#### **FIXED FEATURE BUTTONS**

- CA MP-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 hands et. 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-T-PSwitch Allows the user to select the ICM signaling mode: Handsfree, Tone, or Privacy.

- MSG (MES SAGEWAIT) Button -- Allows you to initiate a message waiting in dication at stations that are busy, unattended, or in Do Not Disturb. Message Waiting Callback request left at your station is indicated by aflashing MSGWAIT LED.
- MUTE Button— Allows you to switch the builtin 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 offwhen 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**

- Pressthe FWD button or dial [640].
- 2. Dial the desired Call Forward code:
  - [6] = All Calls
  - [7] = No Answer
  - [8] = Busy
  - [9] = Busy/No Answer
- Dial station number where calls are to be forwarded. Hear confirmation to ne.
- 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.
- 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.
- 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 Conference, the conference initiator must be actively in the conference.

Replace hand set or press ON/OFF button.

## UNSCREENED TRANSFER

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

## SCREEN ED TRANSFER

While connected to an outside line:

 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 AMSG WAITING INDICATION

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

- Press the ON/OFF button.
- Dial the desired intercom station. A busy tone or DND tone is he ard.
- 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. Pressthe SPEED button twice.
- 2. Dial the speed bin location.
  - 000 to 019 = Station Speed numbers
  - 020 to 999 = System Speed numbers
- 3. Dial desired telephone number.
- 4. Pressthe SPEED button.
- Press the ON/OFF button to end speed dial programming.

## To dear an existing speed bin:

- Pressthe SPEED button twice.
- 2. Dial the speed bin location.
- Press the SPEED button again. A confirmation to ne will be heard.

#### **DIALING A SPEED NUMBER**

- 1. Pressthe SPEED button.
- 2. Dial the speed bin location, -or-

Pressprogrammed speed bin button.

- 000 to 019 = Station Speed numbers
- 020 to 999 = System Speed numbers
- 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-

Pressthe DIRECTORY DIAL flexible button.

- Press a button on the key pad, once, twice or three times, to represent the letter of the alphabet, to begin viewing the list of names.
- Scroll through the Directory List to select a name as follows:
  - Press [\*] to scrol up to next entry,
    - -or-
  - Press [#] to scroll down to previous entry.
- 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.
- Dial Directory Dial Code [680],

Press the DIRECTORY DIAL flexible button.

- 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. A confirmation tone will be heard.
- 4. Press the ON/OFF button.

All Call Page (Internal & External)	700
Background Music	632
Call Back	622
Call Park Location (System)	43+[C]
Call Park Location (Station)	439+[XXX]
Call (Park) Pickup	#6+[XXX]
Dial Speed Directory	680
Do Not Disturb	631
Extension Numbers - Triad-S	100-131
Extension Numbers -Triad 1/2	100-171
Extension Numbers -Triad 3	100-351
External All Call Page - Triad 1/2/3 (All External Zones)	376+[0]
External Page - Triad - S	76+[1]
Last Number Redial	[SPEED]+[#]
Line Queue	621
Person al Park	438
Speed Dial Access	[SPEED]+[YYY
Save Number Redial	[SPEED]+[*]
VM Group Pilot Numbers	44 [V]
C - Call Park Location (0.7)	

C = Call Park Location (0-7)

V = Voice Mail Group Number (0-7)

XXX = Station Extension Numbers

YYY = Speed Dial B in Numbers (000-019 Station) (020-999 System)

## To erase a flexible button:

- 1. Press the SPEED button twice.
- Press the flexible button to be erased.
- Press the FLASH button. A confirmation tone will be heard.
- 4. Press the ON/OFF button.