## REDIALING

Your keyset remembers one telephone number (of up to 16 digits) to be redialed later with the REDL key. It can be stored in one of two ways. Initially, the keyset is programmed to automatically remember the *last number* manually dialed or speed dialed. You can change the key to manually *save* a number dialed; dialing other numbers will not change the number saved.

### CHANGE THE FUNCTION OF THE REDL KEY:

The REDL key default setting is Last Number Dialed (320).

- While on-hook, press [SPCL] .
- Enter 320 (Last Number Dialed) OR 321 (Last Number Saved).

### SAVE THE LAST OUTSIDE TELEPHONE NUMBER DIALED:

If REDL is changed to Last Number Saved (321), use this procedure to manually save a number.

- Hang up to disconnect from the outside call.
- While on-hook, press [REDL] . (Use REDIAL procedure below to dial that number.)

### REDIAL LAST NUMBER DIALED OR LAST NUMBER SAVED:

- Lift handset and select an outgoing line.
- Press [REDL] . Number is dialed and displays.

## FORWARD CALLS

Forward your incoming intercom and outside calls to an intercom number or to an outside telephone number. Notify the person receiving your calls. You cannot forward calls to a station in do-not-disturb, a hunt group pilot number, or a restricted outside telephone number.

- **EITHER,** While on-hook, press [FWD] to forward all calls immediately. SPKR key lit. [PROGRAM FORWARD]

  **OR,** While on-hook, press [SPCL] and enter one of these feature codes:
  356 Forward all calls if no answer.
  357 Forward all calls if station is busy.
  358 Forward all calls if no answer or station is busy.

- **EITHER,** Dial intercom number of station to receive calls.

  **OR,** Dial C.O. Line Access Code (9, 81–89) and outside number.

- Press [SPKR] . You hear a progress tone; FWD key lit and SPKR key off. [FWD (condition) TO XXX]

### CANCEL ANY CALL FORWARD REQUEST:

- While on-hook, press [FWD] and press [SPKR] . You hear a progress

## MAKE A PAGE

- Lift handset.
- Press [PAGE] (OR enter 7).
- Enter zone number:
  1–6 = Internal zones (keysets and talkback speakers)
  7–9 = External zones
  0 = All external zones
- After the progress tone, make your announcement before timer expires.

## DO-NOT-DISTURB

While in do-not-disturb, you do not receive intercom calls, transferred calls, or pages; you do receive direct ring-in calls, queue callbacks, and recalls.

- While on-hook, press [DND] to turn on or to cancel. Key lights when on and goes off when cancelled. *20PM PgM*

*• Do Not Dist Messages' * -to scroll*

## BACKGROUND MUSIC

Background music is interrupted for pages and while keyset is busy.

- While on-hook, press [BGND MUSIC] (OR press [SPCL] and enter 313) to turn music on or off.

## CANCEL MISCELLANEOUS OPERATIONS

You can cancel call forward, do-not-disturb, disable handsfree, a queue request, and background music all at once.

- While on-hook, press [SPCL] and enter 395.

## DISPLAY DATE AND TIME DURING A CALL

- During a call, press [SPCL] and enter 300. Date and time display for 5 seconds; then call cost data returns.

## SEND A TIMED HOOKFLASH

If system is installed behind a PBX, you may be required to hookflash to access system features.

- If you have accessed an outside line, press [SPCL] and enter 330.

## PROGRAM FEATURE KEYS

Five feature keys can be changed to any desired feature code. Default values are HOLD (336), XFR (345), QUE (6), PAGE (7), and BGND MUSIC (313).

### RETURN THE KEYS TO DEFAULT ENTRIES:

- While on-hook, press [SPCL] and enter 325.

### DISPLAY THE CURRENT KEY ENTRIES:

- While on-hook, press [SPCL] and enter 326. [DISPLAY FEATURE KEY PROGRAMMING]
- Press desired feature key(s). [Displays current feature.]

### PROGRAM FEATURE KEYS:

- While on-hook, press [SPCL] and enter 327. [NOW PROGRAMMING FEATURE KEY]
- Press desired feature key. [Displays current feature.]
- Enter feature code to be stored under that key. You hear a progress tone when accepted. [Displays selected feature.]

## PROGRAM PRIVATE INTERCOM CALLS

### ALWAYS PLACE PRIVATE INTERCOM CALLS FROM YOUR KEYSET:

Any station that you call hears repeating double tones and must lift the handset or press the SPKR key to speak.

- **To enable,** while on-hook, press [SPCL] and enter 367.
- **To cancel,** while on-hook, press [SPCL] and enter 368.

### ALWAYS RECEIVE PRIVATE INTERCOM CALLS:

When your station is called, you hear repeating double tones and must lift the handset or press the SPKR key to speak.

- **To disable the handsfree feature,** while on-hook, press [SPCL] and enter 310.
- **To restore,** while on-hook, press [SPCL] and enter 311.

## REMINDER MESSAGES

Select from 20 messages to signal your station like an alarm clock. Set time up to 24 hours in advance.

### REQUEST REMINDER MESSAGES:

- While on-hook, press [SPCL] and enter 305. [PROGRAM REMINDER MESSAGE]

- **EITHER,** Enter message number (01–20). [Message displays.]

  **OR,** View messages by pressing [#] to scroll forward OR pressing [*] to scroll backward.

- While desired message is displayed, enter time to receive message:

  * Enter hour and minutes. For example, 900 = 9:00.

  * Press [*] for AM OR press [#] for PM. You hear a progress tone when message is accepted.

### RECEIVE A REMINDER MESSAGE:

At the selected time, you hear 8 short tones and the message displays. If keyset is idle, clear the message. If keyset is busy, the message will display for 10 seconds; wait until your keyset is idle to clear it.

- Clear message by pressing [*] .

### CANCEL ALL REMINDER MESSAGE REQUESTS:

- While on-hook, press [SPCL] and enter 306.

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## GX KEYSET FEATURE CODES

| | |
|---|---|
| **OUTSIDE LINE ACCESS CODES:** | Pool Line Select . . . . . . . . . . . . . . . . . .9 |
| | Select Line Group 1–8. . . . . . . . . . . .81–88 |
| | Automatic Line Select . . . . . . . . . . . . . . 89 |
| **INTERCOM NUMBERS:** | Stations . . . . . . . . . . . . . . . . 100–219 |
| | Talkback Speakers. . . . . . . . . . . . . 221–225 |
| | Hunt Groups. . . . . . . . . . . . . . . 231–245 |
| | Attendant . . . . . . . . . . . . . . . . . . . . .0 |
| **FEATURE CODES:** | Background Music On/Off. . . . . . . . . . . . 313 |

Busy Station/Line Callback
   Queue Request . . . . . . . . . . . . . . . . . .6
   Cancel Queue Request. . . . . . . . . . . . 376
Call Forward
   If No Answer . . . . . . . . . . . . . . . . 356
   If Busy. . . . . . . . . . . . . . . . . . . . . 357
   If No Answer Or Busy. . . . . . . . . . . . 358
Cancel Misc. Operations . . . . . . . . . . . 395
Display Date and Time . . . . . . . . . . . . 300
Feature Key Programming
   Default Entries . . . . . . . . . . . . . . . . 325
   Display Current Feature. . . . . . . . . . . . 326
   Program Feature Key . . . . . . . . . . . . . 327
Handsfree Enable . . . . . . . . . . . . . . 311
   Handsfree Disable. . . . . . . . . . . . . . . 310
Headset Enable. . . . . . . . . . . . . . . . 315
   Headset Disable . . . . . . . . . . . . . . . 316
Hold (Individual Hold) . . . . . . . . . . . . . 336
Hookflash . . . . . . . . . . . . . . . . . . . 330
Optional Account Code . . . . . . . . . . . . 390
Page . . . . . . . . . . . . . . . . . . . . . . .7
Redial Key Program —
   Last Number Dialed . . . . . . . . . . . . . 320
   Last Number Saved . . . . . . . . . . . . . 321
Reminder Message. . . . . . . . . . . . . . 305
   Cancel Reminder Messages . . . . . . . . 306
Reverse Transfer (Call Pick-Up) . . . . . . . . .4
Ring Intercom Always . . . . . . . . . . . . . 367
   Cancel Ring Intercom Always . . . . . . . . 368
System Hold. . . . . . . . . . . . . . . . . . 335
Transfer
   Transfer C.O. Call . . . . . . . . . . . . . . 345
   Transfer Intercom Call . . . . . . . . . . . . 346
   Transfer To Hold. . . . . . . . . . . . . . . 347

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## INITIAL FEATURE KEYS

| | | | |
|---|---|---|---|
| **HOLD** | Individual Hold | **PAGE** | Page |
| **XFR** | Transfer/Reverse Transfer | **SPKR** | Speaker |
| **CNF** | Conference Call | **IC** | Intercom |
| **LCR** | Least-Cost Routing | **MUTE** | Microphone Mute |
| **AUTO** | Auto Line Select/Answer | **FWD** | Call Forward |
| **POOL** | Pool Line Select | **DND** | Do-Not-Disturb |
| **REDL** | Last Number Redial | **MSG** | Message |
| **SYS SPD** | System Speed-Dial | **BGND MUSIC** | Background Music |
| **QUE** | Busy Callback (Queue) | **SPCL** | Special |

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## SYSTEM SPEED-DIALING

Up to 100 system speed-dial numbers can be used for dialing. Each is assigned a location code.

### DIAL SYSTEM SPEED-DIAL NUMBERS:

- Lift handset and select an outgoing line.

- Press [SYS SPD] .

- Enter location code (00–99). Number is dialed and displays.

### VIEW SYSTEM SPEED-DIAL NUMBERS:

- While on-hook, press [SYS SPD] . [REVIEW SYSTEM SPEED DIAL]

- Enter location code (00–99). [Number displays.]

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## STATION SPEED-DIALING

### PROGRAM STATION SPEED-DIAL NUMBERS:

One intercom number and one outside telephone number can be stored under each of the 10 SPD/BLF keys. The keys show status of the stations programmed under them; lit = busy; slow flash = do-not-disturb.

- While on-hook, press [SPD/BLF] to be programmed. [PROGRAM STATION SPEED DIAL # X]

- Dial intercom number or outside number (up to 16 digits, including pauses) to be stored. To enter pauses, press [SPCL] once for a short pause [S], twice for a medium pause [M], and three times for a long pause [L]. [Number displays.]

- **EITHER,** Press [IC] if an intercom number was stored.

  **OR,** Press any [LINE] if an outside number was stored.

  You hear progress tone when number is accepted. Display shows both numbers saved under the SPD/BLF key.

### ERASE A STATION SPEED-DIAL NUMBER:

- Repeat first and third steps in PROGRAM STATION SPEED-DIAL NUMBERS.

### VIEW THE CURRENTLY STORED NUMBERS:

- While on-hook, press desired [SPD/BLF] twice. [Numbers display.]

- While feature is activated, press other [SPD/BLF] keys once to view their numbers.

### DIAL STATION SPEED-DIAL NUMBERS:

**To speed dial an intercom number or a telephone number:**

- Lift handset.

- **If placing outside call,** select an outgoing line.

- Press [SPD/BLF] for number. Number is dialed and displays.