



PLACE YOUR STATION IN DO-NOT-DISTURB


- Lift the handset.
- Press  and  .
- Hang up. The lamp will medium flash.

TO CANCEL DO-NOT-DISTURB:



- Lift the handset, press  and hang up. The lamp will be off.

ADD AN ACCOUNT CODE FOR SMDR REPORTING

AFTER THE CALL IS COMPLETED AND THE OUTSIDE PARTY HANGS UP:

- Before you hang up, press  .
- Enter the account code (up to 6 digits), using the keypad. Then hang up.






TURN ON BACKGROUND MUSIC

- Press  and  .
- Adjust the volume with the VOICE VOLUME dial.

TO CANCEL BACKGROUND MUSIC:

- Press  and  .


KEYSET FLASH RATES

Flash Rates					
STEADY (0 IPM)	This line in use by another keyset.		Conference in progress on your keyset.		Incoming Intercom call. ----- Speaker- phone is on.
FAST (120 IPM)	Transferred call. ----- Line is recalling from transfer c: hold.	Intercom call waiting on your keyset.		Message Waiting.	
MEDIUM (60 IPM)	Line on hold.	Keyset has calls forwarded. ----- Keyset is in Do-Not-Disturb.	The keyset added to a conference.		
SLOW (30 IPM)	Incoming call. ----- Queued line now available. ----- Outside call waiting on your keyset.				
DELAYED (15 IPM)	This line in conference on your keyset.				
DOUBLE FLASH	You are using this line.				







*IPM = Interruptions Per Minute.

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HOW TO USE YOUR 1232 KEYSET

- Your Inter-Tel keyset has 12 C.O. line keys for outside calls. These are indicated in the procedures with a  .
- There are 6 feature keys for easy use of the many applications. These keys are defined below.
- Your keyset is equipped with an internal speaker and microphone to receive handsfree intercom calls and pages.
- The line keys and four of the feature keys are equipped with lamps (LED's) which flash at different rates. The keys and their flash rates are shown on the back panel.
- There are two dial tones. When you lift the handset, you hear the intercom dial tone. If you then press an available (unlit) line key, you hear the outside dial tone.
- In the procedures, you are told to hang up the handset. In some cases it may be convenient to "hookflash," which means to press and immediately release the hookswitch located under the handset.

SPECIAL FEATURE KEYS

-  Places a call on hold. Forwards your calls to another station. Places your keyset in Do-Not-Disturb.
-  Transfers an outside call to another station. Reverse transfers a call from another station. Connects a three-party conference.
-  Places pages through keyset speakers in programmed zones.
-  Initiates an intercom callback. Requests to be queued onto a busy C.O. line.
-  Activates another keyset's Message Waiting key. Dials the Message Center for leaving messages. Speed dials stored numbers. Re-dials the last number dialed.
-  Controls internal speaker for call monitoring. Controls an external speaker for handsfree operation. Disconnects when dialing on-hook. Indicates incoming intercom call.

PLACE AN INTERCOM CALL

- Lift the handset.
- Dial the intercom number and listen for the double tone before speaking.
- If desired, press **#** to force the called party to lift the handset for privacy.

IF BUSY, CAMP-ON AS FOLLOWS:

- Do not hang up. You will automatically camp on and hear music-on-hold.
- When the called party is available, you will be connected.

IF BUSY, INITIATE CALL BACK AS FOLLOWS:

- Press **QUE** and hang up.
- When the called party is available, you will hear double tones.
- Lift the handset to respond.

IF BUSY, USE EXECUTIVE CALL WAITING AS FOLLOWS:

(if your keyset is enabled for this feature):

- Press **#** each time you want to signal the busy party (not to exceed once every 5 seconds).
- When the called party is available, you will be connected.

RECEIVE AN INTERCOM CALL

WHEN YOU HEAR A DOUBLE TONE AND POSSIBLY AN ANNOUNCEMENT AND YOUR ON/OFF KEY IS LIT:

- Respond handsfree or lift the handset for privacy.

WHEN YOU HEAR CONTINUOUS DOUBLE TONES:

- Lift the handset or press **ON/OFF**.

INTERCOM CALL WAITING

IF YOU HEAR A DOUBLE TONE AND YOUR **HOLD FWD** KEY IS FLASHING FAST, YOU HAVE AN INTERCOM CALL WAITING:

- If you are on an intercom call, complete it and hang up. The call waiting will then connect.

IF YOU ARE ON AN OUTSIDE CALL:

- Press **HOLD FWD**. The **ELINE** key will medium flash and you will automatically connect to the intercom call.

—OR—

- Complete the outside call and hang up. The intercom call will then be connected.

PLACE AN OUTSIDE CALL

TO PLACE A CALL OFF-HOOK:

- Lift the handset and press an unlit **LINE** key to receive the outside dial tone. The line key will double flash.
- Dial the desired telephone number.

TO PLACE A CALL ON-HOOK:

- Press **ON/OFF**.
- Press an unlit **LINE** key to receive the outside dial tone. The line key will double flash.
- Dial the desired telephone number.
- When the party answers, lift the handset to talk.
- If there is no answer, disconnect by pressing **ON/OFF**.

TO IMMEDIATELY PLACE ANOTHER CALL:

- Without hanging up, press the same **ELINE** key again.
- When you hear the outside dial tone, dial the new number.

RECEIVE AN OUTSIDE CALL

WHEN YOU HEAR LONG SINGLE TONES AND SEE A SLOW FLASHING **ELINE** KEY:

- Lift the handset.
- Press the slow flashing **ELINE** key. The line key will double flash.

IF THE CALL IS BEING TRANSFERRED, YOU WILL HEAR THE INTERCOM DOUBLE TONE AND POSSIBLY AN ANNOUNCEMENT.

- Wait for the transferring party to hang up before following the above procedure.

OUTSIDE CALL WAITING

IF YOU HEAR A SINGLE TONE EVERY 15 SECONDS IN YOUR HANDSET AND SEE A SLOW FLASHING **ELINE** KEY, YOU HAVE AN OUTSIDE CALL WAITING.

IF YOU ARE ON ANOTHER OUTSIDE CALL:

- Place the current outside call on hold by pressing **HOLD FWD**.
—OR—
Complete the current call.
- Press the slow flashing **ELINE** key.

IF YOU ARE ON AN INTERCOM CALL:

- Complete the call and press the slow flashing **ELINE** key.

While the intercom party is off-hook, if you press the line key, he will be camped-on. When you complete the outside call and hookflash, the intercom call will be connected.

PLACE AN OUTSIDE CALL ON HOLD

WHILE ON AN OUTSIDE CALL:

- Press **[HOLD FWD]**. The **[ELINE]** key will medium flash.

TO RETURN TO THE CALL ON HOLD:

- While off-hook, press the medium flashing **[ELINE]** key.

TRANSFER AN OUTSIDE CALL

WHILE ON AN OUTSIDE CALL:

- Press **[XFER CONF]**.
- Dial the desired intercom number.
- After the double tone, you may announce the call.
- Hang up to complete the transfer.

IF THE CALLED STATION IS BUSY OR THERE IS NO ANSWER:

- Before hanging up, press the medium flashing **[ELINE]** key to reconnect with the caller.

IF THE CALLER WANTS TO WAIT FOR THE BUSY PARTY:

- Press **[XFER CONF]** and dial the intercom number.
- If desired, press **[HOLD FWD]** to put the caller on hold at that station instead of ringing there.
- Hang up to complete the transfer.

REVERSE TRANSFER AN OUTSIDE CALL

IF A CALL IS RINGING OR WAITING AT ANOTHER STATION:

- Lift the handset.
- Dial the intercom number for that station.
- After the double tone, press **[XFER CONF]**.
- Press the medium flashing **[ELINE]** key.

ON-HOOK MONITOR

While on an outside call, if your party needs to leave the phone for a moment, you can monitor on-hook, continue working, and listen for the party to return, as follows:

- Press **[ON/OFF]** and hang up.
- When you hear the party speak, lift the handset.

CONFERENCE WITH TWO OUTSIDE PARTIES

- Place the first call.
- Press **[HOLD FWD]**.
- Place the second call.
- Press **[HOLD FWD]**.
- Press **[XFER CONF]** to connect all parties. The lamp will be lit.

TO EXCLUDE YOURSELF:

- Hang up. The two outside parties will still be connected.

TO RE-ENTER THE CONFERENCE:

- Lift the handset and press **[XFER CONF]**.

TO END THE CONFERENCE:

- Press **[*]** and hang up.

CONFERENCE WITH ONE OUTSIDE & ONE INSIDE PARTY

- Place the outside call.
- Press **[XFER CONF]**.
- Dial the intercom number and instruct the party to lift the handset.
- Press **[XFER CONF]** to connect all parties. The lamp will be lit.

TO EXCLUDE YOURSELF:

- Hang up. The other two parties will still be connected.

TO END THE CONFERENCE:

- Press **[*]** and hang up.

QUEUE A BUSY OUTSIDE LINE

- Lift the handset.
- Press a busy **[ELINE]** key. You will hear a busy signal.
- Press **[QUE]** and hang up.
- When the line is available, you will hear long single tones and the **[ELINE]** key will flash slowly.
- Lift the handset or press **[ON/OFF]**.
- Press the slow flashing **[ELINE]** key and dial the number.

TO CANCEL THE QUEUE:

- Lift the handset and dial your own intercom number.
- Press **[QUE]**. Hookflash and hang up.

STORE SPEED DIAL NUMBERS

UP TO 10 NUMBERS CAN BE STORED ON YOUR KEYSSET, AS FOLLOWS:

- While on-hook, press **MSG DIAL**.
- Press a memory code (0-9) on the keypad.
- Enter the telephone number (up to 10 digits).
- Repeat the above steps for each number to be stored.
- Press **ON/OFF** to complete the procedure.

SPEED DIALING

- Lift the handset and press an available **LINE** key.
- Press **MSG DIAL**.
- Press the memory code (0-9) on the keypad. The number will be dialed.

SPEED DIALING SCC NUMBERS

This feature must be enabled on your keyset. If the SCC local access code and the security code are stored, using two memory codes, speed dial as follows:

- Press **MSG DIAL** and the memory code for the SCC access code. When the number is dialed, you will hear a special dial tone.
- Press **MSG DIAL** and the memory code for the SCC security code.
- Now you may speed dial or manually dial the desired telephone number.

RE-DIAL THE LAST NUMBER DIALED

Your keyset remembers the last number that you manually dialed (not speed dialed). If you place an outside call and there is no answer or it is busy, either:

IMMEDIATELY RE-DIAL:

- Since you are still connected to the outside line, press **MSG DIAL**.

RE-DIAL LATER:

- Lift the handset and press an available **LINE** key.
- Press **MSG DIAL** and *****.

MAKE A PAGE

- Lift the handset and press **ZONE PAGE**.
- Dial the desired zone (1-5).
Internal Zones = 1 to 4
All Call Zone = 5
- After the double tone, make your announcement within 12 seconds.

PAGE EXTERNAL ZONES—Optional

- Lift the handset.
- Dial the intercom number assigned to the zone.
- After the double tone, speak.

LEAVE A MESSAGE

IF YOU MAKE AN INTERCOM CALL AND THERE IS NO ANSWER OR THE PARTY IS BUSY, YOU MAY LEAVE A MESSAGE:

- Before hanging up, press **MSG DIAL**. You will automatically dial the Message Center. The busy station's **MSG DIAL** key will be flashing.
- When the call is answered at the Message Center, leave your message.

PICK UP YOUR MESSAGES

IF THE **MSG DIAL KEY ON YOUR KEYSSET IS FLASHING:**

- Lift the handset. The **MSG DIAL** lamp will go off.
- Dial the Message Center's intercom number.
- Ask for your messages.

FORWARD YOUR CALLS

- Lift the handset and press **HOLD FWD**.
- Dial the intercom number for the desired station and hang up. Your **HOLD FWD** key will medium flash.

TO CANCEL CALL FORWARDING:

- Lift the handset, press **HOLD FWD** and hang up. The lamp will be off.