access)

Direct Inward System Access (DISA) lets someone outside the system call in on a DISA Line and directly access an extension or access the Group Hunt feature - in each case, bypassing the system operator. In case outside caller does not dial extension number within the programmed time or called extension is busy, or called extension does not answer within the programmed time, this call will be transferred to operator telephone. Attendant extension can be assigned for Day mode and Night mode. The DISA line is automatically terminated within the programmed time when the call is unauthorized, or the call transferred to operator is unanswered. The DISA caller must use a DTMF telephone.

(Outside Caller) To use DISA to call an extension or access Group Hunt:


1. Call the DISA line.
- *The system answers with dial tone or voice recorded message.*
2. Dial desired extension number or dial 8, then the Hunting Group number (0-7).

(Outside Caller) To reuse the DISA line to call when called extension is busy:

1. Dial # and *. Hear dial tone.
2. Dial desired extension number or dial 8, then the Hunting Group number (0-7).



To answer a call on a DISA line:

1. Lift handset.
2. Press flashing  key.

Hold/Transfer/During Conversation

■ Hold

System Hold

System Hold puts an outside call on Hold so that it can be picked up from any extension in the system. If the System Hold Recall program is enabled, a call left on System Hold longer than a programmed period of time re-rings the extension that placed it on Hold.



To put a call on System Hold:

1. Press **HOLD** key.
2. Hang up.
 - *Line key flashes fast at this KTS and slowly at the other KTS in the system.*



1. Flash Hookswitch.
2. Dial 91.
3. Hang up.



To retrieve a call from System Hold:

1. Lift handset.
2. Press flashing **LINE** key.



1. Lift handset.
2. Dial 051 or 951.

Automatic Hold

Automatic Hold lets the KTS put an outside call on System Hold quickly without pressing the HOLD key in order to place an internal call.



To put an outside call on System Hold using Automatic Hold:

1. Press **ICM** key to place an extension call.
 - *The call in progress is automatically put on Hold.*

Exclusive Hold

Exclusive Hold puts an outside call on Hold at an extension so that it can only be picked up from that extension. If not picked up within a programmed interval of time, a call on Exclusive Hold recall (re-rings) the extension that placed it on Hold. On KTS, if the recall is not answered, the call reverts to System Hold and can be picked up from any extension. On SLT, if the recall is not answered, the call reverts to extension No.10 (or attendant extension of each tenant), or is cut-off.



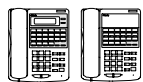
To put an outside call on Exclusive Hold:

1. Press **HOLD** key twice.
2. Hang up.
 - *Line key flashes fast. At all other KTS, the Line key is steadily lit (busy).*




1. Flash Hookswitch.
2. Dial 92.
3. Hang up.

Hold/Transfer/During Conversation



To retrieve a call on Exclusive Hold:

1. Lift handset.
2. Press flashing  key.



1. Lift handset.
2. Dial 051 or 951.

■ Music On Hold

Music On Hold sends a synthesized music to an outside party on System or Exclusive Hold. The system provides two selectable synthesized melodies ("Je te Veux" and "Menuett").



■ External Music On Hold

An external music source (e.g., radio, cassette tape player, CD player) can be used for music on hold instead of internal synthesized melodies.





■ Transfer

Unannounced Transfer

Unannounced Transfer lets you transfer (send) a call directly to another extension - that is, without first notifying the receiving extension of the call. An Unannounced Transfer rings the receiving extension. If the receiving extension does not answer within the Unannounced Transfer Recall interval, the call recalls (re-rings) the transferring extension.



To make an Unannounced Transfer:


1. Press  key, then dial extension number.
2. Press  key or hang up.



1. Flash Hookswitch.
2. Dial extension number.
3. Hang up.



To receive an Unannounced Transfer:

1. Lift handset. If Recall Trunk Off-Hook Access is programmed, this single step answers the call.
2. Press flashing  key (key flashes green).



1. Lift handset.



Hold/Transfer/During Conversation

Announced Transfer

Announced Transfer automatically puts the call on System Hold so that the transferring extension can notify the receiving extension before actually sending the call. To receive an Announced Transfer, receiving extension just wait on the line to be automatically connected to the transferred caller. Both the transferring and receiving extensions receive a "fast flash" Hold indication, making the call easy to identify, while all other KTSs see a "slow flash." If the call is not sent within the Announced Transfer Recall interval, the call then shows a "slow flash" at the receiving extension, and re-rings the transferring extension.



To make an Announced Transfer:

1. Press  key, then dial extension number.
2. Announce the call.
3. Press  key or hang up.



1. Flash Hookswitch.
2. Dial extension number.
3. Announce the call.
4. Hang up.



To receive an Announced Transfer:

1. Lift handset when notified of the call.
2. Just wait on the line to be automatically connected to the transferred caller.



1. Lift handset to answer a call.
2. Just wait on the line to be automatically connected to the transferred caller.

Attendant Reverting

When hold transfer is failed because the destination telephone did not answer and returned back to originating telephone, then the originating telephone did not answer, the call will be cut off by pre-set timer, or transferred to Extension No.10 or the attendant extension of each tenant according to system programming.







Recall Trunk Display

Display type key telephone can be set to the Recall Trunk Display Mode. When Hold Recall tone is heard, the telephone will display the held Trunk line and the telephone number.



To set/reset Recall Trunk Display:

1. Press  key.
2. Press  key.
3. Press  key.
4. Press  key.


Hold/Transfer/During Conversation

■ Park Hold

Park Hold allows you to place an outside call in a waiting state so that any other key telephone extension within the same Park Hold group may pick it up. After parking the call, you can Page the person receiving the call and hang up. The paged party just presses the Park Hold key from any extension within the same Park Hold group to pick up the call. This is also useful when transferring a call to a key telephone that does not have a line appearance on their phone for that line. Park Hold keys are assigned on Line keys by system programming. If the line seized by Loop key is put on Park Hold, the Loop key's LED goes off, and an idle Trunk line can be seized by pressing the Loop key.




To place a call on Park Hold:

- While on an outside call.
- 1. Press  key.






To answer a call on Park Hold:

- 1. Lift handset.
- 2. Press  key.



To answer a call on I-Hold (the call placed on System Hold or Exclusive Hold by the extension user itself) in case the line does not have line appearance:

- 1. Lift handset.
- 2. Press  key.
- 3. Press  key.
- 4. Dial .

Note :The system has up to four Park Hold Groups.

■ Conference




Add-On Conference

Add-On Conference lets you establish an outside call and then add up to five other inside parties to the conversation. If Multi-Line Conference is enabled in programming, a second outside call can be added to the conversation.

<Method 1>



To establish an outside call:

- 1. Establish an outside call.
- 2. Press  key.
- 3. Press  key.
- 4. Dial extension number of invited inside party. This party must answer using the handset.
- 5. Press . Conference established. To add more inside parties, repeat steps 2-5.



- 1. Establish an outside call.
- 2. Flash Hookswitch.
- 3. Dial 93.
- 4. Dial extension number of invited inside party.
- 5. Flash Hookswitch.
Conference established. To add more inside parties, repeat steps 2-5.

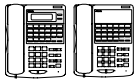


To join an Add-On Conference when invited:

- 1. Lift handset.

Hold/Transfer/During Conversation

<Method 2>



To establish an Add-On Conference:

1. Establish outside call.
2. Press key.
3. Press key and call the other telephones by paging and tell the Line key number. The called parties must press the Line key to join.
4. Press key.



To join an Add-On Conference when invited:

1. Lift handset.
2. Press key.

Multi-Line Conference

Multi-Line Conference allows you to establish an outside call and then add another outside party to the conversation.

- If desired, you can add five more inside parties to the conversation (for a total of six inside and two outside parties).
- Another extension user can join (break into) the Conference using Break-In as long as the total number of inside parties does not exceed six.



To establish a Multi-Line Conference:

1. Establish first outside call.
2. Press key. Call is put on Hold.
3. Establish second outside call.
4. Press key. Conference is established.



1. Establish first outside call.
2. Flash Hookswitch.
3. Dial 94 and press 2-digit line no.
4. Establish second outside call.
5. Flash Hookswitch. Conference established.



To add inside parties to a Multi-Line Conference:

1. Press key. Conference is put on Hold.
2. Press key. Hear dial tone.
3. Dial extension number. Called party must lift the handset to answer.
4. Press key. Conference is re-established. To add more inside parties, repeat steps 1-4.



1. Establish outside call.
2. Flash Hookswitch.
3. Dial 93.
4. Dial extension number of invited inside party. Called party must lift the handset to answer.
5. Flash Hookswitch. Conference established. To add more inside parties, repeat steps 2-5.

Hold/Transfer/During Conversation

Internal Conference

Internal Conference allows a multiple-party Intercom conversation. You can establish an Internal Conference with up to five other extension users (i.e., for a total of six internal parties).



To establish an Internal Conference:

1. Establish Intercom call. The called party must answer using the handset.
2. Press **DND/CONF** key. Hear dial tone.
3. Dial extension number of another internal party. The called party must answer using the handset.
4. Once the called party answers, Conference is established. To add more internal parties, repeat steps 2-4.

Note :If Manual Mode is assigned, Conference initiator must press CONF key after the called party answers to establish an internal conference.



1. Establish Intercom call. The called party must answer using the handset.
2. Flash Hookswitch. Hear dial tone.
3. Dial extension No. of another internal party. The called party must answer using the handset.
4. Once the called party answers, Conference is established. To add more internal parties, repeat steps 2-4.

Note :If Manual Mode is assigned, Conference initiator must flash Hookswitch after the called party answers to establish an internal conference.



To join an Internal Conference when invited:

1. Lift handset and wait.

■ Long Conversation Warning (Three Minutes)

While you are on an outgoing outside call, you may hear a signal reminder that sounds every three minutes. The signal reminder is a series of three short tones that sound over the speaker of the phone.



■ Long Conversation Cut-Off

A conversation on an external call (only Outgoing Call) can be forcibly terminated by the system after a pre-programmed period has lapsed. Before terminating the call, a warning tone (400 Hz continuous tone) will be sent to the caller within a pre-programmed period. This feature is enabled or disabled on an extension basis by system programming.



■ Break-In

Break-In lets you override the system's privacy feature - if your telephone is enabled Break-In, you can break into an outside call at another extension, including a call on a Private Line. The intrusion may or may not be preceded by a warning tone, depending on programming, and the warning tone comes over the speaker of both extensions. A warning intrusion tone can be sent in every 2 seconds by programming.



To Break-In on another user's conversation:

1. Lift handset or press **SPK** key.
2. Press steadily lit **LINE** key. This breaks into the telephone conversation on that line.

■ PBX Compatibility

The system can accommodate Central Office (CO) lines or lines from a Private Branch Exchange (PBX) already installed at the customer site. The lines are similar in the way incoming calls are answered, but different in the way outgoing calls are placed - an outgoing call on a PBX line requires an access code before dialing, while an outgoing call on a CO line does not. System/telephone features are available to both types of lines, and PBX features are available to the PBX lines via the Flash feature (see Flash).

■ PBX Night Mode

If any of lines are from a PBX, and when the PBX is set in night mode, the lines connected to PBX are switched to real CO lines, provision is made for such things as abbreviated dialing. If you have a PBX Trunk Access Code programmed with a dialed number for abbreviated dialing, such as "9 pause 8131234567", when your System is in the night mode the 9 and the pause will be omitted when using the abbreviated dialing in night mode.

■ Second Trunk Access Code for SLT

When your system is installed behind a PBX, or it accommodates both Central Office (CO) lines and Private Branch Exchange (PBX) lines, simply use a single-digit Second Trunk Access Code (dial 7) to seize a first available PBX line.



To make a PBX extension call:

1. Lift handset.
2. Dial **7**.
3. Dial a PBX extension number.



To make a PBX outside call:

1. Lift handset.
2. Dial **7**.
3. Dial your PBX Trunk Access Code (e.g.9).
4. Dial a telephone number

■ Private Line

A Private Line is simply a line on your phone that nobody else in the system can use. Only you can place and answer calls on your Private Line. Your supplier can tell you if you have a Private Line.

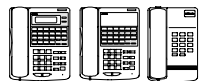


To place a call on your Private Line:

1. Lift handset.
2. Press Private Line key.
3. Dial telephone number.

■ Tenant Service

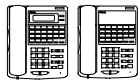
Tenant Service allows two or more independent businesses to share the telephone system. Each tenant group has their own attendant, outside lines, paging zones and abbreviated dial numbers. Night Service can also be activated by each tenant. Check with your supplier if your system uses Tenant Service.






Other Trunk Features

■ Unsupervised Conference

Unsupervised Conference allows an extension user to establish a Conference with two outside parties, then drop out of the call - leaving the outside callers talking. Once you drop out, you are not part of the conversation.



To establish an Unsupervised Conference:

1. Establish first outside call.
2. Press  key. The call is put on Hold.
3. Establish second outside call.
4. Press  key.
 - *Three-party Conference is established.*
5. Press  key.
 - *Both outside parties are put on Hold.*
6. Hang up.
 - *Unsupervised Conference is established.*

(Outside Party) To terminate an Unsupervised Conference:

1. Dial #, #.

(Outside Party) To continue the conversation when cut-off warning tone is heard:

1. Dial 1.
 - *If you forget to dial 1, the call will be automatically terminated within 10 seconds.*

■ Call Timer

Call Timer is an automatic stopwatch feature that timer outgoing outside calls on Display phones. The display changes to a stopwatch at the programmed Call Duration Start Time and the timing stops when the extension user hangs up. The display shows the duration of the call for approximately eight seconds, then changes to the date and time.



■ DISA (Trunk-to-Trunk)

Direct Inward System Access (Trunk-to-Trunk) lets someone outside the system call in on a DISA Line and place an outside call on a system line, bypassing the system operator. A security code is required to place an outside call (Trunk-to-Trunk), and the Toll Restriction Class assigned to a security code determines the type of calls that can be placed. The DISA caller must use a DTMF telephone.

- | | |
|---|--|
| <p>(Outside Caller) To use DISA to place a call on a system line(Trunk-to-Trunk):</p> | <ol style="list-style-type: none">1. Call the DISA line. The system answers with dial tone or voice recorded message.2. Dial #.3. Dial DISA security code.4. Dial Queuing Group number (1-6) for desired line or dial 9, then two-digit line number. Outside dial tone is heard.<ul style="list-style-type: none">- <i>If busy tone is heard, follow either procedure below to disconnect.</i>5. Dial telephone number (including PBX Trunk Access Code if required).6. Dial #. The call rings through. |
| <p>(Outside Caller) To hang up the outside call and reuse the DISA line:</p> | <ol style="list-style-type: none">1. Dial # and *. Hear dial tone.2. Dial #.3. Dial DISA security code.4. Dial Queue Group number (1-6) for desired line or dial 9, then two-digit line number. Outside dial tone is heard.<ul style="list-style-type: none">- <i>If busy tone is heard, follow either procedure below to disconnect.</i>5. Dial telephone number (including PBX Trunk Access Code if required).6. Dial #. The call rings through. |
| <p>(Outside Caller) To disconnect both the DISA line and the system line:</p> | <ol style="list-style-type: none">1. Dial #, #.<ul style="list-style-type: none">- <i>You must dial #, # before hanging up the call to disconnect both DISA line and a system line.</i> |
| <p>(Outside Caller) To continue the conversation when cut-off warning tone is heard:</p> | <ol style="list-style-type: none">1. Dial 1.<ul style="list-style-type: none">- <i>If you forget to dial 1, the call will be automatically terminated within 10 seconds.</i> |

Intercom Outgoing Call


■ Intercom Call

Intercom Call allows extension-to-extension conversation. The system can be programmed for one of two Intercom Signaling modes: ringing or voice announce. When voice announce is programmed, an Intercom call signals the called extension with a beep (not ringing). After the beep sounds, the caller can make a voice announcement over the speaker of the called extension.

Regardless of the signaling mode programmed, an extension user can change it on a per call basis. For example, a ringing Intercom call can be changed to a voice announced call by dialing a code.



To place an Intercom Call:

1. Lift handset or press  key.
2. Dial extension number.
 - To convert a ringing call into a voice announced call, or vice versa, dial 1.



1. Lift handset.
2. Dial extension number.
 - To convert a ringing call into a voice announced call, or vice versa, dial 1.





Note: Call Monitor, Speakerphone and Single Step Access provide ways to place Intercom Calls without lifting the handset.

■ Direct Station Selection

Direct Station Selection (DSS) provides an extension user with one-button access to other extensions in the system. Each of the ten One-Touch keys on a key telephone can be programmed to call a particular extension. The One-Touch keys can also be programmed to access any Page Zone (see Paging) using the steps below.




To program a One-Touch key for DSS:

1. Lift handset.
2. Press  key.
3. Press  key.
4. Dial .
5. Press  key.
6. Dial extension number.
 - or
 - to program a Page Zone, dial 80 - 85.
 - to program a Doorphone, dial 88 or 89.
7. To program more keys, repeat steps 3-6.
8. Hang up.



To use a DSS key:

1. Lift handset. If Single Step Access is programmed and the phone is equipped with a Speakerphone, this step can be skipped.
2. Press  key set as DSS key.

Intercom Outgoing Call



To hold and transfer a Trunk call using a DSS key:

- Make conversation with an outside party.
1. Press a desired ^{One-Touch} key set as DSS key.
 - The Trunk line will automatically be held, then intercom call will be established.
 2. Make announcement (if desired).
 3. Press ^{TRFR} key or hang up to transfer.



To display the number programmed under a DSS/One-Touch key:

- Do not lift handset.
1. Press ^{CHECK} key.
 2. Press ^{ICM} key.
 3. Press ^{One-Touch} key.
 - Key number displays, then stored number.
 4. Press ^{CLEAR} to return to normal display.

Note: One-Touch Key No.1 to No.9 are initially programmed as DSS keys for Extension No.10 to No.18, One-Touch Key No.10 for All Call Paging (80).

■ Intercom Off-Hook Signaling

Intercom Off-Hook Signaling lets you send a signal to a busy extension, then wait for a replay. The signal is one short burst of tones, which comes over the speaker of the busy extension. In addition, the ICM key at the busy extension flashes. The busy extension user can choose not to reply to the signal if it is inconvenient to do so.

An extension can be programmed to send Intercom Off-Hook Signaling in one of two ways: manually or automatically. The manual-type requires you to dial a code to send the signal, while the automatic-type sends the signal automatically any time you call a busy extension. Intercom Off-Hook Signaling cannot be sent to a busy extension when it is using Handsfree Answerback. Single Line Telephones (SLT) can send and receive the signals. Extensions programmed for Automatic Intercom Off-Hook Signaling cannot use the Camp-On or Callback features.



To manually send Intercom Off-Hook Signaling:

1. Place Intercom call. Hear busy tone.
2. Dial **1**. Hear one short burst of tones.
3. Wait for a reply. To send more tones, dial 1 again.



To use automatic Intercom Off-Hook Signaling:

1. Place Intercom call. When the called extension is busy, one short burst of tones is heard instead of busy tone.
2. Wait for a reply. To manually send more tones, dial 1.



To answer an Intercom Off-Hook Signaling:

1. Press flashing ^{ICM} . This answers the waiting call and puts an outside call in progress on Hold. This step will, however, terminate an Intercom call in progress; Intercom calls cannot be put on Hold.



1. Flash Hookswitch (On-hook → Off-Hook). This answers the waiting call and terminates an Intercom call in progress.

Intercom Outgoing Call

■ Group Hunt

Group Hunt searches for an idle extension among all the extensions in a particular Hunting Group. Extensions are assigned to Hunting Groups in programming - for example, all the extensions in a sales department might be assigned to Hunting Group 4. When you dial a Hunting Group number, the Group Hunt feature automatically calls the first idle one it finds. When all extensions in a Hunting Group are busy, you receive busy tone and can activate Callback or Camp-On. These features automatically connect you to the first extension programmed into that group as soon as it becomes available. When the called extension does not answer in the preprogrammed time, the system automatically calls the next idle extension in the same Hunting Group according to the order in the Hunting Group. You can also call the next idle extension by manual operation (see Step Calling). The extension to be searched first in the Hunting Group can be fixed or circulated. When all extensions in the same Hunting Group are searched and no extension answers, Group Hunt is cancelled.



To call a hunting group number:

1. Lift handset.
2. Dial **#** .
3. Dial Hunting Group No. (0 - 7)
- The first idle extension is called. If the extension does not answer in the preprogrammed time, the system calls the next idle extension, or the caller can dial # to call next idle extension.

■ Step Calling

When you make an Intercom call and receive a busy signal or no answer, Step Calling lets you call the other extensions (in the same Hunting Group) by just dialing a code.



To initiate a Step Call:

1. Place Intercom call.
- Receive busy tone or no answer.
2. Dial **#** .
- Next extension is called. To call the next extension, dial # again.

Intercom Outgoing Call

■ Camp-On (Callback)

Instead of hanging up after calling a busy extension, Camp-On lets you dial a code and wait off-hook until the extension becomes available. As soon as the extension becomes free, the call automatically goes through. Or, if you hang up after dialing the code, Callback automatically redials a busy extension. When the busy extension becomes free, Callback signals (rings) you. When the Callback signal is answered, an Intercom call is automatically placed to the previously busy extension. Calls can be placed while waiting for the Callback signal, and Callback can be activated for more than one busy extension at a time. Camp-On/Callback cannot be activated by an extension that is programmed for Automatic Intercom Off-Hook Signaling. Camp-On/Callback can also be activated when you call a busy Hunting Group (see Group Hunt).



To activate Camp-On:

1. Place Intercom call. Hear busy tone.
2. Dial . Busy tone stops.
3. Do not hang up.
4. Wait for the call to go through. Ringing is heard as soon as the extension becomes free.



To activate Callback:

1. Place Intercom call. Hear busy tone.
2. Dial . Busy tone stops. One beep sounds over the speaker as confirmation.
3. Hang up.



To answer the Callback signal:

- *The signal sounds like an Intercom ring, but the ICM key does not flash.*
- 1. Lift handset. Extension is called.



To cancel Callback:

1. Lift handset to cancel Callback before receiving the Callback signal.
2. Hang up.

■ Message Waiting

When you make an Intercom call and receive a busy signal or no answer, Message Waiting lets you leave a visual indication (flashing Indicator light) at the busy/unattended phone requesting a return call. You can leave Message Waiting indications at several different extensions.



To leave a Message Waiting:

1. Place Intercom call. Busy or no answer.
2. Dial . Indicator flashes intermittently as confirmation (KTS).
3. Hang up.



To call the extension that left a Message Waiting indication:

1. Lift handset.
2. Dial . The extension is called.
3. To call the next extension that left a Message Waiting indication, dial again.







1. Lift handset. (Hear Message Waiting dial tone)
2. Dial *.

Note: The message waiting lamp on SLT does not flash even if the extension is left Message Waiting.

Intercom Outgoing Call



To cancel all Message Waiting indications you left:



1. Lift handset.
2. Press  key.
3. Dial , , .
4. Hang up.



1. Lift handset.
2. Dial 059 or 959.






To cancel all Message Waiting indications you left and that were left for you:

- *Do not lift handset-*
1. Press  key
 2. Press  key. (see Note)

Note: The extension must be KTS with LCD.









To cancel an individual Message Waiting from the originating phone:

1. Lift handset.
2. Press  key.
3. Dial , destination extension number, .
4. Hang up.



To display the extension that left a Message Waiting:

- *Do not lift handset.*
1. Press  key.
 2. Dial . Extension number is displayed.
 3. Press  key to clear the Message Waiting Indication.
- Or
- Press  key to call back Message Waiting originating extension.
- Or
- To display the next extension number that left a Message Waiting indication, dial  again.
- Or
- Press  to return to normal display.

Intercom Outgoing Call

■ Paging

Internal Paging lets you make a paged announcement over the speaker of the other telephones in the system. Any extension can make a page, but only key telephones that are assigned to an Internal Page Zone can receive a page. There are three types of Internal Paging:

- **Internal Zone Paging** lets you page all the telephones assigned to a particular Internal Page Zone (1-4).
- **All Call Paging** lets you page all Internal Page Zones. If programmed, it will also be broadcast over external speakers.
- **Meet-Me Answer/Conference Paging** allows you to page one or more persons, then reserve an Intercom circuit for 30 seconds so that the paged party/parties can reply. Meet-Me Answer lets one party reply, while Meet-Me Conference lets up to five people reply and jointly converse.

If you have your own external speaker system installed, you may be able to use it for **External Zone Paging**. This is particularly helpful in large or noisy areas where the Internal Paging speakers in the telephones are not loud enough. The system can also be programmed to allow incoming calls, Background Music (BGM) from an external source to broadcast over the external page zone.



To make a page:

1. Lift handset.
2. Dial code.
 - 80 for All Call
 - 81-84 for zones 1-4
 - 85 for external zone
3. Make announcement.
4. Hang up.



1. Lift handset
2. Dial code.
 - 80 for All Call
 - 81-84 for zones 1-4
 - 85 for external zone
3. Make announcement.
4. Hang up.



To initiate Meet-Me Answer:

1. Lift handset.
2. Dial code.
 - 80 for All Call
 - 81-84 for zones 1-4
 - 85 for external zone
3. Page person, announce code.
 - 80-85
4. Dial # for Meet-Me Answer
5. Do not hang up. Wait for a reply.





1. Lift handset
2. Dial code.
 - 80 for All Call
 - 81-84 for zones 1-4
 - 85 for external zone
3. Page person, announce code.
 - 80-85
4. Dial # for Meet-Me Answer.
5. Do not hang up. Wait for a reply.

Intercom Outgoing Call



To reply to Meet-Me Answer:



1. Lift handset or press  at a phone that received the page.
2. Press  key.
3. Dial announced code.
 - 80-85, or 88(same zone)



1. Lift handset at a phone that received the page.
2. Dial 08 or 98.
3. Dial announced code.
 - 80-85, or 88(same zone)






To initiate Meet-Me Conference:

1. Lift handset.
2. Dial code 81-84 for zones 1-4; 80 for All Call.
3. Page person, announce that pressing  key will join Meet-Me Conference.
4. Press  key for Meet-Me Conference.
5. Do not hang up. Wait for a reply.



To reply to Meet-Me Conference:

1. Lift handset or press  at a phone that received the page.
2. Press  key.
3. Press  key for Meet-Me Conference.

■ Flexible Station Numbering

Two or three-digit extension numbers are flexibly assigned within a specific range to each telephone port by system programming. Originally, extension numbers match telephone port numbers.

System Port	Available Extension Numbers (2 digit)	Available Extension Numbers (3 digit)
10-33	10-69	100-699

■ Dual Handsfree Hotline

Dual Handsfree Hotline allows one extension to simultaneously call two other extensions. The "secretary" extension can make a voice announced Intercom call over the speaker of both "executive" extensions. The users at the executive extensions can reply Handsfree (i.e., by just speaking toward the phone) and all three parties can converse. The simultaneous call goes through only if both executive extensions are idle and an executive extension has not forwarded Intercom calls. In order to reply Handsfree, the microphone at an executive extension must be on. When an executive replies by lifting the handset, the other executive is disconnected. The secretary can make a ringing Intercom call to both executives; however, an executive must lift the handset to reply, which disconnects the other executive.



1. Lift handset at secretary extension.
2. Dial either executive extension number. Both are called.
 - If ringing is heard, the secretary can dial 1 to convert the call into a voice announced call.
 - If busy tone is heard, the secretary can still contact the other executive by dialing the other executive extension number after pressing ICM key.

Intercom Incoming Call

■ Intercom Answer

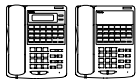
Intercom Answer (just lifting the handset) lets you answer either signal intercom call or voice announced intercom call in a single step.

Handsfree Answerback lets a key telephone extension user answer a voice announced Intercom call without touching the phone.



To answer an Intercom Call:

1. Lift handset.



To answer a voice announced call using Handsfree Answerback:

1. Speak toward the phone. The microphone must be on.

■ Call Pickup



Call Pickup provides two distinct functions: one function applies to Intercom calls and the other to outside calls.

- Call Pickup allows you to answer Intercom calls and Doorphone call. An Intercom call that is ringing (or voice-announced) at a particular extension can be answered from any other extension in the system.
- Call Pickup also allows you to answer a Trunk incoming call, incoming call on a DISA line, and Unannounced Transfer.

In order to pick up someone else's Intercom call, you must know the number of the extension that is ringing. If the ringing and answering extensions are in the same Internal Page Zone, the # key can be used to pick up the Internal call.



To use Call Pickup to answer and intercom call, incoming call on a DISA line, Unannounced Transfer, and trunk incoming call on a extension in own pick-up group:


1. Lift handset.
2. Press  key.
3. Dial  . If more than one extension is ringing, this code answer intercom call, unannounced transfer, incoming call on a DISA line, and Trunk incoming call.



1. Lift handset.
2. Dial #.



To use Call Pickup to answer and intercom call, incoming call on a DISA line, Unannounced Transfer, and trunk incoming call on a particular extension:



1. Lift handset.
2. Press  key.
3. Dial extension number of the ringing telephone.



1. Lift handset.
2. Dial 08 or 98.
3. Dial extension number of ringing phone.



To use Call Pickup to answer a Doorphone call:

1. Lift handset.
2. Press  key.
3. Dial .



1. Lift handset.
2. Dial 08 or 98.
3. Dial 9.

■ Meet-Me Answer Paging

(See "Paging" page 33)

Intercom Incoming Call

■ Meet-Me Conference Paging

(See "Paging" page 34)

■ Do Not Disturb (DND)

Do Not Disturb (DND) blocks incoming calls and Intercom Off-Hook Signaling. An extension user can activate DND while on a call or while the extension is idle.





There are four levels of DND:

- Level 0 => No DND capability
- Level 1 => Blocks Trunk call ringing
- Level 2 => Blocks Trunk call ringing and Intercom calls
- Level 3 => Blocks Trunk call ringing and Intercom calls or just Trunk call ringing

An extension user can still place calls and answer outside calls while the phone is in DND. Outside calls can be answered since access to the line is not blocked and the Line key still flashes.



A. To activate DND while the phone is idle:


1. For level 1: Press  once. DND flashes.
 - For level 2: Press  once. DND lights steadily.
 - For level 3: Press  once to block Trunk call ringing and Intercom calls.
- OR
1. Press  twice to block just Trunk call ringing. DND flashes.



1. Lift handset.
2. Dial 052 or 952.
 - *SLT can be set for Level 2 only.*



To cancel DND while the phone is idle:









- Do not lift handset.
- 1. Press  once or twice.
- Whichever makes DND extinguish.



1. Lift handset.
2. Dial 059 or 959.





B. To activate DND while on a call:

1. For level 1: Press ,  once. DND flashes.
 - For level 2: Press ,  once. DND lights steadily.
 - For level 3: Press ,  once to block Trunk call ringing and Intercom calls.
- OR
1. Press ,  twice to block just Trunk call ringing. DND flashes.



To cancel DND while on a call:

1. Press ,  once or twice.
- *Whichever makes DND extinguish.*

Intercom Incoming Call

■ Intercom Hold

It is possible to place an Intercom call on hold. While on hold, music is sent to the held party. Unlike Trunk line hold, when an Intercom call is held, no other action can be taken by the holding party. Only the hold-originating station can re-answer this line by pressing the ICM key.



To put an Intercom call on Hold:

1. Press **HOLD** key. (see note)

Note: Do not hang up while an intercom call is on Hold. If you hang up the handset, your intercom call is terminated.



To retrieve an intercom call from Hold:

1. Press **ICM** key.

■ Intercom Call Transfer

Intercom calls may be transferred to any extension manually. There are two methods of transferring Intercom calls.



A. To make an Intercom Call Transfer using Intercom Hold an intercom call from Hold:

1. Intercom call between A and B.
2. Press **HOLD** key to put B on Hold.
3. Extension C dials and extension number of A.
- If extension C is SLT, dial access code 08 or 98 then dial extension number of A.
4. Intercom call between B and C is established.



B. To make an Intercom Call Transfer using Internal Conference (See Conference on page 24)

1. Intercom call between A and B.
2. Establish an Internal Conference with C.
3. Extension A hangs up.

■ Call Forward

(See "Call Forward" page 16)

■ Follow Me

(See "Follow Me" page 17)

■ Executive DND

(See "Executive DND" page 18)

Other Intercom Features

■ BGM

Background Music (BGM) sends music from a FM receiver, cassette tape deck or CD player your company provides to the speaker in your telephone. This helps give you a pleasant working environment. The Background Music plays whenever your phone is idle.



To turn BGM on or off while an extension is idle:

1. Do not lift handset.
2. Press .

■ Doorphone

Your system may have up to two Doorphone Boxes. A Doorphone Box is a self-contained Intercom unit typically used to monitor an entrance door. A visitor at the door can press the Doorphone Box call button (like a door bell). The Doorphone Box then sends chime tones to all extensions programmed to receive chimes. If you receive Doorphone Box chimes, you can just lift the handset to answer them. You can then talk to the visitor at the door.



To answer the chime tones (from your phone):

1. Lift handset.
-Connection established.



To answer the chime tones by Call Pickup:

1. Lift handset.
 2. Press key.
 3. Dial .
- Connection established.*



1. Lift handset.
 2. Dial 08 or 98.
 3. Dial 9.
- Connection established.*



To call a Doorphone:

1. Lift handset.
2. Dial for box 1 or for box 2.

■ Door Lock Control

If the door has an electric strike, you can even use your telephone to release the door. The door can be locked/unlocked when you are talking to the doorphone box. Once the door is unlocked, automatic lock may be provided according to the programmed timer.



To unlock / lock the door after contacting the Doorphone Box:

1. Press key to unlock the door.
2. Press key to lock the door.



1. Flash Hookswitch to unlock the door.
2. Flash Hookswitch to lock the door.

Note: When using Automatic Lock feature, skip step 2.



Other Intercom Features

■ Room Monitor

Room Monitor lets one extension monitor (listen to) the environmental sounds in an area or room containing another extension. Several extensions can monitor the same extension; however, only one monitored extension can be assigned in a system.





To activate or cancel Room Monitor at the extension to be monitored:

1. Lift handset.
2. Press  key.
3. Press  key.
4. Press  key.
 - MIC flashes fast on while Room Monitor is activated.
5. Hang up.



To activate or cancel Room Monitor at the monitoring extension:

- Do not lift handset.
1. Press  key.
 2. Press  key.
 - MIC flashes intermittently while Room Monitor is activated.

Note: This feature can be stored under the One-touch key.

Alphanumeric Display TEL Features

■ Text Message

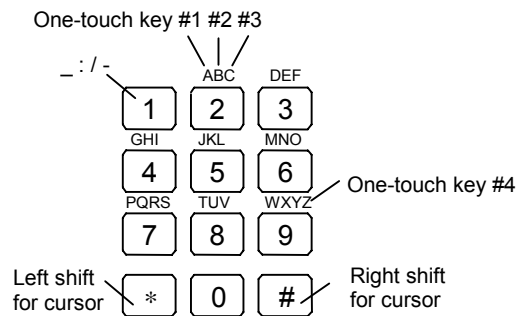
Message Edit Mode

BTXD type Key Telephones are equipped with a 2-line, 16-character Liquid Crystal Display (LCD). These displays are used to provide information such as: data/time, elapsed call time on outside calls, digits dialed, internal calling party number and Abbreviated Dialing entries, but can also perform sending and receiving of messages. The one-touch keys and dial keys allow you to create message and identification name for each Trunk lines, extensions and abbreviated numbers. Each dial key (0-9) contains three letters or symbols. A message and a name can be up to 8 digits long, consisting of alphanumeric characters, symbol marks and spaces. Your key telephone is assigned either Pattern 1 or Pattern 2 dial pad indication by system programming.

<Pattern 1>



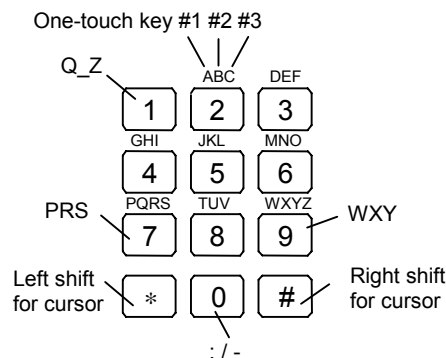
- Dial key (0-9): Numbers
- One-touch key (1-4) with Dial key (1-9): Letters and symbols
- One-touch key 5: Space
- One-touch key 6: Delete a character
- One-touch key 7: Delete all characters



<Pattern 2>



- Dial key (0-9): Numbers
- One-touch key (1-3) with Dial key (0-9): Letters and symbols
- One-touch key 4: Space
- One-touch key 5: Delete a character
- One-touch key 6: Delete all characters



Alphanumeric Display TEL Features

Selectable Display Messaging

You can select a preprogrammed Selectable Display Message for your extension. Display telephone callers see the selected message when they call your extension. Selectable Display Messaging provides personalized messaging. For example, you could select the message "LEFT FOR THE DAY". Any display telephone user calling the extension would see the message. Other than displaying the message, the system puts the call through normally. See twenty-three Default Setting Messages (00-19, 47-49) below for a list of the standard message. The system has fifty Selectable Display Messages (00-49) and two Personal Display Messages (One-touch key No.1 and No.2) for each extension.

You can add digits for date, time or phone number after messages 00, 01, 02, 12 and 13. For example, you could select the message 13 "OUT UNTIL _ / _" and then enter the date on "_ / _". Callers see the original message followed by the appended date. They would then be able to tell when you were coming back to the office.

No.	Preset Message
00:	CALL _____
01:	CALL AFTER _ : _
02:	CALL EXT. _____
03:	CALL ME ASAP
04:	DO NOT DISTURB
05:	IN CONFERENCE
06:	IN MEETING
07:	LEFT FOR THE DAY
08:	ON BREAK
09:	ON VACATION
10:	OUT OF OFFICE
11:	OUT TO LUNCH
12:	OUT UNTIL _ : _
13:	OUT UNTIL _ / _
14:	PAGE ME
15:	PLEASE SEE ME
16:	SEE ME ASAP
17:	WITH A CLIENT
18:	WITH A PATIENT
19:	WITH A VISITOR
47:	TAKE MESSAGE
48:	PLEASE HOLD
49:	CALL BACK LATER.



To store text in One-touch key No.1 and No.2:

1. Press **CHECK** and **OPAC**.
2. Dial message number (00-49).
3. Dial *****.
- Use **VOI** and **VOI** to scroll through messages then dial ***** to enter.
4. Edit your own message by Message Edit Mode.
5. Press **CHECK**.
6. Press **One-Touch** key No.1 or No.2 to be stored.
7. Dial *****.
8. Dial message number for next storing.
or
Press **CLEAR** to finish.

Alphanumeric Display TEL Features



To store system message:

(No.10 extension only)

1. Press **CHECK** and **OPAC**.
2. Dial message number (00-49) to refer.
3. Dial *****.
- Use **VOI** and **VOI** to scroll through messages then dial ***** to enter.
4. Edit message by Message Edit Mode.
5. Press **CHECK**.
6. Dial message number to store.
7. Dial *****.
8. Dial message number for next storing.
or
Press **CLEAR** to finish.

Broadcasting the Message at Later Time

Text message can be set to indicate on display telephones in hunt group at programmed time. If it is set, and time comes, the message will appear on display in 1 minute with alarm tone.



To set send-later message:

1. Press **CHECK** and **OPAC**.
2. Dial message number (00-49), dial *****.
- Use **VOI** and **VOI** to scroll through messages then dial ***** to enter.
or
Press **One-Touch** key No.1 or No.2 for personal message, then dial *****.
3. Edit message if required.
4. Press **ICM**.
5. Dial an extension number or hunt group number (00-07).
6. Press **ICM** key to set more extension if required. (This step is only available when extension number is dialed at step 5.)
7. Dial *****.
8. Enter the time of indication with 4 digits
(e.g. PM3:00 => 1500)
9. Dial *****.



To cancel send-later message:

1. Press **CHECK** key.
2. Press **TRFR** key.



To stop the alarm tones and clear the display:

1. Press **CLEAR** key.

Alphanumeric Display TEL Features

DND Message

DND Message send a message to a calling extension when your telephone activated DND for Intercom calls.



To set DND message using preset messages:

1. Press **TRFR**.
 2. Dial message number (00-49), dial *****.
- Use **VOF** and **VOF** to scroll through messages then dial ***** to enter.
- or
- Press **One-Touch** key No.1 or No.2 for personal message, then dial *****.
- DND flashes intermittently as confirmation.



To set DND message that edited by Message Edit Mode:

1. Press **TRFR** and **FLASH**.
2. Edit message by Message Edit Mode.
3. Press **FLASH** and *****. DND flashes intermittently as confirmation.



To activate/cancel previous message on the telephone (last time you set message for DND):

1. Press **CLEAR**.



To cancel message on the telephone:

1. Press **TRFR** and *****.
- When DND message is activated, DND flashes intermittently.

Leave Message with MW

When you make an Intercom call to display phone and receive a busy signal or no answer, you can leave a text message with Message Waiting (MW).



To leave a Message:

1. Place Intercom call. Busy or no answer.
 2. Dial **0** Indicator flashes intermittently as confirmation.
- Display shows "LEAVE MESSAGE ?", then you can enter a message. If you replace handset after this step operation, it is simple message waiting procedure.
 3. Dial *****.
 4. Dial message number (00-49), dial *****.
- Use **VOF** and **VOF** to scroll through messages then dial ***** to enter.
- or
- Press **One-Touch** key No.1 or No.2 for personal message, then dial *****.
- or
- Press **FLASH**, edit a message by Message Edit Mode, then press **FLASH** again and dial *****.
- A text message is left on called display phone.

Alphanumeric Display TEL Features



To cancel message at message-originated telephone:

1. Press **CHECK** and **#** .
- First message appears on the display.
2. Use ***** or **VOI** to scroll forward and use **#** or **VOI** to scroll backward.
3. Press **HOLD** to cancel message.
or
Press **CLEAR** to return to idle condition.



To call back or delete message at message-received telephone:

1. Press **CHECK** and ***** .
- First message appears on the display.
2. Use ***** or **VOI** to scroll forward and use **#** or **VOI** to scroll backward.
3. Press **ICM** to call back.
or
Press **HOLD** to delete message.
or
Press **CLEAR** to return to idle condition.

Camp-On Message

When you make an Intercom call to display phone and receive a busy signal, call can not be connected. Then you can send a text message. Intercom Off-hook Signaling must be enabled at the called extension.



To set Camp-On message:

1. Place Intercom call. Hear busy tone.
2. Activate Intercom Off-hook Signaling (see Intercom Off-hook Signaling on page 29).
3. Press ***** .
4. Dial message number (00-49) and ***** .
- Use **VOI** and **VOI** to scroll through messages then dial ***** to enter.
or
Press **One-Touch** key No.1 or No.2 for personal message, then dial ***** .
or
Press **FLASH** , edit a message by Message Edit Mode, then press **FLASH** again and dial ***** .
- Confirmation tone is heard when message is sent.

Reverse Message

The extension received "Intercom Off-Hook Signaling" can send a text message to calling extension if this extension user is inconvenient to reply to the signal. For example, you could select the message 49 "CALL BACK LATER ".



To send Reverse Message:

- On conversation, "Intercom Off-Hook Signal" received.
1. Press **TRFR** .
2. Dial message number (1-3).
Dial 1: System common message No.47
Dial 2: System common message No.48
Dial 3: System common message No.49
The default value of 47, 48 and 49 are:
No.47: TAKE MESSAGE
No.48: PLEASE HOLD
No.49: CALL BACK LATER

Alphanumeric Display TEL Features

■ Time and Date

You see the Time and Date on your telephone's display when it is idle and while using some functions of the phone. The Time and Date are programmed at the station connected to port 10 (usually extension 10). Although entered in 24-hour format, the system time always displays in 12-hour format (AM/PM).



To set the date and time (the entire procedure must be performed):

(Extension #10 only)

1. Press .
2. Press key.
3. Press .
4. Press .

The Year

5. Dial four digits for the year. For example, 1999.
6. Dial .

The Date

7. Dial two digits (01-12) for the month. Jan.=01, Feb.=02, etc.
8. Dial two digits (01-31) for the date.
9. Dial .

The Day

10. Dial a single digit (0-6) for the day. Sun. = 0, Mon. = 1, etc.
11. Dial .

The Time

12. Dial four digits for the time (24 hour clock). For example, dial 1305 for 1:05PM.
13. Dial .
14. Press . The display shows the new date and time.

■ Name Storing (Trunk & Station)

Each Trunk line has an alphanumeric field for easy identification such as LOCAL, SERVICE, SALES, etc. Extensions can also have names instead of just station numbers. These names show on an extension's display when the user places or answers calls. Station Names make it easier to identify callers. The user does not have to refer to a directory when processing calls.

The storing operation (Trunk and Station) is available only from #10 extension.



To store names for each trunk line:

(Extension No10 only)

1. Press key twice.
2. Press a key.
3. Dial .
4. Input the letters of the name by Message Edit Mode
5. Press next Line key and dial for next storing.
or
Press key and key to finish.

Alphanumeric Display TEL Features



To store names for each extension:

(Extension No10 only)

1. Press key twice.
2. Press .
3. Dial extension number to store.
4. Dial .
5. Input the letters of the name by Message Edit Mode.
6. Press .
7. Dial next extension number to store.
or
Press key to finish.

■ Directory Dialing

Directory Dialing allows display telephone to place extension or Abbreviated Dialing call using the directory (list of name). Select a station or Abbreviated Dialing name from the directory on the display telephone and then press a Line key or ICM key to place a call.



To store name for each abbreviated number :

(Extension No10 only)

1. Press twice.
2. Press .
3. Dial abbreviated number (00-99 or 000-199).
4. Dial .
5. Input the letters of the name by Message Edit Mode.
6. Press .
7. Dial next abbreviated number to store.
or
Press key to finish.



To use Directory Dialing to place Abbreviated Dialing call:

1. Press , dial .
2. Enter the first letter of the name by Message Edit Mode or Press (referring to all names).
3. Find the name using or to scroll forward and or to scroll backward.
4. Press idle key.



To use Directory Dialing to place Intercom call:

1. Press , dial .
2. Enter the first letter of the name by Message Edit Mode or press (referring to all names).
3. Find the name using or to scroll forward and or to scroll backward.
4. Press key.

Alphanumeric Display TEL Features

■ Alarm Clock

The Alarm Clock feature lets you set two alarms on your display key telephones as a reminder for appointments, meeting, etc. The alarms sound every day at the set time unless they are canceled.



- To set alarm:**
1. Press .
 2. Press key.
 3. Press , dial .
 4. Dial to set first alarm or dial to set second alarm.
 5. Dial time in terms of 24 hour clock. For example, dial 1545 for 3:45 PM.
 6. Dial .
 7. Press .



- To check an alarm setting:**
1. Press .
 2. Press key.
 3. Press , dial .
 4. Dial to check first alarm or dial to check second alarm.
 5. Press .



- To stop the alarm tone:**
1. Press .



- To cancel an alarm:**
1. Press .
 2. Press key.
 3. Press , dial .
 4. Dial to cancel first alarm or dial to cancel second alarm.
 5. Dial .
 6. Press .

Note: This feature can be stored under the One-touch key.

■ Stopwatch

The clock on a Display phone can be used as a Stopwatch to time events. For example, the Stopwatch can be used to time the duration of a phone call.



- To activate Stopwatch:**
1. Press , dial to start timing.
 2. Press , dial again to stop timing.
 3. Press to return to the date and time.

Note: This feature can be stored under the One-touch key.

■ Busy Lamp Field

The Busy Lamp Field (BLF) feature provides a light (LED) indication under a One-touch key used as Direct Station Selection (DSS) key to indicate the status of the associated extension. Busy Lamp Field (BLF) indication is shown for any One-Touch keys you have programmed. This shows you if your co-worker is on a call, in Do Not Disturb, or idle.



Alphanumeric Display TEL Features

■ Multi-Language Display

The display information on your display key telephone is available in three languages. English, Spanish, and Portuguese are available, and the language can be selected by system programming.




■ Handsfree (Speaker & Microphone)

Speakerphone

Speakerphone, a feature of Display phones, allows a user to place calls and answer ringing calls without lifting the handset - a key is pressed instead. To converse on a Speakerphone call, you just speak toward the phone; the phone's microphone picks up your voice (also see Microphone On/Off). You can also change to the Speakerphone during a handset call.





To place a call using Speakerphone:

1. Press  key. SPK lights. If Single Step Access is programmed, this step can be skipped.
2. Seize a Trunk line or Intercom in usual way. Dial tone is heard over the speaker.
3. Dial number.
4. Speak toward phone when call is established.




To answer an outside call using Speakerphone:

1. Press  key. SPK lights. If Ringing Trunk Off-Hook Access is programmed, this single step answers the call.
2. Press flashing  key.
3. Speak toward the phone.




To change to the handset during a Speakerphone call:

1. Press  key. SPK lights.
2. Replace handset.



To change to Speakerphone during a handset call:

1. Press  key.



To hang up a Speakerphone call:

1. Lift handset. SPK extinguishes.

Note: For almost all feature instruction that says, "Lift handset," the SPK key can be pressed instead. SPK must be pressed again to hang up.

Other Features

Microphone On/Off

Microphone On/Off lets you turn the phone's microphone on or off. The microphone can be turned on or off while an extension is idle or during a Speakerphone/Handsfree call.

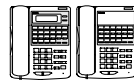
- When the microphone is on, you can conduct a Speakerphone/Handsfree conversation as usual - by just speaking toward the phone - and the microphone picks up your voice.
- When you turn the microphone off during a Speakerphone/Handsfree call, the microphone will not pick up your voice. This prevents the party on the line from hearing you, but does not prevent you from hearing the party on the line.
- When you turn the microphone off while the extension is idle, this prevents an intercom caller, whose voice comes over the speaker, from being able to hear a conversation taking place in the vicinity of the extension at the moment the call comes through.

The Microphone On/Off program determines whether the microphone is "normally on" or "normally off" at all extensions in the system.



■ Lamp Shift Mode

With Lamp Shift, an incoming line group can shift appearance so that the lowest numbered line in the group (regardless of the number) appears under Line key No.1, and the rest follow on keys No.2, No.3, No.4, etc. For example, an incoming line group containing lines 4-8 can appear under Line keys 1-4. Lamp Shift Mode shifts exactly one incoming line group at every extension and automatically provides each extension with both incoming and outgoing access to that line group.



■ Remind Call on SLT

Remind Call feature lets you set time reminder at your single line telephone.



To set Remind Call on SLT:

1. Lift handset.
2. Dial 054 or 954.
3. Dial time in terms of 24 hour clock. For example, dial 1545 for 3:45 PM.
4. Hang up.



To cancel Remind Call on SLT:

1. Lift handset.
2. Dial 059 or 959.
3. Hang up.

■ Station Message Detail Recording(SMDR)

Station Message Detail Recording (SMDR) provides a printed record of the outside calls placed and answered at each extension in the system. Typically, the record outputs to a customer-provided serial printer or to a personal computer. SMDR allows the system administrator to account for usage at each extension and trunk. The SMDR printout shows data such as class of call, date and time, line number, duration, extension number, number dialed, Account Code, (and Caller-ID). This makes charge-back and traffic management easier.

The example of SMDR output is as follows.

1	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80
														PAGE	001	@<
CLS	DATE	TIME	LINE	DURATION	ST#			DIALED#		RING		ACCT NO.	@<			
OTG	27/09/99	17:06:43	01	00:01:23	10			123456789012345678901234		12345678			@<			
INC	27/09/99	17:08:56	05	00:00:45	16					00:07			@<			
INC	27/09/99	17:09:12	02							01:23			@<			
OTR	27/09/99	18:40:06	03	00:03:21	18								@<			
ITR	27/09/99	19:12:35	08	00:10:58	13								@<			
BRD	27/09/99	20:31:27	04		11								@<			
ATB	27/09/99	23:00:07	15	00:04:32									@<			
BFL	27/09/99	23:00:07	15										@<			

:Space (ASCII=20H) @; CR (ASCII=0DH) <:LF (ASCII=0AH) One Page: 57 Lines

■ DISA with Audio Guidance

The automatic answering machine (customer-provided) can be connected to the system as voice-announce device for DISA line.

Also cassette tape deck or CD player, etc. (customer-provided) can be connected to the system as voice announce device for DISA line. This feature allows incoming calls on DISA lines to be automatically answered by a voice- recorded message.

Refer to DISA (Extension Access) on page 18 and DISA (Trunk-to-Trunk) on page 27.

Other Features

External Call Forward on DISA





External Call Forward (Trunk to Trunk) allows outside parties calling on the DISA Line to transfer the call to other outside parties automatically when system is set to the External Call Forward Mode. The destination of the telephone number must be set on the abbreviated dial No. 99.



To set External Call Forward

(No.10 extension only)

Mode:





1. Press  .
2. Press  key.
3. Press , dial .
4. Press  .



To cancel External Call Forward

(No.10 extension only)

Mode:

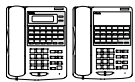
1. Press  .
2. Press  key.
3. Press , dial .
4. Press  .

Refer to DISA (Extension Access) on page 18 and DISA (Trunk-to-Trunk) on page 27.

One-Touch Feature Access

This feature permits to store the features under the One-Touch and Line keys so they can be used to access the following features instead of dialing/pressing function code in []. See descriptions and operations of each features for detailed procedure.

Feature No.	Feature	Operation
01	Alarm	OPAC-50
02	Timer	OPAC-51
03	Day/Night Mode	SPK-ICM-TRFR-#
04	Monitor	OPAC-FLASH
05	Monitored	SPK-ICM-OPAC-FLASH
06	Recall Trunk Display	SPK-ICM-OPAC-CHECK
07	Repeat Dial key	OPAC-1
08	Repeat Dialing (Hurry up)	OPAC-2
09	Directory Dialing (Line)	DC-6
10	Directory Dialing (ICM)	DC-4
11	I-Hold Release	SPK-ICM-OPAC-3
12	Restriction Release	OPAC-DC
13	External Call Forward Mode (DISA)	OPAC-70
14	Loop Key	None
15	STORE I.D. TABLE (Caller-ID)	OPAC + 90
16	EDIT I.D. TABLE (Caller-ID)	OPAC + 91
17	INPUT I.D. TABLE (Caller-ID)	OPAC + 92
18	SEARCH NUMBER (Caller-ID)	OPAC + 93
19	SEARCH NAME (Caller-ID)	OPAC + 94
20	CHECK TMP. MEMORY (Caller-ID)	OPAC + 95
21	CLEAR TMP. MEMORY (Caller-ID)	OPAC + 96
22	Conversation Record (Voice Mail)	CONF-95



To store a feature under a One-Touch or Line key:

1. Press .
2. Press key.
3. Press , dial .
4. Press a desired or key.
5. Dial feature number (01-22).
6. Dial .
7. Press .



To clear a feature stored on a One-Touch or Line key:

1. Press .
2. Press key.
3. Press , dial .
4. Press a or key stored feature.
5. Dial to delete a feature stored.
6. Dial .
7. Press .



To check a feature stored under a One-touch or Line key:

- *Do not press SPK key.*
1. Press .
 2. Press a or key stored feature.
 3. The number set feature display.

■ Volume Control

The Volume Control, which is provided with all KTSs, allows easy changes to the following: LCD contrast on KTS with LCD, station ringing volume, handset receiver volume, and station speaker volume control.



To adjust LCD contrast:

- *Do not lift handset.*
1. Press the (down) or (up) to increase/decrease LCD contrast while the phone is idle.



To adjust Speaker Volume:

1. Press the (down) or (up) to increase/decrease speaker volume while the phone is handsfree mode.



To adjust Headset Receiver Volume:

1. Press the (down) or (up) to increase/decrease handset receiver volume.

To adjust Ringing Volume:

1. Press the (down) or (up) to increase/decrease ringing volume while the phone is ringing or in idle mode.

Other Features

■ Hot Line

With a Hot Line, you can call another extension or outside party by just lifting the handset. The call automatically goes through -- there is no need for you to dial digits or press additional keys. Hot Line is generally used for between internal frequent parties to talk with, or for the external calls to information desk or the security center, and so on. When a user lift the handset on a Hotline extension, the hotline occurs after an interval that is set in system programming. Depending on the setting of this interval, you may be able to place other calls before the Internal/External Hotline call goes through.



To use Internal Hotline:

1. Lift handset.
 - *If you want to place a Trunk Line call, press a line key before lifting the handset. Depending on the setting of your Hotline timer, you may be able to dial an Intercom call before your Internal Hotline Call goes through.*



1. Lift handset.
 - *If you want to place a Trunk Line call, dial Trunk line access code within hotline timer. Depending on the setting of your Hotline timer, you may be able to dial an Intercom call before your Hotline Call goes through.*



To use External Hotline:

1. Lift handset.



1. Lift handset.
 - *If you want to place a Trunk Line call, dial Trunk line access code within hot line timer. If you want to dial an intercom call, dial extension number within hot line timer.*



To answer a call if you are Hotline destination:

1. Speak toward phone to answer incoming voice-announcement.
or
Lift handset to answer ringing Intercom call.



1. Lift handset.

■ DSS Console

If you do a lot of call processing (like an operator or dispatcher), you may have a Direct Station Selection (DSS) Console (use 24BDL AK DLS as DSS console) with your display type key telephone. The System can connect a maximum of 3 DSS Consoles. The DSS Console gives you a Busy Lamp Field (BLF) and one-button access to extensions and certain system features. Use the DSS Console to help you:

- Call Extensions and Door Boxes
- Transfer outside calls
- Make Internal or External Pages

Your DSS Console may also have keys stored with Feature Access Key operations. This gives your DSS Console many of the features available on One-Touch and function keys. Check with your supplier to see if your console has these functions.



To call an extension from your DSS Console:

1. Do not lift handset.
or
Lift Handset or Press SPK.
2. Press one of DSS keys.




Automatic Hold of Trunk Line:

1. On the Trunk line call.
2. Press one of DSS key.




Unannounced Transfer:

1. On the Trunk line call.
2. Press one of DSS key.
-Trunk Line is held and the other extension is called.
3. Hang up or press  key.
- Called extension is ringing.



Announced Transfer:

1. On the Trunk Line call.
2. Press one of DSS key.
- Trunk Line is held and the other extension is called.
3. Make announcement.
4. Hang up or press  key.
- Trunk Line is transferred.

Other Features

■ Headset Operation

To get even more freedom and convenience than with Handsfree, purchase a Headset and connect it to your telephone. in place of the handset. Like using Handsfree, using the handset frees up the user's hands for other work. However, Headset Operation provides privacy not available from Handsfree. While in the headset mode, the hook switch should be On-Hook condition.

To use this facility, system requires optional item as follows;



To answer trunk incoming call:

1. Press .



To place trunk line outgoing call:

1. Press .
2. Press an idle key.
3. Dial telephone number.



To transfer the trunk line:

Refer to "Unannounced Transfer" and "Announced Transfer" operations. But Headset user substitutes "Press SPK" for "Hang up" in these operations.

■ Call Charge SMDR Output

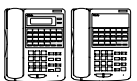
In Hotel/Motel environment, you can output the total call charge of each guest telephone to SMDR printout. All outside calls, which include the dials stored in Charge Code Table, are charged according to the corresponding charge rate. Optional (charge in one minute increment) or fixed (charge per call) rate is applied on a Trunk line basis by system programming. If the total charge exceeds the programmed maximum call charge, the system sets Dial Block to prohibit outside calls from that extension.

SMDR Output Example

CLS	DATE	TIME	LINE	DURATION	ST#	DIALED#	RING	ACCT NO.	@<
OTG	27/09/99	17:06:43	01	00:01:23	11	12345678901			@<
TOTAL CALL CHARGE			TEL NO.:	011	CALL COUNT:	001	TOTAL	0000100	@<

Note1: The total charge is output with or without a decimal point (for auxiliary currency unit, like 00001.00) by system programming. The possible maximum value of total charge is 9999999. If the total charge exceeds the maximum value, the maximum value is output.

Note2: Output/Clear Call Charge operation is available only on No.10 extension.



To output Total Call Charge of an extension:

1. Lift the handset or press key.
2. Press key.
3. Dial .
4. Dial the extension no. to output the call charge. (e.g. 11)
5. Dial .
6. Hang up.



To clear Total Call Charge of an extension:

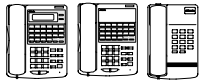
1. Lift the handset or press key.
2. Press key.
3. Dial .
4. Dial the extension no. to output the call charge. (e.g. 11)
5. Dial .
6. Hang up.

■ Voice Mail Connection

The AK System is compatible with some Voice Mail Systems. This provides telephone users with comprehensive Voice Messaging and Auto Attendant features such as Call Forwarding to Voice Mail, Leaving a Message, Transferring to Voice Mail, and Conversation Record.

Voice Mail ends the frustration and cost of missed calls, inaccurate written messages and telephone tag. Voice Mail frees a company's busy receptionist and secretaries for more productive work.

This feature requires optional voice mail interface unit and a voice mail system. Check with your supplier for voice mail compatibility and operations.



■ Caller-ID

The Caller-ID feature allows your display key telephone to show an incoming caller's telephone number and/or name with the time and date on the phone's display before you answer the call. If the system is installed in your home, you can decide whether to answer the incoming call or not, viewing who is calling. In office environment, you can answer calls from your customers with appropriate greeting. The system can store up to 100 Caller-ID information (name and number) in the systems' Caller ID Table. Caller-ID Table has 100 bins and a bin can hold a maximum of 16 digits long number and 15 letters long name. Once you store Caller-ID information (number and name) to Caller ID Table, the system allows your phone to display both number and name even when only number (or name) is received from PTT. In addition, you can search the Caller-ID Table and make outgoing calls. Furthermore, when a call is abandoned, the caller's information is stored in the system's Temporary Memory (up to 70 calls). You can check if you had any calls while you were away and quickly make return calls.

Caller-ID information is sent by PTT (Telephone Company) which provides Caller-ID Service according to their specifications. The specifications (such as whether Caller-ID information is to be sent, and whether the information sent consists of the number only, name only or both number and name) depends on the PTT in each country. The information received by the system depends upon the capabilities of your local telephone company.

This feature requires optional Caller-ID Unit(s).

Other Features

Viewing Incoming Caller-ID Information

When the system receives an incoming call with Caller-ID information, you can view it on your phone's display manually or automatically depending on the types of call.



To view Caller ID Information: Outside call that rings your phone

1234567
INFRONTIA CORP
(Display Example)

Caller-ID information of the incoming call is shown on your phone display automatically without any operation. If the system disables Automatic Caller-ID Displaying, the operations same as Outside call that just flashes a Line key without ringing are required.

Outside call that just flashes a Line key without ringing

(On-hook condition)

1. Press **FLASH** key.
- This operation may not be required if your phone is programmed as "non-Single Step Access" extension. Contact your supplier for details.
2. Press flashing **LINE** key.
3. Press **CHECK** key to display further information (if available).

THU 27 15:20PM
10

1234567
INFRONTIA CORP

(If number and name are received)

1234567
15 : 20 27/06/00

Caller-ID Information Display

Information Received	Display Shows:	Display After Pressing CHECK
Name/Number	number name	number time/date
Number	number time/date	number time/date
Name	NO NUMBER INFO name	NO NUMBER INFO time/date
No Caller-ID information	line number NO CALLER INFO	line number NO CALLER INFO
Caller blocks information	line number UNAVAILABLE INFO	line number UNAVAILABLE INFO
	line number PRIVATE	line number PRIVATE
Call from Non Caller-ID service area	line number OUT-OF-STATE	line number OUT-OF-STATE
	line number OUT OF AREA	line number OUT OF AREA

Note:

- Caller-ID information of outside calls on hold can be shown by pressing FLASH key + pressing flashing Line key (or just pressing flashing Line key).
- Pressing CHECK key during Automatic Caller-ID Displaying does not show further information.

Storing Caller-ID Information to the Caller-ID Table While on a Call



To store the Caller-ID information shown on your display:

1234567
15 : 20 27/06/00

(If number is received)

-On-hook condition

1. Press key.
2. Dial .

-If you hear a confirmation tone (one short beep), the information is successful stored in an empty bin in Caller-ID Table.

-If an error tone (three short beeps) is heard, the Caller-ID Table may be full. (You will see TABLE IS FULL on the display.)

Changing, Deleting, or Adding New Entries to the Caller-ID Table



To change an entry in Caller-ID Table:

THU 27 15:20PM
10

BIN NO.

BIN NO. 001
1234567

(If number is already stored)

BIN NO. 001
█

BIN NO. 001
INFRONTIA CORP █

-On-hook condition

1. Press key.
2. Dial .

3. Dial bin number (001-100).
(example: 001)

4. Press .

5. Dial number (if necessary).

6. Press .

7. Enter name (if necessary).
(example: INFRONTIA CORP)

8. Press .

9. Press key.

Repeat from step 3 to edit information in another bin.

10. Press key.

Other Features



To add an entry to the Caller-ID Table:

THU 27 15:20PM
10

BIN NO. 002
INPUT TEL NO.

BIN NO. 002
1238901

BIN NO. 002
█

BIN NO. 002
INFRONTIA SOL

- On-hook condition

1. Press key.
2. Press .
- This searches an available bin number.
3. Dial number.
(example: 1238901)
4. Press .
5. Enter name.
(example: INFRONTIA SOL)
6. Press .
7. Press key.
Repeat from step 3 to store new information in another bin.
8. Press key.



To delete an entry from the Caller-ID Table:

THU 27 15:20PM
10

BIN NO.

BIN NO. 002
1238901

BIN NO. 002

BIN NO.

- On-hook condition

1. Press key.
2. Press .
3. Dial bin number (001-100).
(example: 002)
4. Press .
5. Press key.
6. Press .
- Repeat from step 3 to delete information in another bin.
7. Press key.

Making Outgoing Calls Using Caller-ID Table Bin Number



To make an outgoing call by bin number:

BIN NO.

BIN NO. 001

LINE 01
1234567

THU 27 15:20PM
10

- On-hook condition

1. Press key.
2. Press .
3. Dial bin number (001-100).
(example: 001)
4. Press a key.
(example: Line 1)
- Loop key can be used instead of Line key.

Searching the Caller-ID Table



To search by number:

SEARCH NUMBER

SEARCH NUMBER
12

1234567
INFRONTIA CORP

- On-hook condition

1. Press key.
 2. Press .
 3. Dial the digits of the phone number to be searched (up to 16 digits).
(example: 12)
 4. Press .
 4. Press .
 5. If needed, scroll by pressing (forward) or (backward).
- The first name and number is displayed. If no matching data was found in the Table, you will see "LIST END" on the display.



To search by name:

THU 27 15:20PM
10

SEARCH NAME
█

SEARCH NAME
I █

1234567
INFRONTIA CORP

- On-hook condition

1. Press key.
 2. Press .
 3. Starting with the last name, enter the letters of the name (up to 15 letters).
(example: I)
 4. Press key.
 4. Press key.
 5. If needed, scroll by pressing (forward) or (backwards).
- The first name and number is displayed. If no matching data was found in the Table, you will see "LIST END" on the display.

Other Features


Using the Searched Information Shown on the Display



To call the displayed number or name:

1234567
INFRONTIA CORP

LINE 01
1234567


1. Press a  key.
(example: Line 1)
- Loop key can be used instead of Line key.



To change the information:

1234567
INFRONTIA CORP

BIN NO. 001
1234567


1. Press  key.
2. Change the information as explained previously.
Go to step 5 of “To change an entry in Caller-ID Table”.



To delete the information:

1234567
INFRONTIA CORP

BIN NO. 001
1234567

1. Press  key.
2. Delete the information as explained previously.
Go to step 5 of “To delete an entry from Caller-ID Table”.

Temporary Memory

When a call is abandoned while you are away, or when you fail to store Caller-ID information to Caller-ID Table because the Table is full, caller's information will be automatically stored in the Temporary Memory (up to 70 names and numbers). It can hold a maximum of 16 digits long number and 15 letters long name. When there is information in Temporary Memory, "EXISTING I.D." is shown on display. If the Temporary Memory is full, the oldest Caller-ID information will be automatically deleted and the new information will be stored in its place. Temporary Memory can be used to place outgoing calls or to transfer the information to the Caller-ID Table.



To place an outgoing call from Temporary Memory:

THU 27 15:20PM EXISTING I.D.
1237654 INFRONTIA NET

- On-hook condition
- 1. Press key.
- 2. Press .
- The first name and number is displayed.
- 3. If needed, scroll by pressing (forward) or (backwards) to find desired number.
- When you reach the end of Temporary Memory, you will see "LIST END" on the display.
- 4. Press key when the number is displayed.
- Loop key can be used instead of Line key.



To transfer information from Temporary Memory to the Caller-ID Table:

THU 27 15:20PM EXISTING I.D.
1237654 INFRONTIA NET

- On-hook condition
- 1. Press key.
- 2. Press .
- The first name and number is displayed.
- 3. If needed, scroll by pressing (forward) or (backwards) to find desired number.
- When you reach the end of Temporary Memory, you will see "LIST END" on the display.
- 4. Press key when the number is displayed.
- The information will be stored in the next available bin.
- 5. Press key.



To clear all stored information in the Temporary Memory:

THU 27 15:20PM EXISTING I.D.

- On-hook condition
- 1. Press key.
- 2. Press .

CAUTION

- All Caller-ID information in Temporary Memory will be erased when the system power is turned off.

Other Features

■ VAU (Voice Announce Unit)

DISA with Automated Attendant

The VAU provides guidance messages for DISA to help callers reach an extension or Hunt Group easily. It can answer up to two incoming calls simultaneously. The VAU allows you to record four VAU messages (1-4) for Automated Attendant, which are pre-selected out of eight types of message. The total recording time for all messages is 60 seconds (15 sec. per message). Since all of these messages are recorded by the user, incoming calls can be handled in the user's native language.

Refer to DISA (Extension Access) on page 18 and DISA (Trunk-to-Trunk) on page 27.

This feature requires an optional Voice Announce Unit. Check with your supplier for details.

Message Type	When
First Greeting Message	When the system answered automatically on DISA line. If you connect a Fax, also ask the caller to press Start key in the message. Example Message: Thank you for calling. This is INFRONTIA Corporation. Please enter an extension number, Hunt Group number or security code.
Second Greeting Message	Continued from the First Greeting Message. Used when the first message takes longer than 15 seconds, or to send the same greeting message in another language.
Error Message	When outside caller failed to dial the Security Code, Extension Number or Hunt Group Number. Example Message: That is invalid entry. Dial "#" then "*" to return to previous condition.
Transfer to Operator Message	When the extension does not answer within the preprogrammed time. Example Message: Your call will be transferred to operator.
Cut-Off Message	Before the call is cut off forcibly. Example Message: This line will be terminated.
First Night Message	When the system answered automatically on DISA line, while the system is placed in Night Mode. Example Message: Thank you for calling. This is INFRONTIA Corporation. Our office is closed for today. Please call back again.
Second Night Message	Continued from the First Night Message. Used when the first message takes longer than 15 seconds, or to send the same greeting message in another language.



To record a VAU Message:

(Extension No.10 only)

1. Lift handset or press .
2. Dial .
 - If Busy, voice paths may be occupied, or user operates at extension other than #10.
3. Dial VAU Message No. (1-4) (See Note)
4. Dial . (Recording and timer counting start.)
5. Record a message from handset or microphone.
 - If Busy; user dials Message No. other than specific No.
6. Dial . (Recording and timer counting finish.)
Return to Step 3.
 - If user dials “#” instead of “*”, recording contents will not be recorded and Dial Tone may be sent.
7. Hang up or press .
 - When user hangs up or presses SPK without dial * or #, the recorded message will be saved.
 - When 16 sec. has passed during message recording, timer counting will automatically be finished and the recorded message will be saved.

Note: Ask your supplier for which types of message you should record in Message No. 1-4.



To erase a VAU Message:

(Extension No.10 only)

1. Lift handset or press .
2. Dial .
 - If Busy, VAU unit is not inserted in the system., or user operates at extension other than #10.
3. Dial VAU Message No. (1-4)
4. Dial . (VAU Message is erased.)
When erasing finished, Dial Tone may be sent.
 - If Busy, user dials Message No. other than specific No.
5. Hang up or press .



To confirm a VAU Message:

(Extension No.10 only)

1. Lift handset or press .
2. Dial .
 - If Busy, Voice Paths may be occupied, or user operates at extension other than #10.
3. Dial VAU Message No. (1-4)
 - If user dials VAU Message No. which was not recorded, Dial Tone may be sent.
4. Dial .
5. Playback the message from handset or built-in speaker.
 - If Busy, user dials Message No. other than specific No.
 - When recorded contents has been finished, 1-beep tone will be sent.After confirmed, return to Step 3.
6. Hang up or press .

Other Features

FAX Transfer

The VAU lets you integrate a customer-provided fax machine into your telephone system. You can connect a G3-type fax machine as an extension. The VAU will detect the FAX signal (CNG signal) from an incoming fax call to DISA lines and allow the call to be connected automatically to the fax machine.

This feature requires an optional Voice Announce Unit. Check with your supplier for details.

Note: If G2-type fax machine is used, an incoming call may not be automatically transferred to the fax machine.

System Number Plan

Due to the flexibility built into the system, your dialing codes may differ from those in this manual. Check with your supplier and make a note in the Revised Codes column of any differences.

	STANDARD CODES	REVISED CODES
Extensions	10 - 33	
Operator Access (KTS)	0	
Outside Lines	01 - 08	
Doorphone Numbers	88 - 89	
Queuing Groups	1 - 6	
Hunt Groups	0- 7	
Internal Page Zones	80-84	
External Page Zone	85	
Abbreviated Dial No.	00 - 99 or 000-199	

System Flash Rates for LEDs (KTS)

When	LED Status
<i>Your phone is idle (not on a call)</i>	All LEDs out (dark)
Outside Calls	
<i>An outside line is busy</i>	The line key is ON (Red)
<i>An outside call is ringing your phone</i>	The line key flashes Slowly (Red) Indicator lamp flashes Slowly (Red)
<i>And then you answer it</i>	The line key is ON (Green)
<i>You place the outside call on Hold</i>	The line key flashes Quickly (Green)
<i>Or a co-worker places the call on Hold</i>	The line key flashes Moderately (Red)
<i>You place the outside call on Exclusive Hold</i>	The line key flickers Moderately (Green)
<i>You place the outside call on Hold</i>	The line key flashes Quickly (Green)
Intercom Calls	
<i>An Intercom call rings your phone</i>	ICM flashes Quickly (Red) Indicator lamp flashes Quickly (Red)
<i>You answer the Intercom call</i>	ICM is ON (Red)
<i>You place the Intercom call on Hold</i>	ICM flickers Slowly (Red)
<i>And then it recalls to you</i>	ICM flickers Slowly (Red)
Miscellaneous Features	
<i>You activate Microphone Mute</i>	MIC is ON (Red)
<i>You activate Do Not Disturb</i>	DND/CONF is ON (Red) or flashes Moderately (Red) (depending on programming)
<i>You send a Message Waiting</i>	Indicator lamp flickers Moderately (Red)
<i>You have a Message Waiting</i>	Indicator lamp flashes Quickly (Red)
<i>You activate Call Forwarding</i>	TRFR flashes Slowly (Red)
<i>Your phone is Monitored</i>	MIC flashes Quickly (Red)
<i>You are Monitoring a phone</i>	MIC flickers Moderately (Red)

Index

A

Abbreviated Dialing, 6
Account Code, 13
Add-On Conference, 22
Alarm Clock, 47
Alphanumeric Display TEL Features, 40–48
Announced Transfer, 21
Attendant Reverting, 21
Automatic Hold, 19
Automatic Mode Switching, 15
Automatic Off-Hook Trunk Access, 13
Automatic Repeat Dialing, 12

B

BGM, 38
Break-In, 24
Broadcasting the Message at Later Time, 42
Busy Lamp Field, 47

C

Call Charge SMDR Output, 56
Call Forward, 16
Call Pickup, 35
Call Timer, 26
Caller-ID, 57
Calling a Co-Worker, 2
Camp-On (Callback), 31
Camp-On (Trunk Queuing), 10
Camp-On Message, 44
Charts, 67
Conference, 22

D

Dial Block, 9
Direct Station Selection, 28
Directory Dialing, 46
DISA (Extension Access), 18
DISA (Trunk-to-Trunk), 27
DISA with Audio Guidance, 51
DISA with Automated Attendant, 64
DND Message, 43
Do Not Disturb (DND), 36
Door Lock Control, 38
Doorphone, 38
DSS Console, 55
Dual Handsfree Hotline, 34

E

Easy Trunk Access, 11
Exclusive Hold, 19
Executive DND, 18
External Call Forward on DISA, 52
External Music On Hold, 20

F

FAX Transfer, 66
Flash, 10
Flexible Station Numbering, 34
Follow Me, 17

G

Group Hunt, 30

H

Handling and Rerouting Your Calls, 2
Handsfree (Speaker & Microphone), 49
Have a Telephone Meeting, 3
Headset Operation, 56
Hold/Transfer/During Conversation, 19–24
Hot Line, 54

I

If You Need Privacy, 3
Incoming Trunk Access, 14
Index, 68–67
Intecom Outgoing Call, 28–34
Intercom Answer, 35
Intercom Call, 28
Intercom Call Transfer, 37
Intercom Hold, 37
Intercom Incoming Call, 35–37
Intercom Off-Hook Signaling, 29
Internal Conference, 24

K

Key Touch Tone, 11

L

Lamp Shift Mode, 50
Last Number Dialing (LND), 5
Leave Message with MW, 43
Locations of Controls, 1
Long Conversation Cut-Off, 24
Long Conversation Warning (Three Minutes), 24
Loop Key Trunk Access, 12

M

Meet-Me Answer, 33
Meet-Me Answer Paging. Meet-Me Answer
Meet-Me Conference, 34
Meet-Me Conference Paging. Meet-Me
Conference
Memo, 70
Message Edit Mode, 40
Message Waiting, 31
Microphone On/Off, 50
Multi-Language Display, 48
Multi-Line Conference, 23
Music On Hold, 20

N

Name Storing (Trunk & Station), 45

Night Service (Manual/Auto), 15

O

One-Touch Dialing, 7

One-Touch Feature Access, 52

Other Features, 49–66

Other Intercom Features, 38–39

Other Trunk Features, 25–27

Outside Calls, 2

P

Paging, 33

Park Hold, 22

PBX Compatibility, 25

PBX Night Mode, 25

Personalizing Your Telephone, 3

Placing Calls Quickly, 3

Preselection, 4

Private Line, 25

Pulse to Tone Conversion, 10

Q

Queuing Group Access, 11

R

Recall Trunk Display, 21

Remind Call on SLT, 50

Reverse Message, 44

Ringin/Recall Trunk Off-Hook Access, 14

Room Monitor, 39

S

Saved Last Number Dialing (SLND), 5

Second Trunk Access Code for SLT, 25

Selectable Display Messaging, 41

Single Step Access, 4

Speakerphone, 49

Specified Trunk Access, 4

Station Message Detail Recording(SMDR), 51

Step Calling, 30

Stopwatch, 47

Streamlining Your Telephone's Operation, 3

Symbols Used in This Manual, 2

System Flash Rates for LEDs (KTS), 67

System Hold, 19

System Number Plan, 67

T

Table of Contents, *i–iv*

Tenant Service, 25

Text Message, 40

Time and Date, 45

Toll Restriction, 8

Transfer, 20

Trunk Incoming Call, 14–18

Trunk Off-Hook Signaling, 14

Trunk Outgoing Call, 4–13

U

Unannounced Transfer, 20

Unsupervised Conference, 26

Using Your Telephone, 2–3

V

VAU (Voice Announce Unit), 64

Voice Mail Connection, 57

Volume Control, 53

W

Walking Toll Restriction, 8

When You Work In Groups, 3

When Your Call Can't Go Through, 3

Y

Your Key Telephone, 1



A series of 25 thin black horizontal lines providing a ruled area for writing.

