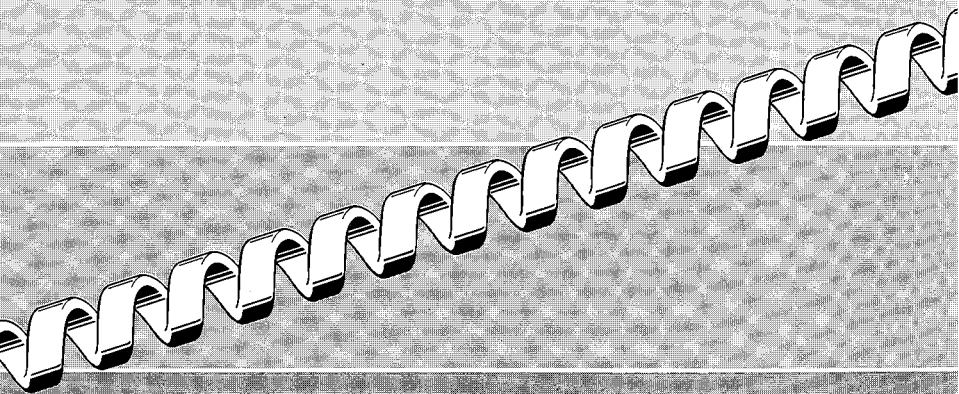




Digital System DS



**Multibutton Telephone
Quick Reference Guide**

USING BASIC FUNCTIONS

If your system does not use the standard numbering plan, certain feature access codes may be different than described. Check with your communications manager.

OUTSIDE CALLS

- Placing a call:**
1. Lift handset and press Line key.
You may also be able to press ICM and dial a line code (9, 90-98) or a line number (e.g. 801).
 2. Dial telephone number.

- Answering a call:**
1. Lift handset.
 2. If you are not connected, press flashing Line key.

- Answering a call ringing over paging speakers:**
1. Lift handset.
 2. Press ICM and dial * 0.

INTERCOM CALLS

- Calling another extension (also see Direct Station Selection):**
1. Lift handset and press ICM.
To have your call ring the other extension, dial 1 before the next step.
 2. Dial extension number.
If you hear two beeps, you can speak right away--your voice is broadcast over the other extension's speaker.

- Answering a ringing call (ICM key flashes):**
1. Lift handset or press flashing ICM key.

- Answering a call announced over your speaker:**
1. Speak toward the phone or lift handset for privacy.

HOLD

- Placing a call on Hold:**
1. Press HOLD and hang up.
Press HOLD twice for Exclusive Hold.

HOLD (continued)**Retrieving a held outside call:**

If the line appears on your phone:

1. Lift handset and press flashing Line key.

If the line does not appear on your phone:

1. Lift handset and press flashing HOLD.

Retrieving a held Intercom call:

1. Lift handset.
2. Press ICM.
3. Press HOLD.

TRANSFER**Transferring an outside call (also see Direct Station Selection):**

1. Press ICM.
2. Dial extension number.
Announce call if you wish.
3. Hang up.

Retrieving a transferred call:

1. Lift handset.
2. Press flashing Line key for call.

CONFERENCE**Setting up a three-way conversation:**

1. Establish an outside or Intercom call.
2. Press CONF.
3. Establish next call.
4. Press CONF.

RESPONDING TO SIGNAL TONES**Two tones during handset call:**

After the tones, you hear a co-worker's voice over your conversation.

1. To reply, press and hold MIC/DND.
To talk to the first caller, release MIC/DND.

One tone during speakerphone call:

This means a call is waiting to be answered.

1. Press HOLD.
2. Press flashing ICM or Line key.

Fast busy or warble tone anytime:

Mistake made in placing call or using feature.

1. Hang up and start over.

DIRECT STATION SELECTION

- Assigning a DSS key to an extension:**
1. Press ICM.
 2. Press PGM#.
 3. Press desired DSS key (1-15) and dial extension number.
To program more keys, repeat from step 2.
 4. Press HF.

- Calling an extension using a DSS key:**
1. Lift handset and press ICM.
If a DSS key lights, the extension is busy or in DND.
 2. Press DSS key for desired extension.

- Transferring an outside call using a DSS key:**
1. Press ICM and DSS key for extension.
Announce call if you wish.
 2. Hang up.

SPEED DIAL

- Storing a telephone number for Personal Speed Dial:**
1. Press DIAL, PGM#.
 2. Press Personal Speed Dial key (1-16).
OR
Dial Speed Dial bin (20-29, 50-59).
You may not be able to dial bins 50-59. A Display phone may ask you to assign a name. To skip this step, dial N. To enter a name, see your communications manager.
 3. Press a Line key (or ICM to store an Intercom feature).
You may also be able to store a line group by dialing a code (9, 90-98).
 4. Dial telephone number to be stored.
To enter a pause, press HOLD. For example, to have your system dial 9, pause and then dial 926-5400, enter: 9 (HOLD) 926-5400.
 5. Press HF.

SPEED DIAL (continued)

Calling a Personal or System Speed Dial number:

1. Lift handset.
*You can preselect a line by pressing a line key.
If you preselect, you must press ICM instead of DIAL before dialing a bin number.*
2. Press DIAL.
3. Press Personal Speed Dial key (1-16).
OR
Dial the Speed Dial bin (20-29, 50-59).
*If you stored a pause, the dialing may stop. Dial * to restart dialing. Your System bins are normally 700-799.*

SPEED DIAL DIRECTORY

50 (key 1)	58 (key 9)
51 (key 2)	59 (key 10)
52 (key 3)	20 (key 11)
53 (key 4)	21 (key 12)
54 (key 5)	22 (key 13)
55 (key 6)	23 (key 14)
56 (key 7)	24 (key 15)
57 (key 8)	25 (key 16)

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TEL: 203-926-5400 FAX: 203-929-0535

PAGE

Using page zone codes:

1. Lift handset.
2. Press ICM.
3. Dial page zone number (1 to 8).
4. Dial *.
5. Make announcement.
6. Hang up.

PARK/PAGE

Parking a call so it can be answered from any phone:

1. Press ICM.
2. Dial Park Orbit code (60-69) or * + ext.
3. Dial page zone number (1 to 8).
4. Dial *.
5. Make announcement.
6. Hang up.

Picking up a parked call:

1. Lift handset.
2. Press ICM.
3. Dial Park Orbit code (60-69) or * + ext.

CALL FORWARDING

Rerouting your incoming calls to another extension:

1. Press ICM.
2. Press PGM#.
3. Dial extension number to receive calls.
4. Do one of the following:
 - Dial 1 to forward calls not answered.*
 - Dial 2 to forward calls not answered or when busy.*
 - Dial 3 to forward all calls.*

You hear dial tone.
5. Press HF to hang up.
 - Your MSG key flashes.*

Canceling your Call Forwarding:

1. Press ICM.
2. Press PGM#.
3. Press HF to hang up.

HAVING YOUR MESSAGE GO THROUGH

OFF-HOOK SIGNALING

- Sending a signal to a busy extension:**
1. Dial 1 when you hear ring-busy tone.
*If you hear two beeps, you can speak.
If you hear ringing, wait for an answer.*

MESSAGE WAITING

- Leaving a Message Waiting indication (flashing MSG key):**
1. Place an Intercom call to an extension.
Receive busy tone or no-answer.
 2. Press MSG and hang up.
If your system has Voice Mail, this calls Voice Mail instead.

- Seeing the name or extension number that left a Message:**
1. Do not lift handset.
 2. Press MSG.
You see the name or number that left you a message. Repeatedly press MSG to see all messages. Stop at the extension you wish to call.

- Responding to a flashing MSG key at your phone:**
1. Lift handset.
 2. Press MSG.
You are connected to the extension that left the Message. If MSG key continues to flash, more messages are waiting.

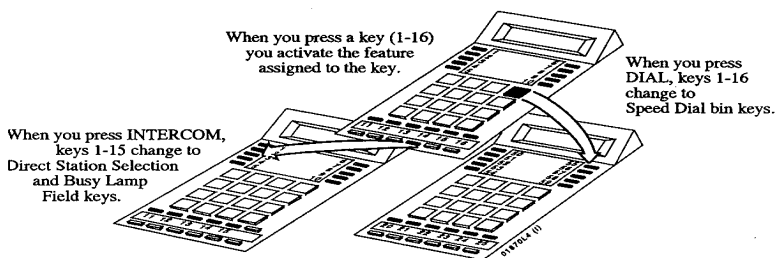
CALLBACK (For extensions and lines)

- Having the system call you when a busy extension or line becomes free:**
1. Call the busy extension or press the busy Line key.
You can also use this procedure if you dial a line code and receive busy tone.
 2. Dial C.
 3. Hang up.

- Answering when the system rings your phone:**
- You know it's the system calling you because you hear a series of long rings.
1. Lift handset.
The system connects you to previously busy extension or line.

PLACING YOUR CALLS QUICKLY

YOUR KEYS HAVE THREE FUNCTIONS



REDIAL

- Redialing the last outside number you called:**
1. Lift handset.
 2. Press DIAL.
 3. Press LAST.

If you hear busy tone right away, you must manually select an idle line before pressing DIAL.

SAVE

- Saving a number to be dialed later:**
1. Press DIAL after dialing your number.
 2. Press SAVE.

- Calling a saved number:**
1. Lift handset.
 2. Press DIAL.
 3. Press SAVE.

If you hear busy tone right away, you must manually select an idle line before pressing DIAL.

USER-PROGRAMMABLE FEATURES

To program a feature, press PGM# and dial the feature's code. For example, to set Night Ring, press PGM# and dial NR. The remaining steps vary with each feature. Your access level determines the features you can program. See your communications manager. Note that enabling RA or NR disables DRA and vice versa. To disable ringing, disable NR, RA *and* DRA.

DELAYED RING ASSIGNMENT	PGM + DRA + Line key + Y(es) or N(o) + SAVE
DSS	PGM# + DSS + DSS key + ext. + SAVE
HEADSET	PGM# + HS + Y(es) or N(o) + SAVE
HOTLINE	PGM# + HL + Hotline key + ext. + SAVE
NIGHT RING	PGM# + NR + Line key + Y(es) or N(o) + SAVE
PAGE	PGM# + VP + Y(es) or N(o) + SAVE
PRIME LINE	PGM# + PLA + Line key + Y(es) or N(o) + SAVE
RING ASSIGNMENT	PGM# + RA + Line key + Y(es) or N(o) + SAVE
RINGING LINE PREFERENCE	PGM# + RLP + Y(es) or N(o) + SAVE
SPEED DIAL	PGM# + SD + One-Touch Speed key (or bin + PGM#)+ line key (or line/group code + PGM#) or ICM + number (32 digits max.) + SAVE
TIME AND DATE	PGM# + TD + Month (01-12) + PGM# + Date (1-31) + PGM# + YEAR (2 digits) + PGM# + Hour (00-23) + PGM# + Minutes (00-59) + SAVE
VOICE ANNOUNCE	PGM# + VA + Y(es) or N(o) + SAVE
WHISPER PAGE	PGM# + VO + Y(es) or N(o) + SAVE

Cut along outline of table and insert into Directory Tray under phone.



QUICK REFERENCE

OUTSIDE CALLS

Placing:	Lift handset + Line key + Dial number
Answering:	Lift handset (if not connected, press flashing key)
Answering ringing over paging speakers:	Lift handset + ICM + Dial * 0

INTERCOM CALLS

Placing:	Lift handset + ICM + Dial extension (if you hear ring-busy, you may be able to dial 1 to get through)
Answering:	If ringing, lift handset. If announced, speak toward phone or lift handset.

HOLD

Placing call on Hold:	HOLD + Hang up
Retrieving call:	Lift handset + Flashing line key for outside call (or ICM, then HOLD key)

TRANSFER

Transferring outside call:	ICM + Dial ext. + Announce call + Hang up
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CONFERENCE

Setting up a three-way conversation:	Establish an outside/Intercom call + CONF + Establish next call + CONF
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RESPONDING TO SIGNAL TONES

Two tones during handset call:	Then you hear a co-worker's voice over your call. To reply, press and hold MIC/DND.
One tone during speakerphone call:	This means a call is waiting to be answered. Press HOLD + Flashing ICM or Line key.
Fast busy or warble tone anytime:	This means you made a mistake in placing a call or using a feature. Hang up and start over.