

Making a Call: Analog Ports (Single Line Telephones)

Outgoing Call (CO Line)

WXY
9

Dial CO Line code (other codes may be applicable).
Listen for CO Line dial tone; then dial the telephone number.

Intercom Call (to another extension)

1 0 1 - 1 5 6

Listen for dial tone and dial the extension number.

Call Brokering (handling two calls)

{FLASH} + ABC
2

While connected on a call press {FLASH} (hook-switch flash).
Dial CO Line code, wait for dial tone, and then dial second number.
To switch back to the first call, press {FLASH} then dial ABC
2 .
To disconnect the current call, press {FLASH} then dial 1 .

Account Code

PRS
7 WXY
9

Dial PRS
7 WXY
9 + valid account code, wait for dial tone.

Call Operator/Attendant

OPR
0

Dial OPR
0 .

Conference (3 party max.)

{FLASH} + DEF
3

While on a call - press {FLASH} (hook-switch flash).
Make a second call.
Press {FLASH} (hook-switch flash), then dial DEF
3 .

Conference, Meet Me (4 party max.)

DEF
3 WXY
9 OPR
0 - DEF
3 WXY
9 PRS
7

Operation – Transfer a caller to a Meet Me Conference

While connected to another extension or CO Line, momentarily press the hook-switch (or press the FLASH button).
Wait for dial tone, then dial the Meet Me Conference (390-397).
Hang up to complete the transfer.

Operation – Join a Meet Me Conference

Dial the Meet Me Conference destination to join (390-397).

Last Number Redial

TUV
8

Dial # TUV
8 .

Paging

GHI
4 OPR
0 OPR
0 , GHI
4 OPR
0 1 - GHI
4 OPR
0 TUV
8 , PRS
7 PRS
7 PRS
7









Dial the Page access code (GHI
4 OPR
0 OPR
0 - GHI
4 OPR
0 TUV
8 , PRS
7 PRS
7 PRS
7).

Speed Dial













Extension    -   ,

System    -   

Setup

Dial  ,    -    (speed # bin), input telephone #.
Press FLASH (hook-switch flash).

Operation – Use






Dial the Speed Dial bin (   -   ,    -   ).

Setup: Analog Ports

Alarm - Extension

Operation – Activate

Dial   , hhmm (24hr format), then  for once,  for repeated daily.




Operation – Cancel







Dial    .

Call Forward - Extension

Operation – Activate

Call Forward may be invoked for several operation modes. Each mode may also be invoked:  =CO calls only,  =CO and Intercom calls,  =Intercom calls only.

Immediate Forward: dial   , (ext #),  /  /  option.

Busy Forward: dial   , (ext #),  /  /  option.

No Answer Forward: dial   , (ext #),  /  /  option, t^1 , t^2 .

($t^1 + t^2$ are time settings. t^1 is - time the first call to your extension following inactivity at your extension will ring before forwarding. t^2 is the time all calls after the first to your extension will ring before forwarding.)

Follow Me Forward: dial   , (your ext #),  /  /  option,

your extension password. (Calls to your extension will ring at this ext.)

Follow To Forward: Dial   , (ext #),  /  /  option.

Operation – Cancel Forward

Cancel Immediate Forward: dial    .

Cancel Busy Forward: dial    .

Cancel No Answer Forward: dial    .

Cancel Follow Me Forward: dial    .

Cancel Follow To Forward: dial    .

Do Not Disturb

Dial  . Repeat to clear.

Extension Password



Dial , password (set at factory), then input new password.

Hotline



Operation – Setup

Dial , ext # or speed bin #, 0–9 (0–9 seconds delay).

Whenever the telephone is taken off-hook, this destination is called.

Operation – Cancel

Dial .

Phone Lock/Unlock



Dial , extension password, then for lock or unlock.

Reset DND and Call Forward



Dial . DND and Call Forward modes are cancelled.

In Progress Features: Analog Ports

Call Back - CO Line/Extension



When you try to access an outside line or extension and get a busy tone, dial .

Call Park Answer



Dial + extension number where call is parked.

Call Pick Up



Extension (Direct) Call Pickup:

Dial ringing extension number, .

Group Call Pickup:

Dial .

Or...

Dial the group number of the ringing extension (~).

Camp On – Extension



When you call a busy extension, dial and wait for them to answer.

Flash – CO Line



While connected to a CO Line, momentarily press the hook switch (FLASH) then dial .

Forced Intercom Tone Ring ✖

When you call an extension that is in Voice Announce mode and wish to tone ring that extension, dial ✖.

Hold {FLASH}

Place a call on hold:

While on a call, press {FLASH} (hook-switch flash).

Hang up. The line is placed on System (Common) hold.

Retrieve a call on hold:

Press {FLASH} (hook-switch flash).

Intrusion - Extension/CO Line TUV 8

When you dial an extension that is busy, dial TUV 8.

Meet Me Page □ □ JKL 5 WXY 9 , □

While a page is currently in progress, dial □ or □ □ JKL 5 WXY 9 .

Messaging – Call Me □ □ WXY 9 MNO 6

Set:

When you have called an extension and wish to leave a message, press

□ □ WXY 9 MNO 6 .

Cancel:

Dial □ □ ✖ WXY 9 MNO 6 , then the ext # where your message was previously left.

Monitor - Extension/CO Line {Privacy Alert!} TUV 8

When you dial an extension that is busy, dial 1 . (Reference applicable laws when using this feature.)

OHVA – Extension OFF 0

When you call a busy extension, dial OFF 0 and talk over their speaker.

Pulse to DTMF Conversion ✖

After a Dial Pulse (rotary) call is made on a CO line, press ✖ . Any digits dialed following the ✖ will be sent in DTMF (Tone) mode.

Tone Ring - Forced ✖

When a digital speakerphone in Voice Announce mode is called, you can change the alert to tone by pressing ✖ .

Transfer

While connected on a call (CO Line or intercom extension), press {FLASH} (hook switch flash).

Listen for dial tone, then dial the destination where this call is to be transferred (extension, UCD Group, Virtual Number, etc.) Wait for the caller to answer - to screen the transfer.

Hang up to complete the transfer.