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1A3 KEY TELEPHONE

The upper six buttons in the horizontal rows are used to access your own station speed numbers. The six vertical buttons to the right are used to access the outside telephone lines. The lower three buttons are feature buttons and are labeled according to their functions. A volume wheel used for regulating the volume level of call monitoring, voice announcements, and tone signals is located on the front edge of the telephone. The standard push-button dial pad is used for dialing telephone numbers and for activating specific features described in this User Guide.

GENERAL INFORMATION

As a user of the 1A3™ Electronic Key Telephone, you can make outgoing intercom and outside line calls without lifting the handset. However, once the party has answered, you must lift your handset to converse. Your telephone is activated in the monitor mode when the ON/OFF button is illuminated.

MAKING AND ANSWERING CALLS

To make an outside call:
— Press an idle line button before or after lifting handset.
— Dial desired telephone number.

To answer an outside call:
— Lift handset and press the flashing line button.

INTERCOM CALL/STATION TO STATION

To place an intercom call:
— Lift handset.
— Press ICM button.
— Dial station number (70-81). Ringing will be heard.

To answer an intercom call:
— You will hear ringing tone over the speaker.
— Lift handset.
— Press ICM button.
— When conversation is complete, replace handset.

Voice Announcing an intercom call:
— Press ICM button.
— Dial desired station number (70-81).
— Press and hold ICM button.
— Lift handset or converse handsfree.
— Release ICM button to allow the called station to reply.

Note: Some station users may elect to inhibit call announcements made to them; therefore, if you attempt to call announce a station and pressing the ICM button has no effect, the called station has inhibited call announcements and will tone ring only.

Replying to a voice announced call:
— Call announcement is heard. ICM button lights steady.
— When the ON/OFF button lights, reply handsfree to the caller.

PLACING A CALL ON HOLD

System Hold:
— An outside line placed on System Hold can be retrieved from any station within the system having access to the line.

While connected to an outside line:
— Press the HOLD button once. The outside line will flutter (I-Hold) at your station and wink (System Hold) at all other stations.

Exclusive Hold:
— An outside line placed on Exclusive Hold is protected from inadvertent siezure by other stations, therefore, you are the only station that can retrieve the line.

While connected to an outside line:
— Press the HOLD button twice. The line will flicker at your telephone and light steady at all other stations.

Recall:
— An outside line placed on System or Exclusive Hold will activate a timer. When the timer expires, the line will recall the party placing it on Hold. If the call is not answered after the first recall, it will ring at the attendant's station (70).

CALL TRANSFER

An outside call can be transferred to another station.
Transfer announced:
— Press ICM button. Outside line is placed on I-Hold, intercom dial tone is heard.
— Dial station number (70-81). Ringing will be heard.
— Press and hold the ICM button, announce the call and the outside line number.
— Release ICM button and replace handset.

Transfer unannounced:
— Press ICM button, outside line is placed on I-Hold, intercom dial tone is heard.
— Dial station number (70-81). Ringing will be heard.
— Hang up handset. Outside line will begin to ring at called station.

Note: If not answered in 30 seconds the call will return to the transferring station.

CALL WAITING (CAMP-ON) SIGNAL

When a busy signal is received while attempting to Call Transfer an outside line or place an Intercom call, that busy station may be signaled:
— Press ICM button. Called station receives two bursts of tone over the handset.

Note: A station connected to an intercom call or excluded by data base programming can not receive a camp-on signal. In either case a busy signal will remain over the caller's handset, when pressing the ICM button.

Answering a Call Waiting (Camp-On) signal:
— Press the flashing ICM button. The outside line in use is automatically placed on I-Hold.
— Receive Call Waiting announcement.
— Choose the desired call.

CONFERENCE

Multi-Line (Two outside parties and one internal party)
— Lift handset.
— Place first call.
— Press the HOLD button twice, placing that outside line on Exclusive Hold.
— Place second call.
— Press the HOLD button twice, placing that outside line on Exclusive Hold.
— Dial # (Pound) key. Both outside lines are conferenced.

Notes: If you wish to continue speaking with only one of the outside lines, press that outside line. That call will continue and the other line will terminate.

By pressing HOLD, both parties are placed on Hold. To re-establish conference with both outside parties press # (Pound) key.

Add-On (Two internal and one outside party).
To add-on internal party to an outside line:
While connected to an outside line:
— Press ICM button. Outside line goes on I-Hold.
— Dial station number (70-81). Ringing will be heard.
— When the called party answers, announce conference.
— Dial the # (Pound) key. Conference is established.

Note: The requested internal party must:
— Lift the handset to be connected to the conference.

STORING SPEED NUMBERS

Storing Station Speed Numbers:
— Lift handset.
— Press ICM button. Intercom dial tone is heard.
— Press # (Pound) key. Intercom dial tone is removed.
— Press a Speed Dial button (1-6). Dial tone is heard.
— Dial telephone number to be stored.
— Hang up. Confirmation tone is heard through speaker.

Note: There can be up to 24 digits in each station speed dial bin. Each numerical or function entry is counted as a digit entry. The following functions are available for storing within speed dial bins.

Pause:
— A pause in the automatic dialing of digits is initiated by pressing the "*" (Asterisk) key during number storage.

Automatic switchover from Dial Pulse to DTMF signaling:
— Outside lines that signal dial pulse can be converted to DTMF (tone signaling) for use with OCC's (long distance companies) by pressing the "#" (Pound) key during number storage.

Flash:
— A PBX flash can be initiated during automatic dialing by pressing the CO line 1 button during number storage.

Where a specific outside line is to be programmed to be accessed speed numbers:
— Lift handset.
— Press the desired line button.
— Press ICM button. Outside line goes on I-Hold, dial tone is received.
— Press # (Pound) key. Intercom dial tone is removed, ICM light extinguishes and outside line on Hold extinguishes.
— Press a Speed Dial button (1-6). Dial tone is heard.
— Hang up. Confirmation tone is heard through speaker.

Storing System Speed Numbers:
— Up to ten (10) frequently dialed numbers can be stored in system speed bins (90-99) each up to 24 digits in length. Storing system speed numbers is done only at station 70 using the same storage methods described to store station speed numbers.
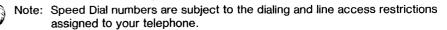
DIALING SPEED NUMBERS

Dialing a System Speed number:
— Lift handset.
— Dial system bin location (90-99). Outside line is automatically selected.
— Number is automatically dialed.

Dialing a Station Speed number:
— Lift handset.
— Press the Speed button (1-6). Outside line is automatically selected.
— Number is automatically dialed.

Chaining Speed Dial bins:
— Lift handset.
— Select the first Speed Dial number.
— Press ICM button. Outside line is placed on I-Hold.
— Select another Speed Dial number.

Note: Speed Dial numbers are subject to the dialing and line access restrictions assigned to your telephone.

LAST NUMBER REDIAL

The last number you dial on an outside line will be remembered and can be automatically dialed upon your command.

Redialing the last number:
— Lift handset.
— Dial * (Asterisk) key. The original outside line is automatically seized and the number is dialed.

Redialing the last number using a particular outside line:
— Lift handset.
— Press desired outside line.
— Press ICM button. Outside line goes on I-Hold.
— Dial * (Asterisk) key. The outside line is removed from I-Hold and the number is automatically dialed.

FLASH

Allows station user to generate a PBX flash or outside line recall.
If programmed for outside line recall, while connected to an outside line:
- Press that outside line button. You will be returned to outside·dial tone.

If programmed for PBX transfer, while connected to an outside line:
- Press that outside line button. You will hear PBX confirmation tone.
- Dial extension number.
- Hang up to complete transfer.

EXTERNAL PAGING

External paging requires the use of an outside line and external paging equipment.
Making a page:
- Lift handset.
- Press the dedicated paging line button.
- Make announcement.
- Hang up to terminate.

CALL ANNOUNCE INHIBIT

As a telephone user you can inhibit the ability of other telephones to make call announcements to you. When your telephone is instructed to inhibit call announcements, it will allow only tone ringing.

To inhibit call announcements:
- Lift handset.
- Press ICM button.
- Dial the "#" (Pound) key twice.
- Hang up the handset. (Confirmation Tone is Heard).

To allow call announcements:
- Lift handset.
- Press ICM button.
- Dial the "#" (Pound) key.
- Dial the "*" (Asterisk) key.
- Hang up the handset. (Confirmation Tone is Heard).

NIGHT RING

Allows assigned stations to ring on all incoming lines when in Night Mode.
To enter the Night Mode (At Station 70):
- ·Lift handset.
- Press ICM button.
- Dial # (Pound) key.
- Dial 831.
- Hang up. (Confirmation tone is heard).

To exit the Night Mode (At Station 70):
- Lift handset.
- Press ICM button.
- Dial # (Pound) key.
- Dial 830.
- Hang up. (Confirmation tone is heard).

MISCELLANEOUS CONDITIONS & SHORTCUTS

The 1A3™ can have a mix of electronic key telephones and speakerphones. There are noticeable differences in operation when calling to a speakerphone. As you use your telephone, you will become accustomed to the features and shortcuts listed below.

- A call to a speakerphone from a telephone with the handset lifted will be automatically connected in the call announce mode. The intercom call is not subject to control by the party who placed the call.
- A call to a speakerphone from a telephone on-hook will tone ring and must be manually connected for call announcing. The call is subject to the control of the party who placed the call.
- A call to a telephone that has call announce inhibit activated will tone ring only.

All features mentioned below are done while handset is in the cradle (on-hook) position. You must lift the handset to converse.

OUTSIDE
- Press outside line button. Dial tone is supplied, ON/OFF button is lit and monitor is activated.
- Dial desired number.
- Lift handset to converse.

STATION SPEED DIAL
- Press Station Speed button. Outside line is accessed, dial tone is supplied and number is dialed, ON/OFF button is lit, monitor is activated.

STATION INTERCOM
- Dial Intercom number (70-81). Ringing is heard, ICM button is lit and ON/OFF button is lit.
- Lift handset to converse.

STATION LAST NUMBER REDIAL
- Press * (Asterisk) for Last Number Redial. Outside line is accessed, dial tone is supplied and number is dialed, ON/OFF button is lit, monitor is activated.
- Lift handset to converse.

SYSTEM SPEED DIAL
- Dial System Speed number (90-99). Outside line is accessed, dial tone is supplied and number is dialed, ON/OFF button is lit, monitor is activated.
- Lift handset to converse.

COMMONLY DIALED NUMBERS

SYSTEM SPEED DIRECTORY

Memory
Code

90 _____

91 _____

92 _____

93 _____

94 _____

95 _____

96 _____

97 _____

98 _____

99 _____