Quick Reference Guide For
Spirit 308/616 – System Customization

Administration – Set the **Admin** switch on the Spirit controller to **ON**. At extension 10 (6-button or 24-button phone) press **INTERCOM**, press **SPEAKER**, dial *0. Install the administration overlay. All of the following procedures are done while in **Administration**. The numbers in parentheses after the program heading are the factory default values. Light patterns indicate current settings: 1=Off, 2=On, 3=Slow flash, 4=Wink

System Customization – Dial 1, customize a feature below

Automatic Privacy (2)
Press **FEATURE**
Dial 1
1=Off, 2=On

Held Call Reminder (1)
Press **FEATURE**
Dial 3
0=No reminder, 1=1 min, 2=2 mins,
3=3 mins, 4=4 mins

PBX Line Access Codes (9)
Press **FEATURE**
Dial 5
Add code – Dial code (0-9), press **ADD**
Delete code – Dial code (0-9), press **DROP**
Erase all codes – Press **DROP**, dial *

Dial Type (2)
Press **FEATURE**
Dial 7
Press line button(s)
1=Touchtone, 2=Dial pulse

Toll Call Check (1)
Press **FEATURE**
Dial 2
1 = 1 required, 2 = 1 not required

Line Type (2)
Press **FEATURE**
Dial 4
Press line button(s)
1=Unavailable line, 2=Outside line,
3=PBX/Centrex line

External Alert (2)
Press **FEATURE**
Dial 6
Press line button(s)
1=Never, 2=Night only, 3=Day only,
4=Always

Quick Reference Guide For
Spirit 308/616 – Telephone Customization

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Telephone Customization – Dial 2, press **STATION**, dial extension (10-25)

Line Use Permission (2)
Press **FEATURE**
Dial 1
Press line button(s)
1=No permission, 2=Full permission,
3=Answer only

Automatic Line Selection (2)
Press **FEATURE**
Dial 2
Press line button(s)
1=Not eligible, 2=Eligible

Line Ringing Options (2)
Press **FEATURE**
Dial 3
Press line button(s)
1=No ring, 2=Normal, 3=Abbreviated,
4=Delayed

Night Ringing (2)
Press **FEATURE**
Dial 4
1=Normal ring, 2=Programmed ring

Outside Service (2)
Press **FEATURE**
Dial 5
1=Outward restricted, 2=Unrestricted,
3=Toll restricted

Copy To Telephone
Press **COPY TO**
Dial extension (10-25)

Copy To All
Press **COPY TO**
Press * (All telephones must be idle)

Quick Reference Guide For
Spirit 308/616 – Miscellaneous System

Administration – Set the **Admin** switch on the Spirit controller to **ON**. At extension 10 (6-button or 24-button phone) press **INTERCOM**, press **SPEAKER**, dial *0. Install the administration overlay. All of the following procedures are done while in **Administration**.

System Speed Dial – Dial 3
Dial telephone number (16 digits max, including pauses and one flash)
Press **MEMORY**
Dial 2-digit code (30-79 = Unrestricted, 80-99 = Restricted)
Repeat for each number to be stored
(Pause = press **HOLD**, Flash = press **DROP**)

System Reset
Dial 009009
System is returned to factory default

Quick Reference Guide For
Spirit 308/616 – Telephone Features

Personal Speed Dial – Storing At 6-Button Telephone
Press **INTERCOM**
Press **SPEAKER**
Dial *0
Dial phone number (16 digits max. including pauses and one flash)
Press **MEMORY**
Dial 2-digit code (10-25)
(Pause = Press **HOLD**, Flash = Press **DROP**)

Personal Speed Dial – Storing At 24-Button Telephone
Press **INTERCOM**
Press **SPEAKER**
Dial *0
Dial phone number (16 digits max. including pauses and one flash)
Press auto-dial button (10-25)
(Pause = Press **HOLD**, Flash = Press **DROP**)

Intercom Dial Codes
Do Not Disturb on = *2
Do Not Disturb off = #2
Night Service on = *4
Night Service off = #4
Send Message = *6
Cancel Message = #6
Pickup Ringing Call = *8 + extension (10-25)
Loudspeaker Paging = 60
Internal Page All = 61

Features
Personal Speed Dial (6-button) = Press **MEMORY**, dial 2-digit code (10-25)
Personal Speed Dial (24-button) = Press auto-dial button (10-25)
System Speed Dial = Press **MEMORY**, dial 2-digit code (30-99)
Last Number Redial = Press **MEMORY**, dial 0
Line Reserve = Press busy line button. Phone will signal when line is free.
Privacy Release = Hold down line button as other party presses line button to join call
Flash = Press **RECALL/DROP**

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