



TRILLIUM
telephone systems

a division of Mitel Corporation

USER GUIDE



Panther[®] II
DISPLAY SET

Introduction	5
Panther II Display Set Keys	6
Operating Notes	9
Handsfree.....	11
Using The Set	
ACCOUNT CODES	
— Forced.....	55
— Manual.....	31
Background Music.....	32
Busy Override.....	28
Call Hold.....	20
Call Hold Retrieve.....	23
Call Park.....	22
Call Pickup.....	42
Call Transfer (Voice Announce).....	26
Callback.....	45
Calling the Attendant.....	45
Camp-on.....	46
Common Speed Call.....	38
Conferencing.....	33
Dial Signal Conversion.....	47
Do Not Disturb (DND).....	30
Door Answering.....	48
Ending a Call.....	18
Exclusive Call Hold.....	25
Executive Override.....	28
Flash/Cancel.....	30
Incoming Calls.....	16
Internal/Intercom Calls.....	16
Internal Call Forwarding.....	50
Last Number Redial.....	18
Line Queuing.....	48
MESSAGING	
— Alarms and Alarm Messages.....	57
— Message Waiting.....	51
— Personalized Messages.....	54
— Preprogrammed Messages.....	53
Night Pickup.....	47
Outgoing Calls.....	15

PAGING	
— All Page.....	40
— Loudspeaker Paging.....	44
— Zone Page.....	41
Private Speed Call.....	36
Relay Activation.....	49
Saved Number Redial.....	19
Station Hunt Groups.....	43
Toll Security.....	60
Transfer Ringing (Unsupervised Transfer).....	27

Using The Set As An

Attendant Console

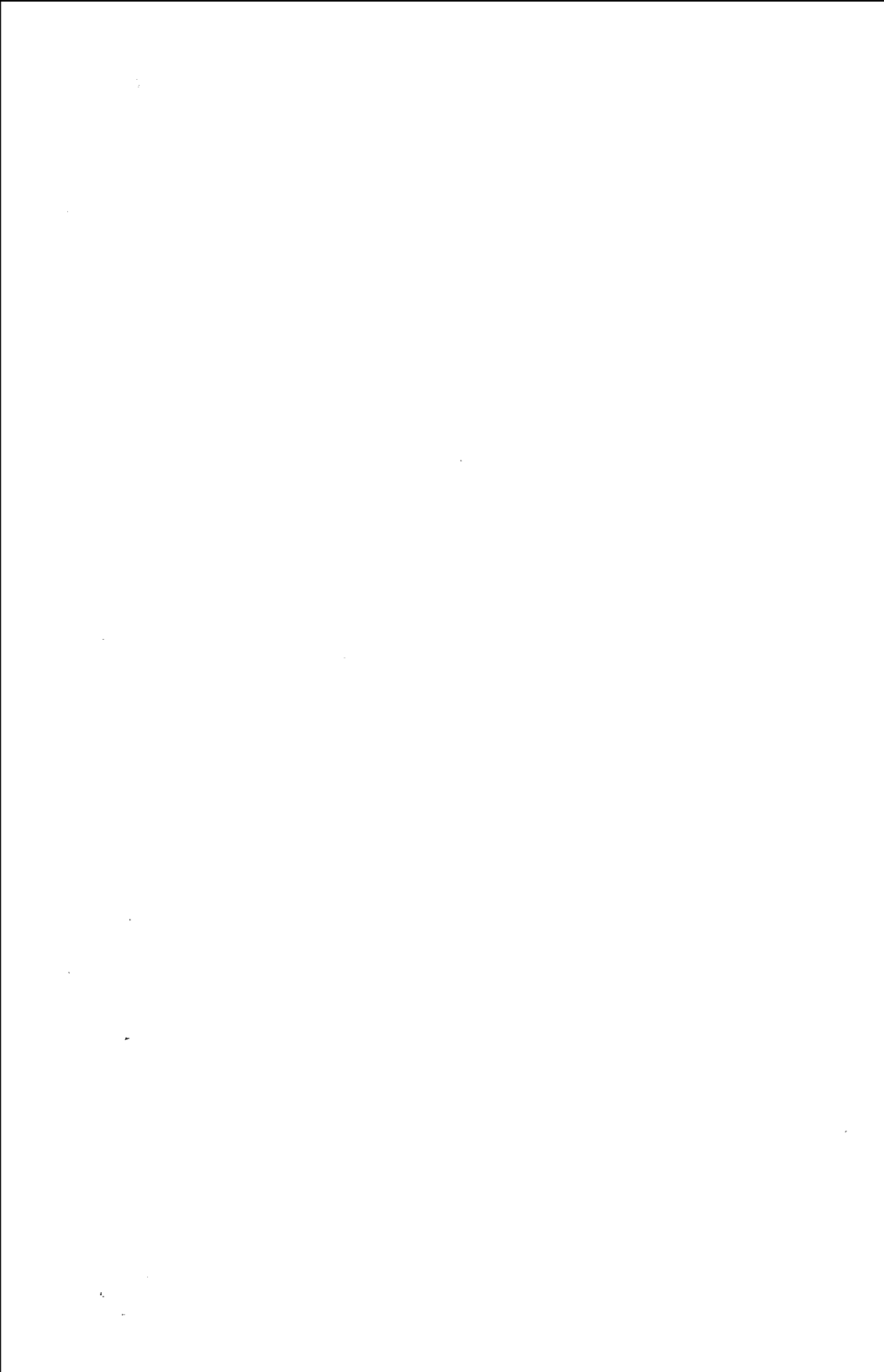
Auto Day/Night Switching.....	64
Clearing Set Features.....	68
Manual Night Transfer.....	65
Music through External Page.....	65
Programming a Name for a Display Set.....	66
Setting System Date.....	63
Setting System Time.....	63
Storing Common Speed Call Numbers.....	66
Transfer of Attendant Features.....	67

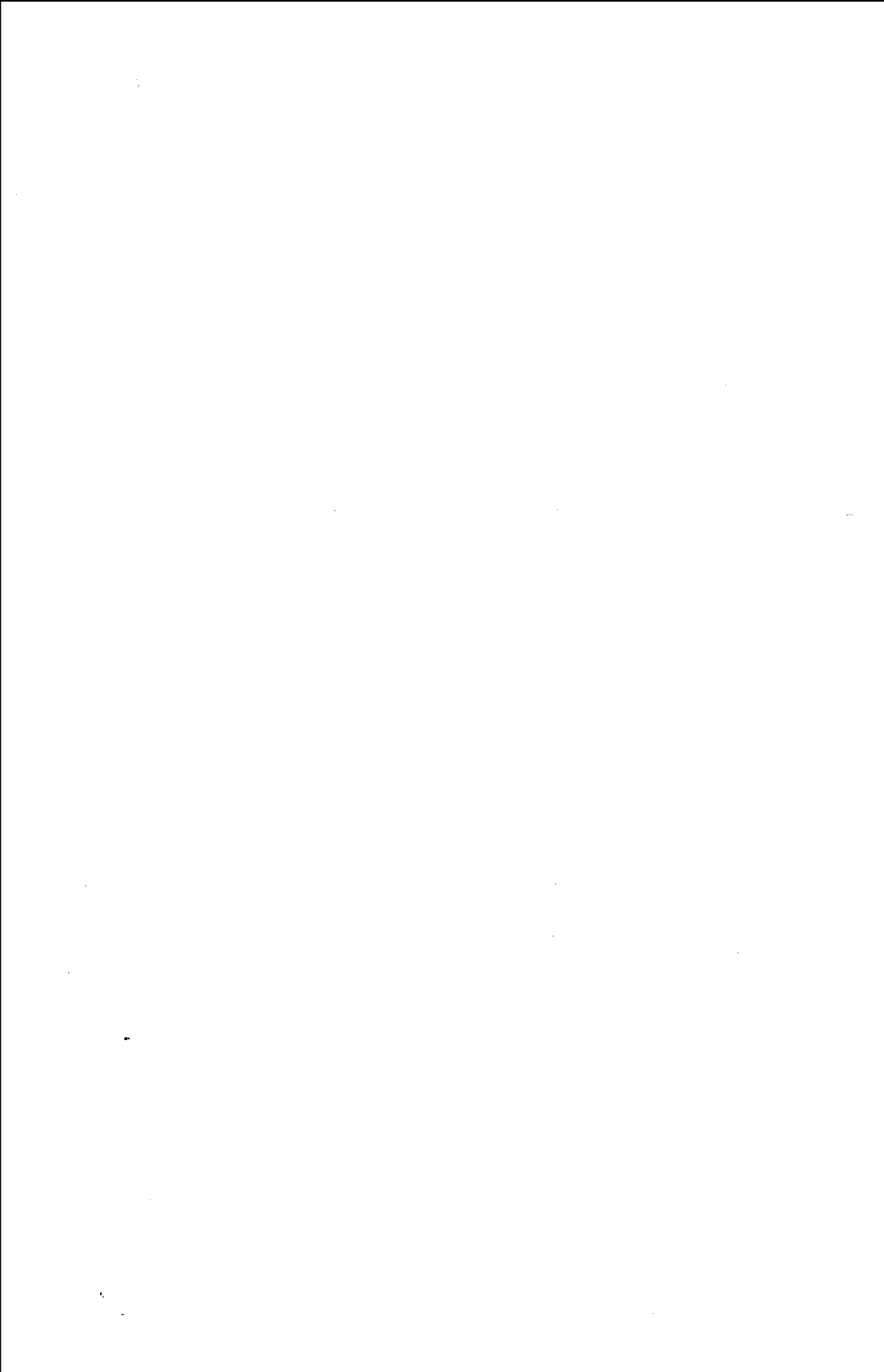
Tables

Table 1 — Station/Speed Call Codes.....	71
Table 2 — Private Speed Call List.....	72
Table 3 — Common Speed Call List.....	73
Table 4 — Zone Paging List.....	74
Table 5 — Flash Rates.....	75

Figures

Figure 1 — Set Layout.....	6
Figure 2 — Message Programming from the Keypad.....	56





Congratulations . . .

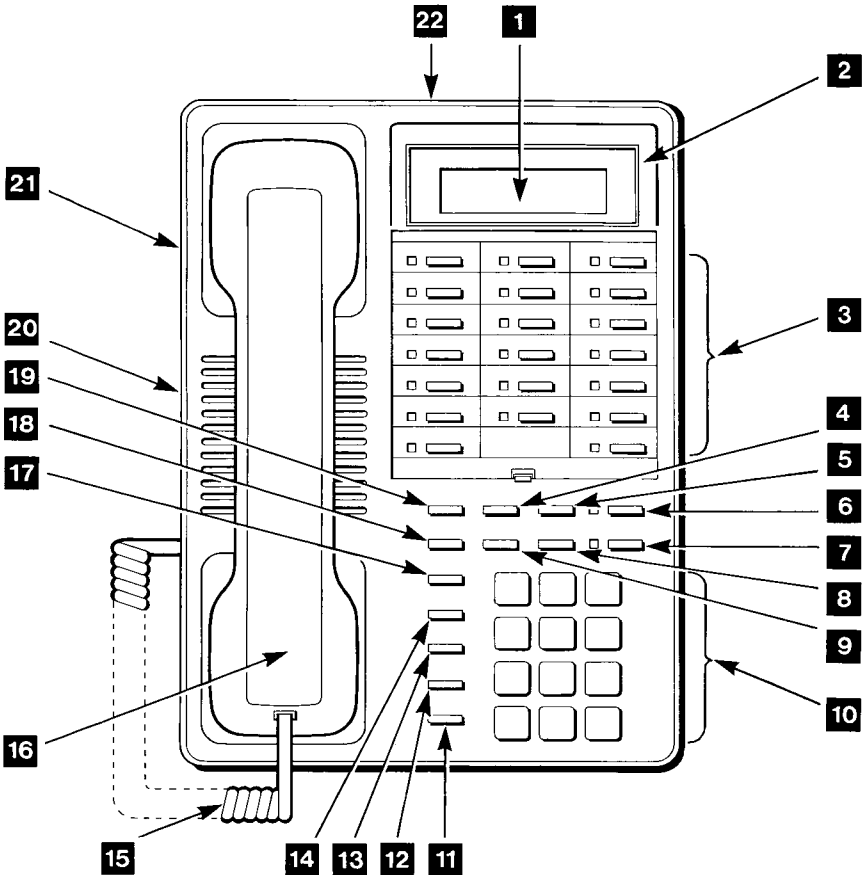
on your purchase of the Panther® II Display Set. This Set is an integral part of Trillium Telephone System's Panther II series, a family of advanced key telephone systems ranging from 8 lines and 20 stations to 20 lines and 64 stations — each combining powerful features, ease of use, flexibility and attractive styling.

The Panther® II Display Set's 32-character Liquid Crystal Display (LCD) and 13 function keys provide efficient call processing and monitoring capability. This makes the Set an ideal choice for a receptionist, attendant or executive, and allows accurate system programming.

This book is organized into four parts. In the first part, an explanation of the Set's keys and general operating notes are provided. The second part outlines how to program and use the Set (beginning with the most commonly-used features); the third part outlines additional features which apply ONLY when the Display Set is used in an attendant position. The last part of this guide is made up of five tables. Table 1, Station/Speed Call Codes is designed to assist you with One Touch Speed Dialing. Tables 2, 3 and 4 provide blank forms for you to fill in your own Private Speed Call numbers, Common Speed Call numbers and Zone Paging groups. Table 5 explains the different lamp flash rates you will see at your Set.

We hope that all your questions will be explained in this guide, but if you have further questions about your new Panther II Display Set, contact your Service Representative or System Manager.

Panther® II Display Set Keys



1. Liquid Crystal Display (LCD) — a 32-character Liquid Crystal Display used to monitor call activity occurring at your station, program messages, show date and time, and confirm dialed digits.

2. LCD Intensity Control — increases or decreases the brightness of the Liquid Crystal Display.



Panther® II Display Set Keys

3. Programmable Keys — 20 keys which can be programmed as Direct Station Select/Speed Call locations, Line Keys, Selected Feature Keys or Line Pool Keys. The Indicator lamps beside each key will turn on when the line, station or line pool key is in use (see Table 5).

4. Flash/Cancel Key — is programmed during system programming to provide one of the following: a calibrated flash, a cancel signal, or transfer capability; also used to enter a FLASH into a speed call number.

Flash — *simulates the rapid pressing/releasing of the hookswitch and provides access to PABX and custom calling features.*

Cancel — *terminates an external call and returns dial tone without hanging up the handset.*

Transfer — *transfers an outside call to another station (without supervision).*

5. Conference Key — used to set up a 3-party conference; used to enter forced/manual account codes; also used to enter a PAUSE into a speed call number. (*A pause automatically stops the speed dialing sequence for the preprogrammed pause time before continuing. Pauses can be used behind a PBX or Centrex to allow time for a second dial tone to be returned.*)

6. Intercom Key and Intercom LED Indicator — The key is used to select an internal intercom line. The LED Indicator lamp flashes or winks at various rates to assist you in monitoring the intercom activities (see Table 5).

7. Mic On/Off Key and Mic LED Indicator — The key is used to turn the Set's microphone ON and OFF for handsfree calls. The MIC indicator lamp goes ON when the microphone is in use.

8. Speaker Key — initiates and ends a handsfree call.

9. Speed Key — used to enter private and common speed call numbers into the system's memory; also used to dial speed call numbers.

10. 12-button Keypad — a standard 12-key telephone dial pad; also used to program messages.

11. Feature Key — this key is reserved for future applications.

Panther® II Display Set Keys

- 12. Message Key** — used to program, confirm and cancel messages.
- 13. Program Key** — used to enter programming mode.
- 14. Display Key** — this key is used to confirm what is stored in memory for a particular location; e.g., when the Display key is pressed, followed by the S/N Redial key, the LCD will show what telephone number is currently stored in Saved Number Redial. The Display Key can be used in conjunction with the two Redial Keys, or any of the Speed Call locations.
- 15. Modular Handset Cord** — connects the handset to the modular Display Set jack.
- 16. Handset (or Receiver)** — Provides more privacy than the handsfree method.
- 17. S/N Redial Key (Saved Number Redial Key)** — used to save a telephone number in memory, for repeated short-term use.
- 18. Redial Key** — used to automatically redial the last number dialed from your Set.
- 19. Hold Key** — used to place a call on hold; also used to enter a HALT into a speed call number. *(A halt automatically stops a speed dial sequence until you tell it to continue. Dialing will resume when any digit is pressed. A halt can be inserted after a computer or banking telephone number is dialed to allow you to wait for special instructions or tones).*
- 20. Speaker Volume Control** — increases or decreases the volume of the speaker.
- 21. Ringer Volume Control** — increases or decreases the volume of the telephone ringer.
- 22. Modular Telephone Cord** — connects the Set to the modular telephone jack.

A few notes to remember . . .

- The term “*station*” in this guide refers to the specific number of a Set. This number provides each user with a unique identity to make and receive telephone calls and paging announcements within the company — similar to an extension number or local. Each station number will be assigned as a 2-digit code (10-73). If you are connected to a Panther II 820 system, your stations can be from 10 to 29. If you are connected to a Panther II 1032 system, your stations can be from 10 to 41. If you are connected to a Panther II 2064 system, your stations can be from 10 to 73.
- The term “*line*” in this guide refers to a specific exchange number from 1-20 which allows you to receive or make calls outside the company. When a line is selected, dial tone will be heard through the handset earpiece or Set’s speaker, depending on the method you used to access the line. If you are connected to a Panther II 820 system, your lines can be from 1 to 8. If you are connected to a Panther II 1032 system, your lines can be from 1 to 10. If you are connected to a Panther II 2064 system, your lines can be from 1 to 20.

Operating Notes

Each Panther Set may be programmed for Manual Line Select, Auto Line Select or Auto Intercom Select:

- *Manual Line Select* — when the handset is lifted or the SPEAKER key is pressed, you must press a Line key to select an outside line or press the INTERCOM key to select an internal (intercom) line.
- *Auto Line Select* — automatically selects an outside line when the handset is lifted or the SPEAKER key is pressed. You will still need to press the INTERCOM key to select an internal (intercom) line.
- *Auto Intercom Select* — automatically selects one of the internal intercom lines when the handset is lifted or the SPEAKER key is pressed. You will still need to press a Line key to select an outside line.

IMPORTANT NOTE: This guide is written as if your Set was left in the preprogrammed value, Auto Intercom Select.

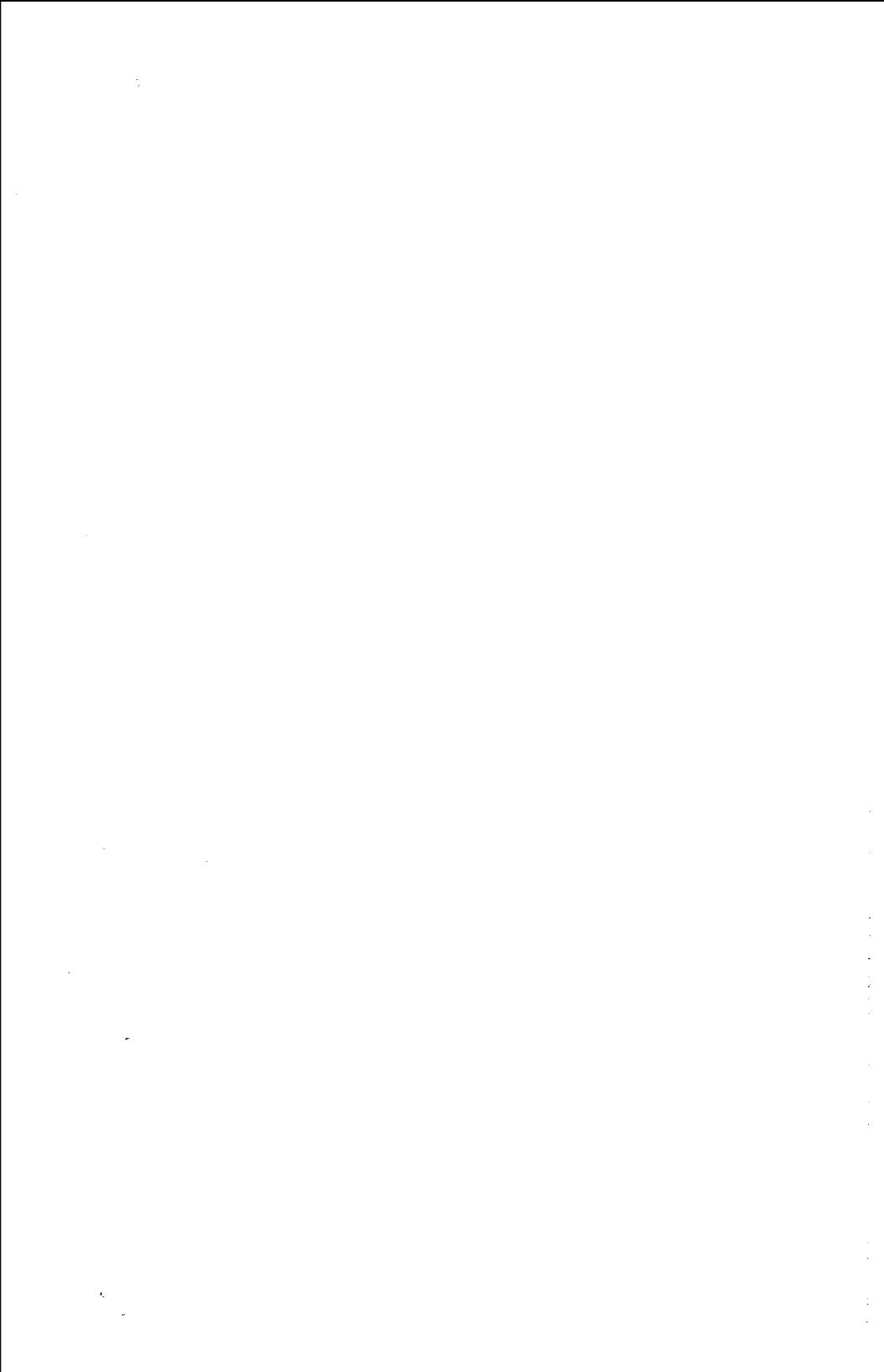
Handsfree:

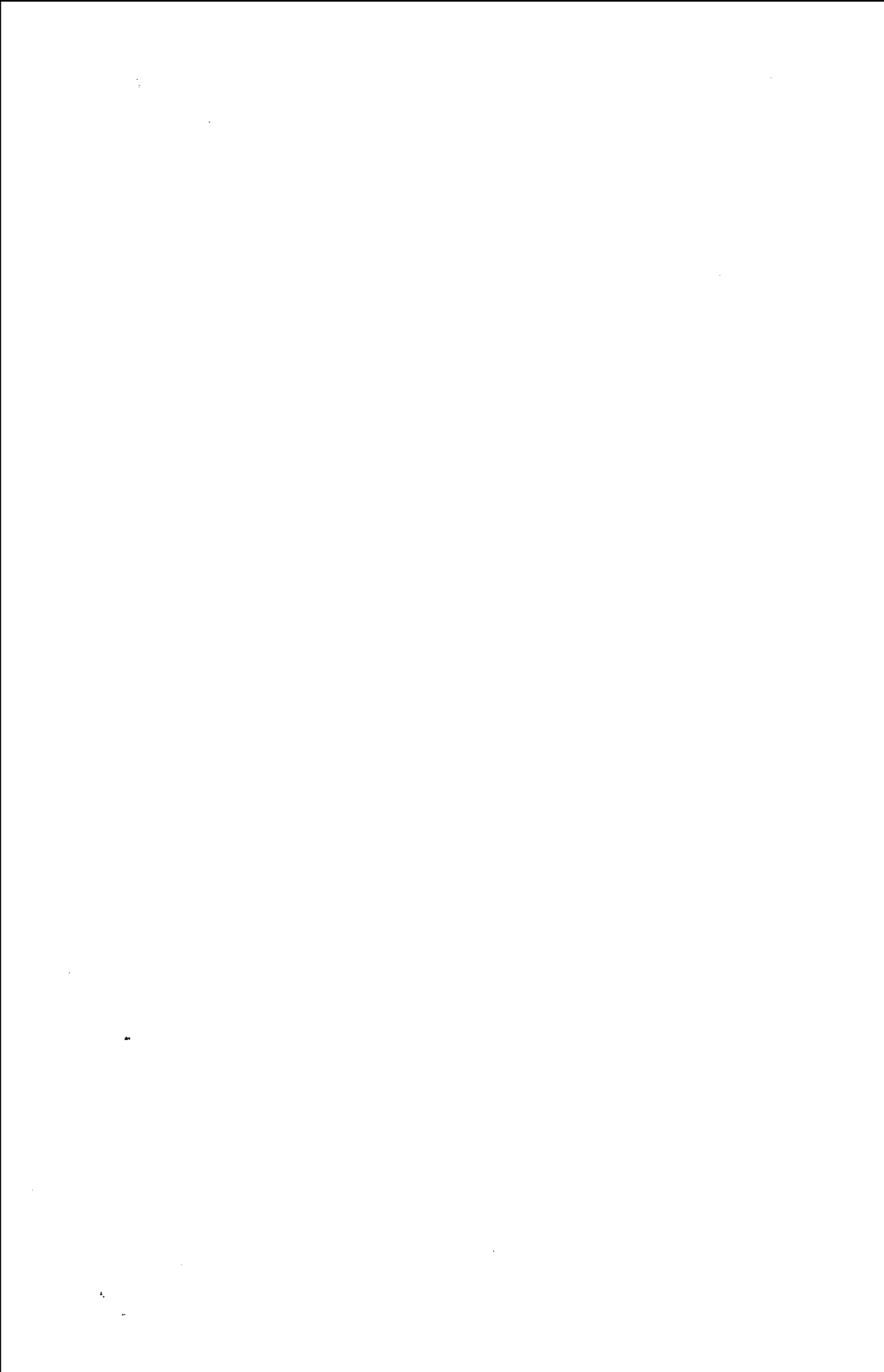
- Throughout this guide, operating instructions which are preceded by the term "handsfree", provide optional steps to follow when you want to use your Panther II Display Set's speakerphone. During a call, to switch from the handset to handsfree operation, press the SPEAKER key, turn the Mic indicator ON and hang up. Now you can have handsfree conversations simply by speaking in a normal voice in the direction of the set. To switch from handsfree operation to the handset, lift the handset at any time. When placing a handsfree call, press the Mic ON, and the Mic indicator will light.

Note: *It is recommended that you use the handset instead of the microphone in areas with excessive background noise; e.g., near an air-conditioning vent, fan, or in open office areas. Due to the sensitivity of the microphone, you must be careful not to rustle papers, tap on the desk, etc., while in handsfree mode.*

- In this guide a number of features are described that your Set may NOT be able to perform, depending on how your Panther II System has been programmed. If you are unable to make toll calls, or cannot access features such as Do Not Disturb Override and Executive Override, consult your System Manager.







Using the Set

This guide outlines the steps to **use** each telephone feature. For some features, the guide also describes steps required to **set up** or **program** the feature.

Each feature is presented in two columns: The left column contains the steps you must follow to program or perform the feature. The right column shows what happens when you perform each step.

Outgoing Calls

To place an outgoing call

Action	Result
<p>1. Press an outside line key (1-20) OR Press a line pool key (line pool 1-4) OR Dial 9 for your last line/prime line OR Dial 3XX (XX = 01-20) for a specific line; e.g., access to a WATS line.*</p>	<p>The LCD Display shows the line you are connected to.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">LINE 12 00:00</div> <p>Dial tone will be heard.</p>
<p>2. Dial the desired telephone number.**</p>	<p>The Display will show each digit as it is dialed.</p>
<p>3. <i>When the called party answers,</i> Lift the handset OR <i>HANDSFREE</i> ■ Press MIC key <i>(Mic indicator will light).</i> ■ Press SPEAKER key.</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">LINE 12 00:00 97265283</div>

*If the line selected is busy, you can queue for the line by following the procedure outlined on Page 48.

**OR Speed Dial a number using the procedures outlined on Page 38.

Using the Set

Incoming Calls

To answer an incoming call

Action	Result
1. <i>When ringing is heard and a line indicator flashes,</i>	The Display shows the line that is ringing in.
Lift the handset	<pre>4 / 12 TUE 1:05 P RINGING 12</pre>
OR	
HANDSFREE	
■ Press MIC key (<i>Mic indicator will light</i>).	The Display shows the line you are connected to.
■ Press SPEAKER key.	<pre>LINE 12 00:00</pre>

Internal/Intercom Calls

To place a call to another station

Action	Result
1. Lift the handset.	
2. Dial the desired station number (10-73)	Repeated tones are heard through the Set's speaker.
OR	
Press the desired DSS key*.	<pre>CALLING TONE 39 R. WARREN ↑ ↑ Station # Name</pre>
3. <i>To make a voice announcement to the station,</i>	
Press *.	<pre>CALLING VOICE 39 R. WARREN ↑ ↑ Station # Name</pre>

*If you place a call using a DSS key, you are already in voice mode; it is unnecessary to perform Step 3.

To place a call to a Panther II Display Set which has the optional Off-Hook Voice Announce feature enabled

Action	Result
1. Lift the handset.	
2. Dial the desired station number (10-73) OR Press the desired DSS key.	
3. <i>If the station is busy, and you wish to interrupt through the Off-Hook Voice Announce Unit, Dial 0*.</i>	A handsfree conversation can take place.

*The called station must be off-hook.

To answer an internal call

Action	Result
1. <i>When Intercom Ringing is heard at your Set and the Intercom indicator flashes,</i> Lift the handset OR HANDSFREE <ul style="list-style-type: none">■ Press MIC key (<i>Mic indicator will light</i>).■ Press SPEAKER key.	The Display will show the station number or name* of person calling. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">4 / 12 TUE 2 : 05 P CALL FM Ext . 16</div>

*If you would like your name to appear, contact the Master Attendant.

NOTE: If a voice announcement is heard through your Set's speaker, ensure the MIC key is on and simply answer back OR lift the handset. If you have the Off-Hook Voice Announce feature enabled, and are speaking off-hook when you hear a voice through your set's speaker, you can answer back whether the MIC key is on or off.

Ending a Call

To end a call

Action

1. Hang up
OR
HANDSFREE
 - Press SPEAKER key.

Result

Display returns to idle state.

4 / 12 TUE 10 : 35 A Ext . 12

Last Number Redial

The most recent outside telephone number you dialed is automatically stored in memory. To display the telephone number currently stored in redial memory, press the DISPLAY key and then press the REDIAL key. Press the DISPLAY key again to exit.

To redial this number

Action

1. Press an outside line key (1-20)
OR
Dial **9** for your last line/prime line
OR
Dial **3XX** (XX = 01-20) for a specific line.

Result

Dial tone is heard. The Display shows the line you are connected to.

LINE 12 00 : 00 9 7 2 6 5 2 8 3

2. Press REDIAL key.

The last number you dialed is automatically redialed.

3. *When the called party answers,*
Lift the handset
OR
HANDSFREE
 - Press MIC key (*Mic indicator will light*).
 - Press SPEAKER key.

You are connected to the called party.

Saved Number Redial

Any telephone number you dial can be saved in memory for repeated short-term use. To display the telephone number currently stored in saved number redial memory, press the DISPLAY key and then press the S/N REDIAL key. Press the DISPLAY key again to exit.

To save a number for later use

Action	Result
1. After completing a call (and hanging up), Press S/N REDIAL key.	The number is stored in memory.

To dial the saved number

Action	Result
1. Press an outside line key (1-20) OR Dial 9 for your last line/prime line OR Dial 3XX (XX = 01-20) for a specific line.	Dial tone is heard. The Display shows the line you are connected to. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">LINE 12 00:00 9 2 6 5 2 8 3</div>
2. Press S/N REDIAL key.	The stored number is dialed automatically.
3. When the called party answers, Lift the handset OR HANDSFREE ■ Press MIC key (Mic indicator will light). ■ Press SPEAKER key.	You are connected to the called party.

Call Hold

To place a call on hold

Action

1. Press the HOLD key.*

*You can only place one station on hold at a time, but an unlimited number of outside lines can be placed on hold at a time.

Result

The call is placed on hold. You can hang up and return to the caller later.

If the call you put on hold was an internal station, your Intercom indicator will flash very quickly.

HOLD S26

If the call you put on hold was an outside caller, the Line indicator will flash very quickly and the Display will show the number of the outside line on hold.

HOLD 1,2 2:00

↑
Line on hold

Using the Set

To take an outside call off hold

Action

Result

1. *When you want to return to the caller,**
Press the flashing line key (of the line on hold)
OR
Dial **6** to retrieve your first held call.

LINE 12	00:00
---------	-------

2. Lift the handset
OR
HANDSFREE
 - Press MIC key (*Mic indicator will light*).
 - Press SPEAKER key.

You will be connected automatically to the caller you put on hold.

*If you do not return to the caller within a programmable length of time, you will hear four short tones, repeated at regular intervals through the Set's speaker, to remind you that you have a call on hold.

2:00
HOLD RECALL L12

When you receive a hold recall reminder,

- Press the flashing line key (of the line on hold)
OR
Dial **6**.
- Lift the handset.
OR
HANDSFREE
 - Press MIC key (*Mic indicator will light*).
 - Press SPEAKER key.

You will be connected automatically to the caller you put on hold.

LINE 12	00:00
---------	-------

Using the Set

To take an internal (intercom) call off hold

Action	Result
1. When you want to return to the caller, Press # OR Press the INTERCOM key.	S 2 6
2. Lift the handset OR HANDSFREE <ul style="list-style-type: none">■ Press MIC key (Mic indicator will light).■ Press SPEAKER key.	

Call Park

This code is especially helpful as an attendant call processing feature.

To perform Call Park

Action	Result
<i>If you place a call on hold and then try to reach a person who is not at their station,</i>	
<ul style="list-style-type: none">■ Press the INTERCOM key.■ Dial 80 to make an All Page announcement*.	ALL PAGE 8 0
In your announcement, tell the person to dial 2 and the 2-digit line number ; e.g., " <i>Lisa, pick up 204</i> ", for a call that was parked on Line 4.	

*Other paging options are available. See your System Manager.

To answer a Call Park Pickup announcement

Action

Result

When you hear a Call Park Pickup announcement,

You are connected to the call on hold.

- Dial the digit **2** from any station.
- Dial the **2-digit line number** that was announced.

LINE 12 00:00

In the example above, Lisa will go to an available telephone and dial 204.

Call Hold Retrieve

This code is especially helpful for stations that do not have all lines appearing at them.

Action

Result

If you place a call on hold and then try to reach a person who is not at their station,

- Press the INTERCOM key.
- Dial **80** to make a paging announcement.

ALL PAGE
80

*In your announcement, tell the person to dial **7** and **your station number**; e.g., "Don, pick up 726", for a call that was placed on hold at Station 26.*

Using the Set

To retrieve a call that was put on hold at another station

Action	Result
1. Dial the digit 7.	
2. Dial the number of the station that put the call on hold (10-73).	

In the example above, Don will go to an available telephone and dial 726, to be connected to the call placed on hold at Station 26.

3. Lift the handset OR HANDSFREE <ul style="list-style-type: none">■ Press MIC key (<i>Mic indicator will light</i>).■ Press SPEAKER key.	You are connected to the call on hold. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;">LINE 12 00:00</div>
--	--

Exclusive Call Hold

To place a call on hold, exclusively at your Set

Action	Result
1. Press the HOLD key TWICE.	The call is put on exclusive hold. No other Set can retrieve the call. You can hang up and return to the caller later.

To retrieve the call (at your Set only)

Action	Result
1. Press the slowly flashing line key (line on exclusive hold) OR Dial 2XX (XX = 01-20) for a specific line on exclusive hold.	
2. Lift the handset OR HANDSFREE <ul style="list-style-type: none">■ Press MIC key (<i>Mic indicator will light</i>).■ Press SPEAKER key.	You are connected to the line on hold. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">LINE 12 00:00</div>

Using the Set

Call Transfer (Voice Announce)

To transfer an outside call, then announce the caller (Transfer with Supervision)

Action	Result			
1. <i>While on a call,</i> Press the line key that the call came in on.	The call is placed on hold, Intercom dial tone is heard, and the Intercom LED flashes.			
2. Dial the number of the station to which you wish to transfer the call (10-73) OR Press the desired DSS key*.	<table border="1"><tr><td>CALLING TONE</td></tr><tr><td>39 R. WARREN</td></tr><tr><td style="text-align: center;">↑ Name</td></tr></table>	CALLING TONE	39 R. WARREN	↑ Name
CALLING TONE				
39 R. WARREN				
↑ Name				
3. Press the digit * to announce the call.	<table border="1"><tr><td>CALLING VOICE</td></tr><tr><td>39 R. WARREN</td></tr><tr><td style="text-align: center;">↑ ↑ Station # Name</td></tr></table>	CALLING VOICE	39 R. WARREN	↑ ↑ Station # Name
CALLING VOICE				
39 R. WARREN				
↑ ↑ Station # Name				
4. <i>When the called party answers,</i> announce the call and Hang up OR HANDSFREE <ul style="list-style-type: none">■ Press SPEAKER key.	The call is transferred automatically.			
<i>If the line is busy,</i> Press the # key to perform a Busy Override.	<table border="1"><tr><td>CALLING B.O.T.</td></tr><tr><td>39 R. WARREN</td></tr><tr><td style="text-align: center;">↑ ↑ Station # Name</td></tr></table>	CALLING B.O.T.	39 R. WARREN	↑ ↑ Station # Name
CALLING B.O.T.				
39 R. WARREN				
↑ ↑ Station # Name				
<i>If there is no answer or the called party is unavailable,</i> <ul style="list-style-type: none">■ Hang up OR HANDSFREE Press SPEAKER key.■ Press the digit 6 to retrieve the call.				

*If you transfer a call using a DSS key, you are already in voice mode; it is unnecessary to perform Step 3.

Transfer Ringing

To transfer an outside call without announcing the caller (Unsupervised Transfer)

Action	Result
1. While on a call, press the line key that the call came in on OR Press the FLASH/CANCEL key <i>(if it was programmed as a TRANSFER key in System Programming)</i> .	The call is placed on hold, Intercom dial tone is heard, and the Intercom LED flashes.
2. Dial the number of the station to which you wish to transfer the call OR Press the desired DSS key OR Dial the appropriate 2-digit code for a Station Hunt Group*.	
3. Hang up.	The call is transferred automatically, or the call is camped on to a busy station, or Transfer Ringing is sent.

*See Page 43 for information on Station Hunt Groups.

Using the Set

Executive Override

This capability must be programmed for your Set.

To enter a call in progress

Action	Result
1. Press the * key.	
2. Press the line key of the line you wish to enter OR Dial 0XX (XX = 01-20) if the line does not appear at your Set.	A tone will be heard by the other parties.
3. Lift the handset OR HANDSFREE ■ Press MIC key (<i>Mic indicator will light</i>). ■ Press SPEAKER key.	You are now connected to the call on that line.

S 2 7
L 2 CONFERENCE

To exit, hang up **OR** **HANDSFREE** ■ Press **SPEAKER** key.

Busy Override

To signal a busy Set user

Action	Result
1. If you encounter busy tone at a Set, press the # key.	The busy Set user hears three short bursts each time you press the # key.

Using the Set

To respond to a Busy Override signal while on an outside call

Action	Result
<i>When you hear ringing bursts over your speaker, either</i>	
a) ■ Hang up. ■ Lift the handset OR <i>HANDSFREE</i> ■ Press the SPEAKER key twice.	Your existing call is disconnected and you are connected automatically to the person initiating the Busy Override.
OR	
b) ■ Press the HOLD key to place your existing call on hold.	The call is placed on hold. You are connected automatically to the person who initiated the Busy Override.

To respond to a Busy Override signal while on an internal call

Action	Result
<i>When you hear ringing bursts over your speaker,</i>	
■ Hang up. ■ Lift the handset OR <i>HANDSFREE</i> ■ Press the SPEAKER key twice.	Your existing call is disconnected and you are connected automatically to the person initiating the Busy Override.

Using the Set

Flash/Cancel

Note: Your System is programmed so that the FLASH/CANCEL key is used for one of the following: a Flash, a Cancel or a Transfer key. See below for Flash or Cancel operation, and see Page 27 for Transfer operation.

To use calibrated flash

Action	Result
1. <i>While on an outside line,</i> Press the FLASH/CANCEL key.	This simulates the rapid pressing/releasing of a hookswitch function and provides access to PABX and custom calling features.

To use cancel

Action	Result
1. <i>While on an outside line,</i> Press the FLASH/CANCEL key.	Your existing call is terminated and dial tone returns.

Do Not Disturb (DND)

To turn Do Not Disturb ON or OFF at your Set

Action	Result
1. Dial * 6.	When DND is activated at your Set, other Display Sets will see the DND message when they try to reach you.

CALL DENIED 4 1 DND

Station #

Other Sets will encounter busy tone.

To Override Do Not Disturb

(Note: Your Set must be programmed for this capability.)

Action	Result
1. <i>When you encounter busy tone or DND at another station, Press #.</i>	Three short bursts of tone will be sent to the station to alert the person that you are trying to reach them.

Manual Account Codes

Used to assign an account number to a call for cost-accounting purposes.

To assign an Account Code to a call

Action	Result
1. Press the CONFERENCE key at any time during a call.	
2. Press the * key.	
3. Dial the 4-, 6- or 8-digit account number. <i>(See your System Manager for more information).</i>	

The customer's account number will be printed on the Call Data Recording printout, along with other details of the call (e.g., time, date, length of call).

Using the Set

Background Music

If a music source is connected to the system, background music will be heard through each Set's speaker when activated at the Set.

To turn Background Music ON or OFF at your Set

Action	Result
1. Dial * 4.	Background music will be activated or stopped.

NOTE: Background music will stop temporarily during an incoming call.

Conferencing

NOTE: Conference quality can be affected by various operating conditions.

EXTERNAL CONFERENCE CALL (1 internal, 2 external parties)

To set up an external conference

Action	Result				
1. <i>During an outside call,</i> Press the HOLD key to place the party on hold.					
2. Press an available outside line key (1-20) OR Dial 3XX (XX = 01-20) for a specific line.					
3. Dial (or Speed Call*) the desired third party.					
4. <i>When the called party answers,</i> Press the CONFERENCE key. <i>If the party does not answer,</i> <ul style="list-style-type: none"> ■ <i>Hang up or press the SPEAKER key.</i> ■ <i>Dial 6.</i> ■ <i>Lift the handset or press the Mic on/off key (ensure MIC is on) to retrieve your original call.</i> 	<table border="1"> <tr> <td>L 1 4</td> <td>00:00</td> </tr> <tr> <td>L 6</td> <td>CONFERENCE</td> </tr> </table>	L 1 4	00:00	L 6	CONFERENCE
L 1 4	00:00				
L 6	CONFERENCE				
5. Press the line key of the line on hold OR Dial 6 .	A 3-party external conference is now established. A member may hang up at any time.				

*See Page 38 for instructions.

Using the Set

INTERNAL CONFERENCE CALL (3 internal parties)

To set up an internal conference

Action	Result		
1. <i>While on an internal call,</i> Press the CONFERENCE key.			
2. Dial the number of the station user you wish to add (10-73).	When the called party answers, the conference is set up.		
	<table border="1"><tr><td>S 2 8</td></tr><tr><td>S 6 4 CONFERENCE</td></tr></table>	S 2 8	S 6 4 CONFERENCE
S 2 8			
S 6 4 CONFERENCE			
<i>If there is no answer at this station, press the CONFERENCE key to return to the original 2-party call.</i>	Any member may hang up to leave the conference.		

Using the Set

MIXED CONFERENCE CALL (2 internal, 1 external party)

To set up a mixed conference

Action	Result
1. <i>While on an outside call, press the HOLD key.</i>	The party is placed on hold.
2. Dial the number of the station user you wish to add (10-73).	
3. <i>When the called party answers, Press the CONFERENCE key.</i>	

(If the called party does not answer, press the Line key of the call on hold to retrieve the call).

- | | |
|--|---|
| 4. Press the Line key of the call on hold. | The 3-party mixed conference is set up. |
|--|---|

S 27
L 2 CONFERENCE

Any member may hang up to leave the conference.

Using the Set

Private Speed Call

Up to 11 Private Speed call entries can be stored.

To store Private Speed Call entries

Action	Result
1. Press the SPEED key.	The Intercom indicator flashes slowly.
2. Dial the desired Speed Call code (00-10).	
3. At this point, you can choose not to have the stored number displayed on the LCD when it is dialed, by pressing the PROGRAM key.	
4. Dial the telephone number to be stored. <i>Each entry can be up to 26 digits in length, including pauses (P), halts (H) and flashes (F).*</i>	The Display shows each digit as it is dialed. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">SPD02=9P7644615</div>
5. For future reference, fill in the Private Speed Call List (Table 2) of this guide.	



Using the Set

- Repeat the above steps for each additional number to be saved.

To exit programming, press the SPEAKER key.

Display returns to idle state.

To view the numbers you have saved, press the DISPLAY key, press the SPEED key and dial the 2-digit speed call code (00-10). Press DISPLAY again to exit.

4 / 12 TUE 10 : 35 A Ext . 12

*Automatic pauses, hookswitch-type flashes and halts can be entered into the dialing sequence by pressing the corresponding key as shown on the Set's designation card; press HOLD to insert a halt; press FLASH/CANCEL to insert a flash; press CONFERENCE to insert a pause. Refer to the specific key explanations on Pages 7 and 8 for more information.

Using the Set

To speed call a Private number

Action	Result				
1. Lift the handset OR <i>HANDSFREE</i> <ul style="list-style-type: none">■ Press MIC key (<i>Mic indicator will light</i>).■ Press SPEAKER key.					
2. Press an outside line key (1-20) OR Dial 9 for your last line/prime line OR Dial 3XX (XX = 01-20) for a specific line.					
3. To dial by code: <ul style="list-style-type: none">■ Press the SPEED key■ Dial the desired Speed Call code (00-10). OR To use One Touch Speed Dial: <ul style="list-style-type: none">■ Press the appropriate DSS key, if available (see <i>Table 1</i>).	The stored number is dialed automatically. <table border="1"><tr><td>LINE 12</td><td>00:00</td></tr><tr><td>97265283</td><td></td></tr></table>	LINE 12	00:00	97265283	
LINE 12	00:00				
97265283					

Common Speed Call

You can make use of up to 80 systemwide speed call numbers; e.g., phone numbers of other corporate locations, commonly-used suppliers, etc. The 2-digit numbers are in the range of 20 to 99. To verify a speed call number, press the DISPLAY key, press the SPEED key, then dial the appropriate 2-digit speed call code (20-99). Press the DISPLAY key again to exit.

To speed call a Common number

Action	Result				
1. Lift the handset OR <i>HANDSFREE</i> <ul style="list-style-type: none"> ■ Press MIC key (<i>Mic indicator will light</i>). ■ Press SPEAKER key. 					
2. Press an outside line key (1-20) OR Dial 9 for your last line/prime line OR Dial 3XX (XX = 01-20) for a specific line.					
3. To dial by code: <ul style="list-style-type: none"> ■ Press the SPEED key. ■ Dial the desired Speed Call code (20-99). OR To perform One Touch Speed Dial for Codes 20 to 62: <ul style="list-style-type: none"> ■ Press the appropriate DSS key, if available (see <i>Table 1</i>). 	The stored number is dialed automatically. <table border="1" data-bbox="684 829 954 889"> <tr> <td>LINE 12</td> <td>00:00</td> </tr> <tr> <td>97265283</td> <td></td> </tr> </table>	LINE 12	00:00	97265283	
LINE 12	00:00				
97265283					

Note: Common Speed Calls numbers are stored by the Master station ONLY. Refer to Page 66 for storing details. Contact your System Manager for a complete Common Speed Call listing and for future reference, fill in the Common Speed Call List (Table 3) of this guide.

Using the Set

All Page

To page all idle Sets simultaneously through the Set Speaker

Action

Result

1. Lift the handset for intercom dial tone

OR

HANDSFREE

- Press MIC key (*Mic indicator will light*).
 - Press SPEAKER key.
-

2. Dial **80**.

ALL PAGE 80

Double tone is heard.
You can now make your announcement.

To answer an all page (Meet-Me Answer)

Action

Result

1. Dial *** 1**.

2. Lift the handset

OR

HANDSFREE

- Press MIC key (*Mic indicator will light*).
 - Press SPEAKER key.
-

You are connected automatically with the station that performed the page.

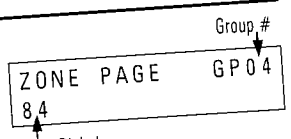
Zone Paging

Contact your System Manager for a listing of available Zone Paging Groups; for future reference, complete the Zone Paging List (Table 4) of this guide.

To page a specific zone

Action	Result
1. Lift the handset OR HANDSFREE <ul style="list-style-type: none"> ■ Press MIC key (Mic indicator will light). ■ Press SPEAKER key. 	

2. Dial one of the 15 possible zone numbers (81-95).



Zone Dialed

Triple tone is heard. You can now make your announcement.

To answer a zone page (Meet-Me Answer)

Action	Result
1. Dial * 1.	
2. Lift the handset OR HANDSFREE <ul style="list-style-type: none"> ■ Press MIC key (Mic indicator will light). ■ Press SPEAKER key. 	You are connected automatically with the station that performed the zone page.

Using the Set

Call Pickup

To pick up a call ringing within your own pickup group (Call Pickup-Local)

Action

1. Dial * 2.
2. Lift the handset
OR
HANDSFREE
 - Press MIC key
(*Mic indicator will light*).
 - Press SPEAKER key.

Result

You will be connected automatically to the ringing line.

LINE 12 00:00

NOTE: If you have not been placed in a pickup group, contact your System Manager.

To pick up a call ringing at any station (Call Pickup-Remote)

Action

1. Dial * 3.
2. Dial the number of the ringing station (10-73)
OR
Press the station's DSS key.
3. Lift the handset
OR
HANDSFREE
 - Press MIC key
(*Mic indicator will light*).
 - Press SPEAKER key.

Result

You are connected automatically to the ringing line.

LINE 12 00:00

Station Hunt Groups

Your System can be programmed to transfer a call to the first available station in your choice of four possible groups; e.g., a group made up of a specific department or function, such as Marketing, Sales, Customer Service. Contact your System Manager for a listing of available Hunt Groups.

Action	Result
1. <i>While on a call,</i> Press the line key that the call came in on.	
2. Dial the 2-digit code of the desired Station Hunt Group: a) 80 - Hunt Group 1 b) 81 - Hunt Group 2 c) 82 - Hunt Group 3 OR d) 83 - Hunt Group 4.	
3. Hang up OR <i>HANDSFREE</i> ■ Press <i>SPEAKER</i> key.	The call is transferred to the first available station in the selected hunt group.

Using the Set

External Loudspeaker Paging (Optional)

To make a loudspeaker announcement

Action

Result

1. Lift the handset

OR

HANDSFREE

- Press MIC key
(*Mic indicator will light*).

- Press SPEAKER key.

2. Dial **99**.

EXTERNAL PAGE

99

↑
Digits Dialed

A double tone burst is heard. You can now make your announcement.

To answer an external page (Meet-Me Answer)

Action

Result

1. Dial * 1.

2. Lift the handset

OR

HANDSFREE

- Press MIC key
(*Mic indicator will light*).

- Press SPEAKER key.

You are connected automatically to the station that made the external paging announcement.

Calling the Attendant

To call the Master Attendant

Action	Result
1. Lift the handset OR <i>HANDSFREE</i> <ul style="list-style-type: none">■ Press MIC key (Mic indicator will light).■ Press SPEAKER key.	
2. Dial the digit 0 .	Repeated long tones are heard. You are connected when the Attendant answers.

Callback

When you transfer a call, if the station does not answer after the programmed length of time, ringing returns either to your set or to the Attendant depending on how your Set is programmed.

To pick up a Callback

Action	Result
1. <i>When transfer ringing is heard,</i> Press the flashing line key OR Dial 3XX (XX = the number of the line shown on the display).	You will be reconnected automatically to the transferred line.

Camp-on

This is an automatic feature when transfer ringing is sent to a busy station.

To camp-on to a busy station

Action	Result
1. <i>During transfer ringing (without supervision), if the called station is busy,</i>	
Hang up OR HANDSFREE ■ Press the SPEAKER key.	The caller will be camped-on to the station, and the called station (and the caller) will receive a repeated burst of tone to alert them that someone wishes to speak with them.

To respond to a Camp-on signal

Action	Result
1. <i>During a call, if you hear repeated short bursts of tone,</i>	
Press the HOLD key.	Your existing call is placed on hold.
2. Dial 9 .	You are connected automatically to the camped-on party.

Dial Signal Conversion

To convert from pulse dialing to tone dialing for a specific call

Action	Result
1. While dialing an external call, press the * key (at any time).	The remaining digits of the call will be transmitted as tones. The Set will revert to pulse dialing when you hang up.

Night Pickup

To pick up a ringing line during Night Mode from any Set

Action	Result
1. During Night Mode, when ringing is heard, Dial * 5 OR <i>If the ringing line appears at your Set,</i> press the flashing line key.	The first Set to dial the access code will pick up the call.

Note: Contact your System Manager to find out if Night Pickup has been programmed.

Using the Set

Door Answering (Optional)

To answer a door call from either Module

Action	Result
<i>When Door Answer tones are heard, and your last line indicator flashes (Line 8/820, Line 10/1032, Line 20/2064),</i>	
<ul style="list-style-type: none">▪ Lift the handset and press the flashing line key to alternate between talking and listening to the visitor.	

Line Queuing

To queue for a line (e.g., WATS line)

Action	Result
<ol style="list-style-type: none">1. <i>When you press a busy line key, or dial 3XX to a busy line, you will be automatically placed in queue for the line</i> OR <i>If ALL lines are busy, dial 9 to queue for the first available line.</i>	One burst of tone is heard to confirm that you have been placed in queue for the line.
<p>To cancel the queue —</p> <ul style="list-style-type: none">▪ Press the FLASH/CANCEL key before the line becomes available.	
<ol style="list-style-type: none">2. <i>When the line becomes free (bursts of tone are heard every second for 5 seconds),</i> <ul style="list-style-type: none">▪ Dial 9 while on-hook.	You are connected automatically to the free line and can place a call normally.

Relay Activation

This feature must be programmed for your Set. It is used to control equipment such as electronic doors or gates. If Auto Mode is selected, the relay will close after the system-programmed length of time has elapsed (usually 1 sec.). Auto Mode should be selected if the relay activates motorized equipment (e.g., a motorized gate) which only needs a signal to start it. If Manual Mode is selected (e.g., to open a door, and close it after the person has entered), the relay contact needs both a start (ON) and stop (OFF) code.

To turn Auto or Manual Relay Control ON

Action	Result
1. Dial * 0 7 9.	Auto Relay Control is ON. The door or gate will close automatically after the programmed time.
	Manual Relay Control is ON. The door or gate will not close until you manually turn off the relay (<i>below</i>).

To turn Manual Relay Control OFF

Action	Result
1. Dial * 0 7 8.	The relay shuts OFF, therefore the door or gate closes.

Using the Set

Internal Call Forwarding

There are four types of Internal Call Forwarding available:

1. **Call Forward-Follow Me**, sends all your incoming calls to another station; e.g., to a lab or meeting room where you will be working for some period of time.
2. **Call Forward-Busy**, sends all your incoming calls to another station while your Set is busy; e.g., if you know you will be using the telephone for some period of time, and want messages to be taken by another person.
3. **Call Forward-No Answer**, sends all your incoming calls to another station when there is no answer at your Set; e.g., if you will be away from your desk for some period of time, and want messages to be taken by another person.
4. **Call Forward-Busy/No Answer**, sends all your incoming calls to another station if your Set is busy OR does not answer.

To activate one of the four types of Call Forwarding

Action	Result
1. Press the PROGRAM key.	
2. Dial the 2-digit code for the type of call forwarding you require: a) 21 for Follow Me b) 22 for Busy c) 23 for No Answer d) 24 for Busy/No Answer.	
3. Dial the number of the station you want calls to be forwarded to (10-73).	
4. Press *.	Call Forwarding is activated.

To cancel Call Forwarding

Action	Result
<i>When you return to your desk,</i> <ul style="list-style-type: none">■ Press the PROGRAM key.■ Dial 20*.	Call Forwarding is cancelled.

Message Waiting

To leave a Message Waiting Signal at a Set that is busy or does not answer

Action	Result
1. <i>To leave a message waiting signal,</i> <ul style="list-style-type: none">■ Press the FLASH/CANCEL key.■ Hang up.	A signal will be left at the person's set to alert them that another station is trying to contact them. Your call will be dropped automatically.
2. <i>When the person receiving the message waiting signal responds, you hear intercom ringing through your Set's speaker,</i> <ul style="list-style-type: none">■ Lift the handset.	You are automatically connected to the station where you left the message waiting signal.

NOTE: Up to five messages can be left at each station. If you try to leave a message at a station that already has five messages waiting, you will receive a busy tone and can try again later. If you send two messages to the same station, your first message will be cancelled.

Using the Set

To respond to a Message Waiting Signal

Action	Result
1. <i>If you return to your desk or complete a call, and discover that your Intercom Indicator lamp is flashing,</i>	The station that left you a message waiting signal will be called by tone.
Press the INTERCOM key OR Press the # key.	<i>If you hear busy tone when you press the INTERCOM key or #, the station that left you a message is busy.</i>

Preprogrammed Messages

To leave a preprogrammed message at your set

Action	Result
1. Press the PROGRAM key.	
2. Dial the digit 1.	
3. Dial the appropriate 2-digit code for one of the ten possible messages:	<div style="border: 1px solid black; padding: 5px; text-align: center;">4 / 12 TUE 3:20P Gone for Day</div>
<ul style="list-style-type: none">■ 80 - CALL AT HR:MIN (AM/PM)*■ 81 - RETURN AT HR:MIN (AM/PM)*■ 82 - RETURN YR/MONTH/DATE**■ 83 - ON VACATION	<ul style="list-style-type: none">■ 84 - IN MEETING■ 85 - AT LUNCH■ 86 - OUT OF TOWN■ 87 - PAGE ME■ 88 - DO NOT DISTURB■ 89 - GONE FOR DAY.
4. Press * to exit programming.	The message you have chosen is activated at your Set and will remain activated until you cancel it. Other Display Sets in the system will see your message on their LCD when they try to contact you.

*After entering either the 80 or 81 code, use the keypad to add the time you will be returning to your desk. Enter a 2-digit hour (01-12 or 00-23 depending on whether your system is programmed on a 12-hour or 24-hour clock); e.g., if you plan to return at 10 o'clock, press the digit 1, then press the digit 0. Next, enter minutes in two digits (00-59); e.g., if you plan to return at 10:35, press the digit 3, then press the digit 5. To complete a 12-hour time, you must add either 0 for a.m., or 1 for p.m. If you make an error, start at Step 2 again. After the time has been entered correctly, go to Step 4.

**After entering 82, use the keypad to add the year, month and date of your return. Enter a 2-digit year from the keypad; e.g., for 1988 you would press the 8 key twice. Then enter a 2-digit month (01-12) from the keypad; e.g., for June you would press the digit 0, then the digit 6. Finally, enter a 2-digit date (01-31); e.g., for the 17th day of June you would press the digit 1, then the digit 7. If you make an error, start at Step 2 again. After the year, month and date have been entered correctly, go to Step 4.

Using the Set

To cancel the preprogrammed message

Action	Result
1. <i>When you return to your desk,</i> Press the PROGRAM key.	
2. Dial 100* .	The message is cancelled.

Personalized Messages

Using the keypad, you can create your own message (maximum 16 characters), which will be displayed when other Display Sets call you.

To create your own message to be displayed at your set

Action	Result
1. Press the MESSAGE key.	
2. Dial * , then dial the digit 0 .	
3. Enter the message as you would like it to appear, using the keypad as shown in <i>Figure 2</i> (max. 16 characters).	
4. Press the SPEAKER key to exit programming. Press the SPEAKER key again, to return the display to the idle state.	The message you have created is activated at your Set and will remain activated until you cancel it. Other Display Sets in the system will see your message on their LCD when they try to contact you.

To cancel the message

Action	Result
1. Press the PROGRAM key.	
2. Dial 100* .	The message is cancelled.

Forced Account Codes

When Forced Account Codes are required at your Set, you must enter a customer's 4-, 6-, or 8-digit account number BEFORE you will be given access to an outside line. Consult your System Manager.

Action	Result
1. <i>If you try to place an outside call and do not get dial tone, Press the CONFERENCE key.</i>	
2. Press the * key.	
3. Dial the customer's 4-, 6-, or 8-digit account number.	You will be given automatic access to an outside line and can dial (or Speed Call) the customer's telephone number.

Using the Set

<p>TO CHANGE BETWEEN LETTERS AND NUMBERS Press this key whenever you need to change from alphabetical letters to numbers or vice versa. Programming normally starts in NUMBERS.</p>		<p>TO TYPE AN ALPHABETICAL LETTER INTO YOUR MESSAGE</p>
<p>TO CORRECT AN ERROR Press this key until the last correctly-entered character is reached, and then continue from that point.</p>		<ul style="list-style-type: none"> ■ To type the letter d, press the key ONCE. ■ To type the letter e, press the key TWICE. ■ To type the letter f, press the key THREE times. <p>This procedure is used for the 2,3,4,5,6,7,8 and 9 keys.</p>
<p>TO ENTER Q, Z, :, +, -, 1, /, &, =, ., #, INTO YOUR MESSAGE Press this key to scroll through the available letters, and when the one you require appears on the LCD, press # to move to the next space.</p>		<p>TO MOVE AHEAD OR SPACE BETWEEN WORDS</p> <ul style="list-style-type: none"> ■ Press this key ONCE to save the character you just typed and automatically move the cursor to the next position. ■ Press this key TWICE to space between words.

EXAMPLE: To enter the message – BACK IN 5 MINS

- Press the 1-key to convert to letters,
- Press the 2-key **TWICE**, press #, (B)
- Press the 2-key **ONCE**, press #, (A)
- Press the 2-key **THREE** times, press #, (C)
- Press the 5-key **TWICE**, (K)
- Press the # key **TWICE** to move to the next word.
- Press the 4-key **THREE** times, press #, (I)
- Press the 6-key **TWICE** (N)
- Press the # key **TWICE** to move to the next word.
- Now, to change from letters to numbers, press the 1-key,
- Press the 5-key to enter the number 5. (5)
- Press the # key **TWICE** to move to the last word.
- Now, to change back to letters, press the 1-key.
- Continue the same procedure for the word MINS (MINS)

Message Programming is complete.

Go to Step 4 on Page 54 to exit programming mode.

Figure 2 — Message Programming from the Keypad

Alarms and Alarm Messages

You can program a reminder message to appear once on your display, or be repeated on a daily or weekly basis. When the message time arrives, the message will be displayed for 60 seconds and an alarm will sound.

To set time for a one-time reminder

Action	Result
1. Press the PROGRAM key.	
2. Dial 32 .	
3. Enter a 2-digit MONTH (01-12) <i>e.g., dial 01 for January</i>	
4. Enter a 2-digit DAY (01-31) <i>e.g., enter 06 for January 6th</i>	
5. Enter a 2-digit HOUR (00-23) <i>e.g., enter 09 for 9 a.m.</i>	
6. Enter a 2-digit MINUTE (00-59) <i>e.g., enter 15 for 9:15 a.m.</i>	
7. Press the * key to exit programming.	The alarm will sound at the designated time; <i>e.g., on January 6th at 9:15 a.m.</i>

To program time for a daily or weekly reminder

Action	Result
1. Press the PROGRAM key.	
2. Dial 30 .	
3. Enter which DAY OF THE WEEK you would like the message to appear: 1 = Sunday 5 = Thursday 2 = Monday 6 = Friday 3 = Tuesday 7 = Saturday 4 = Wednesday 8 = EVERY DAY.	
4. Enter a 2-digit HOUR (00-23) <i>e.g., enter 14 for 2 p.m.</i>	
5. Enter a 2-digit MINUTE (00-59) <i>e.g., enter 25 for 2:25 p.m.</i>	
6. Press the * key to exit programming.	The alarm will sound on a regular basis at the designated time; <i>e.g., every day at 2:25 p.m.</i>

To program a message for the alarm reminder

Action	Result
1. Press the PROGRAM key.	
2. Dial 33 if you programmed a one-time reminder OR Dial 31 if you programmed a daily or weekly reminder.	
3. Enter the message (up to 15 characters) as you would like it to appear, using the methods shown in <i>Figure 2</i> .	
4. Press the SPEAKER key to exit programming.	The message is set and will appear on the LCD for 60 seconds at the appropriate time.

To disable alarm programming

Action

Result

When the alarm sounds, and/or message appears, lift the handset, and then replace it, to stop the alarm.

4 / 14 THU 2 : 50 P PROJECT MEETING
--

To cancel a reminder permanently,

- Press the PROGRAM key.

 - Dial **3200*** to cancel a ONE-TIME reminder,
OR
Dial **300*** to cancel a DAILY or WEEKLY reminder.
-

Toll Security

When your system is placed in Secure Mode, you must enter the 4-digit toll security code BEFORE you will be given access to an outside line.

Action

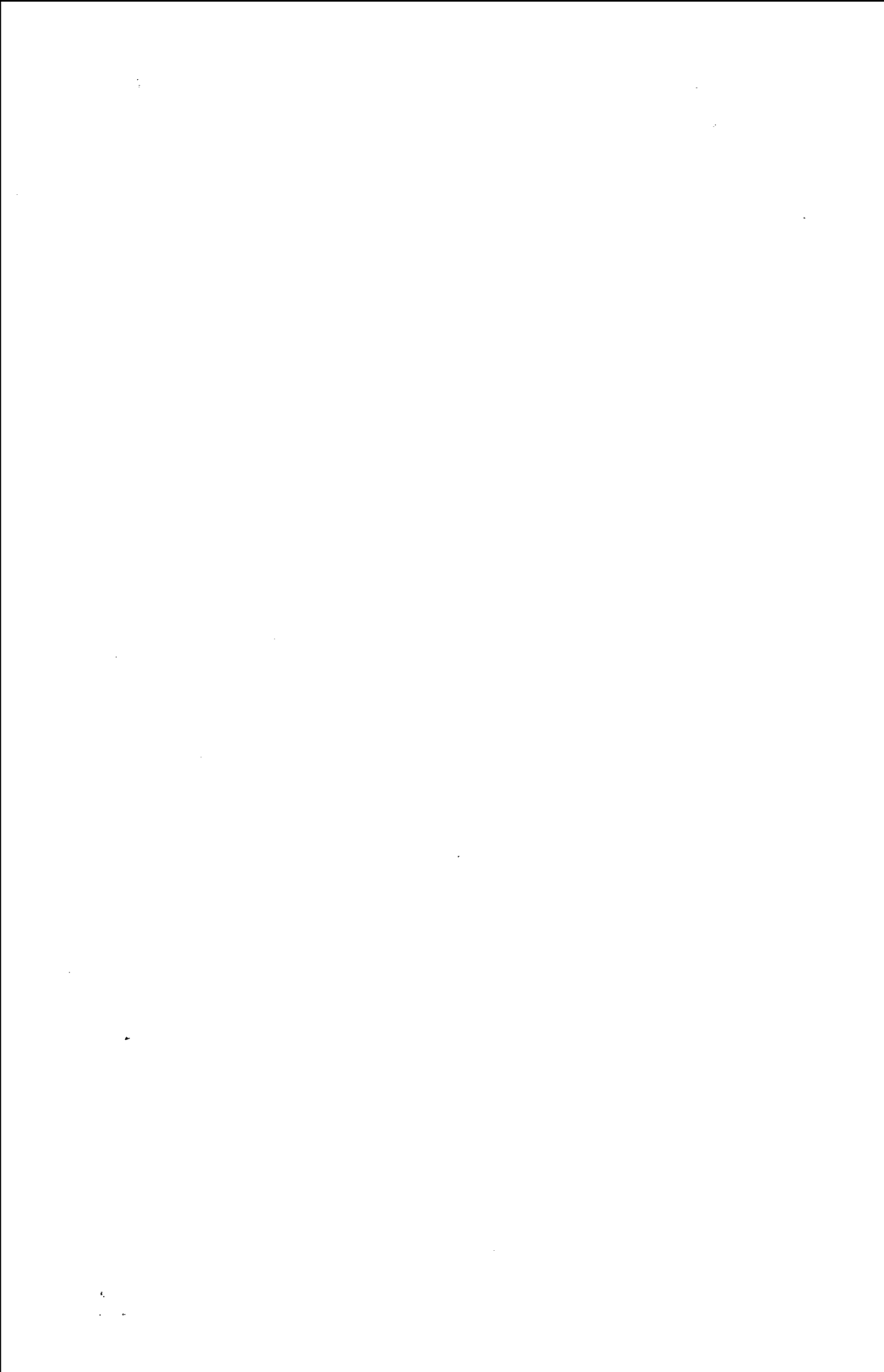
Result

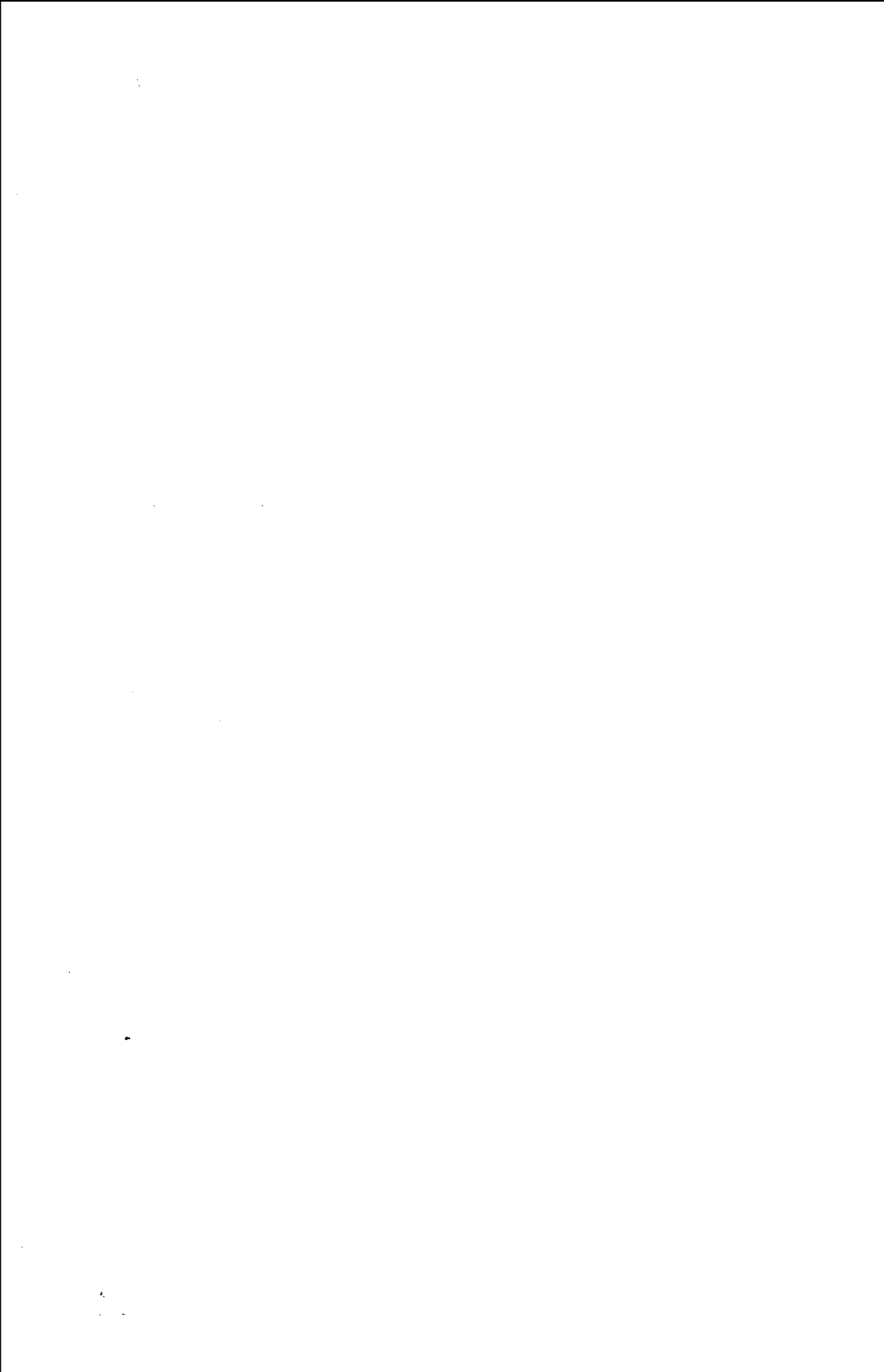
1. *If you try to place an outside call and do not get dial tone, Press the CONFERENCE key.*

2. Press the * key.

3. Dial the 4-digit security number.

You will be given automatic access to an outside line.





Using the Set as an Attendant Console

(Master Attendant Only)

Setting System Date

To set the system date

Action

Result

1. Press the PROGRAM key and dial **06**.

T; '88	8 / 12	FRI
	10:47	

2. Enter a 2-digit YEAR (00-99) (e.g., enter **88** for 1988).

3. Enter a 2-digit MONTH (01-12) (e.g., enter **02** for Feb., 1988).

4. Enter a 2-digit DAY (01-31) (e.g., enter **06** for Feb. 6th, 1988).

5. Enter a DAY OF THE WEEK code:

1 = Sunday	5 = Thursday
2 = Monday	6 = Friday
3 = Tuesday	7 = Saturday
4 = Wednesday	

6. Press * to exit programming mode.

System date is set.

Setting System Time

To set the system time

Action

Result

1. Press the PROGRAM key and dial **07**.

2. Enter a 2-digit HOUR (00-23) (e.g., enter **15** for 3 p.m.).

3. Enter a 2-digit MINUTE (00-59) (e.g., enter **10** for 3:10 p.m.).

4. Press * to exit programming mode.

System time is set.

Using the Set as an Attendant Console

Auto Day/Night Switching

To preprogram the system to automatically switch into Day or Night mode at a certain time

Action	Result
<hr/>	
1. <i>To set the time when the system will automatically switch from Day Mode into Night Mode,</i>	
<ul style="list-style-type: none">■ Press the PROGRAM key.■ Dial 04.■ Dial the 2-digit HOUR (00-23).■ Dial the 2-digit MINUTE (00-59).■ Press the * key to exit programming.	The time is entered, and the system will automatically switch into night mode at that time.
<hr/>	
2. <i>To set the time when the system will automatically switch from Night Mode into Day Mode,</i>	
<ul style="list-style-type: none">■ Press the PROGRAM key.■ Dial 03.■ Dial the 2-digit HOUR (00-23).■ Dial the 2-digit MINUTE (00-59).■ Press the * key to exit programming.	The time is entered, and the system will automatically switch into night mode at that time.
<hr/>	

To override the automatic switching (e.g., on weekends if you wish to remain in Night Mode throughout the day)

Action	Result
---------------	---------------

<i>To override the auto switching that is currently set,</i> Dial * 090.	
---	--

<i>To return to the preprogrammed auto switching time,</i> Dial * 091.	
---	--

Manual Night Transfer

To turn Night Transfer ON

Action	Result
---------------	---------------

1. Dial * 9.	Night Transfer is activated.
--------------	------------------------------

To return to Day Mode

Action	Result
---------------	---------------

1. Dial * 8.	The system returns to Day Mode.
--------------	---------------------------------

Music through External Page (Optional)

To turn external music ON or OFF

Action	Result
---------------	---------------

1. Press * 7.	Music is activated or stopped.
---------------	--------------------------------

Storing Common Speed Call Numbers

To store systemwide Speed Call Numbers

Action	Result
1. Press the SPEED key.	
2. Dial the desired Speed Call Code (20-99).	
3. Dial the telephone number to be stored.	The Common Speed Call entry is stored in memory, and can be accessed by any Set in the system.
<i>Repeat Steps 1 to 3 for each entry to be stored.</i>	
<i>Press the SPEAKER key to exit programming mode.</i>	

Programming a Name for a Display Set

Using the keypad, you can program each Display Set to display the user's name instead of their station number (maximum 8 characters).

To program a name for a Set

Action	Result
1. Press the MESSAGE key.	
2. Dial the user's station number (10-73).	
3. Enter the name as you would like it to appear, using the keypad as shown in Figure 2 (max. 8 characters).	
4. Press the SPEAKER key to exit programming.	The name is activated at the station and will remain activated until you change it.
<i>To change the user's name, repeat Steps 1 to 4.</i>	

Transfer of Attendant Features

To transfer your capabilities to another set (e.g., during a lunch hour)

Action	Result
1. Dial * 03.	
2. Dial the number of the station which will be replacing you (10-73).	Attendant functionality is transferred to the set you have designated as your replacement.

When you return to your desk

Action	Result
1. Dial * 04.	Attendant functionality is transferred back to your Set.

Clearing Set Features

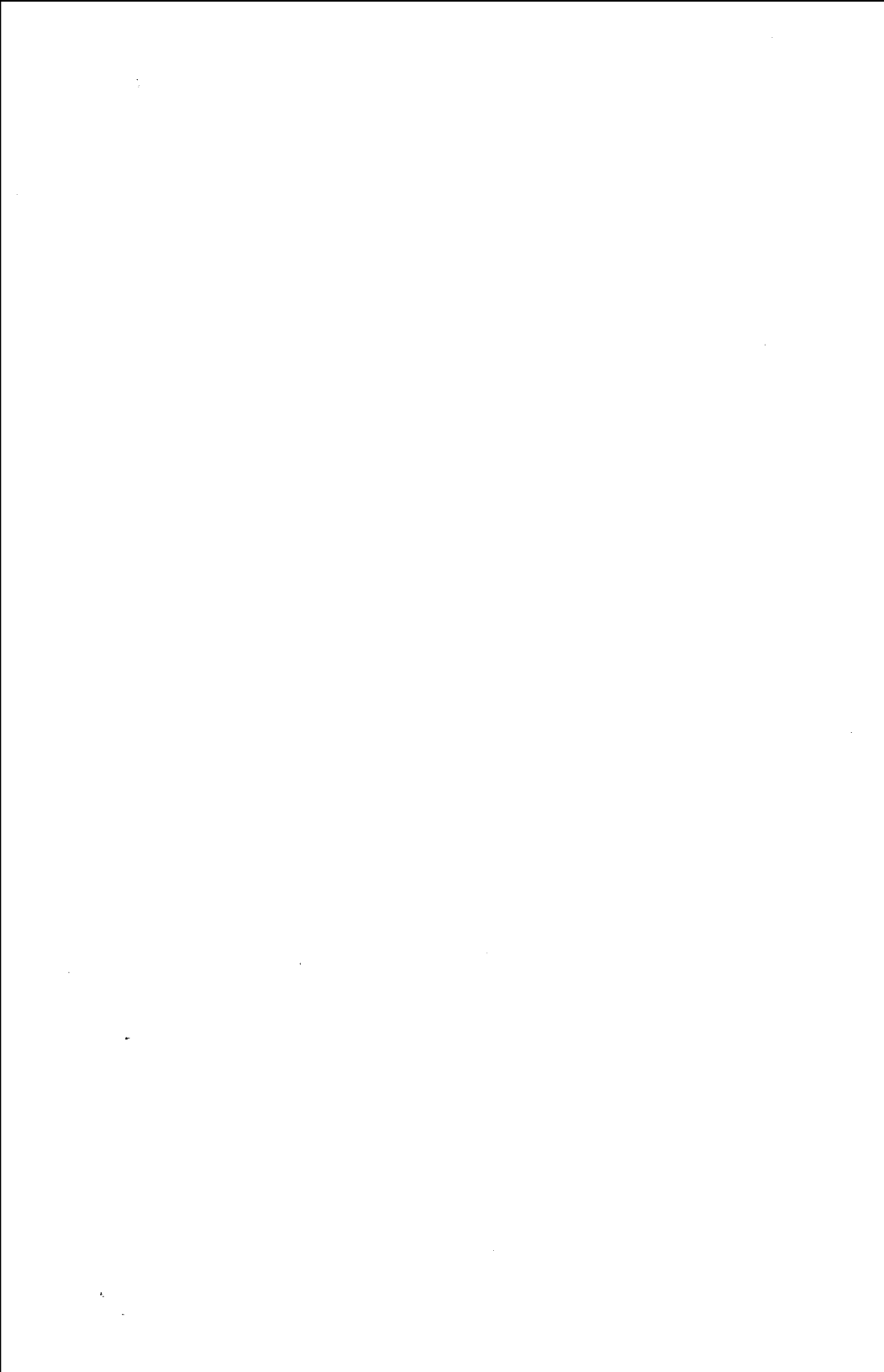
Allows you to cancel programming such as Internal Call Forwarding and Do Not Disturb for a specific set, or for all sets in the system simultaneously. This feature will only cancel certain features that were initialized by a user; private speed call selections will NOT be cancelled, NOR will features that were set up during system programming.

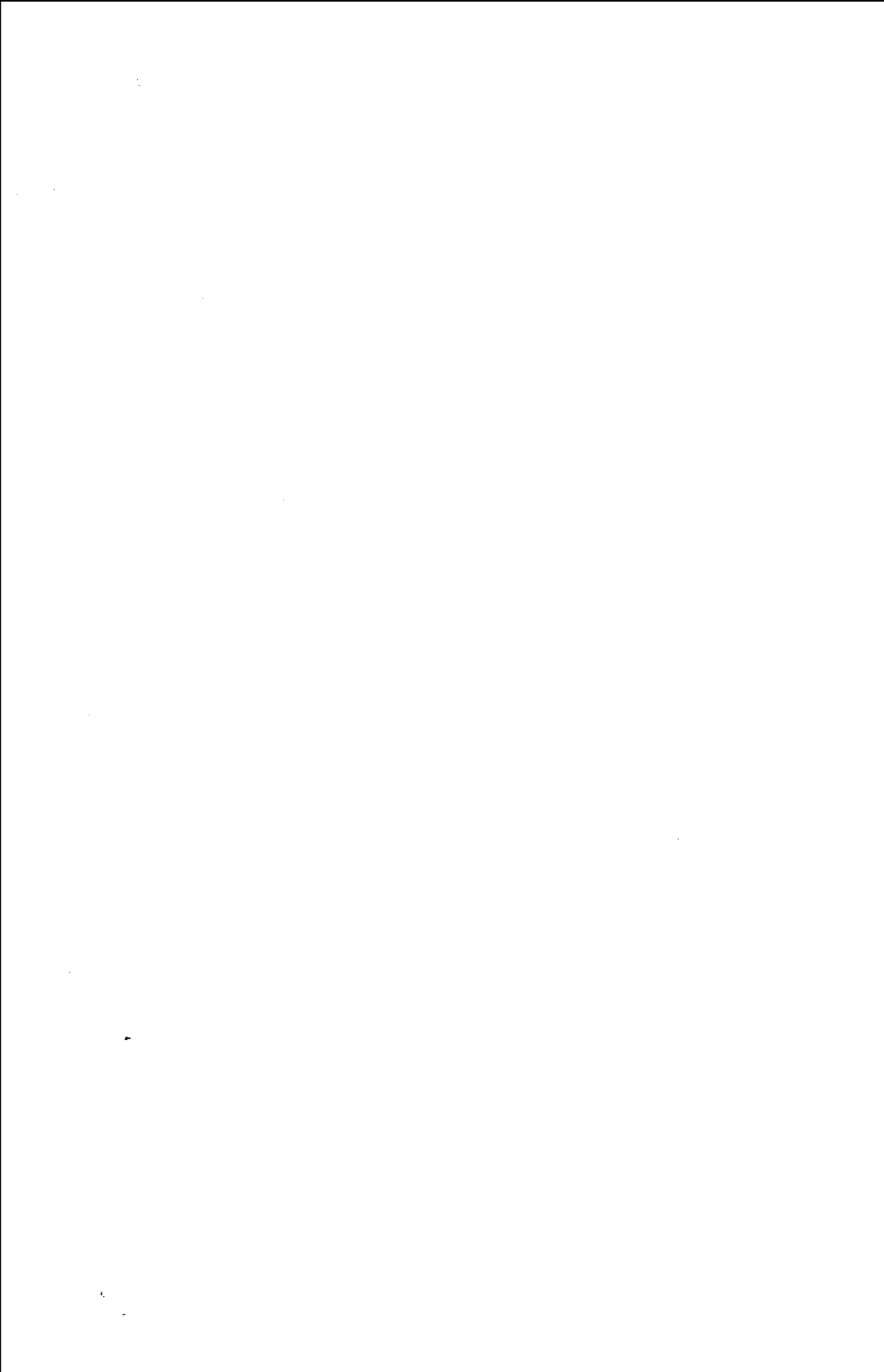
To clear features for a specific set

Action	Result
1. Press the PROGRAM key.	
2. Dial 08 .	
3. Dial the appropriate station number (10-73).	
4. Press the * key to exit programming mode.	Applicable feature programming for the specific set is cancelled.

To clear features for all sets

Action	Result
1. Press the PROGRAM key.	
2. Dial 0800 .	
3. Press the * key to exit programming mode.	Applicable feature programming for all sets is cancelled.





Station/Speed Call Codes

TABLE 1

Example: If a line key has been programmed as Station 15, you will have automatic "one touch speed dial" access to Private Speed Call number 04. When you press the DSS key for Station 15 during the "Private Speed Call Dialing" procedure, the telephone number stored in Code 04 will be dialed automatically.

DSS Key	Speed Dial Code
Station 10	Redial
11	00
12	01
13	02
14	03
15	04
16	05
17	06
18	07
19	08
20	09
21	10
22	Not
∫ 30	Applicable
31	20
∫ 73	∫ 62

*Private
Speed Call
Codes*

*Common
Speed Call
Codes*

Private Speed Call List

Use this table to record your
Private Speed Call Numbers

TABLE 2

Code	Name	Number
00		
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

Common Speed Call List

TABLE 3

Use this table to record your important
Common Speed Call Numbers

Code	Name

Zone Paging List

Use this table to record your
Zone Paging Groups

TABLE 4

Zone #	Station/Group Name
81	
82	
83	
84	
85	
86	
87	
88	
89	
90	
91	
92	
93	
94	
95	

TABLE 5

Set Key	Indicator Lamp	Condition
Line Key	Off	Line idle
	On steady	Line busy
	Very slow flash	Line in use
	Slow flash	Incoming call on-hold at another Station
	Fast flash	Incoming call
	Quick flash	Incoming call on-hold
	Very quick flash	Exclusive Hold or Transfer Ringing
Station Key	Off	Station idle
	On	Station busy or transfer-back ringing
	Fast flash	Internal hold
Intercom Key	Off	Intercom idle
	On	All Intercom paths are busy
	Very slow flash	Intercom path seized
	Slow flash	Intercom call, All Page or Zone Page
	Fast flash	Do Not Disturb is on
	Quick flash	Receiving intercom call
	Very quick flash	Programming speed dial entries, message waiting or internal call on hold
Mic On/Off Key	Off	Microphone muted — (privacy)
	On	Microphone on

