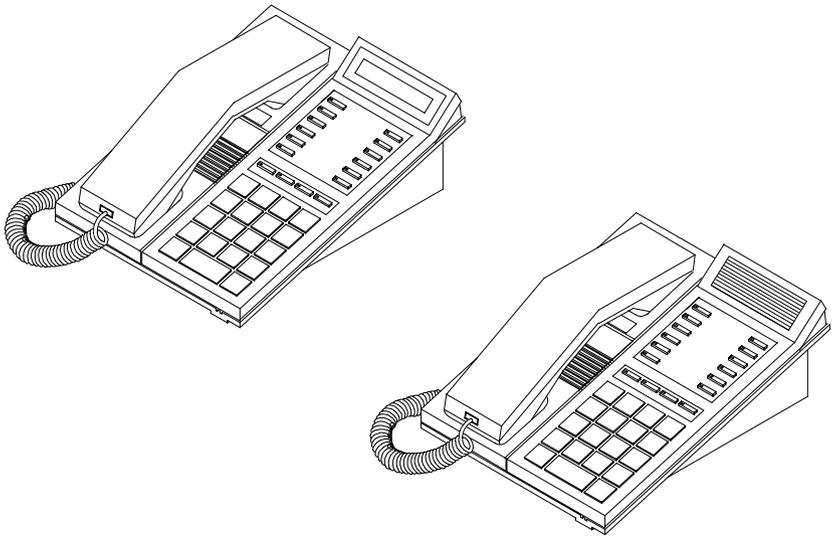


Speakerphone set and Display Speakerphone set

User guide



79-500-0006/F, Issue 1



**Speakerphone set
and Display Speakerphone set
User guide**

Telrad

**Telrad Telecommunications Inc.,
Woodbury, New York**

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NOTICE

This publication refers to Telrad's Speakerphone set and Display Speakerphone set connected to Telrad's DIGITAL KEY BX system, Release SBU6, or Telrad's DIGITAL 400 system, Release DBU6, as of March 1998.

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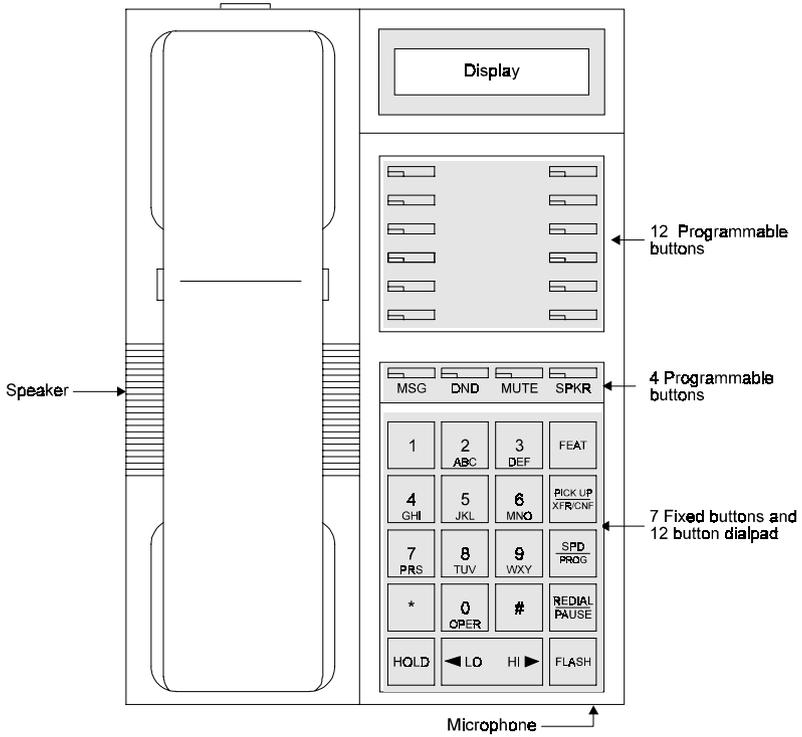


Figure 1 Display Speakerphone set faceplate

ABOUT YOUR DIGITAL TELEPHONE

The Speakerphone set and the Display Speakerphone set are equipped with onhook dialing, full speakerphone and hot dialpad capability, which enables you to make a call or operate any feature by pressing the dialpad buttons. You may also receive and disconnect calls, program features and perform all operations without lifting the handset.

You may lift the handset or switch between handsfree and handset operation at any time.

NOTE

This guide describes the regular operation of the telephone. The configuration of your particular system and telephone may introduce differences in operation. For example, some of the features and buttons described in this guide may not be available on your telephone set. For more information, see your System Administrator.

TELEPHONE SET BUTTONS

Your telephone set has an array of programmable and fixed feature buttons (see Figure 1 on the previous page).

NOTE

In this guide, telephone set fixed buttons appear in bold type, in capital letters and within square brackets, e.g., **[HOLD]**.

User-programmable button names appear in capital letters, e.g. SPEED DIAL.

The buttons above the dialpad have dual-color light indicators. The color and flash rate of the indicators show the status of the programmed line, feature or extension.

In general, red indicates non-availability (for example, a busy line); green indicates that you are using the feature or line, or that it is available to you.

User-programmable buttons

Some of the buttons on your telephone may be user-programmable SPEED DIAL or MEMORY buttons. You may program these to access extensions, features or outside lines.

Fixed feature buttons

The following fixed feature buttons appear on your Speakerphone set:

[HOLD]

This button places a call on hold.

[FEAT]

Press **[FEAT]** and then dial a feature access code to activate features (see the Feature codes table at the end of this guide).

[PICK UP/XFR/CNF]

Press this button to pick up or transfer calls, and when establishing and exiting conference calls.

NOTE

The **[PICK UP/XFR/CNF]** button is referred to as **[PICK UP]**, **[XFR]** or **[CNF]**, depending on the operation being described.

[SPD/PROG]

This button is used for speed dialing and for programming various features.

[REDIAL/PAUSE]

This button lets you automatically redial the last outside number you dialed, after first accessing an outside line.

Pressing this button while dialing on an external line inserts a pause in a dialing sequence.

[< LO HI >]

This button adjusts the volume of the speaker, handset, headset, ringer and background music when any of these is active.

For display sets, pressing this button when the telephone is idle changes the display contrast.

[FLASH]

Dependind on system programming, this buttons is used to disconnect or to send Flash Signal to the connected remote exchange.

Programmable buttons

The following buttons on your set have already been programmed to perform specific functions. The System Administrator can program these buttons to perform other functions. If the function of certain buttons does not match those appearing in the figure at the beginning of this Guide, consult your System Administrator.

NOTE

When the following features are activated their button indicators light red: **[MSG]**, **[DND]**, **[MUTE]** and **[SPKR]**.

[MSG]

This button is used to send messages to other extensions and to reply to messages left at your extension.

[DND]

This button activates and deactivates Do Not Disturb.

[MUTE]

This button disables and enables your telephone microphone.

[SPKR]

For handsfree operation, press **[SPKR]** instead of lifting or replacing the handset.

Whenever this guide instructs you to lift or replace the handset, you may press **[SPKR]** instead.

DN buttons

DN buttons are buttons associated with specific Directory Numbers.

The first DN button is your Primary DN button, which has the same number as your extension. The Primary DN button is used for making and receiving most of your calls.

Whenever you pick up the handset, your Primary DN button, or - if it is not available - another DN button lights green.

If no DN buttons are available, no DN button lights, you do not receive dial tone, and you cannot place or answer calls.

DN buttons may be programmed in three different modes:

- **ringing mode** - the telephone rings and the DN button flashes green when a call is received.
- **flashing mode** - the DN button flashes green when a call is received, but there is no ringing.
- **delayed ringing mode** - a call rings first at another station or group of stations, for a programmed length of time, before beginning to ring at your station.

NOTE

Not all telephone sets are programmed with DN buttons. The instructions in this manual often contain references to DN indicators and displays of DN

numbers. Disregard them if your telephone set is not programmed with DN buttons.

Many of the instructions offer several options, among them pressing a DN button. If your telephone set is not programmed with DN buttons, choose another option.

Some of the features operate slightly differently on a telephone set that is not programmed with DN buttons. These differences are pointed out in a NOTE for each applicable feature. Consult your System Administrator for further details about the programming of your telephone set.

Outside line buttons

One or more of the buttons on your telephone may be associated with either specific lines or outside line groups. To access a line for dialing outside the system, press an outside line button.

Floating buttons

Calls on outside lines for which no button has been defined, may be associated with a button just for the duration of the call. These buttons are called "floating" buttons.

NOTE

Some of the access codes in your system may be different from those indicated here. If so, see your System Administrator for the correct codes.

SWITCHING FROM HANDSET TO HANDSFREE OPERATION

During a call conducted via the handset:

1. Press **[SPKR]**.
2. Replace the handset and talk via the telephone set microphone.

DISTINCTIVE RINGING

You can program telephone sets located close to each other with distinctive rings, to enable you to identify which telephone is ringing. Nine different rings are available.

To change the ring for your telephone set

1. Press **[*]** and **[#]** simultaneously.
2. Press one of the dialpad buttons (**[1]** - **[9]**).

When you hear the ring that you want:

3. Press **[#]**.
4. Lift and replace the handset.

Your telephone set reinitializes and all telephone rings (internal, external, recall, etc.) sound with the distinctive ring selected.

MUTE

If you want to talk to someone in your office during a call, without the connected party hearing, you can disable the handset or telephone set microphone.

To enable or disable the microphone (MUTE)

- Press **[MUTE]** during a conversation.

To enable or disable the handset microphone (HANDSET MUTE)

During a handset call:

- Press the **HS MUTE** button (if programmed).

NOTE

If your station is Single Audio Path (SAP), pressing **[MUTE]** deactivates both microphones.

ALLOWING OTHER PEOPLE TO HEAR YOUR CONVERSATION (SPEAKER MONITOR)

While you are speaking through the handset, the conversation can be directed through your telephone speaker, so that people in your vicinity can hear the other end of the conversation.

1. Press **[FEAT]**.
2. Press **[SPKR]**.

The **[SPKR]** button indicator turns on.

Both you and the other party are heard via the speaker.

HOT DIALPAD

The hot dialpad enables you to dial and activate features without lifting the handset or pressing **[SPKR]** first.

NOTE

The instructions in this guide assume that you have hot dialpad capability.

INTERNAL CALLS

To place a non-ringing call

- Dial the extension number.

To place a ringing call

1. Dial tone access code **[1]**.
2. Dial the extension number.

IF THE EXTENSION YOU CALLED IS BUSY (CALLBACK)

When you dial an extension and hear busy tone, you can activate the Callback feature:

1. Press **[FEAT]**.
2. Dial the CALLBACK/QUEUE access code (**[2][2]**).
3. Hang up.

When the called extension becomes available, your telephone rings. Then:

4. Press **[SPKR]** or lift the handset.
You hear the called extension ringing.

To cancel Callback

1. Dial the cancel code (**[#]**).
2. Press **[FEAT]**.
3. Dial the CALLBACK/QUEUE access code (**[2][2]**).
4. Hang up.

BARGE INTO A CONVERSATION

Depending on system programming you may be able to break into another conversation. When you dial an extension and hear busy tone:

1. Press **[FEAT]**.
2. Dial the BARGE IN access code (**[2][4]**).
A warning tone is heard by all parties, depending on system programming.

PAGE CALLS

You can make announcements through an external page unit, or through the speakers of all DIGITAL telephones in a page zone.

1. Press **[FEAT]**.
2. Dial the PAGE zone access code (**[4][1] - [4][8]**).
After the double tone burst:
3. Make your announcement.

To speak directly with a page initiator (MEET ME PAGE)

You can call a page initiator during a page call:

1. Lift the handset.
2. Press **[FEAT]**.
3. Dial the MEET ME PAGE access code (**[6][6]**).
4. Dial the PAGE zone access code.

ANSWERING CALLS

When you receive a call an indicator flashes green on a telephone set that is programmed with DN buttons. For internal calls the top line of the display shows the name of the caller (if it is less than 8 characters long) and their extension number. For external calls the display shows the trunk name and number. You usually also hear a ring, unless your station has been programmed not to ring.

NOTE

Telrad's DIGITAL systems support Caller Name and Caller Identification display.

To answer a ringing or flashing call

- Pick up the handset
or
- Press the button that is flashing green.
After you answer the call the indicator of the DN or private trunk line lights steady green.

To answer an intercom call

To answer an intercom call coming through your telephone speaker:

- Talk through the microphone.
If you prefer, you may lift the handset instead.

CALL WAITING

You may hear either a ring or a beep, indicating a second call, while already engaged in a conversation. You can answer the call without disconnecting the first call.

To answer a second call

1. Press **[HOLD]**;
The first call is put on hold. The indicator for that line flashes green.
2. Press the DN or outside line button that is flashing green; you receive the second call.

To return to the first call

1. Press **[HOLD]**;
2. Press the flashing DN button.

NOTE

If your telephone does not have DN buttons, you cannot put an internal call on hold. This means that you cannot answer another arriving internal call without disconnecting the first internal call. In this case, you must hang up first. You can then answer the second call when it rings.

OUTSIDE CALLS

Outside calls may be placed by accessing an outside line (or group) or by using the Least Cost Routing (LCR) feature.

When the instructions tell you to access an outside line, you may:

- Dial an outside line number, an outside line group number or the LCR access code (usually **[9]**);
- Press an outside line or outside line group button;
- Press the LCR button.

Depending on system programming, the cost of your call may be displayed briefly at the end of the conversation.

To place an outside call

1. Obtain an outside line.
2. Dial the number.

See also, Abbreviated dialing, below.

To redial the last outside number you dialed

1. Obtain an outside line.
2. Press **[REDIAL]**.

To save a frequently dialed outside number (SAVE/REPEAT)

After dialing the desired number, but before hanging up:

1. Press **[FEAT]**
2. Dial the SAVE/REPEAT access code.

To dial the number saved

1. Access an outside line.
2. Press **[FEAT]**.
3. Dial the SAVE/REPEAT access code.

AUTOMATIC REDIAL

If you dial an outside number and hear busy tone, you can have the system dial the number several times, at pre-defined intervals.

When you hear busy tone:

- Press an **ARD** button.

When the outside party answers:

- Press **[SPKR]** or lift the handset.
If the dialed number rings, or if the system makes the maximum number of dialing attempts, the Automatic redial is deactivated.
- To temporarily deactivate or reactivate Automatic Redial
- Press the **ARD** button again.

NOTE

Several Automatic redials may be activated simultaneously by using more than one **ARD** button.

WAITING FOR AN AVAILABLE OUTSIDE LINE (TRUNK QUEUE)

When you try to select an outside line and hear busy tone:

1. Press **[FEAT]**.
2. Dial the CALLBACK/QUEUE access code (**[2][2]**).

When an outside line becomes available, the system rings your extension. Then:

3. Press **[SPKR]** or lift the handset.
4. Listen for outside dial tone and dial the desired number.

To cancel trunk queue

1. Dial the CANCEL access code ([#]).
2. Press **[FEAT]**.
3. Dial the CALLBACK/QUEUE access code (**[2][2]**).
4. Hang up.

CIRCUMVENT EXTENSION RESTRICTIONS (TRAVEL CLASS OF SERVICE)

You can dial an outside number from a toll-restricted telephone by temporarily assigning it your own extension's Class Of Service (COS) or a system-wide (Global) COS accessible only to privileged users.

1. Press **[TC]** (if defined) or dial the TRAVEL COS (Class Of Service) access code.
Display sets show *ENTER NO:*
2. Dial your extension number - to apply your extension's COS,
or
Press **[*]** for a Global COS.
Display sets show *ENTER CODE:*
3. Dial your ECC authorization code or a Global COS code.
The **[TC]** indicator (if defined) lights.
The Travel COS feature is active for a predefined period.
4. Access an outside line and place a call.

TO OBTAIN SPECIAL SERVICES VIA LINES DEFINED AS BEHIND AN EXCHANGE (CENTREX OR PBX)

You may be able to access special services provided by a Centrex or PBX exchange.

To access the services while connected to the outside line

1. Press **[FEAT]**.
2. Press **[FLASH]**.

HOLD

There are two types of hold:

- Exclusive hold:the call can be retrieved only from your extension.
- Inclusive hold:the call can also be retrieved by other stations with a button for that appearance.

You cannot transfer a call that is on hold.

When you place a call on hold, you automatically receive dial tone and can make a page call or dial to another extension. If you do not receive dial tone, this means that no DN is available.

To place a call on exclusive hold

- Press **[HOLD]** once.
The indicator flashes green on your station and red on other stations with a button for that appearance.

To place a call on inclusive hold

- Press **[HOLD]** twice.
The indicator flashes green on all stations that have a button for that appearance.

Depending on the programming of your extension, the first press of hold may activate Inclusive hold, and the second press, Exclusive hold. See your System Administrator.

To pick up a call from hold

- Press the flashing button of the call on hold.
or
- Press **[PICK UP]** and **[HOLD]**.

TRANSFERRING CALLS

You can transfer a call to another extension:

1. Press **[XFR]**.
2. Dial the extension number.
3. Announce the call when the other party answers and then hang-up.

To retrieve a transferred call

If you have not yet hung up and the other party has not yet answered the transferred call, you may retrieve the transferred call.

- Press the line button associated with the call.

CONFERENCE CALLS

A total of eight parties, any of which may be on outside lines, can participate in a conference.

To establish a conference

1. Make the first call.
2. Press **[CNF]**.
3. Make the next call.

After the call is answered:

4. Press **[CNF]** again

Repeat steps 2 through 4 to add up to five more parties to the conference.

PICKUP

You can answer a call at another extension, without leaving your desk.

To pick up a call on hold or ringing at another extension

1. Press **[PICK UP]**.
2. Dial the number of the extension at which the call is ringing or on hold.

To pick up a call ringing in your pickup group

- Press a MEMORY button programmed with GROUP PICK UP.
or
 1. Press **[PICK UP]**.
 2. Press **[*]**.
See Abbreviated Dialing for instructions on how to program MEMORY buttons.

MESSAGES

If after dialing an extension, there is no answer or you hear busy tone, you can send a basic message or a message from a predefined list, which appears on the display of the extension you called.

When you send a basic message, display telephones show "CALL" followed by your extension name or number (e.g. "CALL STEVE").

When you send a predefined message, display telephones show the text of the message, followed by your extension name or number e.g. ("GONE OUT STEVE").

SENDING MESSAGES

To send a basic message

After dialing an extension:

1. Press **[MSG]**.
2. Hang up.

The message is sent.

To select and send a predefined message

You can select a message from a predefined list (see a list of system messages at the end of this guide).

After dialing an extension:

1. Press **[MSG]**.
2. Enter a message number (two digits; e.g. 08).
If your set has a display, you can scroll through the message list with **[<LO HI>]**. If the message includes asterisks (*), you may edit it using the dialpad. Enter the digits on the dialpad; they appear on the screen in

place of the asterisks.

3. Hang up.

To send a message with confirmation

When you dial a display telephone and hear busy tone, you can send a message which appears on the display of the called extension (your telephone must also have a display).

1. Select a message, as explained above.

2. Press **[MSG]**.

"*WAIT.*", followed by the message text, appears on your display. You see either "*MSG ACCEPTED*" or "*MSG REJECTED*". Rejected messages enter the called extension's memory.

3. Hang up.

See also To confirm a message, below.

Canceling the message process

You may cancel the message process at any time:

- Press **[FLASH]**.

RECEIVING MESSAGES

When messages have been left at your extension, your **[MSG]** indicator lights and you hear a broken dial tone when you lift the handset or press **[SPKR]**. If your set has a display, it informs you of messages waiting for you.

To read your messages (display sets only)

- Press **[MSG]** (when lit; not when flashing).

To scroll through your messages

- Press **[<LO HI>]**.

To call the message sender

1. Press **[SPKR]**.
2. Press **[MSG]**.

To delete a message (display sets only)

While the message is displayed:

1. Press **[MSG]** (when lit; not when flashing).
2. Use **[<LO HI>]** to scroll to the message you wish to delete.
3. Press **[#]**.
4. Hang up.

To confirm the message (display sets only)

When you are on a call and a message appears in your display:

- Press **[MSG]**.
If you do not confirm the message, when you hang up, the message is stored in your telephone's memory.

DELETING ALL MESSAGES

To delete all messages left at your telephone

1. Press **[#]**.
2. Press **[MSG]**.
3. Hang up.

DO NOT DISTURB (DND)

If you do not want calls to ring at your telephone, temporarily, you can activate the DND feature.

NOTE

If your telephone set is not programmed with DN buttons, the DND indication is slightly different.

If the **[DND]** button flashes red, this indicates that your station is programmed for Call forward. You can deactivate Call forward by pressing the flashing **[DND]** button.

To place your telephone in do not disturb mode

- Press **[DND]**.
The DND indicator lights steady red and no calls ring at your telephone. Internal callers hear busy tone and see your DND message, if programmed. If your station is programmed for DND call forwarding or for Call forward, calls are forwarded.

To cancel DND mode

- Press **[DND]**.
The DND indicator goes off and calls ring at your station.

DND MESSAGES

You can select a predefined message that appears on the display of telephones which call your extension, while it is in DND mode. You can also ask the System Administrator to program additional messages.

To program a DND message

1. Press **[FEAT]**.
2. Press **[SPD/PROG]**.
3. Press **[DND]**.
4. Enter a message number,
or,
if your set has a display, press **[< LO HI >]** repeatedly to scroll through the available messages (see the DND Messages table at the end of this guide for a complete list of available messages).
If the message includes asterisks (*), you may edit the message by pressing the desired digits on the dialpad. The numbers you dial appear in the message, in place of the asterisks.
5. Hang up.

To cancel your DND message

1. Press **[#]**.
2. Press **[SPD/PROG]**.
3. Press **[DND]**.
4. Hang up.

FORWARDING CALLS

You may program your telephone set to forward your calls to another extension.

NOTE

If your telephone does not have DN buttons, you can forward calls for your station (as described below, skipping the first step), but cannot forward calls for a specific DN. See also below, Call forwarding on telephones without DN buttons.

To program call forwarding

1. If your telephone has DN buttons, press the button of the DN for which you want calls forwarded.
2. Press **[FEAT]**.
3. Dial the code that designates in which situation you want your calls forwarded:

In order to program	Dial	Which stands for
Call forward	[F][L] or [3][5]	CFWD
Call forward on busy	[F][B] or [3][2]	CFBY
Call forward no answer	[F][N] or [3][6]	CFNA

4. Dial the code that designates which of your calls you want forwarded:

In order to program	Dial
All calls	[A] or [2]
External calls	[E] or [3]
Internal calls	[I] or [4]

5. Enter the new forwarding destination.

NOTE

Instead of dialing the extension number, you may press a MEMORY button programmed with an extension number (for internal calls only) - or press a SPEED DIAL button (or press **[SPD/PROG]** and a SPEED DIAL memory bin number) for internal or external calls, as determined by the contents of the memory. Calls are forwarded to the contents of the MEMORY button or SPEED DIAL bin. If you change the contents of the SPEED DIAL bin, calls are forwarded to the new destination. This does not apply to the MEMORY button.

6. Hang up.

To cancel call forwarding

1. Press the DN button and then press **[CANCEL]** or **[#]**.
2. Press **[FEAT]**.
3. Dial the code that designates what type of Call forwarding you want to cancel: **[3][5]**, **[3][2]**, or **[3][6]**.
4. Dial the code that designates which of your calls are currently forwarded and for which you want to cancel the call forwarding programming: **[2]**, **[3]**, or **[4]**.
5. Hang up.

ADVANCED CALL FORWARDING INSTRUCTIONS

This section contains a more detailed explanation of all the call forwarding possibilities.

You may have your calls forwarded to another destination, either inside or outside the system. Use the SPEED DIAL function to forward calls to an external destination.

If you forward your calls to another station, and that station is unavailable and also programmed for call forwarding, your calls are passed on to that station's call forwarding destination. This process may continue, for a maximum of five steps, depending upon the system configuration.

If your telephone set has DN buttons, you can specify a different call forwarding destination for each DN for which you have a button - provided that the System Administrator has given you authorization to forward calls for each DN, and that those DNs are not restricted for call forwarding.

There are three types of call forwarding:

- CALL FORWARD - always forwards your calls.
- CALL FORWARD BUSY - forwards calls arriving at your telephone when it is busy.
- CALL FORWARD NO ANSWER - forwards calls that are not answered.

You also have three choices of which of your calls to forward to another extension:

- All of your calls - both internal and external
- Only external calls - people calling from outside your organization
- Only internal calls - people calling from inside your organization

PROGRAMMABLE CALL FORWARDING BUTTONS

You may ask your System Administrator to allocate up to nine different programmable call forwarding buttons, each assigned to a specific call forwarding function, for example, Call forward no answer for internal calls, or Call forward for external calls.

Most users choose to have only two buttons programmed for call forwarding:

- Call forward no answer - all calls. This is usually abbreviated as CFNA A.
- Call forward busy - all calls. This is usually abbreviated as CFBY A.

You may, of course, label the buttons however you choose.

If you have programmable call forwarding buttons, you may press one of them to begin programming that type of call forwarding.

The call forwarding buttons also indicate for which type of call programming the station is currently programmed. If the indicator of a programmable call forwarding button is lit, that means that the station is programmed for that type of call forwarding.

NOTE

If several stations are authorized to forward calls for the same DN, the last programming performed overrides the previous.

PROGRAMMING CALL FORWARDING FOR ALL DNS

NOTE

This section is not applicable if your telephone does not have DN buttons.

If you want the calls on all the DNS at your station forwarded to the same destination, you may do this in one

step (provided you have authorization to do so and none of the DN's are restricted for Call forwarding). Proceed as above, Programming Call forwarding, but:

- Press [*] after entering the destination (step 5).
If you have programmed Call forward, all the DN indicators flash red when they are idle.
If you have a programmable button for the kind of forwarding that you have programmed, that button lights.

Canceling programming for all DN's

Proceed as above, **To cancel call forwarding**, but:

- Press [*] after step 4.
The DN indicators go off.

PROGRAMMING CALL FORWARDING ON TELEPHONES WITHOUT DN BUTTONS

Call forwarding programming is done the same as above, Programming call forwarding, except that you skip step 1 - Press the DN button.

The call forwarding indications on your telephone set are also slightly different:

- If you have programmed Call forward, the next time you pick up your handset you hear a broken dial tone (for the station, not for a particular DN), confirming that Call forward is active.
- If you have programmed Call forward, the [DND] indicator flashes red. You can deactivate Call forward by pressing the [DND] button when its indicator is flashing red.

To cancel any call forwarding programming

See **To cancel call forwarding**. The procedure is the same, except that in step 1 - just press [#].

CANCELING CALL FORWARD TO ME

If another station has programmed your telephone set as its forwarding destination and you do not wish to be disturbed by those calls, you can cancel your status as a call forwarding destination.,

To cancel Call Forward to me

1. Press the CANCEL code [#].
2. Press [FEAT].
3. Press the CALL FORWARD access code [3][5].
4. Press [8].
5. Dial the extension number whose calls you no longer want forwarded to your station.
or
Press [*] if you wish to cancel all Call Forward to me, from all stations.

ABBREVIATED DIALING

This section describes several ways of abbreviating dialing. Save/Repeat and Redial are described in Outside Calls, above.

SPEED DIAL

Speed dial shortens the procedure of dialing outside numbers by using speed dial buttons and speed dial memories (called “bins”).

To speed dial an outside number

- Press **[SPD/PROG]** and dial the speed dial code,
or
Press the appropriate SPEED DIAL button.

To program a speed dial bin number or speed dial button

1. Press **[FEAT]**.
2. Press **[SPD/PROG]**.
3. Do one of the following:
Dial a speed dial code (two digits; e.g. 03),
or
Press the SPEED DIAL button to be programmed.
4. Dial an outside line access code followed by the number you want to store.
5. Hang up.

NOTE

Pauses may be entered, where needed, in a speed dial sequence by pressing **[REDIAL/PAUSE]**.

MEMORY BUTTONS

Memory buttons are used for one-press dialing of extensions, page zones and feature access codes.

To dial with a MEMORY button

- Press the programmed button.

To program a MEMORY button

1. Press **[FEAT]**.
2. Press **[SPD/PROG]**.
3. Press the MEMORY button to be programmed.
4. Dial the desired extension number (up to four digits)
or
Press **[FEAT]** and then dial the desired feature code.
See the Feature Codes Table at the end of this guide.
5. Hang up.

ALARM

Your telephone can sound an alarm ring at a pre-programmed time.

To program an alarm time

1. Press **[FEAT]**.
2. Dial TIME ALARM access code **[8][2]**.
3. Dial the four-digit alarm time (HH:MM) using the 24 hour format (e.g. 1530 for 3:30 pm).
4. Hang up.

To cancel the alarm setting

1. Press **[#]**.
2. Press **[FEAT]**.
3. Dial TIME ALARM access code **([8][2])**.
4. Hang up.

To stop the alarm ring

- Press **[SPKR]** twice or lift and replace the handset.

TELEPHONE LOCK

You can prevent people from making outside calls from your telephone.

To lock your telephone

1. Dial the LOCK access code.
Display telephones show *ENTER CODE*:
2. Dial your Executive Credit Code (see your System Administrator).
3. Hang up.
The telephone lock dialing restrictions are in effect.
The **[LOCK]** button, if defined, lights.

To unlock your telephone

- Repeat the above procedure.

DOOR UNIT

Your system may have a door unit equipped with an intercom and electric door latch. When a visitor presses the doorbell, up to four system extensions ring.

WHEN THE DOOR BELL RINGS

If your telephone is ringing:

- Press **[SPKR]** or lift the handset.

If another extension is ringing:

- Dial the PAGE zone access code associated with the door unit,
or
Press the flashing **[DOOR]** button, if defined.
You can now speak with the person at the door.

TO OPEN THE ELECTRIC DOOR LATCH

While connected to the door unit:

- Press **[*]**.
The door latch opens.

NOTE PAD

You can save a number of up to 16 digits during a call.

1. Press **[FEAT]**.
2. Press **[SPD/PROG]** twice.
3. Dial an available speed dial bin number or press an available SPEED DIAL button.
4. Enter up to 16 digits.
5. Press **[SPD/PROG]**.

To dial the number saved, do a regular Speed Dial using the Speed Dial bin number or button you used to save the number (see ABBREVIATED DIALING).

ADVANCED FEATURES

This section lists some advanced features which you can activate from your telephone. Details concerning the operation of these features can be found in the DIGITAL Systems Operating Instructions manual.

- Account code (voluntary, reminder, forced);
- Answering a second incoming call;
- Background music;
- Camp on;
- Conference loop;
- Confirmed transfer;
- Dial attendant;
- DISA;
- Executive Credit Code (ECC) programming;
- Executive intercom;
- External Call Forward;
- Floating buttons;
- Hotline;
- Intrusion;
- Meet me conference;
- Pick up;
- Last hold;
- Page transfer;
- Preferred line;
- Scanning (Multiple ARD);
- System speed dial;
- Trunk patch - Retrieve trunk patch.

FEATURE CODES

Features can be activated by pressing the **[FEAT]** button and then dialing a feature access code.

The default feature codes (see next page) reflect the feature initials, using the letters on the dialpad buttons.

For example:

To access Barge In

- Press **[FEAT]** followed by the dialpad buttons corresponding to the letters BI (Barge In).
That is,

FEAT	2	4
	ABC	GHI

The feature codes in your system may have been changed. If so, enter the updated feature access codes in the "Access method" column of the Feature codes table.

Feature codes

Feature name	Abbreviation	Access method
ACCOUNT CODE	AT	[FEAT][2][8]
ACD LOGIN (1)	-	-
ACD LOGOUT (1)	-	-
ALL/GROUP	-	[*]
ATTENDANT	-	[0]
BACKGROUND MUSIC 1	BM	[FEAT][2][6]
BACKGROUND MUSIC 2-4(1) or 2-8(3)	-	-
BARGE IN	BI	[FEAT][2][4]
CALL ACCOUNT MONITOR (1)	-	-
CALLBACK/QUEUE	CB	[FEAT][2][2]
CALL FORWARD-ALWAYS	FL	[FEAT][3][5]
CALL FORWARD-BUSY	FB	[FEAT][3][2]
CALL FORWARD-NO ANSWER	FN	[FEAT][3][6]
CANCEL	-	[#]
CLIR (1)(2)	-	-
CONFERENCE LOOP 1-10 (1)	-	-
DIRECTORY 1 THROUGH 9 (1)	-	-
DIRECTORY 10 (HELP) (1)	-	-
DROP (from conference) (1)	-	-
END OF DIALING	-	[FEAT][#]
EXECUTIVE CREDIT CODE	EX	[FEAT][3][9]
FEATURE	-	[7]
FLASH SIGNAL(1)	FS	[FEAT][3][7]
FLIP FLOP	FF	[FEAT][3][3]
GROUP PICKUP (1)	-	-
INTRUSION	-	[6]
LAST HOLD	LH	[FEAT][5][4]
LEAST COST ROUTING (1)	-	-
LOCK (1)	-	-

(1) Access method not assigned by default.

(2) Only available on ISDN PRI calls.

(3) Available in DIGITAL 400

Not all of the above features are available on every type of telephone set.

Feature codes (Continued)

Feature name	Abbreviation	Access method
MEET ME CONFERENCE 1-5 (1)	-	-
MEET ME PAGE	MM	[FEAT][6][6]
MESSAGE	ME	[FEAT][6][3]
NIGHT SERVICE (1)	-	-
PAGE - INTERNAL 1 through 8	11 through 18	[FEAT][4][1] through [4][8]
PAGE - EXTERNAL 1 through 8 (1)	X1 through X8	-
PICKUP	PU	[FEAT][7][8]
PROGRAM	PM	[FEAT][7][6]
REDIAL	RL	[FEAT][7][5]
SAVE/REPEAT	SR	[FEAT][7][7]
SPEED DIAL	SD	[FEAT][7][3]
TIME ALARM	TA	[FEAT][8][2]
TONE	-	[1]
TONE DIAL (DTMF) (1)	-	-
TRAVEL COS(1)	-	-
TRUNK PATCH	TP	[FEAT][8][7]
TRUNK SPEED DIAL (1)	-	-
VOICE MESSAGE (1)	-	-

(1) Access method not assigned by default.

(2) Only available on ISDN PRI calls.

(3) Available in DIGITAL 400

Not all of the above features are available on every type of telephone set.

DND messages

Message number	Default message	Updated message
01	BE BACK SOON	
02	BE BACK AT * * : * * (1)	
03	BE BACK ON * * _ * * (1)	
04	OUT UNTIL * * : * * (1)	
05	OUT FOR THE DAY	
06	OUT OF OFFICE	
07	OUT OF TOWN	
08	OUT ON A CALL	
09	OUT FOR LUNCH	
10	ON VACATION	
11	ON A TRIP	
12	ON BREAK	
13	AWAY FROM DESK	
14	GONE HOME	
15	BUSY UNTIL * * : * * (1)	
16	CALL * * * * * (1)	
17	CALL ME AT * * * * * (1)	
18	CALL LATER	
19	CALL TOMORROW	
20	DO NOT DISTURB	
21	IN A MEETING	
22	IN CONFERENCE	
23	WITH A CLIENT	
24	WITH A GUEST	
25	WITH A PATIENT	
26	UNAVAILABLE	
27	LEAVE MSG AT * * * (1)	
28	TAKE MSG AT * * * * (1)	
29		
30		

(1) When editing DND messages, substitute asterisks with the desired digits.

System messages

Message number	Default message	Updated message
01	CALL_ (Basic message)	
02	CALL * * * * * (1)	
03	CALL HOME	
04	CALL ME	
05	GONE OUT	
06	READ MAIL	
07	VOICE MAIL	
08	CALL BOSS	
09	TAKE MSGS	
10	GONE HOME	
11	JOB DONE	
12	IN TROUBLE	
13	CLIENT	
14	BRING WORK	
15	ANY NEWS?	
16	REPORT DUE	
17	COME HERE	
18	MEET. NOW	
19	MEMO READY	
20	TYPE LETTR	
21	WELL DONE	

(1) When editing messages, substitute asterisks with the desired digits.

Messages 22 to 30 are intended for customer's definition.

