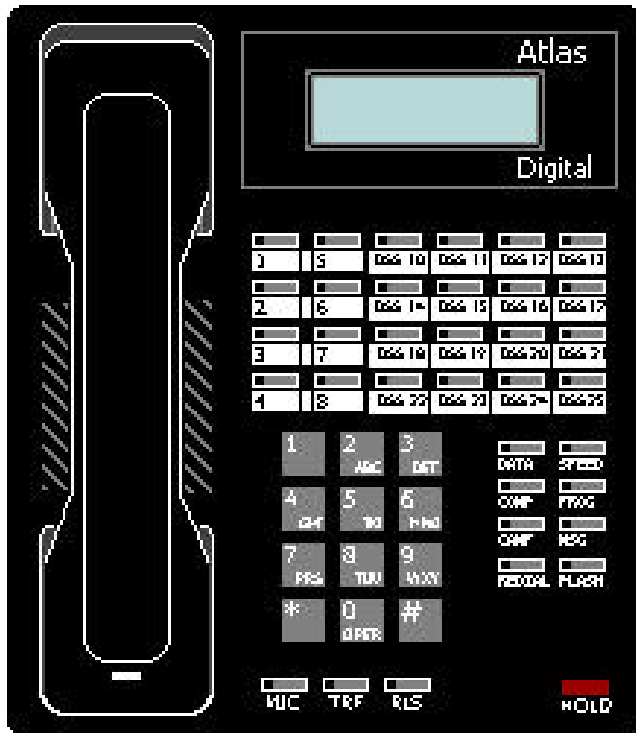


Atlas

Display Speakerphone



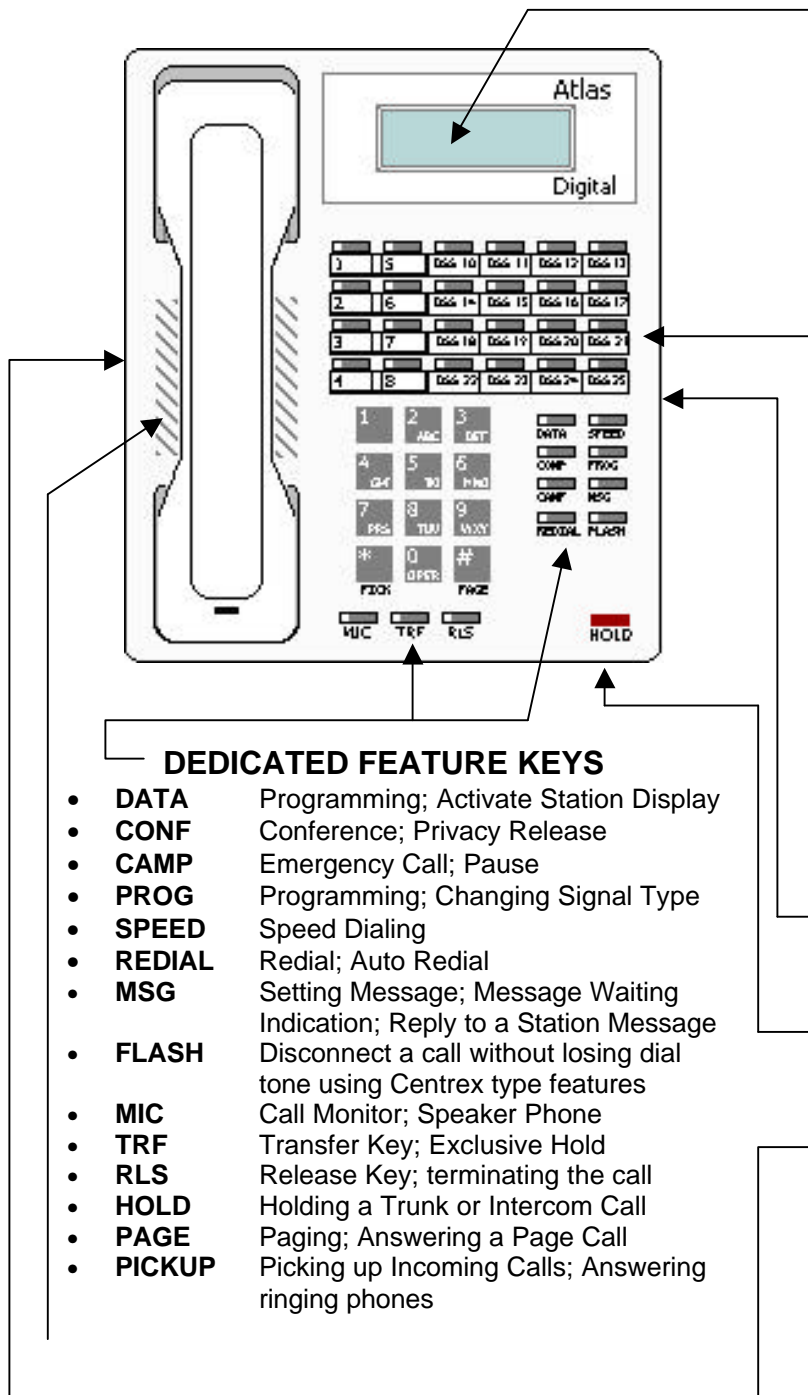
Easy Reference Guide

KEY SYSTEM US

The features and functions described herein are presented in condensed form, enabling you to easily understand the operation of the Atlas KDX system. It is important, however, that your installer provide you with some introductory training to familiarize you with feature explanations and the specific parameters of the system.

April 2000

KEYPHONE LAYOUT



DEDICATED FEATURE KEYS

- **DATA** Programming; Activate Station Display
- **CONF** Conference; Privacy Release
- **CAMP** Emergency Call; Pause
- **PROG** Programming; Changing Signal Type
- **SPEED** Speed Dialing
- **REDIAL** Redial; Auto Redial
- **MSG** Setting Message; Message Waiting Indication; Reply to a Station Message
- **FLASH** Disconnect a call without losing dial tone using Centrex type features
- **MIC** Call Monitor; Speaker Phone
- **TRF** Transfer Key; Exclusive Hold
- **RLS** Release Key; terminating the call
- **HOLD** Holding a Trunk or Intercom Call
- **PAGE** Paging; Answering a Page Call
- **PICKUP** Picking up Incoming Calls; Answering ringing phones

SPEAKER

LIQUID CRYSTAL DISPLAY

Shows date, time, number dialed, duration of call, calling station or trunk, call forwarding information, LCD messages, etc.

PROGRAMMABLE KEYS

All of the keys may be programmed to do one of the following functions:

- Direct Station Selection / Busy Lamp Field
- Direct Trunk Selection
- Trunk Hunting Group Access
- Station Hunt Group Access
- Speed Dial (Personal / System)
- Call Park
- Call Forwarding
- Automatic Wake-up *
- Check-in / check-out *
- Record *

* May be optional features

RINGER VOLUME CONTROL

Located on the bottom of the telephone (ET 36 set)

MICROPHONE

Located on the front of the telephone

SLIDE SWITCH (ET 36 set)

Speaker Volume

ROCKER SWITCH (DT 36 set)

Controls volume of handset, speaker and ringer

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GENERAL INFORMATION

HANDSFREE OPERATION

(All Keyphones can operate Handsfree)

Throughout this guide (*) indicates where handsfree can be used

For handsfree operation, the Speaker and Microphone will turn on automatically to allow conversation, if the handset has not been lifted.

To activate handsfree operation during a call, press the **MIC** key and replace the handset.

To end handsfree operation simply lift the handset and continue the conversation. The speaker and microphone will turn off when the handset is lifted.

Handsfree operation is not available for paging calls (Internal or External) or for Barge-In (Outside Line or Station).

AUTOMATIC TRUNK SELECTION

If an Outside Line has not already been accessed for Redial and Speed Dial, the system will access an Outside Line automatically. This feature must be programmed to operate on your phone.

The Outside Line is selected from the Trunk Hunt Group assigned to the station.

PROGRAMMABLE KEYS

Pressing the programmable keys can access some of the features of the Atlas system. Your installer must program these keys. All features can be used by dialing access codes. Default access codes can be found at the end of this guide.

LED (LIGHTS) INDICATIONS

LEDs for Trunks and Stations you are connected to or have on HOLD will show Green. LEDs for Trunks and Stations in use by other stations will show Red.

INTERNAL (INTERCOM) CALLS

TO PLACE AN INTERCOM CALL

- Dial an Extension Number (either on or off hook) (*)
(Dial "0" for the Attendant)
- If the call goes through handsfree to the called keyset's speaker, speak after you hear the tone
- If you hear ringing, wait for the call to be answered
- When finished hang up or press **RLS** if you placed the call handsfree

TO RECEIVE AN INTERCOM CALL

- If the call comes through your speaker (handsfree) you may respond handsfree...
- or
- Lift the handset for privacy
- or
- If your phone is ringing you may lift the handset (for privacy) to answer the call...
- or
- Press **MIC** to answer the call handsfree

OUTSIDE CALLS

TO ACCESS AN OUTSIDE LINE

- Press a Trunk Key
- or
- Dial Trunk Hunt Group access code (8, 9, 91 – 98)
- or
- Dial 77 then dial trunk number
- or
- Press Trunk Hunt Group (Pool) Key

TO MAKE AN OUTSIDE CALL

- Lift the Handset (Hear Intercom Dial Tone) (*)
Then Access an Outside Line

or

- Access an Outside Line with the handset on hook
This will automatically turn on your speakerphone

- Dial your number

- Hang up the handset when finished

or

- If in handsfree mode then press **RLS** key when finished

TO ANSWER AN INCOMING CALL

For a call ringing on your phone:

- Lift the handset (you will be automatically connected to the ringing line)

or

- Press the **MIC** key to answer handsfree

For a call ringing on another phone:

- Use Call Pickup

CALL PICKUP

Directed Call Pickup: Answer a specific ringing phone

- Call the ringing station
- Press the * key

Group Call Pickup: Answer any ringing phone in a Station group

- Dial the Station Group Number (1 – 7)
- Press the * key

System Call Pickup: Answer any ringing phone

- Press the * key

MUTE

*To turn the microphone on or off: (While on a call)
(works in handsfree mode only)*

- Press the **MIC** key
The microphone will turn off
Press the **MIC** key again to turn the microphone on

TO PUT A CALL ON HOLD

System Hold: (Outside Lines and Station Calls)

- Press the **HOLD** key
(The appropriate Trunk or Station DSS key will flash green at a steady rate – it can be retrieved from any station)

Exclusive Hold: (Outside Lines only)

- Press the **HOLD** key
(The appropriate Trunk key will flash green at a steady rate)
- Press the **TRF** key
(The appropriate Trunk key will flash green on your phone but will be lit steady (red) on all other phones – it can only be retrieved from your station)

TO RETRIEVE A CALL PUT ON HOLD

When your phone is idle:

- Press the flashing green key
(if it appears on your phone)

or

- Press the **HOLD** key
You will be connected to whichever Trunk or Station you put on HOLD

HOLD RECALL

When a call has been on hold too long, it will recall (ring) the station which put it on hold.

To answer the recall:

- Lift the handset
- or
- Press the **MIC** key (*)
To speak handsfree

TO TRANSFER A CALL

To an idle Station:

- Put the call on HOLD or Press **TRF**
 - Dial the station number
 - Announce the call (optional)
 - Press the **TRF** key
- or
- Press the station **DSS** key
 - Announce the call (optional)
 - Press the **TRF** key

To a busy Station:

- Put the call on HOLD
- Dial the station number (hear busy tone)
- Press the **TRF** key

When transferring a call to a busy station, the call will be camped on. The station will get an alert tone and when the handset is replaced the phone will ring. When the ringing phone is answered, it will be connected to the transferred Trunk.

SPEED DIAL**SYSTEM SPEED DIAL**

- Press the **SPEED** key
- Enter Speed Dial Storage Location (100-499)

PERSONAL SPEED DIAL

- Press the **SPEED** key
- Enter Speed Dial Storage Location (01-09)

PROGRAM PERSONAL SPEED DIAL

- Press the **PROG** key
- Press the **SPEED** key
- Dial Speed Dial Storage Location (01-09)
- Dial number *or* press the **FLASH** key to clear
- Press the **HOLD** key

*To insert a pause in the number sequence press the **CAMP** key. To switch between Pulse and DTMF dialing press **PROG** key.*

SPEED DIAL DIRECTORY (Programmable)

To preview a Speed Dial number before dialing

- DO NOT access an Outside Line
- Press the **SPEED** key
- Enter Speed Dial Storage Location (01-09, 100-499)
- Press the **TRF** key to scroll forward

or

- Press the **MIC** key to scroll backward
- Press the **SPEED** key or the **REDIAL** key to access An outside line and auto dial



LAST NUMBER REDIAL

- Access an Outside Line
- Press the **REDIAL** key

or

- Just Press the **REDIAL** key
Outside Line will be automatically accessed

SAVED NUMBER REDIAL

To save the number already dialed, while on an Outside Line:

- Press the **SPEED** key
- Press the * key

To call the number again:

- Press the **SPEED** key
- Press # key

ON-LINE SAVED NUMBER SPEED DIAL

To save a number while on an Outside Line:

- Press the **DATA** key
- Enter the number to be saved

To call the number again:

- Press the **SPEED** key
- Press the **DATA** key

AUTO REDIAL (Programmable)

- Do not lift the handset
- Make an Outside Call (number is busy)
- Press the **REDIAL** key
- System will auto redial up to 99 times
- Lift handset when your call is ringing

If Auto Redial has not been programmed, the system will Redial only once.

**TO PARK A CALL**

- Put Call on Hold
- Dial **76**
- Dial the Call Park bin number (0-9)
 - If bin is occupied you will hear an interrupted tone
 - If bin is unoccupied you will hear silence and may park the call
- Press the **TRF** key to park the call

If the Park bin is occupied dial another Call Park bin number

If you have a Park key programmed you may press it instead of Dialing 76 and the bin number

TO RETRIEVE A PARKED CALL

- Dial **76**
- Dial the Call Park bin number (0-9)
- If the bin is occupied you will hear an interrupted tone
- Press the * key to retrieve the call

CONFERENCE CALLS

CONFERENCE

- Make first call (internal or external)
- Press the **HOLD** key
- Make second call (internal or external)
- Press the **CONF** key

PRIVACY RELEASE

- Make initial call (internal or external)
- Press the **CONF** key
- The next station calling your station will join the conference
- Press the **CONF** key again for each additional station

PAGING

PAGE A GROUP OF KEYPHONES

- Lift the handset
- Dial the Station Group number (1-7)
- Press the **#** key
- Pause (for tone)
- Announce your Page

PAGE ALL KEYPHONES

- Lift the handset
- Press the **#** key
- Dial **9**
- Pause (for tone)
- Announce your Page

EXTERNAL PAGE

(Through External Speakers)

- Lift the handset
- Press the **#** key
- Dial External Zone number (1-8)
- Pause (for tone)
- Announce your Page

PAGE ALL EXTERNAL ZONES

- Lift the handset
- Press the **#** key
- Dial **0**
- Pause (for tone)
- Announce your Page

PAGE ALL INTERNAL & EXTERNAL ZONES

- Lift the handset
- Press the **#** key
- Press the ***** key
- Pause (for tone)
- Announce your Page

ANSWERING A PAGING CALL

(Meet-Me Page)

- Lift the handset
- Press the **#** key twice

MUSIC OVER EXTERNAL PAGING

To turn the music on or off:

- Page External Zone 8
Can also Page All External & Page All External and Internal
- Press the **1** key

CALL FORWARDING

CALL FORWARDING – ALL CALLS

To Call Forward to another Station:

- Dial **71**
- Dial Station Number

To Call Forward to an External Number:

- Dial **71**
- Press the **SPEED** key
- Enter the Speed Dial bin number (01-09, 100-499)

To Call Forward to a Station Hunt Group:

- Dial **71**
- Dial **78**
- Dial the Station Hunt Group number (1-8)

The DND lamp flashes when Call Forward – All Calls is set

CALL FORWARD – BUSY / NO ANSWER

To Call Forward to another Station:

- Dial **72**
- Dial Station Number

To Call Forward to an External Number:

- Dial **72**
- Press the **SPEED** key
- Enter the Speed Dial bin number (01-09, 100-499)

To Call Forward to a Station Hunt Group:

- Dial **72**
- Dial **78**
- Dial the Station Hunt Group number (1-8)

Calls will be forwarded when not answered after the Call Forward No Answer Time. Only stations will be forwarded to an External number when the forwarding station is busy.

TO CANCEL CALL FORWARDING

- Dial **71** or **72**
- Press the **FLASH** key

Call Forwarding can only be cleared from the forwarding station.

CALL FORWARD – FOLLOW ME

To forward calls from another station:

- Dial **71**
- Press the * key
- Dial the Station Number

This sets Call Forwarding – All Calls for the Station number dialed to The Station doing the setting.

MESSAGES (MESSAGE WAITING)

TO SET A MESSAGE

- Call the Station
- Press **MSG** key

The MSG Lamp on a Keyphone will flash when there is a Message Waiting

TO CLEAR A MESSAGE

- Call the Station
- Press the **FLASH** key

This can only be done from the Station that set the message

TO RESPOND TO A MESSAGE

- Press the flashing **MSG** key

The Station that set the message will be automatically called

MESSAGE SCROLL

To preview the Station(s) which set the message:

- Press the **CAMP** key

To preview the next Station (if any):

- Press the **CAMP** key again

To call the Station:

- Press the **REDIAL** key or the **MSG** key



TO CALL A STATION HUNT GROUP

To call one available station in the Hunt Group:

- Lift the handset (*)
- Dial **78**
- Dial the Station Hunt Group Number (1-8)

or

- Lift the handset (*)
- Press the Station Hunt Group key (if programmed)

TO TRANSFER A CALL TO A STATION HUNT GROUP

To transfer a call to one available station in the Hunt Group:

- Put the Outside Call on Hold
- Dial **78**
- Dial the Station Hunt Group Number (1-8)
- Announce the call (optional)
- Press the **TRF** key

To transfer a call and ring all idle stations in the Hunt Group:

- Put the Outside Call on Hold
- Dial **73**
- Dial the Station Hunt Group Number (1-8)
- Press the **TRF** key

WAKE-UP / REMIND CALLS

SET WAKE-UP / REMIND CALL

Daily Wake-Up / Remind Call:

- Dial **741**
- Enter Time (HHMM)

Once only Wake-Up / Remind Call:

- Dial **742**
- Enter Time (HHMM)

To Cancel:

- Dial **741** or **742**
- Press the **FLASH** key

KEYPHONE DISPLAY MESSAGES

SET DISPLAY MESSAGES

Messages: (The numbers in parenthesis following each alpha Message is a variable that is input by the station – e.g. time or date or ext. number or telephone number)

- 1) Call (4329988)
- 2) Call ST: (24)
- 3) Meeting (5:30)
- 4) Be Back (4:30 or 7/19)
- 5) Day Off (7/30)
- 6) Lunch (12:00)
- 7) Vacation (7/23)
- 8) Off Duty (5:00)
- 9) (Personal Message)

*For personal message: Press 1 for "QqZz", press 2 for "AaBbCc", press 3 for "DdEeFf", etc. The * key moves one space to the left and the # key one space to the right.*

To Set:

- Press the **PROG** key
- Press the **MSG** key
- Dial the Message number (1-9)
(Press the **FLASH** key to cancel)
- Enter Date or Time (* for ":" or # for "/")
- Press the **RLS** key

The message you set on your phone will appear on the display of any keyphone that calls your phone.

ADDITIONAL FEATURES

AUTOMATIC OUTSIDE LINE (Programmable)

- Lift handset
- An Outside Line is automatically accessed

Keyphones with this feature will have to press the RLS key after lifting the handset to access some features such as paging.

RESERVE AN OUTSIDE LINE

- Access an Outside Line (Line is busy)
- Press **REDIAL** key
- System will ring your phone when line is available
- Lift handset or press the **MIC** key (for handsfree)

The callback will automatically cancel if not answered

RESERVE A BUSY STATION (Automatic Callback)

- Call Station (Station is busy)
- Press the **REDIAL** key
- System will ring your phone when Station is available
- Lift handset or press the **MIC** key (for handsfree)
- The Station will be automatically called

The callback will automatically cancel if not answered

VOLUME CONTROL

Adjust volume of handset, ringer, speaker and music

- Press Rocker Switch (**DT 36 sets**)

Increase or decrease the volume of your set's speaker

- Adjust Slide Switch (**ET 36 sets**)

Increase handset volume while on an outside call

- Press **MSG** key twice

There are only two volume levels and the volume is reset To normal when the call is terminated.

SMDR ACCOUNT CODE

*To enter an account code while on an outside call. The account Code may include 0 – 9, *, #*

- Press the **MSG** key
- Dial account code (up to 8 digits long)

VOICE ANNOUNCE / SIGNAL CALLING

When an Intercom Call is made to a Keyphone, the caller can switch between Voice Announce and Signal Calling (ringing).

To switch between Voice Announce and Signal Calling:

- Press the **#** key

TO CALL AN OHVA / SOHVA KEYPHONE

OHVA (Off-Hook Voice Announce) (ET 36 sets)
SOHVA (Secure Off-Hook Voice Announce) (DT 36 sets)

- Lift handset (*)
- Dial Station number (station is busy)
- Press the **#** key
- Announce call

OHVA / SOHVA phone must be off-hook on a call

EMERGENCY CALL

- Call station (station is busy)
- Press the **CAMP** key
- Wait for station to respond

To respond to an emergency call:

- Press the **HOLD** key
- You will be connected to the calling station
- When finished – Press the **RLS** key
- Press the **HOLD** key – you will be connected to your original call

DO-NOT-DISTURB

To set or clear Do-Not-Disturb:

- Press the **PROG** key
- Press the **DATA** key

The DND lamp flashes when set

AUTOMATIC ROUTE SELECTION (Programmable)

- Lift handset (*)
 - Dial Trunk Access Code (8 or 9)
- or*
- Press the Trunk Hunt Group (pool) key
- or*
- Press the **SPEED** key
 - Dial number

The system will determine which Trunk to access and then dial the number.

MICROPHONE DEFAULT

To set your Keyphone to automatically turn on (or off) the microphone when receiving a Voice Announce Call:

- Press the **PROG** key
- Press the **MIC** key
- Press the **MSG** key to set the default to ON

or

- Press the **FLASH** key to set the default to OFF

BACKGROUND MUSIC

To play or cancel Background Music:

- Press the **#** key

WARNING TONE (Programmable)

When activated, a tone will be received at programmed Intervals while talking on an Outside Line

TOLL RESTRICTION OVERRIDE PASSWORD

- Access an Outside Line
- Press the **MSG** key
- Dial the Toll Override password
- Press the **FLASH** key
- Dial your number

SHIFT KEY (Programmable)

To access an alternate Softkey Plan with different Trunk keys or DSS keys programmed:

- Press the **FLASH** key
- Press the DSS key or Trunk key

To return to normal Softkey Plan:

- Press the **FLASH** key again

The Softkey Plan can only be changed when the Keyphone is idle. The Shift Key is used only when the Keyphone has an alternate Softkey Plan programmed.

BARGE-IN (OUTSIDE LINE OR STATION) (Programmable)

- Lift handset
- Access an Outside Line (Line is busy)

or

- Dial a station (station is busy)
- Press the **CONF** key
- You can now converse on the call

EXECUTIVE MONITORING (Programmable)

- DO NOT lift handset
- Access an Outside Line (Line is busy)

or

- Dial a station (station is busy)
- Press the **CONF** key
- You can now monitor the call

If the handset is lifted, the Barge-In feature will be in effect

LOCK YOUR KEYPHONE

To lock your Keyphone: (Outgoing Trunk calls cannot be placed)

- Press the **PROG** key
- Press the **FLASH** key
- Dial your code (1-6 Digits)
- Press the **HOLD** key

To unlock your Keyphone: Repeat the same procedure

CALL A DOOR PHONE

- Dial **791** (First Door Phone)
- Dial **792** (Second Door Phone)

CALL A DEDICATED DOOR PHONE (KSX 32I only)

- Dial **79**

To unlock the door while talking to the door phone:

- Dial **0**

ATTENDANT FEATURES

Attendant features can only be used at a Keyphone that has been set as an Attendant.

ASSIGN ALTERNATE OPERATOR

This will transfer all operator functions to the Station designated

- Press **PROG** key
- Press **#** key
- Dial the Station number

To return Operator functions to the original or another Station follow the same procedure

TO SET DATE AND TIME

- Press **PROG** key
- Dial **9**
- Enter Date (YYMMDD)
- Enter Time (HHMM)
- Enter the Day of the Week
(0 = Sun, 1 = Mon, 2 = Tues,.....6 = Sat)
- Press **HOLD** key

PROGRAM AUTO REDIAL

- Press the **PROG** key
- Press the **REDIAL** key
- Enter the number of attempts (2 – 9999)
- Press the **HOLD** key
- Enter the number of seconds to ring (2 – 9999)
- Press the **HOLD** key
- Enter the number of seconds between attempts (2 – 9999)
- Press the **HOLD** key

*Press the **FLASH** key to clear any item*

PROGRAM SYSTEM SPEED DIAL

System Speed Dial (numbers 100 – 499) are Twenty-Four Digit

- Press the **PROG** key
- Press the **SPEED** key
- Dial Speed Dial Bin number (100 – 499)
- Dial Telephone Number-or- press **FLASH** key to clear
- Press the **HOLD** key

*To insert a pause in the number sequence press the **CAMP** key.*

*To insert a flash in the number sequence press the **CONF** key.*

*To switch between Pulse and DTMF dialing press the **PROG** key.*

DAY SERVICE / NIGHT SERVICE

The Attendant Telephone Display will indicate whether manual or automatic Day / Night service is in effect. The second line of the display will show an “a” for automatic or an “m” for manual.

****The DND lamp is on when system is in the Night Mode****

In Automatic Mode the system will automatically switch between the day mode and night mode at the times programmed.

To see the current mode (Day or Night):

- Press the **PROG** key
- Press the **TRF** key

To switch between the Day and Night Mode:

- Press the **TRF** key again

To switch between Automatic and Manual Mode:

- Press the **FLASH** key

To set Day and Night Mode automatic transfer times:

- Enter Day Mode start time (HHMM)
- Enter Night Mode start time (HHMM)

To exit:

- Press the **RLS** key

CHECK IN / CHECK OUT

- Press the **PROG** key
- Press the **CONF** key
- Dial Station number or press DSS key
(Display will show current status)

- Press the **MSG** key to Check In
(Display will show OCCUPIED)

or

- Press the **FLASH** key to Check Out
(Display will show CLEAN ROOM – indicating that the room needs to be cleaned)

(Pressing the **FLASH** key again will change the display to VACANT – indicating that room is cleaned and ready to be rented)

or

- Press the **DATA** key to set / remove Do-Not-Disturb
(Display will show D.N.D.)

(Pressing the **DND** key again will remove D.N.D.)

Check In / Check Out can be assigned to a Softkey

SET WAKE-UP / REMIND CALLS

- Press the **PROG** key
- Press the **CAMP** key
- Dial the Station number or Press DSS key
- Enter the Wake-Up time (HHMM)
(Press the **FLASH** key to cancel)
- Press the **RLS** key

Wake-Up Call can be assigned to a Softkey

SINGLE LINE TELEPHONE FEATURES

INTERNAL (INTERCOM) CALLS

TO PLACE AN INTERCOM CALL

- Lift the handset
- Dial an Extension Number (*Dial "0" for the Attendant*)

TO RECEIVE AN INTERCOM CALL

- Your phone will be ringing
- Lift the handset to answer

OUTSIDE CALLS

TO ACCESS AN OUTSIDE LINE

- Dial Trunk Hunt Group access code (8, 9, 91 – 98)
- or
- Dial 77 then dial trunk number

TO MAKE AN OUTSIDE CALL

- Lift the Handset (Hear Intercom Dial Tone)
- Access an Outside Line
- Dial your number

TO ANSWER AN INCOMING CALL

For a call ringing on your phone:

- Lift the handset (you will be automatically connected to the ringing line)

For a call ringing on another phone:

- Use Call Pickup

CALL PICKUP

Directed Call Pickup: Answer a specific ringing phone

- Call the ringing station
- Press the * key

Group Call Pickup: Answer any ringing phone in a Station group

- Dial the Station Group Number (1 – 7)
- Press the * key

System Call Pickup: Answer any ringing phone

- Press the * key

TO PUT A CALL ON HOLD

- Hookflash (press and release the hookswitch)

or

- Press the Flash key (if equipped)

TO RETRIEVE A CALL PUT ON HOLD

- Hookflash again

or

- Press the Flash key again

HOLD RECALL

When a call has been on hold too long, it will recall (ring) the station which put it on hold.

To answer the recall:

- Lift the handset

TO TRANSFER A CALL

To an idle Station:

- Put the call on HOLD
- Dial the station number
- Announce the call (If not busy) (optional)
- Replace the handset

To a busy Station:

- Put the call on HOLD
- Dial the station number (hear busy tone)
- Replace the handset

When transferring a call to a busy station, the call will be camped on. The station will get an alert tone and when their handset is replaced their phone will ring.

Or

- Put the call on HOLD
- Dial the station number (hear busy tone)
- Hookflash cancel the transfer and return to the original call

SPEED DIAL

SYSTEM SPEED DIAL

- Lift handset
- Dial **70**
- Enter Speed Dial Storage Location (100-499)

PERSONAL SPEED DIAL

- Lift handset
- Dial **70**
- Enter Speed Dial Storage Location (01-09)

PROGRAM PERSONAL SPEED DIAL

- Lift handset
- Dial **746**
- Dial Speed Dial Storage Location (01-09)
- Replace handset

REDIAL

LAST NUMBER REDIAL

- Lift handset
- Dial **70**
- Press **#** key *or* dial **00**

CALL PARK

TO PARK A CALL

- Put Call on Hold
- Dial **76**
- Dial the Call Park bin number (0-9)
 - If bin is occupied you will hear an interrupted tone
 - If bin is unoccupied you will hear silence and may park the call
- Press the **#** key to park the call

If the Park bin is occupied dial another Call Park bin number

TO RETRIEVE A PARKED CALL

- Dial **76**
- Dial the Call Park bin number (0-9)
- If the bin is occupied you will hear an interrupted tone
- Press the * key to retrieve the call

CONFERENCE CALLS

CONFERENCE

- Make first call (internal or external)
- Hookflash *or* press FLASH key
- Make second call (internal or external)
- Hookflash *or* press FLASH key
- Dial **748**

PAGING

PAGE A GROUP OF KEYPHONES

- Lift the handset
- Dial the Station Group number (1-7)
- Press the # key
- Pause (for tone)
- Announce your Page

PAGE ALL KEYPHONES

- Lift the handset
- Press the # key
- Dial **9**
- Pause (for tone)
- Announce your Page

EXTERNAL PAGE

(Through External Speakers)

- Lift the handset
- Press the **#** key
- Dial External Zone number (1-8)
- Pause (for tone)
- Announce your Page

PAGE ALL EXTERNAL ZONES

- Lift the handset
- Press the **#** key
- Dial **0**
- Pause (for tone)
- Announce your Page

PAGE ALL INTERNAL & EXTERNAL ZONES

- Lift the handset
- Press the **#** key
- Press the ***** key
- Pause (for tone)
- Announce your Page

ANSWERING A PAGING CALL

(Meet-Me Page)

- Lift the handset
- Press the **#** key twice or dial **745**

MUSIC OVER EXTERNAL PAGING

To turn the music on or off:

- Page External Zone 8
Can also Page All External & Page All External and Internal
- Press the **1** key

| |
|------------------------|
| CALL FORWARDING |
|------------------------|

CALL FORWARDING – ALL CALLS

To Call Forward to another Station:

- Dial **71**
- Dial Station Number

To Call Forward to an External Number:

- Dial **71**
- Press the **#** key
- Enter the Speed Dial bin number (01-09, 100-499)

To Call Forward to a Station Hunt Group:

- Dial **71**
- Dial **78**
- Dial the Station Hunt Group number (1-8)

CALL FORWARD – BUSY / NO ANSWER

To Call Forward to another Station:

- Dial **72**
- Dial Station Number

To Call Forward to an External Number:

- Dial **72**
- Press the **#** key
- Enter the Speed Dial bin number (01-09, 100-499)

To Call Forward to a Station Hunt Group:

- Dial **72**
- Dial **78**
- Dial the Station Hunt Group number (1-8)

Calls will be forwarded when not answered after the Call Forward No Answer Time. Only stations will be forwarded to an External number when the forwarding station is busy.

TO CANCEL CALL FORWARDING

- Dial **71** or **72**
- Replace the handset

Call Forwarding can only be cleared from the forwarding station.

CALL FORWARD – FOLLOW ME

To forward calls from another station:

- Dial **71**
- Press the * key
- Dial the Station Number

This sets Call Forwarding – All Calls for the Station number dialed to The Station doing the setting.

MESSAGES (MESSAGE WAITING)

TO SET A MESSAGE

- Dial **743**
- Dial the Station number

The MSG Lamp on a Keyphone will flash when there is a Message Waiting

TO CLEAR A MESSAGE

- Dial **740**
- Dial the Station number

This can only be done from the Station that set the message

TO RESPOND TO A MESSAGE

- Dial **744**

The Station that set the message will be automatically called

A Message Waiting is indicated on a Single-Line Telephone by a message waiting light or a double ring (programmable for every 1 – 15 minutes)

STATION HUNT GROUPS

TO CALL A STATION HUNT GROUP

To call one available station in the Hunt Group:

- Lift the handset
- Dial **78**
- Dial the Station Hunt Group Number (1-8)

TO TRANSFER A CALL TO A STATION HUNT GROUP

To transfer a call to one available station in the Hunt Group:

- Put the Outside Call on Hold
- Dial **78**
- Dial the Station Hunt Group Number (1-8)
- Announce the call (optional)
- Replace the handset

To transfer a call and ring all idle stations in the Hunt Group:

- Put the Outside Call on Hold
- Dial **73**
- Dial the Station Hunt Group Number (1-8)
- Replace the handset

WAKE-UP / REMIND CALLS

SET WAKE-UP / REMIND CALL

Daily Wake-Up / Remind Call:

- Dial **741**
- Enter Time (HHMM)

Once only Wake-Up / Remind Call:

- Dial **742**
- Enter Time (HHMM)

To Cancel:

- Dial **741** or **742**
- Replace the handset

ADDITIONAL FEATURES

AUTOMATIC OUTSIDE LINE (Programmable)

- Lift handset
- An Outside Line is automatically accessed

RESERVE AN OUTSIDE LINE

- Access an Outside Line (Line is busy)
- Dial **7**
- System will ring your phone when line is available
- Lift handset

The callback will automatically cancel if not answered within the programmed time.

RESERVE A BUSY STATION (Automatic Callback)

- Call Station (Station is busy)
- Dial **7**
- System will ring your phone when Station is available
- Lift handset The Station will be automatically called

The callback will automatically cancel if not answered within the programmed time.

VOICE ANNOUNCE / SIGNAL CALLING

When an Intercom Call is made to a Keyphone, the caller can switch between Voice Announce and Signal Calling (ringing).

To switch between Voice Announce and Signal Calling:

- Press the **#** key

TO CALL AN OHVA / SOHVA KEYPHONE

OHVA (Off-Hook Voice Announce)

SOHVA (Secure Off-Hook Voice Announce)

- Lift handset
- Dial Station number (station is busy)
- Press the **#** key
- Announce call

OHVA / SOHVA phone must be off-hook on a call

EMERGENCY CALL

- Call station (station is busy)
- Dial **1**
- Wait for station to respond

To respond to an emergency call:

- Hookflash *or* press FLASH key
- You will be connected to the calling station
- When finished let emergency caller hang up
- Hookflash *or* press FLASH key - you will be connected to your original call

DO-NOT-DISTURB

To set or clear Do-Not-Disturb:

- Dial **747**

When the handset is lifted a special tone will be heard

AUTOMATIC ROUTE SELECTION (Programmable)

- Lift handset
 - Dial Trunk Access Code (8 or 9)
- or*
- Dial **70** for speed dial (plus 01-09 / 100-499)
 - Dial number
 - Pause

The system will determine which Trunk to access and then dial the number.

WARNING TONE (Programmable)

When activated, a tone will be received at programmed Intervals while talking on an Outside Line

LOCK YOUR PHONE

To lock your phone: (Outgoing Trunk calls cannot be placed)

- Lift handset
- Dial **749**
- Dial your code (1-6 Digits)
- Replace the handset

To unlock your phone: Repeat the same procedure

CALL A DOOR PHONE

- Dial **791** (First Door Phone)
- Dial **792** (Second Door Phone)

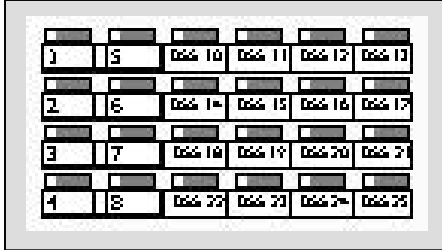
CALL A DEDICATED DOOR PHONE (KSX 32I only)

- Dial **79**

To unlock the door while talking to the door phone:

- Dial **0**

FLEXIBLE KEY ASSIGNMENTS



There are 24 Flexible Keys on your Keyphone. Each of those keys may individually programmed by the station user for one of the following functions:

- STATION DSS / BLF
(Direct Station Selection / Busy Lamp Field)
- STATION HUNT GROUP
- INDIVIDUAL TRUNK
- TRUNK HUNT GROUP
- SPEED DIAL BIN
- CALL PARK BIN
- CALL FORWARD
- AUTOMATIC WAKEUP
(Hotel / Motel Front Desk Feature)
- CHECK IN / CHECK OUT
(Hotel / Motel Front Desk Feature)
- RECORD (Outside Call)

TO CHECK THE CURRENT KEY ASSIGNMENT

- Press the **PROG** key
- Press the KEY to be programmed

The upper right corner of the Keypad Display will show the current function assigned to the key.

TO DELETE THE CURRENT KEY ASSIGNMENT

- Press the **FLASH** key to delete the existing function

If the upper right corner of the Keypad Display is blank then there is nothing assigned to the key.

- Press the **HOLD** key to save the change

This will leave the key with no assignment

TO PROGRAM THE KEY WITH A NEW FUNCTION

- Press the **PROG** key
- Press the KEY to be programmed
- Then select one of the following functions:

DSS / BLF

- Press the flashing **PROG** key
The Display will show "ST: "
- Dial the Station Number
- Press the **HOLD** key to save the change

STATION HUNT GROUP

- Press the **MSG** key
The Display will show "STGP: "
- Dial the Station Hunt Group number
- Press the **HOLD** key to save the change

INDIVIDUAL TRUNK

- Press the **MSG** key TWICE
The Display will show "TK: "
- Dial the individual Trunk number
- Press the **HOLD** key to save the change

TRUNK HUNT GROUP

- Press the **MSG** key THREE times
The Display will show "TKGP: "
- Dial the Trunk Hunt Group number (1-8)
- Press the **HOLD** key to save the change

SPEED DIAL BIN

- Press the **MSG** key FOUR times
The Display will show "SD-> "
- Dial the Speed Dial Bin number (01-09, 100-499)
- Press the **HOLD** key to save the change

CALL PARK BIN

- Press the **MSG** key FIVE times
The Display will show "Park "
- Dial the Call Park Bin number (0-9)
- Press the **HOLD** key to save the change

CALL FORWARD

- Press the **MSG** key SIX times
The Display will show "FWRD "
- Dial "1" for all calls or "2" for busy/no answer
- Press the **HOLD** key to save the change

AUTOMATIC WAKE-UP

- Press the **MSG** key SEVEN times
The Display will show "WAKEUP "
- Press the **HOLD** key to save the change

CHECK IN / CHECK OUT

- Press the **MSG** key EIGHT times
The Display will show "CHKOUT "
- Press the **HOLD** key to save the change

RECORD (OUTSIDE CALL)

- Press the **MSG** key NINE times
The Display will show "RECORD "
- Press the **HOLD** key to save the change

When you have finished programming the key then press the **RLS** key to terminate programming.

*NOTE: Only one station can be programming keys at a time. If someone else is programming and you press the **PROG** key and a Flexible Key, the Flexible Key will perform its normal function (DSS, Trunk Access, etc.). Wait a few minutes and try again.*

24 ALTERNATE FLEXIBLE KEYS

The number of Flexible Keys can be increased from 24 to 48 through the use of a "SHIFT" key. This "SHIFT" key will allow you to move between the standard Flexible Key Assignments and the alternate Flexible Key Assignments.

*The "SHIFT" key is actually the **FLASH** key on your Keyphone. While your keyphone is idle, press the **FLASH** key – the **PROG** key will flash on and off indicating that you are working on the alternate set of assignments for the 24 flexible keys. Pressing the **FLASH** key again (the **PROG** key will stop flashing) will return you to the original 24 key assignments*

PROGRAMMING ALTERNATE FLEXIBLE KEYS

- Keyphone must be idle
- Press the **FLASH** key
- Make sure the LED on the **PROG** key is flashing
- Follow the same procedures for programming the Standard Flexible Key assignments

DEFAULT FEATURES & DIAL CODES

| <u>DIAL:</u> | <u>FEATURE:</u> |
|-----------------------------|--|
| 10 – 69 | Station Intercom Dialing |
| 100 – 699 | |
| 1000 – 6999 | |
| 1 – 7 * | Group Call Pickup |
| 1 – 7 # | Page a Group of Keyphones |
| 71 * + Station No. | Call Forward – Follow Me |
| 71 + Station No. | Call Forwarding – All Calls |
| 72 + Station No. | Call Forwarding – Busy / No Answer |
| 73 + Station Hunt Group No. | Transfer Call to all Stations in Station Group (1-8) (Rings all idle stations) |
| 741 + HHMM | Daily Wake-Up / Remind Call |
| 742 + HHMM | Once only Wake-Up / Remind Call |
| 743 + Station No. | To Set a Message |
| 744 | To Respond to a Message |
| 745 | To Answer a Paging Call |
| 746 + 01-09 | Program Personal Speed Dial |
| 747 | Do-Not-Disturb |
| 748 | SLP Conference |
| 749 + Lock Code | To Lock / Unlock your phone |
| 740 + Station No. | To Clear a Message |
| 75 + Station No. | Hold Pickup |
| 76 + 0-9 | Access Call Park bin |
| 77 + Trunk No. | To Access an Outside Line |
| 78 + Station Hunt Group No. | Call station in Station Hunt Group (1-8) |
| 79 + 1 or 2 | Call the Door Phone 1 or 2 |
| 70 + Speed Dial Bin | System / Personal Speed Dial |
| 70 00 | Redial |
| 70 # | Redial |
| 8 | Trunk Hunt Group 8 |
| 9, 91-98 | Trunk Hunt Groups (1-8) |
| 0 | Call the Attendant |
| * | System Call Pickup |
| # + 1-8 | Page an External Zone (1-8) |
| # 8 + 1 | Turn Music over External Page On/Off |
| # 9 | Page All Internal |
| # 0 | Page All External |
| # * | Page All Internal & External |
| # # | To Answer a Paging Call |