FIXED FEATURE BUTTONS

- **CAMP-ON** Button — Enables you to alert a busy party that an outside line is on hold and waiting for them.
- **CONF** (CONFERENCE) Button — Used to establish and build conference calls.
- **FLASH** Button — Used to terminate an outside call and restore dial tone without having to hang up the handset. It is also used to transfer calls behind a PBX or Centrex within those systems.
- **FORWARD** (FWD) Button — Allows you to forward your calls to another station.
- **HOLD** Button — Enables you to place an outside caller on hold.
- **H-P-T** Switch — Allows the user to select the ICM signaling mode: Handsfree, Tone, or Privacy.
- **MSG** (MESSAGE WAIT) Button — Allows you to initiate a message waiting indication at stations that are busy, unattended, or in Do Not Disturb. Message Waiting Callback request left at your station is indicated by a flashing MSG WAIT LED.
- **MUTE** Button — Allows you to switch the built-in microphone on or off when using the speakerphone, or the handset microphone when using the handset.
- **ON/OFF** Button — Enables you to make a telephone call without lifting the handset. It turns the telephone on and off when using the speakerphone.
- **SPEED** Button — Provides you with access to speed dialing, save number redial and last number redial. This button is also used to access flexible button programming.
- **TRANS** (TRANSFER) Button — Used to transfer an outside call from one station to another.
- **VOLUME BAR** — Allows the user to adjust speakerphone and handset volume.

CALL FORWARDING

1. Press the FWD button or dial [640].
2. Dial the desired Call Forward code:
   6 = All Calls
   7 = No Answer
   8 = Busy
   9 = Busy/No Answer
3. Dial station number where calls are to be forwarded. Confirmation tone sounds.
4. Replace handset or press ON/OFF button.

ESTABLISHING A CONFERENCE

*Only stations that have Conference enabled will be able to initiate a Conference.*

1. Lift the handset.
2. Select intercom station or dial desired outside party. When called party answers, press the CONF button.
3. Add next conference party by selecting another outside line or intercom station.
4. Press the CONF button again and repeat previous step in a cycle, until all parties are contacted.
5. When last party answers, press the CONF button twice. All parties are connected.

TERMINATING A CONFERENCE

To terminate a Supervised Conference, the conference initiator, replaces handset or presses ON/OFF button.

To terminate an Unsupervised Conference, press the flashing CONF button while on-hook.

UNSCREENED TRANSFER

1. Press TRANS button and dial station number.
2. When the called extension begins to signal, hang up to transfer the call.
3. Replace handset or press ON/OFF button.

SCREENED TRANSFER

While connected to an outside line:

1. Press station button where call is to be transferred (if programmed on your telephone),
   - or -
   Press the TRANS button and dial the desired station number.
   (The called extension signals according to the intercom signal switch position.)
2. When that extension answers, announce the transfer.
3. Hang up to complete transfer.

LEAVING A MSG WAITING INDICATION

If you dial a station that is busy, unattended, or in Do Not Disturb, you can leave a message waiting indication.

1. Press the ON/OFF button.
2. Dial the desired intercom station. A busy tone or DND tone is heard.
3. Press the MSG button. The called party’s MSG button LED will flash slowly.
4. Press the ON/Off button to end the call.
PLACING AN OUTSIDE LINE ON HOLD

- If your system is programmed for Exclusive Hold Preference, press the HOLD button once for Exclusive Hold or twice for System Hold.
- If your system is programmed for System Hold Preference, press the HOLD button once for System Hold or twice for Exclusive Hold.

STORING SPEED NUMBERS

1. Press the SPEED button twice.
2. Dial the speed bin location.
   - 9000 to 9019 = Station Speed numbers
   - 9020 to 9999 = System Speed numbers
3. Dial desired telephone number.
4. Press the SPEED button.
5. Press the ON/OFF button to end speed dial programming.

To clear an existing speed bin:

1. Press the SPEED button twice.
2. Dial the speed bin location.
3. Press the SPEED button again. Confirmation tone sounds.

DIALING A SPEED NUMBER

1. Press the SPEED button and dial the speed bin location,
   - or-
   Press preprogrammed speed bin button.
   - 9000 to 9019 = Station Speed numbers
   - 9020 to 9999 = System Speed numbers
2. When called party answers, pick up handset or use speakerphone.

DIRECTORY DIALING

Users with display telephones may view a list of individuals on the telephone system and have the system automatically dial that person. Directory Dialing may also be used to transfer a call from one station to another.

1. Dial the Directory List dial code [680],
   - or-
   Press the DIRECTORY DIAL flexible button.
2. Press a button on the keypad once, twice, or three times, to represent the letter of the alphabet, to begin viewing the list of names.
3. Scroll through the Directory List to select a name as follows:
   - Press [\#] to scroll up to next entry,
   - or-
   - Press [ ] to scroll down to previous entry.
4. Press the SPEED button at the desired name to automatically dial the destination station or outside phone number (via Speed Dial).

To transfer a call using Directory Dialing

1. Press the TRANS button.
2. Dial Directory Dial Code [680],
   - or-
   Press the DIRECTORY DIAL flexible button.
3. Press the digit associated with the person's name. When the name displays, press the SPEED button to automatically dial the station.
4. Press the ON/OFF button to complete transfer.

Calls may only be transferred to internal stations.

PROGRAMMING FLEXIBLE BUTTONS

1. Press the SPEED button twice.
2. Press the flexible button to be programmed.
3. Dial the desired code from the following chart. Confirmation tone sounds.
4. Press the ON/OFF button.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>700</td>
<td>All Call Page (Internal &amp; External)</td>
</tr>
<tr>
<td>632</td>
<td>Background Music</td>
</tr>
<tr>
<td>622</td>
<td>Call Back</td>
</tr>
<tr>
<td>43+[C]</td>
<td>Call Park Location (System)</td>
</tr>
<tr>
<td>439+[XXX]</td>
<td>Call Park Location (Station)</td>
</tr>
<tr>
<td>#6+[XXX]</td>
<td>Call (Park) Pickup</td>
</tr>
<tr>
<td>659</td>
<td>Caller ID Review (Answered)</td>
</tr>
<tr>
<td>635</td>
<td>Caller ID Review (Unanswered)</td>
</tr>
<tr>
<td>680</td>
<td>Directory Dial</td>
</tr>
<tr>
<td>631</td>
<td>Do Not Disturb</td>
</tr>
<tr>
<td>100-351</td>
<td>Extension Numbers</td>
</tr>
<tr>
<td>760</td>
<td>External All Call Page</td>
</tr>
<tr>
<td>76+[1 or 2]</td>
<td>External Page - Zones 1 or 2</td>
</tr>
<tr>
<td>[SPEED]+[#]</td>
<td>Last Number Redial</td>
</tr>
<tr>
<td>621</td>
<td>Line Queue</td>
</tr>
<tr>
<td>438</td>
<td>Personal Park</td>
</tr>
<tr>
<td>[SPEED]+[YYY]</td>
<td>Speed Dial Access</td>
</tr>
<tr>
<td>[SPEED]+[X]</td>
<td>Save Number Redial</td>
</tr>
<tr>
<td>44 [V]</td>
<td>VM Group Pilot Numbers</td>
</tr>
</tbody>
</table>

C = Call Park Location (0-7)
V = Voice Mail Group Number (0-7)
XXX = Station Extension Numbers
YYYY = Speed Dial Bin Numbers
   (9000-9019 Station) (9020-9999 System)

To erase a flexible button:

1. Press the SPEED button twice.
2. Press the flexible button to be erased.
3. Press the FLASH button. Confirmation tone sounds.
4. Press the ON/OFF button.
Large Screen Display Features

The Elite digital 30-button model provides a 7-line by 16-character display with 10 SOFT keys, a MENU key, and UP/DOWN scroll keys.

Using the Soft Keys

From the main menu, use the soft keys to access the options listed.

Calendar Mode -- When in idle mode, the default monthly calendar will display. The calendar may also be accessed by pressing the MENU soft key.

Main Menu -- To access the main menu at any time, press the MENU soft key.

Feature/Button Descriptions

1. DSS Console -- Provides access to 30 flexible feature/functions.
2. Fixed Feature Keys -- Used to access specific fixed feature/functions.
3. HOLD Key -- Used to place calls on hold and to retrieve held calls.
4. LARGE Screen -- Designed to provide a 7-line by 16-character viewing area.
5. MENU Key -- Toggles between main menu screen and monthly calendar.
6. Microphone -- Used to talk with other party without using the handset.
7. ON/OFF Key -- Used to talk with other party without lifting the handset.
8. PAGE Up/Down Keys -- Used to advance to the NEXT and PREVIOUS option screens available.
9. Soft Keys -- Used to access specific features and functions.
10. VOLUME Control Bar -- Used to adjust level of tones, background music, ringing, receiver volume, and display contrast.

Press… Display shows… Then…

DIRECTORY
ABC
DEF
GHI
JKL
MNO

press the soft key associated with the desired number.

Use the PAGE UP/DN keys to display the previous or next 5 names in Directory.

NOTE -- Wait for the desired number to display before pressing the SPEED button.

SPEED DIAL
Enter Bin Number
dial the bin number associated with desired external phone number.

PARK PICKUP
PARK 1
PARK 2
PARK 3
PARK 4
PARK 5

select desired Park location where call is holding (1-5). Press PG DN ▼ to select PARK locations 6-8.

MUSIC
BGM1
BGM2
BGM OFF

select desired background music option.

FEATURES
CALL FWD
PAGE INTERNAL
PAGE EXTERNAL
VOICE MAIL
MORE

select one of the options listed.
Quick Reference Card

After selecting FEATURES on the main menu, the following options will display:

**Call Forward**

<table>
<thead>
<tr>
<th>Press...</th>
<th>Then select...</th>
<th>Display will show...</th>
</tr>
</thead>
<tbody>
<tr>
<td>CALL FWD</td>
<td>All Busy No Answer Off Net*</td>
<td>Sta Voice Mail Operator ACD/UCD Hunt</td>
</tr>
</tbody>
</table>

*If Off-Net is selected, enter desired bin number.

**Voice Mail**

<table>
<thead>
<tr>
<th>Press...</th>
<th>Then select...</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOICE MAIL</td>
<td>the desired VM group (1-5). To access group 6-8, press the PG DOWN ▼ key.</td>
</tr>
</tbody>
</table>

NOTE -- To access the following voice mail options, a DIGITAL voice mail system must be in use.

Enter password to access these VM options:

<table>
<thead>
<tr>
<th>Press...</th>
<th>Then select...</th>
</tr>
</thead>
<tbody>
<tr>
<td>RETRIEVE MSGS</td>
<td>Delete Reply Skip Call Back Save Forward Replay</td>
</tr>
<tr>
<td>Forward</td>
<td>Forward Msg As Is Forward Add Preamble Cancel</td>
</tr>
<tr>
<td>Forward Add Preamble</td>
<td>Continue Hear Cancel Re-Record</td>
</tr>
<tr>
<td>SEND MSG</td>
<td>Re-Record Append OK Hear Cancel</td>
</tr>
<tr>
<td>Dial [6] to select one of the following options: Private Cancel Future Urgent Confirm Send</td>
<td></td>
</tr>
<tr>
<td>CHANGE GREETING CHANGE PASSWORD CHANGE NAME</td>
<td>a new greeting, password, or name by entering the change.</td>
</tr>
</tbody>
</table>

**Page -- Internal/External**

<table>
<thead>
<tr>
<th>Press...</th>
<th>Then select...</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAGE INTERNAL</td>
<td>the desired Page Zone (ALL Call or Zones 1-4). To access Page Zones 5-8, press the PG DOWN ▼ key.</td>
</tr>
<tr>
<td>PAGE EXTERNAL</td>
<td>the desired Page Zone (ALL Call or 1-2)</td>
</tr>
</tbody>
</table>

**More**

<table>
<thead>
<tr>
<th>Press...</th>
<th>Then select...</th>
</tr>
</thead>
<tbody>
<tr>
<td>MORE</td>
<td>Messages Headset Enable Headset Disable UNA/UDA More</td>
</tr>
<tr>
<td>Messages</td>
<td>Clear On Vacation Return AM Return PM Return Tomorrow</td>
</tr>
<tr>
<td>Press PG DOWN ▼ key to access more messages: Return Next Week On Trip In Meeting At Home On Break At Lunch</td>
<td></td>
</tr>
<tr>
<td>More</td>
<td>Ans Machine Ring Ans Machine Spkr Ans Machine Off</td>
</tr>
</tbody>
</table>

**Page/Queue Displays (for LCR)**

- When you receive an internal/external page, the screen will display the "MEET ME" option.
- When you queue for a line, the screen will display the "QUE CNL" option.
- If you are already in queue and you receive a page, the screen will display both "MEET ME and QUE CNL" options.