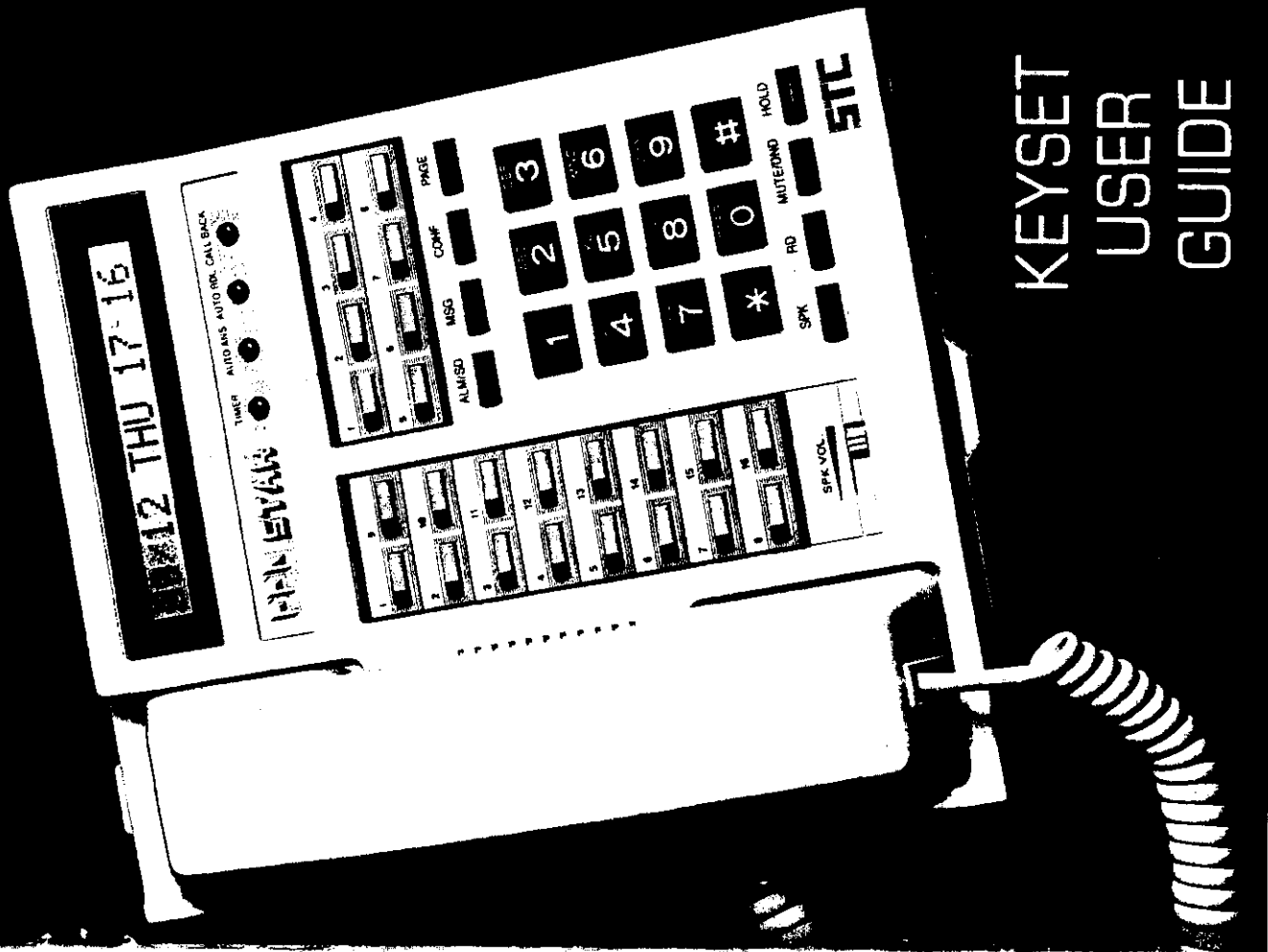


PROSTAR 816



KEYSET USER GUIDE

SYSTEM DIRECTORY

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

PERSONAL SPEED DIAL NUMBERS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____



PROSTAR KEYSSET LAY UT

NOTES

LIQUID CRYSTAL DISPLAY (LCD) Available on display model keyset only. Shows date, time number dialed, duration of call and other useful call information.

PROGRAMMABLE FUNCTION BUTTONS Come standard as TIMER, AUTO ANSWER, AUTOMATIC REDIAL and CALL BACK. May be assigned other functions on an individual station basis.

DSS/BLF/SPEED DIAL BUTTONS (1-16) Direct Station Selection buttons, used to call other stations on intercom. They are also used to store personal frequently dialed telephone numbers. Buttons light red to show individual stations in use. Unused buttons may be programmed as additional function buttons.

RINGER VOLUME CONTROL Adjusts level of ringing signal, independent of other volume settings.

OUTSIDE LINE BUTTONS (1-8) Used to access telephone lines. Buttons light green for calls at your station and red for calls in use at other stations. Unused buttons may be programmed as additional function buttons.

HANDSET VOLUME CONTROL Adjusts the level of handset receiver for added convenience.

DEDICATED FEATURE BUTTONS Used to access the most commonly used features. Buttons light to indicate feature is in use.

ALM/SD	Alarm - Speed dial
MSG	Message waiting button and lamp
CONF	Conference
PAGE	Press to make external page
SPK	Speaker button - works like a release key
RD	Last number redial
MUTE/DND	Mute the microphone or activate Do-Not-Disturb mode
HOLD	Press to put calls on hold

STC TELECOM LIMITED WARRANTY

STC Telecom (STC) warrants to its authorized Dealers and to the original retail purchaser of an STC Product ("Users"), for a period of one year from the date of shipment of the Product from STC's facility, that the Product (except for lamps, fuses, and other consumable items) will be free from defects in material and workmanship. Repaired or replaced materials shall be warranted for the balance of the warranty remaining on the original equipment, or for 90 days from date of shipment from STC's facility, whichever is longer.

This warranty is for the benefit of and shall apply only to authorized Dealers and to Users. This warranty will not apply if the defect arises out of accident, neglect, misuse, failure of electric power, air conditioning, humidity control, causes other than ordinary use, or causes beyond STC's control. All warranty claims shall be waived unless reported, in writing, to STC or its authorized Dealer, prior to the expiration of the applicable warranty period.

The sole obligation of STC under this warranty is, at the sole option of STC, the repair or replacement with new or refurbished parts, of the defective or missing parts that are causing the malfunction and which are determined to be defective by STC, and the return shipment of such parts to the Dealer. Dealer or User shall be responsible to pay for shipment of the defective parts to STC and for all expenses connected with their removal and reinstallation. In lieu of repair or replacement, STC may, at its sole option and in full satisfaction of its warranty obligations hereunder, refund the price charged by STC to its Dealer for such parts as are determined by STC to be defective and which are returned to STC through an authorized Dealer within the warranty period and no later than 30 days after such malfunction, whichever occurs first.

To obtain service under this warranty:

(1) USERS must provide written notice of the malfunction to an authorized STC Dealer within the warranty period and no later than 30 days after the date of the malfunction, whichever occurs first. If the USER is unable to identify an authorized STC Dealer, USER must provide written notice of the malfunction, including proof of the date of purchase of the equipment and the serial number of the malfunctioning Product, to STC at its corporate offices at 501 Fairway Drive, Deerfield Beach, Florida 33441. Upon receipt of such notice and determination by STC that User is eligible for Warranty service, STC will provide the USER with the name of an authorized STC Dealer to contact for warranty service.

(2) DEALERS must provide written notice of the malfunction to STC no later than the expiration of the warranty period or 30 days after the date the Dealer becomes aware of the malfunction, whichever comes first. For purposes of this Warranty, the issuance by STC of a Material Return Authorization (MRA) number by telephone to an authorized Dealer shall be deemed to be written notice from the dealer with respect to the material returned under that MRA.

STC MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, AND SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THESE WARRANTIES ARE DEALER'S AND USER'S SOLE REMEDIES AND IN LIEU OF ALL OBLIGATIONS OR LIABILITIES ON THE PART OF STC FOR DAMAGES, INCLUDING, BUT NOT LIMITED TO, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE USE OF THE PRODUCTS, OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, ARISING OUT OF OR IN CONNECTION WITH THE PERFORMANCE OF THE PRODUCTS, WHETHER IN A CONTRACT OR TORT ACTION, INCLUDING NEGLIGENCE, EVEN IF STC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE TOTAL MAXIMUM LIABILITY OF STC FOR BREACH OF WARRANTY SHALL BE LIMITED TO A REFUND OF THE COST OF THE DEFECTIVE PRODUCT.

No Dealer and no person other than an officer of STC may extend or modify this warranty, and no modification or extension of this warranty shall be effective unless in writing signed by the authorized officer of STC.

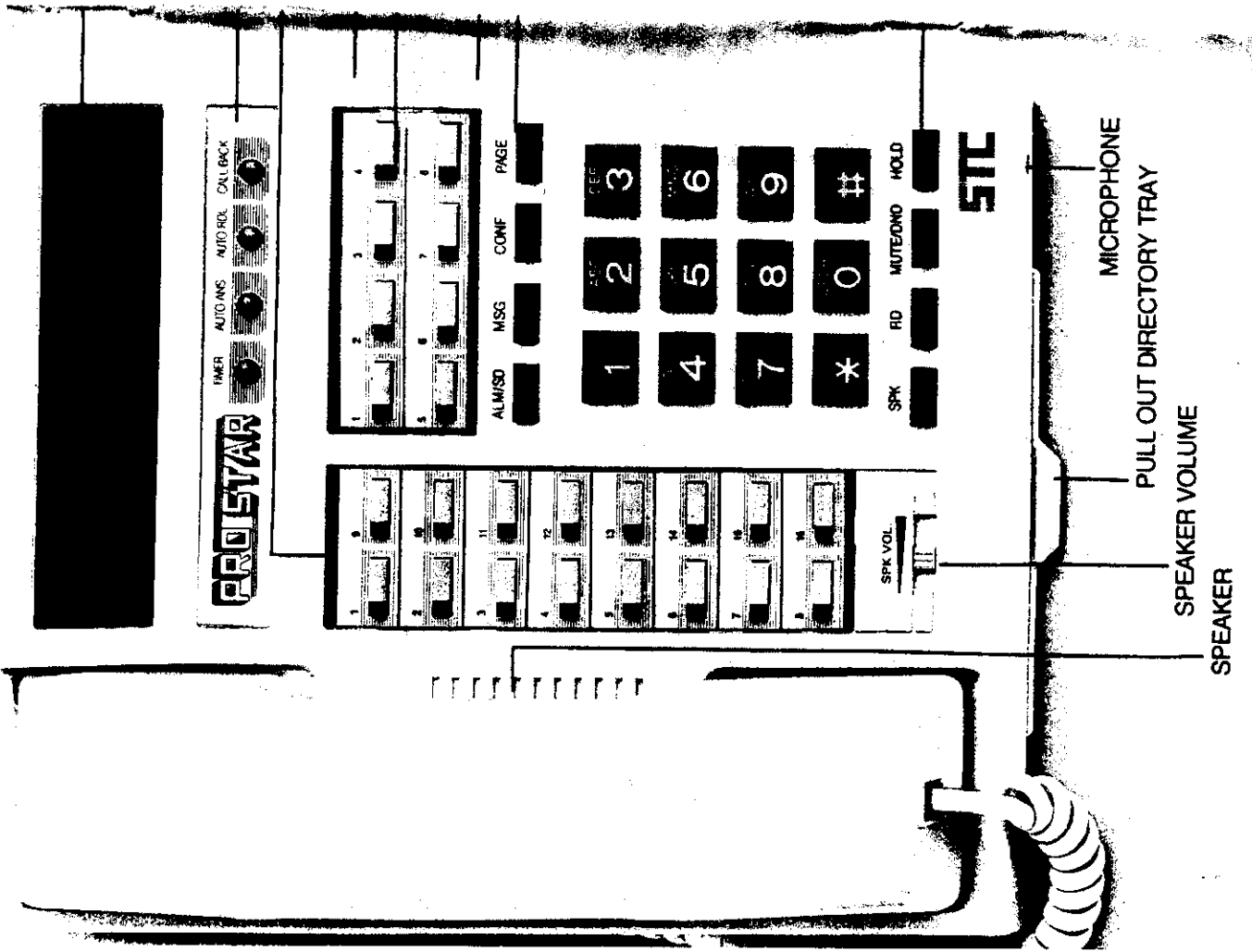


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WARRANTY

15

MAKING AN OUTSIDE CALL

- Lift handset and press idle outside line button. Receive dial tone and dial telephone number, **OR**:
- To use speakerphone, press idle outside line button, receive dial tone through speaker and dial telephone number. Speak into the microphone.
- Finish call by replacing handset or pressing **SPK** button.

NOTE: If programmed, you may dial 9 or 80 to select an available line from these two line groups.

ANSWERING AN OUTSIDE CALL

- Lift handset and press fast flashing green outside line button, **OR**:
- Answer call using speaker phone by pressing flashing green outside line button.
- If your phone is assigned ringing, simply lift handset or press **SPK** button and call is automatically answered.

RECALL DIAL TONE

Press the line button you are now using to disconnect present call and receive dial tone to make another call on the same line.

SENDING A FLASH

When using a **PABX** line or **CENTREX** line, press line button you are now using to send hookflash for special operation.

BUSY LINE QUEUING WITH CALL-BACK

- Press desired busy outside line with red light and receive busy signal.
- Press **CALL BACK** button.
- When selected line becomes free and it is your turn, system will call you back.
- Lift handset or press **SPK** button to be connected to dial tone, then place call.

NOTE: A call back will be cancelled if not answered within 12 seconds.

- Enter your name (10 character maximum) by using dial pad and outside line buttons.

EXAMPLE:

To display the letter "A", press CO1 then dial pad button 2. This is the first letter on this button.

To display the letter "R", press CO2 then dial pad button 7. This is the second letter on this button.

To display the letter "S", press CO3 then dial pad button 7. This is the third letter on this button.

All numbers are displayed by pressing CO4 then the dial pad button with that number.

Other characters are as follows:

Q - CO1 then dial pad number 1

Z - CO2 then dial pad number 1

, - CO3 then dial pad number 1

: - CO1 then dial pad number 0

! - CO2 then dial pad number 0

! - CO3 then dial pad number 0

Press **MSG** button for a space

Press **HOLD** button to clear all letters and begin again.

When finished, dial **#** to save information and return phone to normal use.

TIMER FUNCTION

Display phone users may use this feature as a simple stopwatch.

- Press **TIMER** button to start timing.
- Press **TIMER** button again to stop timing.
- Read elapsed time in display.
- Lift handset and replace, display will return to date and time.
- While in a conversation, timer will show elapsed time and number dialed.
- Press **TIMER** button to start timing.
- Press **TIMER** button again to display number dialed.
- Press **TIMER** button again to show continuous time.
- Hang up and elapsed time will be displayed for three seconds.

AUTOMATIC TIMING OF CALLS

When automatic timing feature is selected, the system will begin timing outgoing calls automatically. Duration of each call is counted in seconds and display will show up to 99 minutes.

- While on hook, press #13
 - Display shows auto timer status
- To change dial,
0 — Auto timer disable
1 — Auto timer enable
- Press # button to save selection and restore phone to normal use.

DISPLAY NUMBER DIALED

Display phones will show digits as they are dialed. After call duration timer begins, you can press **TIMER** button twice to again show the number dialed.

- Press **TIMER** button to display number dialed.
- Press again to continue with call duration timer.

ENTERING PERSONAL NAME IN DIRECTORY (DISPLAY PHONE ONLY)

Display keypad users may view the name of the called or calling station in their display.

To program your station directory name:

- With handset on hook, dial #14. Display shows your extension number and any previously entered name.
- To clear contents press **HOLD**.

CALLING OTHER STATIONS

- Lift handset, press **DSS** button for another station or group of stations and speak into handset
- Place call using speakerphone by just pressing **DSS** button for another station or group of stations and speak into microphone.
- Finish call by replacing handset or press **SPK** button.

ANSWERING A CALL FROM ANOTHER STATION

- When your telephone rings, simply lift handset or press **SPK** button to be connected to calling station.
- Finish call by replacing handset or press **SPK** button.

AUTO ANSWER - VOICE ANNOUNCE MODE (INTERCOM CALLS ONLY)

If selected, your phone will beep once, then automatically answer an intercom call. Your microphone and speaker are turned on and you may speak handsfree. For more private calls, lift handset and finish conversation.

- To select this mode, press **AUTO ANS.** button if assigned to your keypad.
- Press it again to cancel. **OR:**
- With handset on hook, dial #10 then 0 for normal ring or 1 for auto answer.
- Dial # to save your selection.

BUSY STATION CALL-BACK

- Press desired **DSS** button with red light and receive busy signal.
 - Press **CALL BACK** button.
 - When selected station becomes free, the system will call you back.
 - Lift handset or press **SPK** button to call the now idle station.
- NOTE: A call back will be cancelled if not answered within 12 seconds.

CALLING THE ATTENDANT

Lift handset or use speakerphone, dial "0" to call your system attendant.

DIRECT RETRY

When making an intercom call and you encounter one of these conditions: Busy/No Answer/Do Not Disturb/Not Equip., or called party hangs up, you can make another intercom call without hanging up.

SYSTEM HOLD

- When connected to any outside line or station, press **HOLD** button. Line button will flash green on your phone and red on other phones. A **DSS** button will flash red on your phone and remain red on other phones.
- To retrieve outside line again, press flashing line button from any phone.
- A station on hold can only be retrieved at the phone that put it on hold. Just press flashing red **DSS** button.

EXCLUSIVE HOLD

- To place an outside call on hold at your phone and not allow other users to take it:
- Press **HOLD** button twice.
 - To retrieve the line, press the flashing green line button.

HOLD RECALL

After a call has been left on hold for a preprogrammed period of time it will:

- Recall the station that placed it on hold.
- When your phone rings, lift handset or press **SPK** button to answer recall.
- If you are not able to answer recall, it will return to the system attendant. (Operator) after a preprogrammed period of time.

CONSULTATION HOLD

When talking on an outside line and it is necessary to consult with another station:

- Press idle **DSS** button of desired station. Outside call is automatically put on hold.
- Consult with other party.
- When inside station hangs up, you will be reconnected to the outside line.

at this station to indicate who is offering a call.

- The called party presses the flashing **DSS** button to respond. The original call is automatically put on hold.
- After accepting the offered call, press the flashing **DSS** or **CO** button to return to your original call.

GROUP LISTENING

When engaged on a call using the handset, you may want other persons to hear the distant parties voice over the speaker.

- Press the **LISTEN** button to turn on the speaker. The microphone is not in use so the distant party does not hear other parties present in your office.
 - Press again to turn speaker off and resume private conversation.
- Depending on speaker volume and acoustics of your office it may be advisable to turn group listening feature off before hanging up. This will eliminate a momentary squeal.

ACCOUNT CODES

When equipped with an optional printer, your PROSTAR system will allow calls to be charged to a specific account.

- During any C.O. call press the **ACCOUNT** button.
 - Enter any account code, up to 7 digits maximum (including * and #) Your conversation will not be interrupted.
- If you make an error, press the account button again and redial the correct code, only the last account code dialed will be printed.

RINGING LINE PREFERENCE

Lifting the handset or pressing the **SPK** button will automatically answer any call ringing at your keyset

This feature may be disabled for outside lines, allowing you to select the ringing line of your choice by pressing the associated button.

- **DIAL #17.**
- Press **0** to turn ringing line preference off. Press **1** to turn ringing line preference on.
- Dial # to save selection and restore phone to normal use.

DATE AND TIME DISPLAY

Display phone user will always have the current date and time displayed at their phone when in the idle condition.

CALLING THE DOOR PHONE (ROOM MONITORING)

You may call the door phone and listen to what may be happening outside or in another room.

- Lift handset and dial 13 or press **door** button when it is programmed.
- You will be connected to door phone and can listen or have a conversation.

EXECUTIVE BARGE-IN (OVERRIDE)

When specially programmed, you may barge-in on a busy station.

- Press desired **DSS** button with red light and hear busy tone.
- Dial 5 to barge-in.

Barge-in is not allowed if the station is in a conference, or in the hold, transfer or call forward conditions.

BOSS/SECRETARY HOTLINE

If programmed, the **BOSS** and the **SECRETARY** can have a hot line between them.

- Press **BOSS/SECR** button and one party will make a voice call to the other with automatic answer.
 - Both can override other's **DND** mode when using the hotline.
- When the **BOSS** is in the **DND** mode, all of his intercom calls will ring the **SECRETARY**.

TOLL RESTRICTION OVERRIDE

With an override code, you may make calls from a restricted station.

- At a restricted station, dial #00.
- Dial security code.
- Dial #. You now have your class of service.
- Make outside call within 60 seconds.
- Hang up and station is returned to its restricted class of service.

CALL OFFER (WITH ALERT)

When another station is busy and you must get through you may:

- Press desired **DSS** button with red light and hear busy tone.
- Press same **DSS** button again to offer your call to the busy station. You will hear music if equipped. Busy stations may be alerted to very important or emergency calls by receiving a ring burst each time the **DSS** key is pressed.
- The called party will hear an off-hook signal and your **DSS** button will begin flashing

SINGLE LINE HOLD PICKUP

You may retrieve outside calls placed on hold at single line phones by:

- Lifting handset or pressing **SPK** button.
- Dial 5 plus the extension number of the phone that placed the call on hold.

TRANSFERRING CALLS

A. With outside call in progress, press a **DSS** button for desired station or group of stations. Call is automatically put on hold.

- Hang up when you hear ringing, and call is transferred, **OR:**
- Wait for party to answer and advise them of the call, then hang up. If transfer is refused you will be reconnected to outside line when inside station hangs up.

B. If during transfer you change your mind, press same **DSS** button to release called station and return to outside line.

CAMP-ON TRANSFER

- With outside call in progress, press desired **DSS** button. Call is automatically put on hold.
- If station is busy, hang up and call is camped on to busy station.

ANSWERING A CAMPED-ON CALL

If an outside call has been camped on to your phone:

- You will hear a single ring and the line that is waiting for you (camped on) will flash green.
- Place present call on hold and press flashing line button to answer **OR:**
- Hang up and waiting call will ring your phone.
- Lift handset or press **SPK** button to answer.

SETTING UP A CONFERENCE

You may conference up to five parties in any combination of outside lines and internal stations in any order.

- While engaged in a conversation, press **CONF** button, receive conference tone.

- Make another call, either station or outside line and press **CONF** button to add this party.
- Repeat first two steps until all parties are added.
- Press **CONF** button twice to add yourself.

RELEASING A PARTY FROM A CONFERENCE

While engaged in a conference:

- Press **CONF** button.
- Press outside line or **DSS** button of party to be released.
- Press **CONF** button to return to the conference.

UNSUPERVISED CONFERENCE CALLS

To allow two or more outside lines to be conferenced after you hang up:

- Set up conference in normal manner.
- Press **CONF** button, then your **DSS** button and hang up.

Your **PROSTAR** system will release the outside lines after a preprogrammed amount of time.

FORWARD CALLS

To forward your calls to another station or group:

- With the handset on hook, dial #11.
- Press the **DSS** button of the station that will receive your calls or the first round button on the left for group 1, and the second for group 2, and the third for group 3.
- Dial #.

Your **SPK** button will flicker as a reminder that you have forwarded your calls.

CANCEL CALL FORWARDING

- With the handset on hook, dial #11.
- Press your **DSS** button.
- Dial # again. **SPK** button will stop flickering.

CANCEL PROGRAMMED MESSAGE DISPLAY

With handset on hook, press **DND** button.

DO NOT DISTURB

- While on hook, press **DND** button.
- **DND** button lights to remind you of this mode.
- To cancel, press **DND** button again, light turns off.

MUTE

When using the speakerphone you can turn off the microphone but still hear other party through speaker.

- Press **MUTE** button, light turns on.
- Press **MUTE** button again to turn microphone on and light turns off.

BACKGROUND MUSIC

When a music source is supplied, you may listen to music through the speaker in your phone.

- While on hook, press **HOLD** button to hear music.
- Press **HOLD** button again to turn music off.

SET APPOINTMENT REMINDER

To use your phone as an alarm clock:

- Press **ALM/SD** button twice.
- Set the hour and minutes in 24 hour system using the dial pad.
- Press **ALM/SD** button, light will turn on.
- Your phone will sound three rings at the time you set.

You may cancel by pressing **ALM/SD** button twice then the **HOLD** button.

ANSWERING THE DOOR PHONE

When you are programmed to receive calls from the door phone:

- You will receive three short rings, repeatedly.
- Lift the handset or press **speaker** button and you are connected to call.
- If door lock is installed, dial **3** to unlock.

If not assigned door phone ringing, dial **11** for call pick-up.

SETTING A MESSAGE LIGHT

When calling another station and you encounter either no answer or a busy signal:

- Press **MSG** button.
- Replace handset. **MSG** button of called station will light.

REVIEWING MESSAGES

(DISPLAY PHONE ONLY)

- With handset on hook, press flashing **MSG** button.
- Stations that have left messages will be displayed (a maximum of four).

CANCELLING MESSAGES

(DISPLAY PHONE ONLY)

- With handset on hook, press flashing **MSG** button.
- Press **DSS** key of station you wish to cancel

RETURNING MESSAGES

- Lift handset or press **SPK** button.
- Press flashing **MSG** button. The station that left you a message will be called automatically.
- Your **MSG** button will stop flashing when all messages have been returned.

SEND PROGRAMMED MESSAGE

(DISPLAY PHONE ONLY)

You may select preprogrammed message (maximum of sixteen characters) to appear in the display of the calling stations.

- With handset on-hook, press **DND** button.
- Scroll through available messages by dialing * to go forward and 0 to back up.
- Dial # to select message.

NOTE: If your station is denied **DND** feature you can not send programmed messages.

CALL PICK-UP

You may pick up (answer) calls ringing at another station by:

- Lifting handset or pressing **SPK** button.
 - Dial 11 and you will be connected to any ringing intercom or outside line call.
- If you wish to pick up only intercom calls:
- Lift handset or press **SPK** button.
 - Press the flashing **DSS** button of the ringing station.

SPEED DIALING - SYSTEM LIST

To dial a preprogrammed telephone number from the system-wide list:

- Select an outside line.
- Press **ALM/SD** button.
- Dial desired speed dial code 10 through 98.

PROGRAMMING PERSONAL SPEED DIAL NUMBERS

You may program frequently dialed telephone numbers of your choice and store them under each **DSS** button:

- With handset on hook, press **ALM/SD** button.
- Press the **DSS** button where number is to be stored.
- Dial telephone number (maximum 30 digits). If required, press **HOLD** button to insert a three second pause and **MSG** button to insert a hookflash.
- Press **ALM/SD** to store number.

Repeat procedure for each number to be stored. When **DSS** button 1 and 2 are used, the number will not be displayed for your privacy.

SPEED DIALING - PERSONAL LIST

To dial a personally programmed speed dial number:

- Select an outside line.
- Press **ALM/SD** button.
- Press **DSS** button and number is dialed for you.

ERASE PERSONAL SPEED DIAL NUMBERS

- With handset on hook, press **ALM/SD** button.

PULSE TO TONE CHANGEOVER

When making an outside call on a dial pulse line, press # to begin sending tones.

MAKING AN INTERNAL PAGE

- Lift handset
- Press your **DSS** or **INTERNAL PAGE** button.
- Dial zone number 1, 2, or 3.
- After brief attention tone, make announcement.

MAKING AN EXTERNAL PAGE

- Lift handset
- Press **PAGE** button.
- After brief attention tone, make announcement.

ALL PAGE

To page all keysets and external speakers at the same time:

- Lift handset
- Press your own **DSS** or **INTERNAL PAGE** button.
- Dial 0.
- After brief attention tone, make announcement.

MEET-ME ANSWER

After making an internal page or all page, you may have the paged party meet you for a private conversation.

- Place internal or all page call instructing the paged person to dial 12.
- After the announcement press your own **DSS** button or the **INTERNAL PAGE** button. You will hear music if equipped. Wait for party to respond.
- The paged party must dial "12" to be connected to you.

TRANSFER WITH PAGE ANNOUNCEMENT

- While talking on an outside line, press your **DSS** button or **PAGE** button and call is automatically put on hold.
- Announce to the paged person that they have a call, and specify the line number.
- Paged person answers call by pressing outside line button that was announced.

- Press **DSS** button where number is stored.
- Press **HOLD** button to erase.

LAST NUMBER REDIAL

- Lift the handset and select an outside line.
- Press **RD** button and the last telephone number you dialed will be automatically redialed.

If you press **RD** button with handset on hook, the call will be made through speakerphone.

SAVE NUMBER WITH REDIAL

To save a number just dialed, for later use:

- Press **RD** button before hanging up.
 - To redial this saved number at any time:
 - Dial 4 and outside line is automatically selected and number is dialed.
- Saving another number will erase previous one.

CHAIN DIALING

You may manually dial additional digits following a speed dial call OR:

You can chain as many speed dial numbers together as required:

- After first number is dialed, press **ALM/SD** button again.
- Press **DSS** button or dial system code 10-99.

AUTOMATIC REDIAL OF A BUSY NUMBER

- When placing an outside call and you receive a busy signal, press **AUTO REDIAL** button.
- Your phone will hold a line and redial the number every forty-five seconds, up to three attempts.
- When ringing is detected, your station calls you so you may speak when party answers.
- Your **RD** button will flicker while auto-redial feature is in use. If you make another call, auto-redial is cancelled.