**PLACING AN OUTSIDE CALL**
- Lift handset.
- Depress idle outside line button.
- Dial desired telephone number.

**NOTE:** When placing consecutive calls, the RFCALL button may be used to disconnect existing call and to provide dial tone.

**PLACING AN OUTSIDE CALL USING HANDSFREE DIALING**
- Depress ON/OFF button.
- Depress idle outside line button.
- Dial desired telephone number.
- Lift handset when called party's voice is heard through speaker.

(Handset not required when equipped with Speakerphone).

**NOTE:** If "busy" or "no answer" is received, depress ON/OFF button to disconnect.

**TO HANDSFREE MONITOR AN OUTSIDE LINE**
- Establish handset connection as outlined above.
- Depress ON/OFF button to begin monitoring.
- Replace handset (adjust volume if necessary).
- Lift handset when ready to resume conversation.

(Handset not required when equipped with Speakerphone).

**ANSWERING AN OUTSIDE CALL**
- Lift handset. *(Depress ON/OFF button if equipped with Speakerphone).*
- Depress slow-flashing outside line button; converse.

**ANSWERING AN ATTENDANT TRANSFERRED CALL:**
When the attendant transfers an outside call to your station, "CAMP-ON" will momentarily appear in your display and ring tone will be heard through your speaker.
- Lift handset. *(Depress ON/OFF button if equipped with Speakerphone).*
- Depress flutter-flashing outside line button; converse.
PLACING AN INTERCOM CALL

- Lift handset. *(Depress ON/OFF button if equipped with Speakerphone.)*
- Depress ICM button.
- Dial desired station number.
- Voice announce after hearing tone burst.  
  OR  
  - Dial digit “1” to transmit tone signal if desired.

NOTE: When calling a Single-Line telephone, no voice announcement is available. Ring signal will be automatically provided.
NOTE: Called party may be programmed to receive tone signal rather than voice announcement.

PLACING AN INTERCOM CALL USING STATION DSS BUTTONS

- Lift handset *(Depress ON/OFF button if equipped with Speakerphone).*
- Confirm SPD LED is unlit.  
  IF NOT  
  - Depress SPD button; LED goes out.
- Depress desired station DSS button.
- Voice announce after hearing tone burst.  
  OR  
  - Dial digit “1” to transmit tone signal.

NOTE: Called party may be programmed to receive tone signal rather than voice announcement.

ANSWERING AN INTERCOM CALL

- Receive tone burst and voice announcement or tone signal.
- Lift handset to begin conversation.

ANSWERING INTERCOM CALL USING HANDSFREE ANSWERBACK:

- Receive tone burst and voice announcement.
- Check that MIC LED is lit.
- Answer via microphone without lifting handset.

ANSWERING AN INTERCOM CALL VIA OFF-HOOK ANNOUNCEMENT FEATURE:

While talking via handset:
- Receive tone burst and voice announcement.
- Check that MIC LED is lit.
- Answer via microphone.

If handset conversation is desired:
- Discontinue first call or place on hold.
- Replace handset, ICM LED flashes.
- Lift handset.
- Converse.
WHEN CALLING A BUSY STATION, "CALL WAITING" TONE WILL BE HEARD. YOU MAY THEN SELECT ONE OF THE FOLLOWING OPTIONS:

SETTING CALLBACK REQUEST:
- Call station and receive "no answer" or Call Waiting Tone.
- Dial "+#".
- Verify at display: "SET" = accepted "DENIED" = denied.
- If accepted, your station number will flash intermittently in the called keyset's display, indicating your "Callback Request".

SETTING AUTOMATIC CALLBACK:
- Call station and receive Call Waiting Tone.
- Dial "0".
- Verify at display: "CALLBACK SET" = accepted "DENIED" = denied.
- If accepted, you will receive tone signal when the called station becomes idle.
- You may now lift the handset and proceed as if normal ICM call.

ACTIVATING TONE OVERRIDE:
- Call station and receive Call Waiting Tone.
- Dial "*".
- Verify at display: "OVERRIDE" = accepted "DENIED" = denied.
- If accepted, tone will be sent through called keyset's speaker (or Single Line handset), and your station number will appear in the keyset's display.
- NOTE: A Tone Override to your keyset may be answered by depressing the HOLD button.

OFF-HOOK ANNOUNCEMENT (VOICE OVERRIDE)
When calling a station that has OFF-HOOK ANNOUNCEMENT:
- Call station, and receive Call Waiting Tone.
- Dial "*".
- Voice announce after hearing tone burst. Called party can respond via microphone.
- NOTE: If the called station is in Handsfree mode or Monitor mode, the originator can only alert the called party via Tone Override.
PLACING CALLS ON HOLD

- Depress HOLD button.
- Held outside line button will wink intermittently on your keyset. All other keysets will receive a
  LED on that line button.

NOTE: When you place an intercom call on hold, the HOLD button will rapid-flash.

PLACING CALLS ON EXCLUSIVE HOLD:

- Depress HOLD button twice.
- Held outside line button will wink intermittently on your keyset. All other keysets will receive a

NOTE: If a call remains on exclusive hold longer than a preset interval after handset has been restored, the line button will flutter flash. If
your keyset is idle, tone will be received through speaker.

NOTE: If the line is a Private Line, other keysets will not receive any visual indication.

ANSWERING A HELD CALL

- Lift handset. *(Depress ON/OFF button if equipped with Speakerphone).*
- Depress intermittently winking or rapid flashing line button.

NOTE: Depress rapid-flashing HOLD button for intercom calls.
TRANSFERRING A CALL

• Depress HOLD button.
• Depress ICM button.
• Dial desired station number.
• Announce transfer, informing station which line to pick up.

NOTE: When transferring a call to a station which does not have that line appearance, the following procedure must be used:
  • Depress HOLD button.
  • Depress ICM button.
  • Dial desired station number, wait for party to answer via handset and announce transfer.
  • Depress ADD/ON button.
  • Depress intermittently winking line button.
  • Confirm transfer and replace handset.

ONE STEP CALL TRANSFER USING STATION DSS BUTTONS:

• Confirm SPD is unlit.  
  • Depress SPD button, LED goes out.
• Depress desired station DSS button; call is automatically placed on hold and an intercom connection is established.
• Announce transfer, informing station which line to pick up.
VERIFYING DSS/SPEED DIAL PROGRAMMING

- Enter DSS or Speed Dial mode as desired by depressing "SPD" button. DSS = SPD LED unlit, Speed Dial = SPD LED lit.
- Depress DSS/Speed Dial button to be verified (1-19) while keyset is idle.
- Confirm number in display.

ACCESSING SYSTEM SPEED DIALING

- Lift handset or depress ON/OFF button.
- Depress idle outside line button.
- Dial "#" and two-digit access code (20-99).
- When party answers, use handset to talk. (Handset not required when equipped with Speakerphone).

CONSECUTIVE DIALING

Consecutive speed dialing has particular value when accessing Specialized Common Carrier Networks, where multiple dialing sequences are required.
- Lift handset or depress ON/OFF button.
- Depress idle outside line button.
- Access speed dialing (system/station) (LOCAL ACCESS NUMBER).
  (If initiating system speed dialing, depress ADD/ON button).
- Access speed dialing (system/station) (AUTHORIZATION CODE).
  (If initiating system speed dialing, depress ADD/ON button).
- Access speed dialing (system/station) or dial manually (LONG DISTANCE NUMBER).
- When party answers, use handset to talk. (Handset not required when equipped with Speakerphone).
PROGRAMMING TONE/VOICE ICM SIGNALLING

- Depress ON/OFF button or lift handset.
- Depress ICM button.
- **Dial "67" for Voice Signalling.** OR **Dial "68" for Tone Signalling.**
- Depress ON/OFF button or restore handset.

NOTE: Default value is that all keysets are assigned VOICE SIGNALLING.

PROGRAMMING PRIME LINE PICKUP ASSIGNMENT

- Depress ON/OFF button or lift handset.
- Depress ICM button.
- **Dial "77".**
- Depress CO/PBX line button to be assigned as Prime Line.
  - LED IDLE—Prime Line not assigned.
  - LED LIT—Prime Line assigned.
- Depress ICM button.
- Depress ON/OFF button or restore handset.

NOTE: Each station may be assigned only one Prime Line.

PROGRAMMING OFF-HOOK RINGING ASSIGNMENT

- Depress ON/OFF button or lift handset.
- Depress ICM button.
- **Dial "78" to set.** OR **Dial "79" to cancel.**
- Depress ON/OFF button or restore handset.
ESTABLISHING A CONFERENCE

A THREE-PARTY CONFERENCE:
- Establish first call.
- Depress HOLD button.
- Establish second call.
- Depress ADD/ON button.
- Depress held line button (or HOLD button for intercom call).

NOTE: A three-party conference may consist of the following:
- 3 internal stations
- 2 internal stations + 1 outside line
- 1 internal station + 2 outside lines.

A FOUR-PARTY CONFERENCE:
- Establish three-party conference as outlined above.
- Depress HOLD button.
- Establish third call.
- Depress ADD/ON button.
- Depress rapid-flashing HOLD button.

NOTE: A four-party conference may consist only of 3 internal stations and one outside line.

TANDEM CONFERENCE

With a 3 party conference established (1 station + 2 outside lines):
- Depress RECALL button; ADD ON LED flashes.
- Outside lines are in conference (Both LEDs light steady).
- Internal station may replace handset or continue with other call processing.

To re-enter conference:
- Lift handset.
- Depress RECALL button; ADD ON LED lit.
- 3 party conference is re-established.

NOTE: An audible time reminder is provided to the station once every 3 minutes during a tandem conference.

PRIVACY RELEASE

With an outside call in progress:
- Originating Party:
  - Depress ADD ON button; ADD ON LED flashes.
- Joining Party:
  - Lift handset.
  - Depress associated outside line button; ADD ON LED lights steadily.
  - Converse. Privacy is restored.

NOTE: Additional parties (up to a maximum of 4 stations) may join by repeating the above steps. Any party in the conversation can release privacy by depressing ADD ON.

NOTE: If additional party does not join, privacy can be restored by depressing ADD ON a second time.
**TRUNK QUEUING**

- Depress ON/OFF button.
- Depress ICM button.
- Dial "56".
- Depress busy outside line button.
- Verify at display "TRUNK QUEUE SET" if accepted.
- Depress ON/OFF button.

**OR**

- Depress feature button programmed for Trunk Queuing.

NOTE: Station must be in DSS mode. (SPD LED unlit).

NOTE: Your phone will be tone signalled when a line is available. Depress the outside line button, and dial telephone number.

**CALL FORWARDING**

**SETTING:**

- Depress ON/OFF button.
- Depress ICM button.
- Dial "46".
- Dial station number calls should be forwarded to.
- Call Forwarding—All Calls is set.
- Dial "2" for calls to be forwarded only when your station is busy.
- Receive confirmation tone.
- Depress ON/OFF button.

NOTE: The HOLD LED will be lit steadily when call forwarding is set.

**VERIFYING:**

- Depress ON/OFF button.
- Depress ICM button.
- Dial "47".
- Read target number in display.

**CANCELING:**

- Depress ON/OFF button.
- Depress ICM button.
- Dial "46".
- Depress ON/OFF button.

NOTE: HOLD LED goes out.
INTERNAL PAGING

- Lift handset.
  (Depress ON/OFF button if equipped with Speakerphone).
- Depress ICM button.
- Dial internal zone access code (51, 52, 53 or 50).
- Voice page.

OR

- Depress Feature Button programmed for internal page.
  NOTE: Station must be in DSS mode. (SPD LED unlit).

ANSWERING AN INTERNAL PAGE

- Lift handset at any station.
- Depress ICM button.
- Dial “55”.

EXTERNAL PAGE

- Lift handset.
  (Depress ON/OFF button if equipped with Speakerphone).
- Depress ICM button.
- Dial external zone access code (61, 62, 63 or 60).
- Voice page.

OR

- Depress Feature Button programmed for external page.
  NOTE: Station must be in DSS mode. (SPD LED unlit).

ANSWERING AN EXTERNAL PAGE

- Lift handset at any station.
- Depress ICM button.
- Dial “65”.

QUEUING/ FORWARDING/ PAGING
ACCOUNT CODE

Account code entry applies only to those systems equipped with Station Message Detail Service (SMDS).

- Dial "*" and account code (up to nine digits) only after completing one of the following:
  - Immediately following dialing of telephone number.
  - Immediately following dialing of telephone number.
  (To enter Account Code dial manually, or access speed dial (system/station).
  OR
  - During conversation, after alerting outside party.
  OR
  - Prior to disconnection of outside line.

CALL PICK UP

- Lift handset.
- Depress ICM button.
- **Dial "2"** to pick up calls to a station in the same pickup group. **OR**
- **Dial "3"** to pick up calls when in night mode.

LAST NUMBER DIALED

- Lift handset or depress ON/OFF button.
- Depress idle outside line button.
- **Dial "*"**.
- When party answers, use handset to talk. *(Handset not required when equipped with Speakerphone).*
DO NOT DISTURB

SETTING:
- Depress DND button; LED lights steady.

CANCELING:
- Depress DND button; LED goes out.

MESSAGE WAITING

- A "CB 0" display indicates that the attendant has a Message Waiting for the station user.
- Lift handset. (Depress ON/OFF button if equipped with Speakerphone).
- Dial "0" for attendant; converse.