



SPiRiT[®] Communications System, Model 2448

Reference Card

Answer Calls

Outside Call
Lift receiver (or press SPEAKER).
Specific Line
Press line button.
Lift receiver (or press SPEAKER).

Intercom Call
Lift receiver (or press SPEAKER).
Pickup Call In Your Group
Press INTERCOM.
Lift receiver (or press SPEAKER).
Dial * 7.

Pickup Call Ringing on
Another Telephone
Press INTERCOM.
Lift receiver (or press SPEAKER).
Dial * 8.
Dial intercom extension number.

Place Calls

Outside Calls
Lift receiver (or press SPEAKER)
Dial number.
Use a Specific Line
Press line button.
Lift receiver (or press SPEAKER)
Dial number.
Change to Touch Tone
Press * .

Use Specific Line Not
Assigned to a Line Button
Press INTERCOM.
Lift handset (or press SPEAKER).
Dial 8.
Dial line number (01-24).
Dial number.
Use *SpeedCall*
Press *SpeedCall* button
Or
Press MEMORY.
Dial two-digit code (personal 10-21,
system 30-99).

Intercom Call
Press intercom extension button
Or
Press INTERCOM.
Lift receiver (or press SPEAKER)
Dial intercom extension number.
Last Number Redial
Press MEMORY.
Dial 0 (zero).

Transfer

Outside Call to Another
Extension
Press TRANSFER.
Press intercom extension button or
dial intercom extension number
Hang up.

Answer Returned Transferred
Call
Lift receiver (or press SPEAKER).

Conference

Add Another Extension
to Call
Press HOLD/PAUSE.
Press INTERCOM.
Press intercom extension button or
dial intercom extension number.
Press CONFERENCE.
Press button of call on hold.
Add Another Line to Call
Press HOLD/PAUSE.
Press line button.
Dial number.
Press CONFERENCE.
Press button of call on hold.

Add Held Line to Call
Press CONFERENCE.
Press button of call on hold.
Place Conference on Hold
Press HOLD/PAUSE.
To go back to held conference
call, press any line or INTERCOM
button Involved in line conference.

Drop Line or Telephone.
from Conference
Press RECALL/DROP.
Press line or INTERCOM button to
be dropped. (Or other person can
hang up.)
End Conference Call
Originator hangs up.

Hold

Hold (can be retrieved at any
telephone).
Press HOLD/PAUSE.
Hold (can be retrieved at your
telephone only).
Press HOLD/PAUSE twice.

Retrieve Call on Hold
Press line or INTERCOM button of
call on hold.
Lift receiver (or press SPEAKER).

Retrieve Call Not on Line
Button
Press INTERCOM.
Lift receiver (or press SPEAKER).
Dial * 5.
Dial two-digit Line number (01-24).



SPIRIT® Communications System, Model 308/616

Reference Card

Answer Calls

Outside Call
Lift receiver (or press SPEAKER)
Specific Line
Press line button
Lift receiver (or press SPEAKER)
Intercom Call
Lift receiver (or press SPEAKER)

Pickup Call Ringing on Another Telephone

6 - Button Telephone:
Press INTERCOM
Lift receiver (or press SPEAKER)
Dial * 8.
Dial intercom extension number.

24. Button Telephone:
Press INTERCOM
Lift receiver (or press SPEAKER)
Dial * 8
Press auto-dial button
(Buttons 10-25).

Place Calls

Outside Call
Lift receiver (or press SPEAKER)
Dial number
Use a Specific Line
Press line button
Lift receiver (or press SPEAKER)
Dial number
Change to Touch Tone
Press *

Use Personal *SpeedCall*

6 - Button Telephone:
Press MEMORY.
Dial two-digit code (10-25)
24. Button Telephone:
Personal *SpeedCall*/number:
Press auto-dial button
(Buttons 10-25).

Intercom Call

6. Button Telephone:
Press INTERCOM.
Lift receiver (or press SPEAKER)
Dial intercom extension number
24. Button Telephone:
Press INTERCOM
Press autodial button
(Buttons 10-25).
Last Number Redial
Press MEMORY
(Dial 0 (zero))

Transfer

Outside Call to Another
Extension
6-Button Telephone:
Press TRANSFER
Dial intercom extension number
Hang up

24 - Button Telephone:

Press TRANSFER.
Press auto-dial button
(Buttons 10-25)
Hang up

Answer Returned

Transferred Call
Lift receiver (or press SPEAKER)

Conference

Add Another Extension to
Call
6 - Button Telephone:
Press HOLD/PAUSE
Press INTERCOM
Dial intercom extension number
Press CONFERENCE
Press button of call on hold
24 - Button Telephone:
Press HOLD/PAUSE
Press INTERCOM
Press auto-dial button
(Buttons 10-25)
Press CONFERENCE
Press button of call on hold

Add Another Line to Call
Press HOLD/PAUSE
Press line button
Dial number
Press CONFERENCE
Press button of call on hold

Add Hold Line to Call
Press CONFERENCE
Press button of call on hold

Place Conference on Hold
Press HOLD/PAUSE.

To go back to hold conference
call, press any line or INTERCOM
button revolved in the conference.

Drop Line or Telephone
from Conference
Press RECALL/DROP.
Press line or INTERCOM button to
be dropped (Or other person can
hang up)

End Conference Call
Originator hangs up.

Hold

Hold (can be retrieved at any
telephone)
Press HOLD/PAUSE

Hold (can be retrieved at your
telephone only)
Press HOLD/PAUSE twice.

Retrieve Call on Hold
Press line or INTERCOM button of
call on hold.
Lift receiver (or press SPEAKER)
