FIXED FEATURE BUTTONS

- **CAMP-ON** Button-- Enables you to alert a busy party that an outside line is on hold and waiting for them.
- **CONF (CONFERENCE)** Button – Used to establish and build conference calls.
- **FLASH** Button -- Used to terminate an outside call and restore dial tone without having to hang up the handset. It is also used to transfer calls behind a PBX or Centrex within those systems.
- **FORWARD (FWD)** Button -- Allows you to forward your calls to another station.
- **HOLD** Button--Enables you to place an outside caller on hold.
- **H-T-P** Switch – Allows the user to select the ICM signaling mode: Handsfree, Tone, or Privacy.

- **MSG (MESSAGE WAIT)** Button -- Allows you to initiate a message waiting indication at stations that are busy, unattended, or in Do Not Disturb. Message Waiting Callback request left at your station is indicated by a flashing MSG WAIT LED.
- **MUTE** Button– Allows you to switch the built-in microphone on or off when using the speakerphone, or the handset microphone when using the handset.
- **ON/OFF** Button -- Enables you to make a telephone call without lifting the handset. It turns the telephone on and off when using the speakerphone.
- **SPEED** Button -- Provides you with access to speed dialing, save number redial and last number redial. This button is also used to access flexible button programming.
- **TRANS (TRANSFER)** Button -- Used to transfer an outside call from one station to another.
- **VOLUME BAR –** Allows the user to adjust speakerphone and handset volume.

CALL FORWARDING

1. Press the FWD button or dial [640].
2. Dial the desired Call Forward code:

   [6] = All Calls

   [7] = No Answer

   [8] = Busy

   [9] = Busy/No Answer

3. Dial station number where calls are to be forwarded. Hear confirmation tone.
4. Replace handset or press ON/OFF button.

ESTABLISHING A CONFERENCE

Only stations that have Conference enabled will be able to initiate a Conference.

1. Lift the handset.
2. Select intercom station or dial desired outside party. When called party answers, press the CONF button.
3. Add next conference party by selecting another outside line or intercom station.
4. Press the CONF button again and repeat previous step in a cycle, until all parties are contacted.
5. When last party answers, press the CONF button twice. All parties are connected.

TERMINATING A CONFERENCE

To terminate a Conference, the conference initiator must be actively in the conference.

   Replace handset or press ON/OFF button.

UNSCREENED TRANSFER

1. Press TRANS button and dial station number.
2. When the called extension begins to signal, hang up to transfer the call.
3. Replace handset or press ON/OFF button.

SCREENED TRANSFER

While connected to an outside line:

1. Press station button where call is to be transferred (if programmed on your telephone),

   -or-

   Press the TRANS button and dial the desired station number.

   (The called extension signals according to the intercom signal switch position.)

2. When that extension answers, announce the transfer.
3. Hang up to complete transfer.

LEAVING A MSG WAITING INDICATION

If you dial a station that is busy, unattended, or in Do Not Disturb, you can leave a message waiting indication.

1. Press the ON/OFF button.
2. Dial the desired intercom station. A busy tone or DND tone is heard.
3. Press the MSG button. The called party's MSG button LED will flash slowly.
4. Press the ON/Off button to end the call.

PLACING AN OUTSIDE LINE ON HOLD

- If your system is programmed for Exclusive Hold Preference, press the HOLD button once for Exclusive Hold or twice for System Hold.

- If your system is programmed for System Hold Preference, press the HOLD button once for System Hold or twice for Exclusive Hold.

STORING SPEED NUMBERS

1. Press the SPEED button twice.
2. Dial the speed bin location.
    - 000 to 019 = Station Speed numbers
    - 020 to 999 = System Speed numbers
3. Dial desired telephone number.
4. Press the SPEED button.
5. Press the ON/OFF button to end speed dial programming.

To clear an existing speed bin:

1. Press the SPEED button twice.
2. Dial the speed bin location.
3. Press the SPEED button again. A confirmation tone will be heard.

DIALING A SPEED NUMBER

1. Press the SPEED button.
2. Dial the speed bin location,
    -or-
   Press programmed speed bin button.
    - 000 to 019 = Station Speed numbers
    - 020 to 999 = System Speed numbers
3. When called party answers, pick up handset or use speakerphone.

DIRECTORY DIALING

Users with display telephones may view a list of individuals on the telephone system and have the system automatically dial that person. Directory Dialing may also be used to transfer a call from one station to another.

1. Dial the Directory List dial code [680],
    -or-
   Press the DIRECTORY DIAL flexible button.

2. Press a button on the key pad, once, twice or three times, to represent the letter of the alphabet, to begin viewing the list of names.

3. Scroll through the Directory List to select a name as follows:
    - Press [✳] to scroll up to next entry,
      -or-
    - Press [#] to scroll down to previous entry.

4. Press the SPEED button at the desired name to automatically dial the destination station or outside phone number (via Speed Dial).

To transfer a call using Directory Dialing

1. Press the TRANS button.
2. Dial Directory Dial Code [680],
    -or-
   Press the DIRECTORY DIAL flexible button.

3. Press the digit associated with the person's name. When the name displays, press the SPEED button to automatically dial the station.

4. Press the ON/OFF button to complete transfer.

Calls may only be transferred to internal stations.

PROGRAMMING FLEXIBLE BUTTONS

1. Press the SPEED button twice.
2. Press the flexible button to be programmed.
3. Dial the desired code from the following chart. A confirmation tone will be heard.
4. Press the ON/OFF button.

All Call Page (Internal & External)	700
Background Music	632
Call Back	622
Call Park Location (System)	43+[C]
Call Park Location (Station)	439+[XXX]
Call (Park) Pickup	#6+[XXX]
Dial Speed Directory	680
Do Not Disturb	631
Extension Numbers - *Triad-S*	100-131
Extension Numbers -*Triad 1/2*	100-171
Extension Numbers -*Triad 3*	100-351
External All Call Page - *Triad 1/2/3* (All External Zones)	76+[0]
External Page -*Triad -S*	76+[1]
Last Number Redial	[SPEED]+[#]
Line Queue	621
Personal Park	438
Speed Dial Access	[SPEED]+[YYY]
Save Number Redial	[SPEED]+[✳]
VM Group Pilot Numbers	44 [V]

C = Call Park Location (0-7)

V = Voice Mail Group Number (0-7)

XXX = Station Extension Numbers

YYY = Speed Dial Bin Numbers
   (000-019 Station) (020-999 System)

To erase a flexible button:

1. Press the SPEED button twice.
2. Press the flexible button to be erased.
3. Press the FLASH button. A confirmation tone will be heard.
4. Press the ON/OFF button.