AT&T

SPIRIT® Communications System Model 2448 48-Button Attendant Adjunct Instruction Card

Introduction

The attendant adjunct provides pre-set intercom extension buttons for one-button dialing of all the telephones in the system, indicator lights for the status of the telephones, and buttons for sending and canceling messages and turning Night Service on and off.

Installation

The attendant adjunct **must** be plugged into a station jack numbered one higher than the telephone set with which it is paired. For example, if the adjunct is to be used with telephone 10, it must be plugged in at "S" jack 11 at the controller. If used with telephone 25, it must be plugged into jack 26 at the controller. You do not have to customize or change previous customization settings for the adjunct's station jack.

The intercom extension buttons are numbered from 10 through 57, starting at the lower left and ascending left to right, bottom to top. You should label the buttons on your adjunct with the name or location of the telephone with that intercom extension number (for example, *John Evans* or *Shipping).*
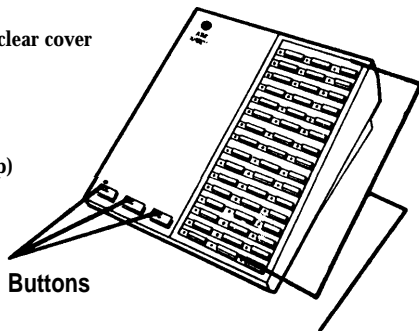
Labeling Buttons

To remove old labels:
- **Insert end of paper clip into notch of clear cover**
- **Slide cover sideways**
- **Lift cover and label**

To add new labels:
- **Fill out label**
- **Replace label and cover (rough side up)**

Feature Buttons

Intercom Extension Buttons and Indicator Lights

Using Intercom Extension Buttons

You can press an intercom extension button everywhere the User Manual (or Reference Card) instructs you to ● **Dial intercom extension number.** If the telephone paired with the adjunct is not in use, you do not have to press the INTERCOM button on your telephone when using the adjunct to place an intercom call. For example, to call a telephone in your system,

● Press intercom extension button (speaker turns on automatically).

● Lift handset (if desired).

If, however, you are using the telephone or have calls on hold, you must press the INTERCOM button before placing a call using the adjunct.

Using Feature Buttons

■ **To Turn on the Message Light at a Telephone**
  ● Press SEND MESSAGE,
  ● Press intercom extension button, (Intercom extension button indicator light will flash momentarily)

■ **To Turn off the Message Light at a Telephone**
  ● Press CANCEL MESSAGE.
  ● Press intercom extension button. (Intercom extension button indicator light will flash momentarily)

■ **To Turn Night Service on or off**
  ● Press NIGHT SERVICE button.

The indicator light next to the Night Service button will be ON when Night Service is on and OFF when Night Service is off. When Night Service is on, ringing for all the telephones will follow the customization for Night Ringing. Any External Alerters maybe affected (see Administration Manual).

Light Patterns

You can tell what activity is occurring at the telephones in your system by looking at the indicator lights next to the intercom extension buttons on your attendant adjunct.

● If the light is OFF, the telephone is idle.

● If the light is ON, the telephone is busy.

● If the light is FLASHING *rapidly,* you are being signaled or called from that telephone.

● If the light is FLASHING *slowly,* that telephone is receiving an intercom call that you may answer by using the call pickup procedure described in the User Manual.