

INTERCONNECT SYSTEMS



Volume Key:

Used to adjust level of tones, background music, Ringing, receiver volume and display contrast.

Answering Calls:

When your phone rings pick up the handset and you are connected to the calling party

Placing External Calls:

Press Outgoing line button.

ON/OFF button LED will light and dial tone will be heard. Dial desired party

Intercom Calls:

Answering Intercom Calls

To change the mode on an 8 button set, leave the Handset down, dial **667**. You will see which mode you are in. Dial **667** to progress through the modes:

H Mode (LED solid) – You will hear two bursts of tone and an announcement. Reply hands free or Lift handset for privacy.

P Mode (LED flashing) – You will hear two bursts of tone and a one-way announcement. The calling Party cannot hear conversations in progress.

T Mode (No LED) – You will hear repeated bursts of intercom tone ringing and the **HOLD** button slow Flash. Lift handset or press **On/Off** button to answer.

Placing Intercom Calls

Press the DSS button of the party to be called (if programmed.)

Pick up the handset, receive dial tone, dial the 3 digit station number.

You will hear ringing if the station is in tone or 2 bursts of tone if in Hands free or Private.

Hang up to end call.

Hold:

Placing an Outside Line on Hold

Press **HOLD** button once for System Hold and twice for Exclusive Hold.

Transfer:

Unscreened Transfer within building

Press the **TRANS** button and Dial the extension number.

When the called extension begins to signal, hang up to transfer the call.

Replace handset or press **ON/OFF** button.

Conference Calling

1. Lift Handset
2. Select an internal extension or outside party.
3. When party answers press **CONF** button
4. Add the next conference by repeating steps 2 and 3.
5. When your last party answers press the **CONF** button twice to connect all parties together.

Paging:

At any phone: Lift the handset and dial 700. or press the **PAGE** button

Group Listening

To Activate

While talking on the handset, Press the **ON/OFF** button
Both parties of the conversation can then be heard on the
Station's speaker. The speakerphone microphone is off

To Deactivate

While off hook, press the **ON/OFF** button

Do Not Disturb:

If Needed, You can put your phone in Do Not Disturb. This would
be primarily for use when in a meeting and you should not be
disturbed. While the phone is Idle, Leave the handset down and
dial **631**. You will hear a confirmation tone.

To remove, dial **631** while the phone is idle and on hook. A
confirmation tone will be heard.

Remember that NO calls can come to your phone while the
phone is in this state.

Attendant's CANNOT use this feature.

Last Number Redial Press "Speed" then the # button

Call Forward

This feature allows to you forward your calls to another extension.

1. Lift Handset
2. Press the FWD button
3. Dial 6 for all calls (see manual for other options)
4. Dial the desired extension where to forward calls.

Internal MSG

If you deal and extension and it is busy you may leave a message
waiting indication.

1. Press the speaker button
2. Dial the extension number
3. Press the message button. The called parties MSG button will
flash.
4. Press the speaker button to end.

Ring Tones

See Page 102 of User Guide for choices

Speed Dial

See Page 105 of User Guide for Instructions

Name in the Display

See Page 86 of User Guide for Instructions

Camp on to alert

1. Transfer the call the the busy extension
2. Press CAMP ON button
3. The called party will receive one burst of ringing.
4. When called party answers consult them or hang up to transfer
the call.

Camp on to answer

1. Press your flashing CAMP ON Button when you hear one burst of
muted ringing. Any outside line will be automatically placed on
hold.
2. Converse with the station placing the call
3. If the call is being transferred press the flashing OUTSIDE LINE
button.