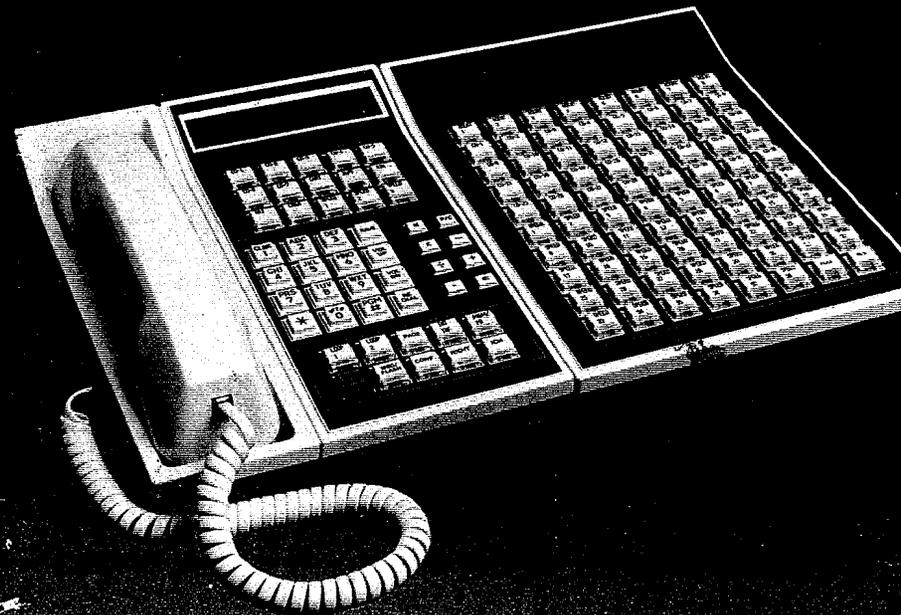


# DATA STAR™ HYBRID



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**TIE** The  
Industry Standard™

TIE/communications, Inc.  
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**ATTENDANT FEATURE HANDBOOK**

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**FOR YOUR NOTES**

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## Selectable Display Messages

- 43. \_\_\_\_\_
- 44. \_\_\_\_\_
- 45. \_\_\_\_\_
- 46. \_\_\_\_\_
- 47. \_\_\_\_\_
- 48. \_\_\_\_\_
- 49. \_\_\_\_\_
- 50. \_\_\_\_\_
- 51. \_\_\_\_\_
- 52. \_\_\_\_\_
- 53. \_\_\_\_\_
- 54. \_\_\_\_\_
- 55. \_\_\_\_\_
- 56. \_\_\_\_\_
- 57. \_\_\_\_\_
- 58. \_\_\_\_\_
- 59. \_\_\_\_\_
- 60. \_\_\_\_\_
- 61. \_\_\_\_\_
- 62. \_\_\_\_\_
- 63. \_\_\_\_\_

## INTRODUCTION

Your telephone and Direct Station Selection (DSS) Console are the quickest and most efficient means of communicating with others both inside and outside of your business. Although both access many intricate, state-of-the-art features, the instruments are simple and easy to use.

Spend a few minutes familiarizing yourself with the keys on your phone and on the console, and the instructions for their use (contained in this handbook). The console is a time-saving supplement to the phone. It shows you when an extension is busy, in Do Not Disturb, or calling you. In addition, it lets you call and answer those extensions with the touch of a button.

To ensure that you're using the correct equipment, compare your phone and console with the diagrams on the next two pages.

This handbook is divided into three sections:

**BASICS** covers the operation of the most commonly used features: **PLACING AND ANSWERING AN OUTSIDE CALL, PLACING AND ANSWERING AN INSIDE CALL, HOLD and TRANSFER.**

**FEATURES** presents each feature alphabetically, and instructions for the use of each.

**PHONE CODES** lists the codes required when using some of the features — this information should be supplied by the installer or communications manager.

Pages four, five and six contain a section called **THE PHONE'S FEATURES**. All of the features are listed (alphabetically), and are accompanied by a short definition which tells you when to use the feature.

**NOTE:** This handbook is written in accordance with the system's Standard Numbering Plan. If the Plan is in any way changed, the numbers and codes used to access features may change — consult the installer or system manager for more information.



### Selectable Display Messages

For use with: Selectable Display Messages (p. 33)

0 \_\_\_\_\_

0 \_\_\_\_\_

02. \_\_\_\_\_

03. \_\_\_\_\_

05. \_\_\_\_\_

06. \_\_\_\_\_

07. \_\_\_\_\_

08. \_\_\_\_\_

09. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

16 \_\_\_\_\_

17 \_\_\_\_\_

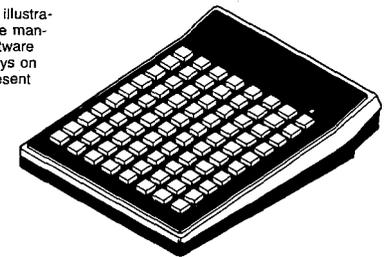
18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

304	305	306	307	308	309	310	311
312	313	314	315	316	317	318	319
320	321	322	323	324	325	326	327
328	329	330	331	332	334	336	338
340	342	344	346	348	350	352	354
356	358	360	362	364	366	368	370
372	374	376	378	380	381	382	383
384	385	386	387	388	389	390	391
392	393	394	395	SPD 10	11	12	13
PAGE	PAG 1	60	61	62	68	69	FLS

**NOTE:** The keys shown on the illustration are labeled according to the manufacturer's pre-programmed software package for the system. The keys on your console may actually represent other extensions or features.





## Extension Speed Dial Codes

Code	Number Stored with Code
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____

**CONFERENCE:** Lets you talk with up to six other people **at once**.

**DIRECT STATION SELECTION KEYS:** A quick one-button method of using your phone to call others which doesn't require remembering numbers and names.

**DIRECTED CALL PICKUP:** Want to answer someone else's telephone without going to their desk? Use Directed Call Pickup.

**DO NOT DISTURB OVERRIDE:** Need to speak to someone even though their phone is in Do Not Disturb? Do Not Disturb Override gives you that ability.

**EXTENSION SPEED DIAL:** Numbers you choose and store automatically dial at the touch of a button, saving you time and trouble.

**FAST PHONE ASSIGNMENT:** Someone getting a new phone at their desk or taking their old phone to a new location? From your telephone, match the extension number with the kind of phone.

**FLASH:** Want to make another call on the line you're using without hanging up? Flash gives you a new dial tone.

**FORCED LINE DISCONNECT:** Got a line that's "busy" even though no one's on it? Restore it for use by forcibly disconnecting it.

**GROUP CALL PICKUP:** Lets you answer calls ringing at a group of telephones (for instance, another department) without leaving your desk.

**HEADSET:** Replace your handset with a headset, and handle a greater number of calls quickly and easily.

**HUNT GROUP MONITORING:** From your telephone, monitor the progress of calls as they pass through a group of telephones (a hunt group), as well as add or remove extensions from the group.

**LAST NUMBER REDIAL:** Saves you **time** by automatically recalling the last number you dialed at the touch of a button.

**MEET-ME CONFERENCE:** Lets either party on an inside call add on as many as six other inside parties simply by **dialing** a code.

(continued)

## THE PHONE'S FEATURES (continued)

**MESSAGE WAITING:** Take a message for someone who's busy on a call or not at their desk? Signal them to call you back.

**PAGING:** Need to make an announcement for all to hear? Use the public address system to make a page.

**PRIVACY:** Are your calls periodically interrupted by others? Guard against this by enabling privacy.

**REMOVING LINES, EXTENSIONS AND PCBs FROM SERVICE:** No longer going to use a group of lines and extensions in your system? Take them, and the related printed circuit boards (PCBs) that operate them out of service from your telephone.

**RINGING ASSIGNMENTS:** The boss no longer wants to hear ringing on so many lines? The secretary should receive ringing on all lines instead? Change the ringing assignments of their extensions from your telephone.

**SAVE:** Save any call for automatic recalling at a later time.

**SELECTABLE DISPLAY MESSAGES:** Choose a message so that when someone from a display phone calls you, they see that message.

**SYSTEM SPEED DIAL:** Store numbers in central memory for you and all other extension users to dial at the touch of a button.

**TIME AND DATE SETTING:** You can change the time and date in the display window when necessary.

**VOICE MESSAGES:** Provides two messages to you, telling your extension (station) number, and the time.

**VOLUME CONTROLS:** Ringing too loud? Adjust the ringing and voice levels to your liking.

**WALKING CLASS OF SERVICE:** Need to make a long distance call from a phone where it is normally prohibited? Walking Class of Service lets you make that call at any extension.

## Extension Speed Dial Codes

For use with: Extension Speed Dial (p. 21)

Code	Number Stored with Code
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____

## PHONE CODES

### Line Access Codes

For use with: Outside Calls (p. 7)  
System Speed Dial (p. 33)  
Walking Class of Service (p. 37)

□□□□	□□□□	□□□□	□□□□	□□□□
□□□□	□□□□	□□□□	□□□□	□□□□
□□□□	□□□□	□□□□	□□□□	□□□□
□□□□	□□□□	□□□□	□□□□	□□□□
□□□□	□□□□	□□□□	□□□□	□□□□
□□□□	□□□□	□□□□	□□□□	□□□□
□□□□	□□□□	□□□□	□□□□	□□□□
□□□□	□□□□	□□□□	□□□□	□□□□

### Park Codes

For use with: Call Parking (p. 16)

W	W	W	W	W
□□□□	□□□□	□□□□	□□□□	□□□□

## BASICS

### Outside Calls

#### *Placing an Outside Call*

There are two ways to place an Outside Call:  
Use Method 1 if you have line keys on your telephone.  
Use Method 2 if you don't.

##### CI Method 1

To place an Outside Call:

1. Lift handset.
2. Press a fine key.
3. Dial access digit (if needed) and the number.

If you don't hear dial tone, go to step 2.

The access digit is usually 9.

##### Method 2

To place an Outside Call:

1. Lift handset.
2. Press INT/TRF.
3. Dial a Line Access Code.

For the Line Access Codes, see PHONE CODES (at the back of this handbook).

4. Dial number.

#### *Answering an Outside Call*

To answer an Outside Call:

1. Lift handset.
2. Press the flashing line key.

If you don't answer the call, go to step 2.

If the call is ringing over a speaker, press INT/TRF, \*, then 0 instead.

**BASICS**

## Inside Calls

### *Placing an Inside Call*

There are three ways to place an Inside Call:

Use Method 1 if you have a DSS Console key for the person you want to call.

Use Method 2 if you have a Hotline key for the person you want to call (but don't have a DSS Console key for that person).

Use Method 3 if you have neither a DSS Console key nor a Hotline key for that person.

#### Method 1

To place an Inside Call:

1. Lift handset.
2. Press the DSS Console key of the telephone you want to call.

#### CI Method 2

To place an Inside Call:

1. Lift handset.
2. Press the Hotline key of the person you want to call.

#### q Method 3

To place an Inside Call:

1. Lift handset.
2. Press INT/TRF.
3. Dial the extension you want to call.

To make the other phone ring, dial 5 before step 3.

For a shortcut, see Direct Station Selection.

## CI Walking Class of Service

Using this procedure allows you to make only one unrestricted call. You must repeat the procedure each time you want to make an additional call.

To place a call from a restricted telephone:

1. Lift handset.
2. Press INT/TRF.
3. Dial # twice.
4. Dial the Walking Class of Service Code.
5. Dial a Line Access Code.
6. Place your call.

For the Walking Class of Service Code, see PHONE CODES (at the back of this handbook).

See PHONE CODES.

## Voice Messages

To hear the time:

DO NOT LIFT THE HANDSET

1. Dial 1.

To hear your extension (station) number:

DO NOT LIFT THE HANDSET

1. Dial 2.

## Volume Controls

To adjust the handset volume:

1. Lift handset.
2. Press INT/TRF. You hear dial tone.
3. Press VOL UP or VOL DN until you reach a suitable volume.
4. Hang up.

To **adjust** the ringing volume:

DO NOT LIFT THE HANDSET

1. When you hear ringing, press VOL UP or VOL DN until you reach a suitable volume.

## Answering an *Inside* Call

To answer an Inside Call:

1. Lift handset.
2. Press the flashing ICM key.

If the key continues flashing, more *inside* callers are waiting. Continue pressing the ICM key to answer them.

## Hold

To put a call on Hold:

1. Press HOLD/BGM.

If an outside call, the line key flutters; if an inside call, the HOLD/BGM key blinks.

To answer a call on Hold:

1. Press the fluttering or blinking key.

An outside call can be put on a special kind of Hold, where it can be answered only at the telephone where it was put on Hold. This is called *Exclusive Hold*.

To put a call on Exclusive Hold:

1. Press HOLD/BGM twice. The line key blinks.

To answer a call on Exclusive Hold:

1. Press the blinking line key.

**NOTE:** If someone forgets to answer a call on Hold, it eventually rerings the telephone where it was placed on Hold. If it is still not answered, it eventually rings your telephone. You can answer it in the normal manner. The display reads: RING NO ANS xxx (where xxx is the three-digit number of the extension where the call was put on Hold) or R-(extension's assigned name).

## Transfer

You can only Transfer outside calls.

There are three methods for transferring a call:

Use Method 1 if you have a DSS Console key for the person you want to Transfer the call to.

Use Method 2 if you have a Hotline key for the person you want to call (but don't have a DSS Console key for that person).

Use Method 3 if you have neither a DSS Console key nor a Hotline key for the person you want to call.

### CI Method 1

To **Transfer** a call:

1. Press the DSS Console key of the person to receive the call. Announce the call and hang up or just hang up.

### Method 2

To Transfer a call:

1. Press the Hotline key of the person to receive the call. Announce the call and hang up or just hang up.

### Method 3

To **Transfer** a call:

1. Press INT/TRF.
2. Dial the extension. Also, see Direct Station Selection. Announce the call and hang up or just hang up.

**NOTE:** If a transferred call is not answered, it eventually rerings the telephone from which it was transferred.

You may receive unanswered transfers from throughout the system. A call rings only after it rerings the extension from which it was transferred. Answer the call in the normal manner. The display shows: RING NO ANS xxx (xxx is the extension to which the call was transferred) or R- (extension's assigned name).

## Time and Date Setting

To set the time:

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Dial 8.
5. Enter the hour.
6. Enter the minutes after the hour.
7. Enter the seconds after the minute.
8. Hang up.

Display: SET TIME HHMMSS  
Enter 00-23 (00=12 A.M.;  
12=12 PM.; 23=11 PM.).  
Enter 00-59.  
Enter 00-59.

To set the date:

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Dial 9.
5. Enter the month.
6. Enter the day of the month.
7. Enter the last two digits of the year.
8. Hang up.

Display: SET DATE MMDDYY  
Enter 00-12 (00=January;  
12=December).  
Enter 00-31.  
Enter 00-99.

## System Speed Dial (continued)

3. Dial #.
4. Enter a System Speed Dial Code.  
Display: ENTER BIN #  
For the Speed Dial Codes, see PHONE CODES (at the back of this handbook).
5. Enter the number of the line or line group (01-32 or 9X) you want the call to dial out on.  
Display: LINE (01-32, 9X)?  
For your line (or line group) numbers, see PHONE CODES (at the back of this handbook).
6. Dial the telephone number to be stored.  
Display: TEL. NUMBER?
7. Hang up.

To call a System Speed Dial number:

1. Lift handset.
  2. Press MEM/PR.  
Display: SPEED DIAL BINS
  3. Dial the System Speed Dial Code of the number you want to call.  
For the System Speed Dial Codes, see PHONE CODES (at the back of this handbook).
- OR
- Press a System Speed Dial key.

To dial out two Speed Dial numbers together:

1. Speed Dial out the first number.
2. Press INT/TRF.
3. Speed Dial out the second number.

## FEATURES

### Account Codes

The Account Code can be ten digits or less.

To assign an Account Code to a call:

1. Place the call.
2. Dial # *after* dialing and before the other person answers.
3. Enter the Account Code.

To assign an Account Code to a call In progress:

1. Press INT/TRF. This puts the call on Exclusive Hold.
2. Dial #.
3. Enter the Account Code. If the code is less than ten digits, dial # before step 4..
4. Press the blinking line key. This returns the call to you.

### q After Hours Ringing

To switch the system's ringing to designated extensions or paging speakers after normal working hours (i.e., when you are not on duty):

#### DO NOT LIFT THE HANDSET

1. Press the NIGHT key. The NIGHT key is steadily lit, and the display reads: NIGHT MODE ON.  
To return to the normal ringing, press the key again — it goes out, and the display reads: NIGHT MODE OFF

ACCOUNT CODES AFTER HOURS RINGING FEATURES

### CI Alternate Operator

To send all calls to another extension (**designated** as the Alternate Operator):

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Dial the number of the extension where you want to send your calls.
5. Dial 3.

The NIGHT key flutters and the display reads: ALT OPR ASSIGNED.

If you hear a fast busy tone and the display window reads: SORRY INVALID, you can't send your calls to that extension — try another.

6. Hang up.

To return all calls to your telephone:

DO NOT LIFT THE HANDSET

1. Press the NIGHT key. The key goes out and the display reads: CANCEL ALT OPR.

### Automatic Fault Reporting

To **determine** the cause of a MAJOR ALARM or MINOR ALARM you see on your display:

DO NOT LIFT THE HANDSET

1. Press MSG./FLASH. The cause of the alarm displays. Continue pressing the key until all messages are displayed.
2. Lift the handset and hang up. You can also press RELEASE on the DSS Console.

### Selectable Display Messages

When someone with a display telephone calls you, they see the message that you choose.

To choose a message:

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Dial 6.
5. Dial 00-63 to choose one of the display messages.

OR

Press VOL DN to scroll down through the messages until you see the one you want, then press the SAVE key.

6. Hang up.

For the messages, see PHONE CODES (at the back of this handbook).

Press VOL UP to move back up through the list of messages.

The NIGHT key flutters.

To cancel the selected message:

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Hang up.

### System Speed Dial

You can store  System Speed Dial numbers. Each number can be up to 16 digits long.

To store a System Speed **Dial** number:

1. Lift handset.
2. Press MEM/P.R. Display: SPEED DIAL BINS

(continued)

SAVE FEATURES DIS. MESSAGES SYS. SPEED DIAL

## Ringing Assignments (continued)

7. Dial the code for the desired Ringing Assignment.

Line keys flash for all incoming calls, but no ringing is heard: Dial 0.

Display: LAMP ONLY

Line keys flash for all incoming calls, and ringing is heard for each call: Dial 1.

Display: UNCOND. RING

Line keys flash for all incoming calls, and ringing is heard for each call after a delay period (duration of delay is established in programming): Dial 2.

Display: DELAY RING

Line keys flash for all incoming calls, and ringing is heard for all calls **only** when Off-Hours Ringing is enabled (otherwise, normal Ringing Assignments are in effect): Dial 3.

Display: NIGHT RING

8. Hang up.

### Save

To Save a number for **redialing** later:

1. Press SAVE any time during the call.

To call the saved number:

1. Lift handset.
2. Press SAVE.

## CI Background Music

To turn the Background **Music** on or off system-wide:

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Dial 5.
5. Dial 6.
6. Dial 1 to turn on the music.  
OR  
Dial 0 to turn off the music.
7. Hang up.

Display: CONFIGURE SYSTEM  
Display: MUSIC ON=1, OFF=0  
Display: UPDATE COMPLETE

### Barge-In

To Barge-In to a conversation (after attempting to call and **hearing** a busy signal or "Please do not disturb"):

DO NOT HANG UP

1. Dial 3.  
When the CONF key flashes, speak to the other person; otherwise, wait until the other person answers.
2. If you hear ringing, you can dial 3 again.  
If you hear two beeps, you can speak to the other person.

## CI Busy Out Extensions or Lines

To Busy Out an extension or line:

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Dial three-digit number of extension or line to be Busied out.
5. Dial 0.
6. Hang up.

Key of Busied Out line or extension (on the DSS Console) is steadily lit.

To return a Busied Out extension or line to service:

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Dial the three-digit number of the Busied Out extension or line.
5. Hang up.

**NOTE:** If someone attempts to call or access a Busied Out extension or line, they hear, "The number you have dialed is not in service," and the display shows: VACANT NUMBER. The person then hears a busy signal.

7. Dial 9.
8. Hang up.

Display: UPDATE COMPLETE  
To return a PCB to operation, repeat the procedure, but dial 3 for steps 5 and 7. The display will show: INSTALL CARD #.

**NOTE:** The Station PCB that operates your telephone cannot be removed from service.

## CI Ringing Assignments

To change an **extension's** Ringing Assignments:

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Dial 5.
5. Dial 7.
6. Dial the three-digit number of the extension whose Ringing Assignments you wish to change.

Display: CONFIGURE SYSTEM  
Display: EXT# + (0,1,2,3)

(continued)

## CI Removing Lines, Extensions and PCBs from Service

To remove a line or extension from use:

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Dial three-digit number of the problem line or extension.
5. Dial 9.
6. Hang up.

To return the line or extension to service, repeat this procedure, but skip step 5.

To remove a Printed Circuit Board (PCB) from operation:

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Dial 5.
5. Dial 9.
6. Dial number of PCB to be removed.

Display: CONFIGURE SYSTEM

Display: REMOVE CARD #

Printed Circuit Board				Dial
Station PCB #1				00
Station PCB #2				01
Station PCB #3				02
Station PCB #4				03
Station PCB #5				04
Station PCB #6				05
Line PCB #		7		06
Line PCB #		8		07
Line PCB #		9		08
Line PCB #10				09
Line PCB #11				10
Line PCB #12				11
Auxiliary	PCB			12

## CI Calculator

To turn the Calculator on or **off**:

DO NOT LIFT THE HANDSET

- 1: Press the P/C key. Display: CL (when the Calculator is on).

To perform a calculation:

DO NOT LIFT THE HANDSET

1. Enter first number in calculation.
2. Press function key ( +, -, x or ÷ ).
3. Repeat first two steps as needed.
4. Press = key to receive answer.

To clear an entry:

1. Press \* .

To clear an entire calculation:

1. Press #.

To store a number in memory:

1. Press SAVE. If you don't want the number saved into the next calculation, press #.

To retrieve a number from memory:

1. Press the M Calculator key.

To change the sign of a number (from positive to negative or negative to positive):

1. Press REDIAL.

**Call Forwarding Cancel**

To cancel all forwarded calls (Call Forwarding requests) and all selected Display Messages system-wide:

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Dial \*.
5. Hang up.

**Call Parking**

If your telephone (or DSS Console) has PARK ORBIT keys, replace steps 2 and 3 in both procedures below with the single step, "Press the PARK ORBIT key."

To park a call:

1. Answer the outside call.
2. Press INT/TRF.
3. Dial the Park Code.

For the Park Codes, see PHONE CODES (at the back of this handbook).

Display: PARKED IN nn (where nn is a two-digit Park Orbit Code).

4. Notify the desired party of the call and the Park Code.
5. Hang up.

You can notify the party by using a Hotline key or by paging them.

To Page:

1. Lift handset.
2. Press INT/TRF.
3. Decide which zone you want to page and dial the appropriate code.
4. Dial \*.
5. Make your announcement.
6. Hang up.

To Page	Dial
All Zones	1
Zone 1	2
Zone 2	3
Zone 3	4
Zone 4	5
Zone 5	6
Zone 6	7
Zone 7	8

**Privacy Release**

To **join a conversation** with a member of your Privacy Release Group:

1. Lift handset.
2. Press the line key of the call you want to join.

Up to five other members of your group may also join this call.

The CONF key flashes when you have joined the conversation.

To prevent a member of your **Privacy Release Group** from joining your outside call:

1. While on the call, press the line key.
2. To release privacy, press the line key again.

The line key flashes.  
Display: PRIVACY

The line key is steadily lit.  
Display: RELEASE PRIVACY

## Message Waiting

To leave a Message Waiting (after hearing a busy signal, "Please do not disturb," or receiving no answer):

DO NOT HANG UP

1. Press MSG./FLASH.
2. Hang up.

To cancel a Message Waiting before the other person calls back:

1. Lift handset.
2. Press INT/TRF.
3. Dial the number of the extension where you left the Message Waiting.
4. Hang up.

## Paging

If your telephone (or DSS Console) has a PAGE key, replace steps 2 through 4 in the following procedure with the single step, "Press PAGE key."

NOTES: If the other person doesn't pick up the call, it eventually rerings your telephone and the display window shows: ORBIT RECALL xxx (where xxx is the three-digit line number of the extension where the call was parked).

You may also receive unanswered Parked calls from throughout the system. A call rings at your phone only after it has rung back at the extension where it was parked. Answer the call in the normal manner. The display shows: RING NO ANS xxx (where xxx is the three-digit number of the extension where the call was parked) or R-(extension's assigned name).

To answer a parked call:

1. Lift handset.
2. Press INT/TRF.
3. Dial the announced Park Code.

Display: CALL FROM ORBIT

## q Camp-On

To signal (Camp-On to) a busy extension:

DO NOT HANG UP

1. Dial 2.

The busy signal stops.

If you receive another busy signal, you cannot Camp-On to that extension.

When the other extension is free, you are automatically connected.

## CI Centrex Feature Keys

A key (or keys) on your telephone may directly access one of the following features if your system is installed behind a Centrex:

Feature	Keys That Access This Feature
A number (0-9) or character (*, #)	
Pause	
Delay	
Flash	

## Conference

To Conference up to six other callers:

1. Place first call (inside or outside).
2. Press CONF.
3. Place second call (inside or outside).
4. Press CONF.

The CONF key flashes and the display shows: CONFERENCE CALL.

If you hear a fast busy tone, you cannot place a Conference call at this time — try again later.

Add more callers by repeating steps 2, 3 and 4.

**NOTES:** If you hang up, the other parties remain **conferenced** as long as one other inside party remains in the conversation.

The CONF key flashes on all Multibutton Telephones joined into a Conference.

## Meet-Me Conference

To establish a conference with up to six other **inside** parties:

1. Page all parties to join the conference and announce the Meet-Me Conference Code.
2. Press INT/TRF.
3. Dial the announced Meet-Me Conference Code.

For the Meet-Me Conference Codes, see PHONE CODES (at the back of this handbook).

If you receive a fast busy tone, a Meet-Me Conference cannot be established at this time — try again later.

To join a Meet-Me Conference (when invited):

1. Lift handset.
2. Press INT/TRF.
3. Dial the announced Meet-Me Conference Code.

The CONF key flashes when three or more callers have joined in a conversation.

## Hunt Group Monitoring (continued)

To remove your telephone from a hunt group:

1. Lift handset.
2. Press INTITRF.
3. Dial 6.
4. Dial #.
5. Hang up.

To return your telephone to a hunt group, repeat the procedure, but dial 5 for step 3.

NOTES: You cannot remove the Master Extension from the hunt group.

The display shows information about the line or extension number of the call that has been waiting the longest to be answered.

## Last Number Redial

If you want the call to dial out on a line other than the one originally used, press the desired line key before step 1.

To **redial** the last number called:

1. Lift handset.
2. Press REDIAL.

## Direct Station Selection (DSS)

To program a key *on your telephone* for **Direct** Station Selection:

1. Lift handset.
2. Press INT/TRF. Display: DSS LAMP FIELD
3. Dial #. The dial tone stops.
4. Press the key you want to assign. The selected key flashes.
5. Dial the number of the extension you want assigned to that key. To "clear" a key assignment, enter 300 for this step.
6. Hang up.

To call an extension using a DSS key *on your telephone*:

1. Lift handset.
2. Press INT/TRF. Display: DSS LAMP FIELD
3. Press the desired DSS key.

## ☑ Directed Call Pickup

If your telephone is equipped with a Directed Call Pickup key, you may be able to replace steps 2 through 4 in the following procedure with the single step, "Press Directed Call Pickup key."

To pickup a call ringing at another extension:

1. Lift handset.
2. Press INT/TRF.
3. Dial \*.
4. Dial the ringing extension's number.

DISPLAY P-( Extension's assigned name) of PICKUP FROM xxx (where xxx is a three-digit extension number).

## ☑ Do Not Disturb Override

To speak to someone whose telephone is in Do Not Disturb:

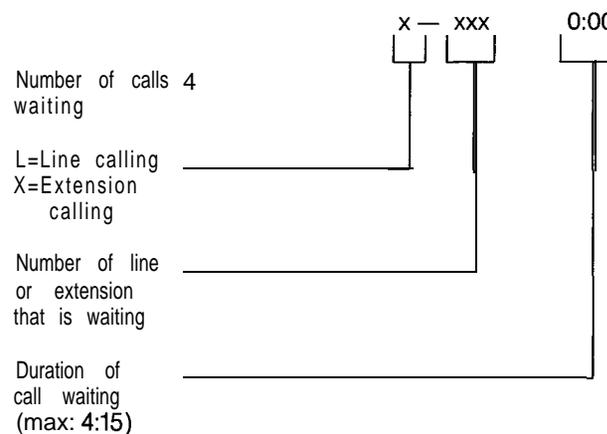
1. Lift handset.
2. Press that person's DSS Console key.
3. Press the same DSS Console key again.

You hear, "Please Do Not Disturb," then a fast busy tone.  
 Display: DO NOT DISTURB  
 If you hear, "Please Do Not Disturb" again, that person is on a call — either try again later, or see Barge-In.

To monitor calls to a hunt group:

1. Look at the DSS Console key assigned the Master Extension Number for the hunt group or the key assigned to an individual telephone in the hunt group.

If:  
 Master Extension key is steadily lit: all extensions in the hunt group are busy.  
 Individual telephone's key is steadily lit: the user is on a call.  
 Individual telephone's key is fluttering: the telephone is in Do Not Disturb.  
 Individual telephone's key is flashing quickly: the telephone has been removed from the hunt group.  
 When a call is placed to the hunt group (the Master Extension Number), the following appears (see below):



(continued)

**Headset Installation**

To Install:

1. Unplug and remove the handset and handset cord.
2. Plug in the headset.

Throughout the handbook, whenever the instructions say "Lift the handset," press the ICM key instead.

**Hunt Group Monitoring (Supervisor Station Only)**

To remove a telephone from a hunt group:

1. Lift handset.
2. Press INT/TRF.
3. Dial #.
4. Press the DSS Console key of the telephone to be removed from the hunt group.
5. Dial 6.
6. Hang up.

Display: 5=ADD 6=REMOVE

To return a telephone to a hunt group, repeat the procedure, but dial 5 for step 5.

**Extension Speed Dial**

You can store  numbers at your telephone. Each number you store can be up to 27 digits long.

To store a number:

1. Lift handset.
2. Press MEM/P.R.
3. Dial #.
4. Press one of the 18 keys.

Display: SPEED DIAL BINS

Display: ENTER BIN #

This is the Speed Dial key where the number is stored.

OR

Dial an Extension Speed Dial Code.

For the Extension Speed Dial Codes, see PHONE CODES (at the back of this handbook).

Display: LINE [01-32,9X]?

For your line (or line group) numbers, see PHONE CODES (at the back of this handbook).

Display: TEL. NUMBER?

5. Enter the number of the line or line group (01-32 or 9x) you want the call to dial out on.
6. Dial the telephone number to be stored.
7. Hang up.

To call a stored number:

1. Lift handset.
2. Press MEM/P.R.
3. Press the Speed Dial key of the number.

Display: SPEED DIAL BINS

OR

Dial the Extension Speed Dial Code of the number.

To dial out two Speed Dial numbers together:

1. Speed Dial out the first number.
2. Press INT/TRF.
3. Speed Dial out the second number.

## q Fast Phone Assignment

To assign a phone type to a specific extension (or unassign a phone type):

1. Lift handset.
  2. Press INT/TRF.
  3. Dial #.
  4. Dial 5. Display: CONFIGURE SYSTEM
  5. Dial 8. Display: EXT# + TYPE
  6. Dial three-digit number of the extension you wish to assign a specific kind of phone.
    - Electronic Single-Line Set:  
Dial 0  
Display: SINGLE LINE SET
    - Single channel Multibutton  
Keyset or Dataset: Dial 1  
Display: KEY SET
    - Single channel Display  
Multibutton Keyset: Dial 2  
Display: DISPLAY SET
    - Dual channel Multibutton  
Keyset or Dataset: Dial 3  
Display: DUAL KEYSSET
    - Dual channel Display  
Multibutton Keyset: Dial 4  
Display: DUAL DISPLAY SET
    - Off-Premises Extension: Dial 5  
Display: OPX SET
  8. Hang up.
- NOTE: If you try to enter a phone type that cannot be accepted, the display shows: IMPROPER REQUEST

## Flash

To Flash a line:

DO NOT HANG UP

1. Press MSG./FLASH. You hear dial tone. You can place another call in the normal manner.

## q Forced Line Disconnect

To disconnect a busy **line**:

1. Lift handset.
2. Press key of busy line you wish to free.
3. Dial #.

NOTE: If a line is in use when Forced Line Disconnect is performed, the call is dropped.

## Group Call Pickup

If your telephone is equipped with a Group Call Pickup key, you may be able to replace steps 2 through 4 in the following procedure with the single step, "Press Group Call Pickup key."

To answer a call **ringing** at a group of telephones:

1. Lift the handset.
2. Press INT/TRF.
3. Dial \*.
4. Dial 1. Display: PICK-UP FROM nnn (where nnn is the ringing extension's three-digit number) OR P-( extension's assigned name).