

Address Code	Name	Phone Number
60		
61		
62		
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64		
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66		
67		
68		
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97	TOSUNG-015	
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99		

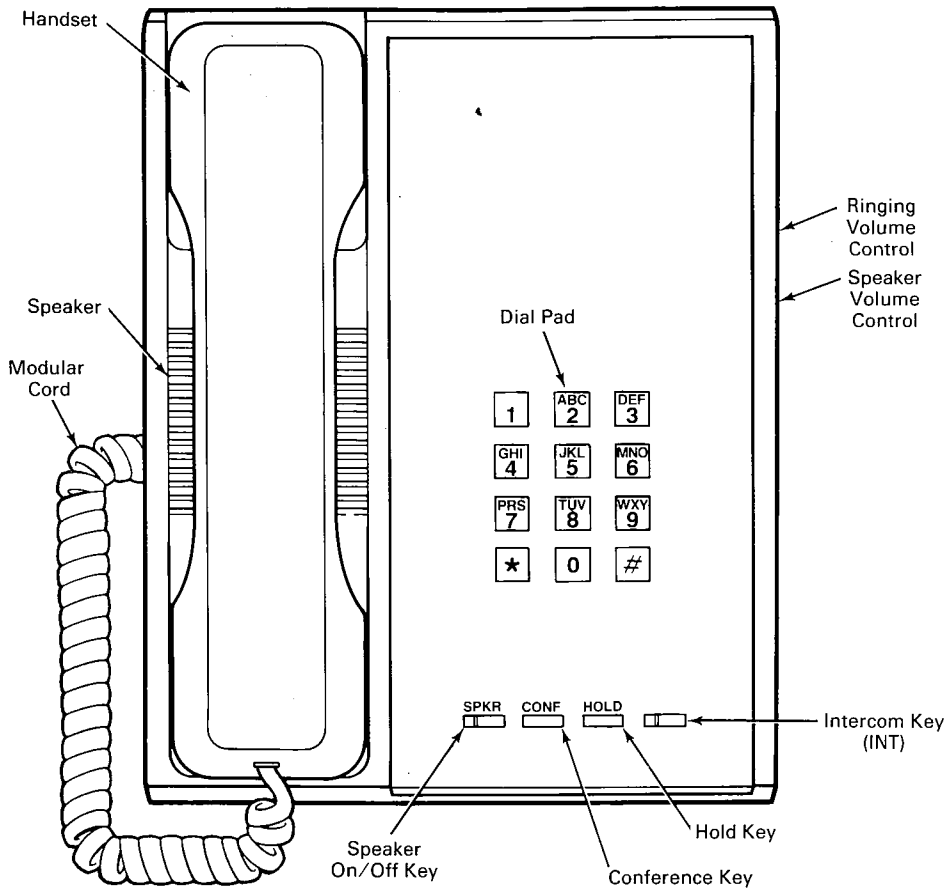
SYSTEM DIRECTORY

TS: 86-10-11 Issue 4. 50M PRINTED IN U.S.A.



Strata[®] XII_e & XX_e

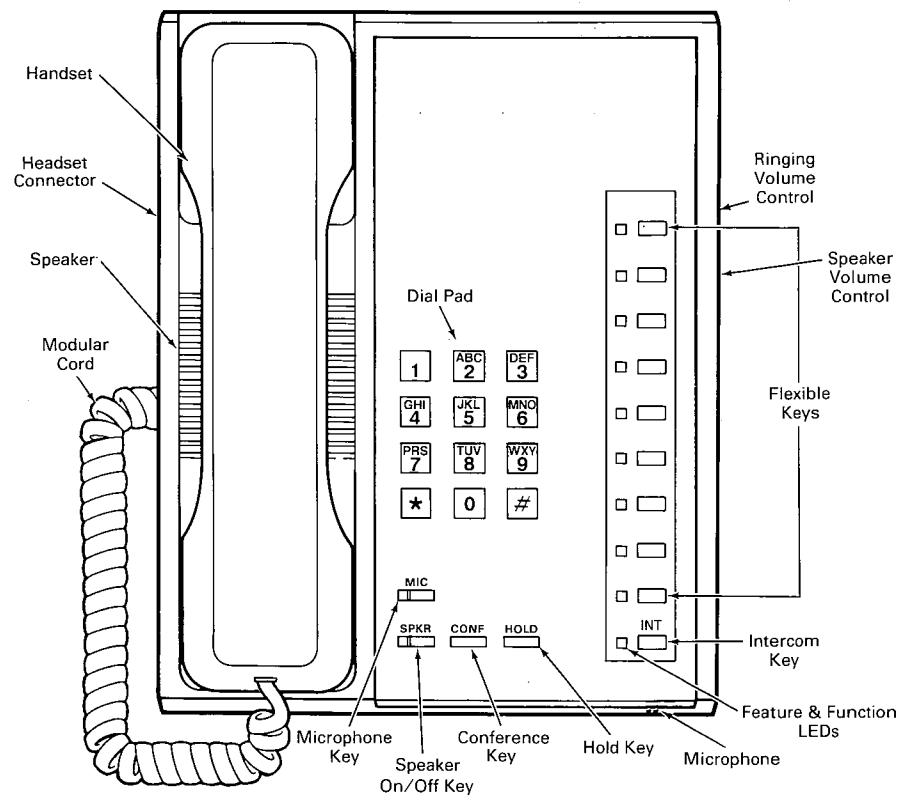
ELECTRONIC KEY TELEPHONE
USER GUIDE



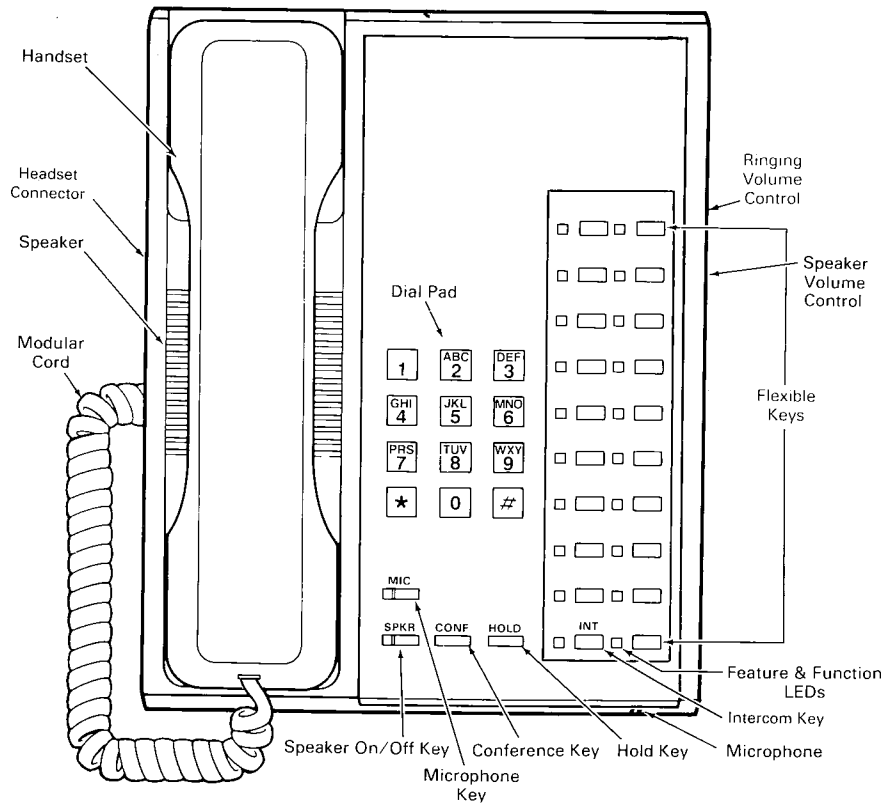
Single-Line Electronic Key Telephone (EKT)

Address Code	Name	Phone Number
10	ASSOCIATED	()
11	ATLAS	()
12	BAHCALL	()
13	BASIC STEEL	()
14	CENTURY	()
15		()
16		()
17		()
18		()
19		()
20		()
21		()
22		()
23		()
24		()
25		()
26		()
27		()
28		()
29		()
30		()
31		()
32		()
33		()
34		()
35		()
36		()
37		()
38		()
39		()
40		()
41		()
42		()
43		()
44		()
45		()
46		()
47		()
48		()
49		()

STATION DIRECTORY



10-key – Electronic Key Telephone (EKT)



20-key – Electronic Key Telephone (EKT)

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LIQUID CRYSTAL DISPLAY (continued)

ALPHANUMERIC NUMERIC DISPLAY (cont.)

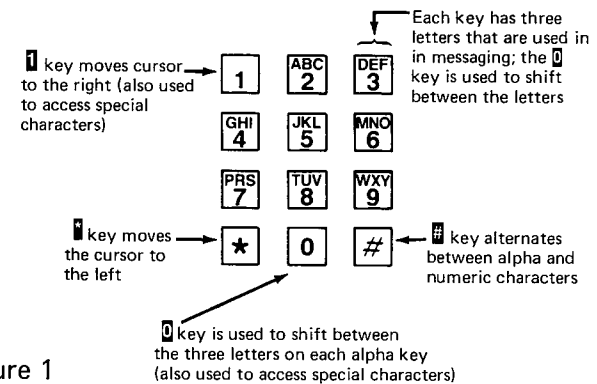


Figure 1

F) Programming System Messages

System messages can only be programmed or changed at station 10. When the system is initialized, five messages are automatically stored in memory:

- 0) OUT TO LUNCH
- 1) IN A MEETING
- 2) CALL _____
- 3) BACK AT _____
- 4) RETURN ON _____

You can use these messages and add five more designed specifically for your system, or you can overwrite the initialized messages and program up to 10 of your own. Any messages programmed at station 10 will remain in memory until cancelled from station 10 or the system is reinitialized. After reinitialization, only the original five messages will be in memory.

NOTE:

The original five messages can also be restored by entering # * 4 INT CO4 CO8 CO12 HOLD at station 17.

System messages are written and stored in memory according to the procedures described in Recording a Message above.

LIQUID CRYSTAL DISPLAY (continued)

ALPHANUMERIC MESSAGE DISPLAY (cont.)

Refer to Recording a Message below for the procedure for leaving a new message at your station.

E) Recording a Message

Use this procedure when adding to a canned message or leaving a new message. After having called up a message on your display (see Leaving a Message above):

- 1) Press the **#** key to access alpha characters and refer to Figure 1 for an explanation of the dial pad keys.
- 2) Move the cursor (—) to the desired position (the left edge of the display for a new message, two spaces to the right of the canned message to add information).
- 3) Press the key that has the letter you want to enter. Use the **0** key to shift from letter to letter on that key. For example:
 - If you press **3**, a D will be displayed. By pressing **0**, the D is changed to E. By pressing **0** again, the E is changed to F. Press **0** again and the F changes to D.
 - To enter spaces, press **1**.
- 4) If you want to enter a number, press the **#** key to change to numeric characters. Numbers are also entered on the dial pad. Press the **#** key again to return to alpha characters.
- 5) The following special characters are set by pressing **1** and then pressing **0** to step through the available characters:
Q, Z, :, -, +, / .
- 6) When the message is complete, press the **MSG** key or the **SPKR** key if you do not have a **MSG** key.
 - Your message is now stored on your station.

(continued)

GENERAL INFORMATION

Your Electronic Key Telephone (EKT) has been designed to provide easy access to the wide range of features offered by your telephone system. The EKT is equipped with a dial pad, 4, 14 or 24 feature keys, a speaker with volume control, and a handset.

All the feature keys are plainly marked as to their purpose. Four keys have fixed assignments: **SPKR**, **MIC**, **CONF**, and **HOLD**. The remaining 10 or 20 keys are assigned flexibly as **CO** keys, or as access keys for the various features.

The voice and ring tone volume levels on the EKT are controlled by separate volume controls located on the right side of the telephone. The lower control adjusts speaker volume for dial tone and voice level; the upper control adjusts ring tone and voice announcement volume.

SINGLE-LINE EKT INFORMATION

Your single-line EKT is equipped with a blank single-line key/LED that functions as both an intercom (INT) and CO line key/LED.

Features are accessed through the use of dial codes listed in this guide. To access the features that are allowed using the single-line EKT, a dial code must be used instead of a feature key. A dial code must be available to allow the feature to function. For example, the Automatic Callback (ACB) feature is allowed due to the dial code **4**, while the Do Not Disturb (DND) feature is not allowed.

(continued)

GENERAL INFORMATION (continued)**SINGLE-LINE EKT INFORMATION (cont.)**

The following features cannot be used with a single-line EKT:

- Automatic Dialing Keys
- Do Not Disturb
- Trunk-to-Trunk Conferencing
- Two-CO Line Conferencing

The single-line EKT is a non-speakerphone model that allows handsfree monitoring but not handsfree answerback. Also, the second modular headset connector is not available for headset or external interface operation.

KEY DESCRIPTIONS**ALARM KEY **ALRM****

A station 10-only programmable option that causes a signal if connected to an alarm mechanism.

ALL CALL VOICE PAGE KEY **AC**

A single dedicated key that allows a station to voice page all of the EKTs in the system simultaneously.

ALPHANUMERIC MESSAGING KEY **MSG**

Allows system and personal messages to be displayed on the 32-character Liquid Crystal Display (LCD).

AUTOMATIC CALLBACK KEY **ACB**

Recalls a busy or DND station on intercom as soon as that station becomes idle.

AUTOMATIC DIALING KEYS **ADL**

Provide single-key automatic dialing of telephone numbers.

CALL FORWARD KEY **CFD**

Routes all calls on intercom to another station.

CALL PICK-UP KEYS **CPU**

Allow CO or intercom calls to be picked up from another station.

(continued)

LIQUID CRYSTAL DISPLAY (continued)**ALPHANUMERIC NUMERIC DISPLAY (cont.)****B) Cancelling a Message**

To cancel a message that you have left at your station:

Press the **MSG** key.

- MSG LED goes off.

If you do not have a **MSG** key.

- 1) Press the **INT** key.
 - INT LED goes on.
- 2) Dial **7 4** on the dial pad.
- 3) Press the **SPKR** key.
 - INT LED goes off.

C) Adding to a Canned Message

When you select a message, it appears on your station display. A cursor (—) also appears immediately to the right of the last letter in the message. You can now input additional information (up to a total of 16 digits for each message). Some system messages may expect you to add more information. For example:

- 1) CALL _____
 - Add a station or outside telephone number.
- 2) BACK AT _____
 - Add the time you will return.
- 3) RETURN AT _____
 - Add the date you will return.

Refer to Recording a Message below for the procedure for adding to a canned message.

D) Leaving a New Message

You can leave a completely new, personalized message by overwriting any of the existing canned messages. To do this, simply call up one of the canned messages as instructed above. When the cursor appears to the right of the message, shift it to the left margin and write your new message over the canned one. The new message will remain on your station until cancelled. It will then be erased and the original canned message will be restored.

(continued)

LIQUID CRYSTAL DISPLAY (continued)

ALPHANUMERIC MESSAGE DISPLAY

The Alphanumeric Messaging feature on your LCD EKT enables you to set short text (up to 16 characters) at your station to ensure you don't miss important calls. Any station may record a message; however, only stations with an LCD are able to display messages.

Your system has up to 10 "canned" messages listed below that will be received by other LCD EKTs calling your station. You can add to or change any of these to leave a personalized message at your station.

Canned Messages

- | | |
|----------|----------|
| 0) _____ | 5) _____ |
| 1) _____ | 6) _____ |
| 2) _____ | 7) _____ |
| 3) _____ | 8) _____ |
| 4) _____ | 9) _____ |

A) Leaving a Message

To leave a message on your LCD EKT:

- 1) Press the **MSG** key.
 - MSG LED blinks.
 - MSG No. is displayed.
- 2) Dial the number of the message you want on the dial pad. (See the above canned messages.)
 - Selected message is displayed.
- 3) Press the **MSG** key.
 - MSG LED goes on steady.
 - If you do not have a **MSG** key:

To leave a message on a non-LCD EKT:

- 1) Press the **INT** key.
 - INT LED goes on.
- 2) Dial **7 4** on the dial pad.
- 3) Dial the number of the message you want on the dial pad.
- 4) Press the **SPKR** key.
 - INT LED goes off. (Your message has been stored.)

(continued)

GENERAL INFORMATION (continued)

KEY DESCRIPTIONS (cont.)

CENTRAL OFFICE LINE KEY **CO**

Accesses an outside line.

CONFERENCE KEY **CONF**

Sets up conference calls and also used to transfer calls.

DIRECT STATION SELECTION KEYS **DSS**

Cause a selected EKT to ring by pressing an assigned key; a maximum of two DSS keys may be assigned per EKT.

DO NOT DISTURB KEY **DND**

Locks the individual EKT in or out of the Do Not Disturb mode.

DOOR LOCK KEY **DRLK**

Controls a door lock mechanism.

HOLD KEY **HOLD**

Holds outside calls.

INTERCOM KEY **INT**

Accesses an intercom line.

MESSAGE WAITING/FLASH KEY **MW/FL**

MW: Indicates a message is waiting. FL: Disconnects and recalls dial tone on a CO line, or is used to access PBX features.

MICROPHONE KEY **MIC**

Cuts off the microphone for private conversation.

MICROPHONE CUTOFF KEY **MCO**

Allows a station to turn its microphone off/on while idle.

NIGHT TRANSFER **NT**

Controls the system's CO line ringing pattern; takes the place of the DND key on the operator's station.

(continued)

GENERAL INFORMATION (continued)

KEY DESCRIPTIONS (cont.)

PAUSE KEY **PAU**

Applies a pause after the CO line access code in automatic dialing telephone numbers behind a PBX.

PRIVACY/NON-PRIVACY KEY **PRV**

Allows selection of CO line privacy in a non-private system.

REDIAL KEY **RDL**

Redials the last telephone number dialed.

REPERTORY KEY **REP**

Provides access to automatic dialing numbers.

SAVE KEY **SAVE**

Saves telephone number during conversation and automatically redials that number when key is depressed in the idle state.

SPEAKER KEY **SPKR**

Turns the speaker ON/OFF.

tone key **tone**

Changes the outputting of the CO line in use from DTMF tone to rotary pulse and back.

LED INDICATIONS

I-USE:

A steady, double flash rate (2 seconds on — 1/8-sec. off — 1/8-sec. on — 1/8-sec. off) indicates the CO line presently in use at the EKT that originated the call. Other stations' LEDs are on steady for that line.

I-CALLED:

A pulsating on/off flash rate (10 impulses per second (IPS) for 1 sec. on and 1 sec. off) appears on the INT LED at the EKT that is being called.

(continued)

LIQUID CRYSTAL DISPLAY (continued)

DATE/TIME/DAY ADJUSTMENT

This operation is possible from station 10 only.

- 1) Handset on-hook.
- 2) To set date:
 - a) Dial **#*51** (or **RDL REP 51**).
 - b) Dial in date (year/month/day) in the format YYMMDD. Enter a leading 0 for single-digit month and day.
 - c) Depress the **#** (or **RDL**) key.
- 3) To set time:
 - a) Dial **#*52** (or **RDL REP 52**).
 - b) Dial in time (hour/minute/second) in 24-hour clock format HHMMSS. Enter a leading 0 for single digit.
 - c) Depress the **#** (or **RDL**) key.
- 4) To set day:
 - a) Dial **#*53** (or **RDL REP 53**).
 - b) Dial in the day (**1** represents SUN, **2** MON etc. through **7** for SAT).
 - c) Depress **#** (or **RDL**) key.

(continued)

LIQUID CRYSTAL DISPLAY (continued)

K) Message Waiting

When you set Message Waiting at another station, your display shows the number of that station

INT 14 MW SET

SENT 16
JAN 01 SUN 12:19

When you hang up after setting Message Waiting at another station, a reminder is shown on the top row of your display.

CALL 16 32 19 25

Your display will show only four station numbers that left messages for you.

NOTE:

Your set displays the numbers of up to four stations that left messages for you.

L) Door Phone/ Monitor

DOOR PHONE B

When you are called from a door phone, its designator (A, B, or C) is displayed.

DOOR PHONE A

When you call a door phone, its designator (A, B or C) is displayed.

M) Recalling Station

C-1 16

When a transferred call goes unanswered, it will recall to the station that transferred it. The display will show the CO line number and the station number to which it was originally transferred.

(continued)

GENERAL INFORMATION (continued)

LED INDICATIONS (cont.)

I-HOLD:

A fast (4 IPS) flash rate ($\frac{1}{8}$ -sec. on – $\frac{1}{8}$ -sec. off) indicates the CO line placed on hold at the EKT. The LEDs of the CO line on hold flash at a medium rate ($\frac{3}{4}$ -sec. on – $\frac{1}{4}$ -sec. off) at the other stations.

EXCLUSIVE HOLD:

A very fast flash rate (10 IPS) indicates the CO line is placed on Exclusive Hold.

HOLD RECALL:

A quick flash rate matching the tones (2 IPS for 1 sec. – 10 IPS for 1 sec.) reminds a station which line has been on hold for the programmed period of time.

CONFERENCE:

A very fast flash rate (10 IPS) indicates the CO line presently in the Conference mode. Other stations' LEDs also show same indication for that line.

CO INCOMING CALL:

A slow flash rate ($\frac{1}{2}$ -sec. on – $\frac{1}{2}$ -sec. off) indicates the CO/PBX line on which the call is coming in.

AUTOMATIC DIALING

AUTOMATIC DIALING

TO CALL AN AUTOMATIC DIALING NUMBER

- 1) Lift the handset.
- 2) Depress any available **CO** line key.
 - Listen for dial tone.
- 3) Depress the **REP** (or the *****) key.
- 4) Dial the 2-digit automatic dialing code for the desired telephone number.
 - Your system will automatically dial the number for you.
- 5) Hang up when the call is completed.

TO CHAIN DIAL AUTOMATICALLY

Dials two or more automatic dialing numbers during one call.

- 1) Lift the handset.
- 2) Depress any available **CO** line key.
 - Listen for dial tone.
- 3) Depress the **REP** (or the *****) key.
- 4) Dial the 2-digit automatic dialing code for the first telephone number to be dialed.
- 5) Depress the **REP** (or the *****) key.
- 6) Dial the 2-digit automatic dialing code for the second telephone number to be dialed.*
- 7) Repeat the above steps for each subsequent number to be dialed.
 - Your system will automatically dial the number for you.
- 8) Hang up when the call is completed.

**Only the first number dialed during the chain dial will be repeated by the Repeat Last Number Dialed feature.*

LIQUID CRYSTAL DISPLAY (continued)

3) Do Not Disturb (DND) Override

INT 15 DND

The station you have called is in the Do Not Disturb mode.

INT 12 DND OVR

When you initiate Do Not Disturb Override, the station number you have overridden is displayed.

ST 55 DND OVR

When another station overrides Do Not Disturb at your station, its number is displayed.

I) Automatic Callback (ACB)

INT 10 ACB SET

When you set Automatic Callback at a busy station, its number is displayed.

ST 28 ACB

When you receive an Automatic Callback, the station number you called is displayed.

LINE 10 ACB

When you receive an Automatic Callback for a CO line, the line number seized is displayed.

J) Call Forward

FORWARD TO ST 11

When you register Call Forward, the station number to which your calls will be forwarded is displayed.

INT 15

When your call is forwarded to another station, the station you called is shown at the top of the display. It then changes to the station to which your call was forwarded.

ST 12 CALL ST 17

When a call is forwarded to your station, the calling station number is displayed on the left and the station called is displayed on the right.

(continued)

LIQUID CRYSTAL DISPLAY (continued)

NOTES:

1. On a CO line call, the display can be alternated between Date/Time and Elapsed Time by pressing the **RDL** or **#** key
2. Elapsed Time is displayed for 15 sec. after you hang up and then changes automatically to Date/Time.

F) Calling Number-Intercom

When you receive an intercom call, the calling station number is displayed.

ST 16 CALLING

G) Call Pick-up

When you pick up an intercom call, the calling station number is displayed on the left and the called station number is displayed on the right.

ST 32 CALL ST 11

ST 36 PICKUP ST 14

Your EKT displays the information that your call to station 36 was picked up by station 14.

H) Overrides

1) Busy Override

When you activate the override feature after calling a busy station, the station number and the feature are displayed.

INT 18 BUSY OVR

STA 21 BUSY OVR

Your EKT displays the number of a station initiating override when you are on the phone.

2) Exec. Override

When you initiate Executive Override, your EKT displays the number of the station that is overridden.

INT 17 EXEC OVR

(continued)

AUTOMATIC DIALING (continued)

AUTOMATIC DIALING KEYS
PROGRAMMABLE OPTION

After accessing a CO line, automatic dialing for telephone number storage and use is available by depressing the **ADL** key instead of a 2-digit access code. Each **ADL** key stores one telephone number (up to 16 digits).

TO STORE A TELEPHONE NUMBER*

- 1) Do not lift the handset.
- 2) Depress the **#** (or **RDL**) and ***** (or **REP**) keys, respectively.
- 3) Depress the **ADL** key you wish to use.
- 4) Dial the telephone number to be stored (16 digits maximum).**
- 5) Depress the **#** (or **RDL**) key to record the number in memory.
- 6) Repeat the above steps for each **ADL** key.

*Repeat this procedure to replace the stored telephone numbers with new ones.

It may be necessary to insert a pause after the trunk access code to allow for dial tone delay. If so, depress the **MW/FL (or **PAU**) key after entering the PBX access code.

REPEAT LAST NUMBER DIALED
PROGRAMMABLE OPTION

This feature enables you to automatically redial the last number called by pressing the **RDL** key, which also serves the same function as the **#** key.

(continued)

AUTOMATIC DIALING (continued)

REPEAT LAST NUMBER DIALED (cont.)

TO REDIAL LAST NUMBER CALLED

- 1) Lift the handset.
- 2) Depress any available CO line key.
 - Listen for dial tone.
- 3) Depress the **RDL** (or the **#**) key.
 - The last telephone number you dialed will automatically be redialed.
- 4) Hang up when the call is completed.

SAVED NUMBER REDIAL PROGRAMMABLE OPTION

This feature enables you to store a dialed telephone number and later redial that number by pressing a single key.

TO SAVE A TELEPHONE NUMBER

- 1) Lift the handset.
- 2) Dial the desired telephone number.
- 3) Depress the **SAVE** key.
 - The telephone number is saved for future use.

TO DIAL A SAVED TELEPHONE NUMBER

- 1) Lift the handset.
- 2) Depress any available CO line key.
- 3) Depress the **SAVE** key.
 - Saved number will be automatically dialed.

LIQUID CRYSTAL DISPLAY (continued)

C) Automatic Line Selection

1) Intercom Line

INT

If your station automatically accesses an intercom line when you go off-hook, INT is displayed.

2) CO Line

USING LINE 11

If your station automatically accesses a CO line when you go off-hook, the CO line seized is displayed.

3) Dial Access Code

USING LINE 20

If your station automatically accesses a CO Line Group when you go off-hook, the available CO line is displayed.

D) Dialed Number

CO Line

555 1374

The digits are displayed as you dial over a CO line or the intercom using:

- Manual Dialing
- Automatic Dialing
- Repeat Last Number Dialed
- Saved Number Redial

Intercom

INT 19

NOTE:

If you are calling on a CO line, the display will automatically change from Dialed Number to Elapsed Time after a programmed period of time.

E) Elapsed Time

00:13:23

While you are making an outgoing CO line call, the elapsed time of the call is displayed. Elapsed Time automatically replaces the dialed number on the display after a programmed period of time. (Timing begins when a CO key is pressed.)

(continued)

LIQUID CRYSTAL DISPLAY (continued)

- B) CO Line Number Incoming CO call - if your station is programmed for incoming ringing on that CO line.

1) Incoming Call

LINE 10 RINGING

Transferred CO call - CO line transferred to your station in the ringing state by another station.

Camped-on CO call - CO line was camped-on to your busy station and rings when you hang up.

2) When call is answered

ANSWERED LINE 10

The display changes to indicate status when you answer the call.

3) Hold

HOLD LINE 10
JAN 01 SUN 12:19

You have put a CO line call on hold at your station.

Hold Recall

HOLD LINE 10
LN 10 RECALL

Held calls automatically ring back to your station after a programmed period of time.

4) Outgoing

USING LINE 6

When you manually select a CO line it is displayed. This display will be replaced by the dialed number when you dial.

5) Trunk Queuing (Callback)

LINE 3 ACB

When the Trunk Queuing feature rings back to your station with an available CO line, that line number will be displayed.

(continued)

AUTOMATIC DIALING (continued)

TELEPHONE NUMBER STORAGE

TO STORE A TELEPHONE NUMBER IN SYSTEM AUTOMATIC DIALING MEMORY*

Automatic dialing telephone numbers can be stored in the system memory by station 10 only.

- 1) Do not lift the handset.
- 2) Depress the **#** and ***** keys, respectively.
- 3) Dial a 2-digit automatic dialing code.
 - System codes run consecutively from 60 through 99.
- 4) Dial the telephone number to be stored (16 digits maximum).**
- 5) Depress the **#** key to record the number in memory.
- 6) Repeat the above steps with every number to be stored (up to the maximum of 40).
- 7) Write down the address codes and telephone numbers for future reference.

TO STORE A TELEPHONE NUMBER IN STATION AUTOMATIC DIALING MEMORY*

Automatic dialing telephone numbers can be stored by each station.

- 1) Do not lift the handset.
- 2) Depress the **#** and ***** keys, respectively.
- 3) Dial a 2-digit automatic dialing code.
 - Station codes run consecutively from 10 through 49.
- 4) Dial the telephone number to be stored (16 digits maximum).**
- 5) Depress the **#** key to record the number in memory.
- 6) Repeat the above steps with every number to be stored (up to the maximum of 40).
- 7) Write down the address codes and telephone numbers for future reference.

*TO RECALL PUSH * AND 2 DIGIT CODE*

(continued)

AUTOMATIC DIALING (continued)

TELEPHONE NUMBER STORAGE (cont.)

*Repeat this procedure to replace the stored telephone numbers with new ones. Entering an automatic dialing code that has already been used will replace the current telephone number with any new one entered.

*It may be necessary to insert a pause after the trunk access code to allow for dial tone delay. If so, depress the **MW/FL** (or **PAU**) key after entering the PBX access code.

* AND # TONE DIALING

When the * or # tones must be output (for computer input service or other use), the Automatic Dialing feature must be disabled to permit manual dialing of the * and # keys. (Applicable only if **REP** and **RDL** keys are not programmed.)

TO OUTPUT * AND # TONES

- 1) Lift the handset.
- 2) Depress any available **CO** line key.
- 3) Dial any desired directory number.
- 4) To disable the Automatic Dialing feature, thereby permitting the * and # tones to be output manually, press the * key and then the # key.

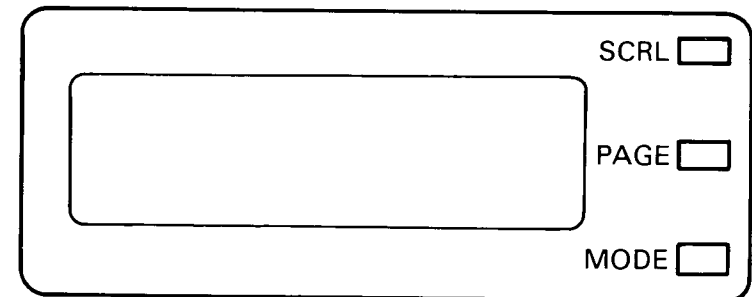
NOTE:

Only manual dialing will be possible; the special * and # tones as well as digits 0 ~ 9 will be output as dialed. The Automatic Dialing feature will be restored when the EKT is hung up or placed on hold.

LIQUID CRYSTAL DISPLAY

In its idle state, the 32-digit Liquid Crystal Display (LCD) feature on your EKT gives you an accurate desk clock and calendar combination. When you have an outside call in progress, an Elapsed Time display gives a constant reminder of the call duration. In addition, a variety of information displays and feature prompting make your call handling more efficient. Alphanumeric messaging capability is also provided.

All display functions occur automatically as call processing proceeds. Only one manual operation is possible; that is, the display can be shifted between Date/Time and Elapsed Time by depressing the **RDL** or # key during an active CO line call.



NOTE:

The three function keys to the right of the display (SCRL, PAGE, MODE) are reserved for future use.

SUMMARY OF LCD FUNCTIONS

Type	When Displayed
A) Date/Time	Idle Telephone

MAY 24 MON 12:05

Note:

The Date/Time is adjusted on a system-wide basis by station 10.

(continued)

MISCELLANEOUS FEATURES (cont.)

TOLL RESTRICTION OVERRIDE

TO OVERRIDE TOLL RESTRICTION AT A STATION FOR A SINGLE CALL

- 1) Lift the handset.
- 2) Depress a Toll Restricted **CO** line key.*
 - Listen for dial tone.
 - CO line LED will flash at the I-use rate.
- 3) Dial ***58**.
 - You will no longer hear dial tone.
- 4) Dial one of the two Toll Restriction Override Codes (4 digits).
 - You will hear dial tone.
- 5) Dial the desired telephone number.
- 6) Hang up when the call is completed.

TONE/PULSE SENDING PROGRAMMABLE OPTION

In some areas, CO line calls must be made using rotary-dial pulses. In order to access remote equipment requiring tones in these areas (such as automatic tellers or answering machines), you must change to DTMF tone sending after you have dialed the outside directory number.

Depressing the **TONE** key changes the outputting status of the CO line in use: TONE LED ON indicates DTMF tones are output; LED OFF indicates Dial Pulses are output.

TO CHANGE TO TONE SENDING

- 1) After you have dialed a telephone number and the call is in progress, depress the **TONE** key.
 - The TONE LED goes on.
 - Depressing the dial pad keys will cause DTMF tones to be transmitted.
- 2) To switch back to rotary-dial pulse transmission, depress the **TONE** key again.
 - The TONE LED goes off.
 - Depressing the dial pad keys will now cause rotary-dial pulses to be transmitted.

CALL FUNCTIONS

AUTOMATIC CALLBACK (INTERCOM)

TO USE AUTOMATIC CALLBACK

After reaching a busy or DND station on an intercom call, you may:

1A) Dial **2** or **3** for Override (see OVERRIDE).

... Or ...

- 1B) Depress the **ACB** key or dial **4** to set Automatic Callback.
 - Busy tone will stop.
 - You will hear dial tone for 2 sec. and then busy tone again.
- 2) Go on-hook. You may make other calls while waiting for the called station to become available.
- 3) When the called station becomes idle:
 - Your telephone will ring at a fast rate.
- 4) Answer the call within 9 sec. to prevent the callback from being cancelled.
 - You will hear a single tone.
- 5) Proceed to voice announcement.
- 6) Proceed with the conversation.

NOTES:

1. You may cancel the request anytime prior to the callback by depressing the **INT** key and dialing **77**.
2. If, after answering a callback, you hear a busy tone, it means the called party has already received or originated another call. Your request is **not** cancelled. You will be called again the next time the station becomes idle.

AUTOMATIC OFF-HOOK SELECTION PROGRAMMABLE OPTION

Allows Automatic Off-Hook Selection of either an intercom (INT) or a CO line.

TO MAKE A CALL

- 1) Lift the handset
 - You will be connected to the option programmed.

NOTE:

If you hear silence after going off-hook, you must depress the **INT** key or a **CO** line key before making a call.

CALL FUNCTIONS (continued)

CALL FORWARD PROGRAMMABLE OPTION

Allowed intercom only (all calls will be forwarded).

TO SET A CALL FORWARD

- 1) Depress the **CFD** key or dial **#*01**.
 - CFD LED flashes.
- 2) Dial the station number to which calls are to be forwarded.
- 3) Depress the **CFD** key or dial **#**.
 - CFD LED on steady.
 - Calls will be forwarded to stored station number.

TO CANCEL A CALL FORWARD

- 1) Depress the **CFD** key or dial **#*01#**.
 - CFD LED goes off.

CALL PICK-UP

TO ANSWER A CALL THAT IS PAGING OR RINGING

- 1) Lift the handset.
- 2) Depress the **INT** key and dial **78** or depress the **CPU** key.*
- 3) Dial one of the following:
 - Station number (intercom and CO)
 - 88** = All Call
 - 89** = External Page
 - 99** = Any CO line ringing

In Tenant Service, substituting a **CPU1 key picks up COs assigned to Tenant 1 or a **CPU2** key picks up COs assigned to Tenant 2 without step 3.*

MISCELLANEOUS FEATURES (cont.)

OVERRIDE (cont.)

TO INITIATE EXECUTIVE OVERRIDE (PROGRAMMABLE OPTION)

After reaching a busy station, Executive Override allows you to enter an established conversation by dialing **3**.

- A tone signal will be heard prior to entering the conversation.

PRIVACY/NON-PRIVACY PROGRAMMABLE OPTION

In a non-private system, the **PRV** key prevents other stations from breaking into an in-progress CO line call.

Depress the **PRV** key.

- PRV LED goes on.
- Your station has CO line privacy.

STATION SECURITY **MCO** PROGRAMMABLE OPTION

The **MCO** key allows a station to turn its microphone off/on while idle. Handsfree answerback is inoperable while the microphone is off.

- 1) Depress the **MCO** key.
 - MCO LED lights.
 - Microphone is turned off.
- 2) Depress the **MCO** key to turn the microphone on again.
 - MCO LED goes off.

MISCELLANEOUS FEATURES (cont.)

DOOR PHONE

TO ANSWER THE DOOR PHONE

- 1) You will hear a distinctive ringing tone.
- 2) Lift the handset.
 - The INT LED lights.
 - You are connected to the door phone.
- 3) Hang up when the call is completed.

TO CALL/MONITOR A DOOR PHONE

- 1) Lift the handset.
- 2) Depress the **INT** key.
 - You will hear intercom dial tone.
 - INT LED will flash at I-use rate.
- 3) Dial the desired number:
 - Door phone A = **66**
 - Door phone B = **67**
 - Door phone C = **68**
 - You will *not* hear a warning tone.
- 4) Hang up when the call is completed or when you no longer wish to monitor the door phone.

TO USE A DOOR PHONE

- 1) Depress the button.
 - You will hear a distinctive ringing tone.
- 2) When answered, speak at a normal voice level in the direction of the door phone.

OVERRIDE

TO INITIATE A BUSY OVERRIDE SIGNAL

After reaching a busy station, you may signal that station that a call is waiting by dialing **2**.

- A tone signal will be heard at the busy station.

TO OVERRIDE DND (PROGRAMMABLE OPTION)

After reaching a DND station, you may signal that station that a call is waiting by dialing **2**.

- A tone signal will be heard at the DND station.

(continued)

CALL FUNCTIONS (continued)

CONFERENCE CALLS

TO CONFERENCE UP TO THREE STATIONS AND TWO CO LINES, OR FOUR STATIONS AND ONE CO LINE

Establish a one-CO line call.

TO ADD A SECOND CO LINE*

- 1) Depress the **CONF** key.
 - You will hear intercom dial tone.
 - The CO LED will flash at the conference rate.
 - The INT LED will flash at the I-use rate.
- 2) Select a second CO line and dial the next telephone number.
- 3) Depress the **CONF** key after the party answers.**
 - CO LEDs will flash at the I-use rate.
 - All parties will be conferenced.

**When the single Amplified Conference feature is installed, the conference between both CO lines will be amplified. However, only the second CO line and your station will be amplified.*

***If you receive a busy tone or no answer, return to the original connection by depressing the original **CO** line key.*

TO ADD ANOTHER STATION

- 1) Depress the **CONF** key.
 - You will hear intercom dial tone.
 - The CO LED will flash at the conference rate.
 - The INT LED will flash at the I-use rate.
- 2) Dial the number of the other station.
- 3) Depress the **CONF** key after the party answers.*
 - CO LED(s) will flash at the I-use rate.
 - All parties will be conferenced.
- 4) Repeat to add another party:
 - Three stations/two CO lines maximum.
 - Four stations/one CO line maximum.
- 5) Hang up when conference call is completed.

If you receive a busy tone or a no answer, return to the original connection by depressing the **CONF key.*

(continued)

CALL FUNCTIONS (continued)

CONFERENCE CALLS (cont.)

TO CONFERENCE UP TO FOUR STATIONS ON ONE INTERCOM LINE

- 1) Establish a two-station intercom call.
- 2) Depress the **CONF** key.
 - You will hear intercom dial tone.
 - The INT LED will flash at the conference rate.
- 3) Dial the third station's number.
- 4) Depress the **CONF** key after the party answers.*
 - INT LED will flash at the l-use rate.
 - All parties will be conferenced.
- 5) Repeat to add a fourth station.

*NOTES:

1. If you receive a busy tone or no answer, return to the original connection by depressing the **CONF** key.
2. The new station will not be conferenced unless the user lifts the handset or depresses the **INT** key.

MISCELLANEOUS FEATURES (cont.)

ALARM **ALRM**

A station 10-only programmable option used with an optional Door Phone Control Unit and alarm system to cause a signal in the system. Depressing the **ALRM** key resets the alarm signal in the system.

BACKGROUND MUSIC (BGM)

If Music-on-Hold is available on your system, you may listen to background music via your station's speaker by depressing the **SPKR** key. Adjust the volume with the control on the lower right side of your EKT.

DIRECT STATION SELECTION **DSS1** and **DSS2** KEYS (HOTLINE)

A programmable option that allows up to two stations to be dialed directly by depressing the **DSS1** or **DSS2** key. The key's LED also shows the status (busy/DND) of that station. If connected to a CO line, depressing this key will put the party on hold. Transfer the call as you would normally, by voice announcing or camping on.

DOOR LOCK **DRLK**

Depressing the **DRLK** key controls a switch connected to a door lock or similar device.

MISCELLANEOUS FEATURES

ACCOUNT CODE RECORDING

On some calls, you may be required (forced) to dial an account code before dialing an outside number. On other calls, you may wish to record an account number voluntarily after either dialing an outside number or receiving an incoming call. The code you enter will be recorded on the Station Message Detail Recording (SMDR) printout with the details of your call.

TO RECORD A FORCED ACCOUNT CODE

- 1) Access a CO line.
 - You will hear dial tone.
- 2) Dial the ___-digit account code on the dial pad.
 - Dial tone disappears as you dial the first digit.
 - You will hear dial tone as you depress the last digit.
- 3) Dial the outside directory number.

TO RECORD A VOLUNTARY ACCOUNT CODE

- 1) An incoming or outgoing call is in progress.
- 2) Dial ***50** on the dial pad.
 - The other party has been put on hold.
- 3) Dial the ___-digit account code on the dial pad.
 - You will be reconnected when you dial the last digit.
- 4) Resume your conversation.

NOTES:

1. *Unless you dial the correct number of digits, you will not receive dial tone (forced) or be reconnected (voluntary).*
2. *With Forced Account Code, any digits dialed after the code will be treated as part of the outside directory number.*
3. *With Voluntary Account Code, any digits dialed after the code will be heard as tones by the other party.*

CALL FUNCTIONS (continued)

DO NOT DISTURB

This feature allows you to prevent incoming calls from accessing your station. You can still make outgoing calls.

TO USE DO NOT DISTURB MODE

- Depress the **DND** key.
- DND LED will light steady.

TO RELEASE THE DO NOT DISTURB MODE

- Depress the **DND** key.
- DND LED goes off.

GROUP LISTENING

This feature allows all persons present to hear the distant party's responses.

With the handset off-hook, depress and hold the **SPKR** key.

- SPKR LED lights and the distant party's voice is heard via the EKT's speaker (handset is off-hook but inoperative).

When local response is required:

- Release the **SPKR** key.
- SPKR LED goes off.
 - EKT speaker is silenced.
 - Handset is activated.

Repeat the procedure as required.

CALL FUNCTIONS (continued)

HANDSFREE ANSWERBACK

TO RECEIVE AN INTERCOM CALL (HANDSFREE)

- 1) You will hear a single long tone, followed by the caller's voice.
 - The INT LED will flash at the I-called rate.
- 2) Leave the handset on-hook.
- 3) To assure a private conversation, depress the **INT** key.
 - The INT LED will flash at the I-use rate.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) If you depressed the **INT** key earlier, depress the **SPKR** key when the call is completed.

HANDSFREE MONITORING

Calls placed on hold by the distant party may be monitored "handsfree."

- 1) Depress and hold the **SPKR** key.
- 2) Place the handset on-hook.
- 3) Release the **SPKR** key.
 - Sounds from the distant party will be heard via the EKT's speaker.
- 4) Lift the handset to continue the conversation when the distant party returns.

INTERCOM CALLS

TO MAKE AN INTERCOM CALL

- 1) Lift the handset.
- 2) Depress the **INT** key.*
 - You will hear intercom dial tone.
 - INT LED will flash at the I-use rate.
- 3) Dial the desired station number.
 - You will hear a single ring tone.

(continued)

MESSAGES (continued)

STATION-TO-STATION MESSAGE WAITING WITH LCD

- 1) Lift the handset.
- 2) Dial the desired station number.
 - If no answer (busy or DND), depress the **MW/FL** key. This causes the **MW/FL** key on the called station to flash.
 - The called station's LCD will display the calling station number.
- 3) Called station user depresses the **INT** and **MW/FL** keys to return the call.
- 4) To clear the MW/FL LED at the called station, depress the **MW/FL** key.
- 5) To clear the MW/FL LED from the calling station, depress the **INT** key, dial the station number and depress the **MW/FL** key twice.

NOTE:

*Up to four Message Waiting displays may be stored on the LCD; the station number in the left most position will be called when the **MW/FL** key is depressed. To rotate the station numbers, depress the ***** key.*

MESSAGES

MESSAGE WAITING PROGRAMMABLE OPTION

- 1) The Message Center calls the station on intercom.
 - If no answer, depress the **MW/FL** key on the Message Center EKT. This causes the MW/FL LED on the called station to illuminate.
 - MW/FL LED at Message Center illuminates (will go off when the connection is broken).
- 2) Called station user depresses the **INT** and **MW/FL** keys and is connected to the Message Center.
 - After receiving the message(s), hang up.
- 3) To clear the MW/FL LED at the called station, depress the **MW/FL** key.
- 4) To clear the MW/FL LED from the Message Center, call station and depress the **MW/FL** key twice.

PAGING

TO PAGE

- 1) Lift the handset.
- 2) Depress the **INT** key and dial the following:
 - 80** = All Call
 - 81** = Group #1
 - 82** = Group #2
 - 83** = Group #3
 - 84** = Group #4
 - 88** = All Call (with External Page)*
 - 89** = External Page
- 3) Make your announcement in a normal voice level and repeat it.
- 4) Hang up when you have completed your announcement.

*Programmable Option

CALL FUNCTIONS (continued)

INTERCOM CALLS (cont.)

- 4) Speak when the ring tone ends.
- 5) Hang up when the call is completed.

*See Automatic Off-Hook Selection.

Tone signalling can be accomplished by dialing **1** after the station number.

TO RECEIVE AN INTERCOM CALL

- 1) You will hear a single long tone, followed by the caller's voice.
 - The INT LED will flash at the I-called rate.
- 2) Lift the handset.
 - INT LED will flash at the I-use rate.
- 3) Hang up when the call is completed.

ON-HOOK DIALING

(Handsfree model only— see Speakerphone for speakerphone EKTs)

TO MAKE AN OUTSIDE CALL

- 1) Leave the handset on-hook.
- 2) Depress any available **CO** line key and listen for dial tone.
 - CO LED will flash at the I-use rate.
- 3) Dial the desired telephone number.
- 4) Lift the handset when the distant party answers.*
- 5) Hang up when the call is completed.

TO MAKE AN INTERCOM CALL

- 1) Leave the handset on-hook.
- 2) Depress the **INT** key.
 - INT LED will flash at the I-use rate.
- 3) Dial the desired station number.
 - You will hear a single ring tone.*

(continued)

CALL FUNCTIONS (continued)

ON-HOOK DIALING (cont.)

- 4) Lift the handset to converse.
- 5) Hang up when the call is completed.

If busy tone is heard, depress the **SPKR key to disconnect.*

OUTSIDE CALLS

TO MAKE AN OUTSIDE CALL

- 1) Lift the handset.
- 2) Depress any available **CO** line key.*
 - Listen for dial tone.
 - CO line LED will flash at the I-use rate.
- 3) Dial the desired telephone number.
- 4) Hang up when the call is completed.

**See Trunk Queuing and Automatic Off-Hook Selection.*

TO RECEIVE AN INCOMING CALL

- 1) You will hear a ringing tone.
 - The CO line LED will be flashing at the CO incoming rate.
- 2) Lift the handset.
 - CO line LED will flash at the I-use rate.
- 3) Hang up when the call is completed.

SPEAKERPHONE

TO MAKE AN OUTSIDE CALL (ON-HOOK DIALING)

- 1) Leave the handset on-hook.
- 2) Depress any available **CO** line key.
 - Listen for dial tone.
 - CO LED will flash at the I-use rate.
- 3) Dial the desired telephone number.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) Depress the **SPKR** key when the call is completed.

(continued)

CALL HOLD and TRANSFER (cont.)

EXCLUSIVE HOLD

(CO line must appear on your station)

While connected to an outside call, depress the **HOLD** key twice.

- The CO line LED will flash at a fast (10 IPS) rate.
- To reconnect the call, depress the **CO** line key on hold.

NOTE:

When a CO line is placed on Exclusive Hold, it may not be picked up by another station.

NIGHT TRANSFER PROGRAMMABLE OPTION

On an optional basis, your system can function with two or three ringing patterns. If three patterns are selected, they are designated **DAY**, **DAY 2**, and **NITE**. If only two patterns are selected, **DAY** and **NITE** designations are used.

- In both cases, different ringing patterns are chosen by sequential depressions of the **NT** key on station 10.
- The active pattern is shown by the state of the NT LED as follows:

	Three-pattern	Two-pattern
DAY	OFF	OFF
DAY 2	FLASH	N/A
NITE	ON	ON

CALL HOLD and TRANSFER (cont.)

CALL TRANSFER WITH CAMP-ON (cont.)

TO ANSWER A TRANSFERRED CALL (if your station is busy)

- 1) You will hear a 1-sec. warning tone.
 - The outside call is camped-on your station.
 - The CO LED flashes at the I-hold rate.
- 2) You have several choices:
 - a) Depress the appropriate **CO** key.
 - The existing call will be terminated.
 - The new line will be answered and its LED changes to the I-use flash rate.
 - b1) Hang up.
 - The existing call will be terminated.
 - The camped-on line will ring at your EKT.
 - The CO LED changes to the I-called flash rate.
 - b2) Depress the **CO** key to answer the call.
 - The CO LED changes to the I-use flash rate.
 - c1) Depress the **HOLD** key (if conversing on a CO line).
 - Existing CO call will be put on hold.
 - The camped-on line will ring at your EKT.
 - The CO LED changes to the I-called flash rate.
 - c2) Depress the **CO** key to answer the call.
 - The CO LED changes to the I-use flash rate.

NOTE:

If your EKT has the Ringing Line Preference feature, you may depress the **SPKR** key or lift the handset instead of depressing the **CO** key.

CALL FUNCTIONS (continued)

SPEAKERPHONE (cont.)

TO RECEIVE AN INCOMING CALL

- 1) You will hear a ringing tone.
- 2) Leave the handset on-hook.
- 3) Depress the key of the CO line that is flashing at the CO incoming rate.
 - CO LED will flash at the I-use rate.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) Depress the **SPKR** key when the call is completed.

TO MAKE AN INTERCOM CALL (ON-HOOK DIALING)

- 1) Leave the handset on-hook.
- 2) Depress the **INT** key.
 - Listen for intercom dial tone.
 - INT LED will flash at the I-use rate.
- 3) Dial the desired station number.
 - You will hear a single ring tone.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) Depress the **SPKR** key when the call is completed.

MICROPHONE CONTROL

The **MIC** key cuts off the speakerphone's microphone for private conversations. The MIC LED indicates the status of the microphone:

LED	MICROPHONE
ON	ON
OFF	OFF

The **MIC** key can function in one of two modes. Your EKT is equipped with the mode that is checked:

- Momentary**—The microphone and accompanying LED are always **ON** when the speakerphone is activated unless the **MIC** key is depressed. The MIC LED and microphone will be **OFF** while the **MIC** key is depressed and return to **ON** when the key is released.

(continued)

CALL FUNCTIONS (continued)

SPEAKERPHONE (cont.)

- **Push-on/Push-off**—The microphone and accompanying LED are **OFF** during on-hook dialing and **ON** at all other times while the speakerphone is activated. They can be switched **OFF/ON** or vice versa by a momentary depression of the **MIC** key. They will then remain in the same state until the **MIC** key is depressed again or the call is terminated.

NOTES:

1. *To change from Speakerphone to handset:*
 - Lift handset.
2. *To change from handset to Speakerphone:*
 - Depress and hold the **SPKR** key.
 - Return handset on-hook.
 - Release the **SPKR** key.

See Station Security (**MCO** key).

TONE SIGNALLING PROGRAMMABLE OPTION

This feature provides ringing on incoming intercom calls when voice announcing is not activated.

TO MAKE A TONE SIGNAL CALL

- 1) Call another station via intercom.
 - The called party hears ringing while you hear ringback tone until the call is answered.
- 2) Speak to the party when the call is answered.

To make a voice call, dial 1 after the station number.

TO ANSWER A TONE SIGNAL CALL

- 1) Lift handset or depress the **SPKR** key (handsfree answerback is inoperative).
- 2) Hang up when the call is completed.

CALL HOLD and TRANSFER (cont.) CALL TRANSFER WITH CAMP-ON (cont.)

3. *You may reconnect to a transferred line (anytime before it is answered) by depressing the appropriate **CO** key.*

TO ANSWER A TRANSFERRED CALL (if your station is idle)

- 1) Voice signalling:
 - a) You will hear a single long tone, followed by an announcement.
 - The INT LED will flash at the I-called rate.
 - b) Acknowledge the announcement.
 - c) When the transferring station hangs up, you will hear a ringing tone.
 - The CO LED changes to the I-called flash rate.
 - d) Depress the appropriate **CO** key.
 - The CO LED changes to the I-use flash rate.

NOTE:

*If your EKT has the Ringing Line Preference feature, you may depress the **SPKR** key or lift the handset instead of depressing the **CO** key.*

- 2) Tone signalling:
 - a) You will hear intercom ringing.
 - The INT LED will flash at the I-called rate.
 - b) Lift the handset (or depress the **SPKR** key).
 - The INT LED changes to the I-use flash rate.
 - c) Speak to the transferring station.
 - d) You will be connected to the outside call when the transferring station hangs up.
 - The INT LED goes off.
 - The LED of the transferred CO line changes to the I-use flash rate.

NOTE:

*If your EKT has the Ringing Line Preference feature, it is not necessary to depress the **INT** key before lifting the handset or depressing the **SPKR** key.*

(continued)

CALL HOLD and TRANSFER (cont.)

CALL TRANSFER WITH CAMP-ON

This feature allows you to transfer an outside call to a station that is either idle or busy.

TO TRANSFER A CALL

- 1) While connected to an outside call, depress the **CONF** key.
 - The CO LED changes to conference flash.
 - The INT LED will flash at the I-use flash rate.
 - Intercom dial tone is heard.
- 2) Dial the station number to which the call is to be transferred.
- 3A) If the called station is idle:
 - You will hear a single ring tone.
- 4A) Announce the call.
- 5) Hang up.
 - INT LED goes off.
 - CO LED changes to the I-hold flash rate.
 - The CO line rings the called station.
 - CO LED illuminates steadily when the called station connects with the transferred call.
 - If the station fails to answer the call, you will receive a recall ring after a predetermined time.
- 3B) If the called station is busy:
 - Busy tone is heard.
- 4B) Hang up.
 - INT LED goes off.
 - CO LED changes to I-hold flash rate.
 - The CO line is camped-on to the called station.
 - The called station hears a warning tone.
 - CO LED illuminates steadily when the station connects with the transferred call.

NOTES:

1. *The Busy Override feature may be used instead of transfer camp-on.*
2. *The call will recall you and camp-on is cancelled if the station does not pick it up within a predetermined time. Inform the caller of the situation, and repeat the procedure (if necessary).*

(continued)

CALL FUNCTIONS (continued)

TRUNK QUEUING

This feature provides a means for station users to be placed in a waiting queue for a busy outgoing trunk group, and to be called back when a trunk in the group is available.

TO USE TRUNK QUEUING

- 1) Lift the handset.
- 2) Depress the **INT** key.
 - You will hear intercom dial tone.
 - INT LED will flash at the I-use rate.
- 3) Dial the desired trunk group access code (or dial **7** and the CO line number):

- 4A) If there is an idle trunk, you will be connected and can dial the desired telephone number.
 - You will hear CO dial tone.
 - CO LED will flash at the I-use rate.
 - INT LED goes off.
- 4B) If all trunks are busy, you will hear busy tone.
- 5) Depress the **ACB** key or dial **4** to set Automatic Callback.
 - Busy tone will stop, you will hear dial tone for 2 sec. and then busy tone again.
 - You may go on-hook or make other calls while waiting for a trunk to become available.*
- 6) When a trunk becomes idle:
 - Your telephone will ring at a fast rate.
 - The CO LED will flash at the I-called rate.
- 7) Lift the handset within 6 sec. to prevent the call-back from being cancelled.
 - You will hear CO dial tone.**
 - The CO LED will flash at the I-use rate.
- 8) Dial the desired telephone number.
- 9) Hang up when the call is completed.

(continued)

CALL FUNCTIONS (continued)

TRUNK QUEUING (cont.)

You may cancel the request at anytime prior to the actual callback by depressing the **INT key and dialing **79**.*

***If, after answering a callback, you hear a busy tone, it means the trunk has already been seized or received an incoming call. Your request is **not** cancelled. You will be called again the next time a trunk becomes idle.*

TRUNK-TO-TRUNK CONNECTION

TO ESTABLISH A TRUNK-TO-TRUNK CONNECTION

- 1) Establish a one-CO line call.
- 2) Depress the **CONF** key.
 - You will hear intercom dial tone.
 - The CO LED will flash at the conference rate
 - The INT LED will flash at the I-use rate.
- 3) Select a second CO line and dial the next telephone number.
- 4) Depress the **CONF** key after the party answers.*
 - CO LEDs will flash at the I-use rate.
 - All parties will be conferenced.
- 5) Depress the **CONF** key.
 - You will hear intercom dial tone.
 - The CO LEDs will flash at the Exclusive Hold rate.
 - The INT LED will flash at the I-use rate.
- 6) Hang up.
 - Both CO LEDs continue to flash at the Exclusive Hold rate.
 - INT LED goes off.
 - COs are connected and in Exclusive Hold on your station.

**If you receive a busy tone or no answer, return to the original connection by depressing the original CO line key.*

Connection will be released automatically when parties hang up.

(continued)

CALL FUNCTIONS (continued)

TRUNK-TO-TRUNK CONNECTION (cont.)

On some systems, the connection must be supervised and released as follows:

- 1) Depress either **CO** key.
 - Both CO LEDs flash at the I-use rate.
 - You will be connected to both CO lines.
- 2) If the parties have hung up, go back on-hook.
 - Both CO LEDs go off.
 - Connection is released.
- 3) If the parties are still talking, proceed to step 5 and then 6 above.

CALL HOLD and TRANSFER CALL HOLDING

TO HOLD A CALL (CO line appears on your station)

While connected to an outside call, depress the **HOLD** key (or depress the **CONF** key and dial **75**).

- The CO line LED will flash at the I-hold rate.
- To reconnect the call, depress the **CO** line key on hold (or depress the **INT** key and dial **76**).

TO HOLD A CALL (CO line does not appear on your station)

While connected to an outside call, depress the **HOLD** key (or depress the **CONF** key and dial **75**).

- The INT LED goes off.
- To reconnect the call, depress the **INT** key and the **HOLD** keys (or depress the **INT** key and dial **76**).

NOTE:

The on-hold reminder tone will be heard within a predetermined time. Call Holding will be released automatically if the other party hangs up. When a CO line is placed on hold, it may be picked up at any station with that CO line appearance.