Using Your Telephone

ICM + 🖁 — DSS
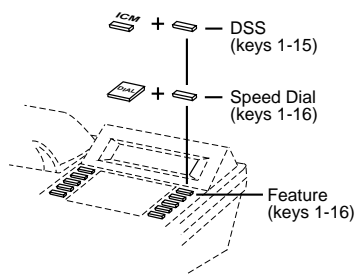(keys 1-15)

DIAL + 🖁 — Speed Dial
(keys 1-16)

Feature
(keys 1-16)

The **Alphanume**
features and tells
optional Caller ID
your caller's num

FRI

Programmable Keys have three functions:
- Just *press the key* and you get its first level
  function (for example — a line or orbit key).
- *Press ICM* and keys 1-15 become DSS
  Keys
- *Press DIAL* and keys 1-16 become Speed
 Dial Keys

1
2
3
4
5

1
GHI
4
PRS
7
✳

11   12

HOLD CONF

You can place an Intercom
or outside call **on Hold**.

The lights in the keys help you use your
features and tell you about your call.

INCOMING CALL

HOLD CONF MIC/DND ICM MSG HF

MICROPHONE
MUTE

MESSAGE
WAITING
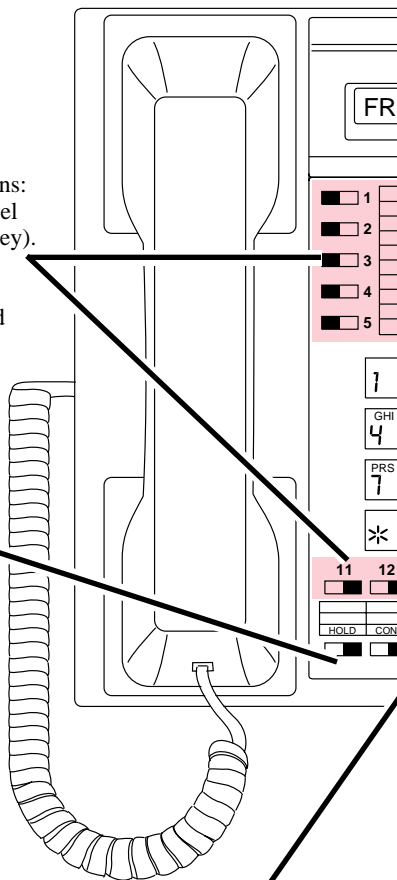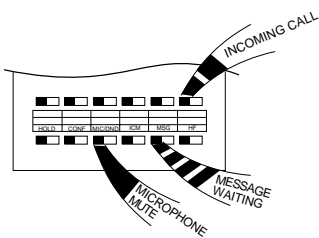
This key lets you set up a **Conference** wit
your co-workers. See Have a Telephone
Meeting in this guide.

ric Display helps you use
you about your calls. With
, a ringing line may show
ber and name.
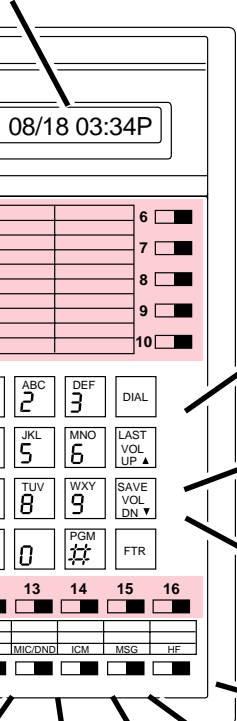
If you have a display, press VOL UP or VOL DN while idle to adjust the brightness.

| 08/18 03:34P |

Head **S**et — $\boxed{\overset{GHI}{4}}\boxed{\overset{PR\textbf{S}}{7}}$

Night **R**ing — $\boxed{\overset{M\textbf{NO}}{6}}\boxed{\overset{PR\textbf{S}}{7}}$

Speed **D**ial — $\boxed{\overset{PR\textbf{S}}{7}}\boxed{\overset{\textbf{D}EF}{3}}$

With **User-Programmable Features** (DS01 only), you can customize selected features right from your phone.

Press **Dial** then **Last** to automatically redial the last number you called.

Use **VOL UP** and **VOL DN** to adjust the volume of ringing, Paging, Background Music, Handsfree announcements or your handset.

Press **Dial** then **Save** to retain the number you just dialed — or dial a number you previously saved.

Press **HF** to use Handsfree instead of the handset.

After calling a co-worker, press **MSG** to leave them a Message Waiting. MSG flashes when you have messages or your phone is forwarded.

Use **ICM** to call co-workers.

- For **Microphone Mute**, press MIC/DND until it lights.
- For **Do Not Disturb**, press DND/MIC until it flashes.

Placing Calls

Placing an Outside Call . . .

Press a line key for quick access:

1. (Optional) Lift handset.
2. Press line key.
3. Dial outside number.
   - *You may also have line group (rotary) keys on your phone.*
   - *If your system is behind a PBX, you may have to dial 9 before your number.*

OR

Dial codes for outside lines:

1. (Optional) Lift handset.
2. Press ICM.
3. Dial code for outside line.
   - *You may be able to dial:*
     Line numbers (e.g., 801).
     Line group numbers (9 or 90-98).
     Line extension numbers (e.g., 348).
     9 or 90 for Automatic Route Selection.

Calling a Co-Worker . . .

Dial using the Intercom:

1. (Optional) Lift handset.
   - *For one-touch calling, press a Call Coverage or Hotline key instead of going on to step 2.*
2. Press ICM.
   - *To call your Voice Mailbox, press MSG instead of going to step 3.*
3. (Optional) To force the call to ring your co-worker, dial 1 before the next step.
4. Dial your co-worker's extension number.
   - *If you hear ringing, wait for an answer. If you hear two beeps, begin speaking.*
   - *You may also be able to dial a co-worker's **Ring Group**.*
   - *For **Paging**, dial 1* for All Call or 2*-8* for zones 1-7.*

If your call doesn't go through . . .

Camp On and Callback

When you hear system busy, use Camp On or Callback:

1. Dial **C** and *Camp On* (wait without hanging up).
    - *(For Intercom calls) The called party hears two beeps. If you hear ring/busy, dial 1 and your call will go through.*
    - *(For outside calls) When you hear new dial tone, place your call again.*

    OR
1. Dial **C** and hang up to leave a *Callback* for a free line or extension.
    - *Wait for the system to call you back.*
2. Lift handset or press HF when the system calls you back.
3. (Outside calls only) Place your call again.

To cancel your Callback:
1. (Optional) Lift handset.
2. Press ICM and dial *.
3. Press FTR and hang up.

Message Waiting

Leave a Message Waiting so your co-worker can call you back:

1. Do not hang up if there is no answer.
2. Press MSG.
    - *With Voice Mail, this will call your co-worker's mailbox.*
    - *When you leave a message, MSG on your co-worker's phone flashes fast.*

To answer your own Message Waitings:

1. (Optional) Lift handset.
2. Press ICM then MSG.
    - *To cancel all your messages without returning them, dial ICM # *.*

Answering Calls

Answering Outside Calls . . .

1. Lift handset or press HF.
   - *Press line key if you are not automatically connected to the call.*
   - *Some line keys may be line group (incoming line rotary) keys.*

Answering Intercom Calls . . .

1. Speak toward your phone.
   - *The mic in your phone picks up your voice. You can lift the handset for privacy.*
   - *If you hear two beeps and a co-worker's voice while on a handset call, press and hold MIC/DND to respond privately.*

OR

1. Press ICM.
   - *The mic in your phone picks up your voice. You can lift the handset for privacy.*

Picking up calls not ringing your phone . . .

1. (Optional) Lift handset.
2. Press ICM and dial * 0.

1. (Optional) Lift handset.
   - *You can press a Group Call Pickup or Call Coverage key instead of going to step 2.*
2. Press ICM.
3. Dial * and your co-worker's extension.

Have a telephone meeting (Conference) . . .

1. Set up your first call and press CONF.
2. Place or answer your second call.
3. Press CONF again.
   - *The CONF key lights. If you hang up, the Conference may continue.*

Handling Your Calls

Your call can wait at your phone . . .

Hold

Use Hold instead of leaving the handset off-hook:	1. Do not hang up.
	 2. Press HOLD.
	    • *This puts your outside call on System Hold. Your co-workers can take the call off Hold.* ***To place the call on Exclusive Hold, press HOLD again.***
	    • *Intercom calls automatically go on Exclusive Hold when you press HOLD.*

Easily retrieve a call from Hold:	1. (Optional) Lift handset.
	 2. If the call was on a line key, press the flashing line key.
	      OR
	 2. If the call was not on a line key (or was an Intercom call), press HOLD.
	      OR
	 2. If a co-worker placed the outside call on Hold (and you don't have a line key for it):
	 • Press ICM
	 • Press * and the line number (e.g., 801) or your co-worker's extension number.

Reroute your calls

Transfer

Send (Transfer) your call to a co-worker:	1. Press ICM and dial your co-worker's extension number.
	    • *To transfer the call to Voice Mail, press MSG before dialing your co-worker.*
	    • *You can optionally press a DSS, Hotline or Call Coverage key.*

Park a call in orbit

Park a call in orbit so a co-worker can pick it up:

1. Do not hang up.
2. Press ICM.
3. Dial the Park Orbit number.
   - *To Park a call in a System Park orbit, dial 60-69.*
   - *To Park a call at a co-worker's extension (called Personal Park), dial * and your co-worker's extension number.*
4. Page your co-worker to pick up the call.
   - *For **Paging**, press ICM and dial 1* for All Call or 2*-8* for zones 1-7.*
5. Hang up.

Or pick up a call a co-worker parked for you:

1. (Optional) Lift handset for privacy.
2. Press ICM.
3. Dial the Park Orbit number.
   - *Your choices are system orbits 60-69 or * and the Personal Park orbit number.*

Forward your calls to a co-worker . . .

While at your desk, forward your calls to a co-worker or Voice Mail:

1. Press ICM and dial PGM#.
2. Dial extension to receive your calls.
   - *Or, press MSG to forward to Voice Mail.*
3. Do one of the following:
   - Dial 1 to forward calls not answered.
   - Dial 2 to forward calls not answered or when busy.
   - Dial 3 to forward all calls.
   - Dial 4 to have Voice Mail screen your calls (emulate a personal answering machine).
4. Press HF to hang up.
   - *MSG flashes slowly. A voice prompt may remind you that your calls are forwarded.*
   - *To cancel your forwarding, press ICM and dial #. MSG goes out.*

Automatically redial calls . . .

Last Number Redial

Quickly redial your last outside call:	1. (Optional) Lift handset. • *Press a line key to preselect a line.* 2. Press DIAL then LAST. • *If you hear busy tone, press an idle line key to have your call dial out automatically.*

Save

Save your call for quick dialing later on:	1. Do not hang up. 2. Press DIAL then SAVE.
Then redial your saved number:	1. (Optional) Lift handset. • *Press a line key to preselect a line.* 2. Press DIAL then SAVE. • *If you hear busy tone, press an idle line key to have your call dial out automatically.*

Quickly dial co-workers and outside calls . . .

Direct Station Selection (DSS)

Save time calling co-workers with Direct Station Selection:	1. (Optional) Lift handset. 2. Press ICM. • *Your DSS keys show the status of your co-workers: idle (dark), busy (on) or in Do Not Disturb (flashing).* 3. Press DSS key (1-15) for co-worker.
Program your own DSS keys:	1. Press ICM then dial PGM#. 2. Press the DSS key (1-15) you want to program. 3. Dial the number of the extension you want assigned to the key. • *To clear a key, dial *.*

Speed Dial

Store up to 20 outside numbers in your own Personal Speed Dial:

1. (Optional) Lift handset.
2. Press DIAL then PGM#.
3. Dial Personal Speed Dial bin number (50-59 and 20-29), press bin key or press One-Touch Speed Dial key.
4. (Optional if you see *PROGM NAME Y/N*)
   - Press Y to program name or N to skip to step 5.
   - Dial the first letter of the desired name, followed by the digit (1, 2 or 3) that selects the letter.
     (For example, for B dial 2 2.)
     (Press 0 to enter a blank space, Q or Z. Press * to erase a name.)
   - Repeat the above steps to enter more letters, then press PGM# when you are done.
5. Dial line number, press line key or press ICM (to store an Intercom feature).
6. Dial number you want to store.
   - *You can press HOLD to enter a pause, MSG for Flash and DIAL for Delay.*
7. Hang up.

To dial your stored Speed Dial number:

1. (Optional) Lift handset.
   Press a line key to preselect a line.
2. Press One-Touch Speed Dial key.

   OR

2. • Press DIAL
   • Press bin key or dial bin number.
      • *If you hear busy after step 2, press idle line key to have the call automatically dial out.*

Dialing Plan	DS01 w/o AUX	DS01 w/AUX
Extensions	300-323	300-371
Lines	801-808	801-824
Line Ext.	348-355	372-395
Ring Groups	364-371	396-403

QUICK REFERENCE

OUTSIDE CALLS

Placing:	Lift handset + Line key + Dial number
Answering:	Lift handset (if you are not connected, press flashing key)
Answering ringing over paging speakers:	Lift handset + ICM + Dial * 0

INTERCOM CALLS

Placing:	Lift handset + ICM + Dial extension (if you hear ring/busy, you may be able to dial 1 to get through)
Answering:	If ringing, lift handset. If announced, speak toward phone or lift handset.

HOLD

Placing call on Hold:	HOLD + Hang up
Retrieving call:	Lift handset + Flashing line key for outside call *OR* ICM then HOLD key for inside call

TRANSFER

Transferring outside call:	ICM + Dial extension + Announce call + Hang up

CONFERENCE

Setting up a three-way conversation:	Establish an outside/Intercom call + CONF + Establish next call + CONF

Responding to Signal Tones

|	
Two tones during a handset call:	Then you hear your caller's voice over your call. To reply, press and hold MIC/DND.
One tone during a speakerphone call:	This means a call is waiting to be answered. Press HOLD + Flashing ICM or line key
Fast busy or warble tone anytime:	This means you made a mistake in placing a call or using a feature. Hang up and start over.

NITSUKO AMERICA

Digital DS
System

**Multibutton Telephone
Quick Reference Guide**
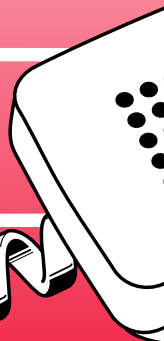
DS01 USER-PROGRAMMABLE FEATURES

To program a feature, press PGM# and the feature's code. For example, to set Night Ring, press PGM# and dial NR. The remaining steps vary with each feature. Your access level determines the features you can program. See your communications manager. Note that enabling RA or NR disables DRA and vice versa. To disable ringing, disable NR, RA *and* DRA.

DELAYED RING ASSIGNMENT	PGM + **DRA** + Line key + **Y**(es) + **N**(o) + Save
DSS	PGM# + **DSS** + DSS key + ext. + SAVE
HEADSET	PGM# + **HS** + **Y**(es) or **N**(o) + SAVE
HOTLINE	PGM# + **HL** + Hotline key + ext. + SAVE
NIGHT RING	PGM# + **NR** + Line key + **Y**(es) or **N**(o) + SAVE
PAGE	PGM# + **VP** + **Y**(es) or **N**(o) + SAVE
PRIME LINE	PGM# + **PLA** + Line key + **Y**(es) or **N**(o) + SAVE
RING ASSIGNMENT	PGM# + **RA** + Line key + **Y**(es) or **N**(o) + SAVE
RINGING LINE	PGM# + **RLP** + **Y**(es) or **N**(o) + SAVE
SPEED DIAL	**Storing Outside Numbers in Bins** PGM# + **SD** + Bin number (20-29, 50-59) + PGM# + (Display only) Name or PGM# + Line key (or line code + PGM#) + Number (32 digits max.) + SAVE **Storing Outside Numbers in One-Touch Keys** PGM# + **SD** + One-Touch Speed Dial Key + (Display only) Name or PGM# + Line key (or line code + PGM#) + Number (32 digits max.) + SAVE **Storing Intercom Features** PGM# + **SD** + One Touch Speed Dial Key (or Bin number + PGM#) + (Display only) Name or PGM# + ICM + Intercom feature code (32 digits max. using 0-9, # and *) + SAVE
TIME AND DATE	PGM# + **TD** + Month (01-12) + PGM# + Date (1-31) + PGM# + Year (2 digits) + PGM# + Hour (00-23) + PGM# + Minutes (00-59) + SAVE
VOICE ANNOUNCE	PGM# + **VA** + Y(es) or N(o) + SAVE
WHISPER PAGE	PGM# + **VO** + Y(es) or N(o) + SAVE