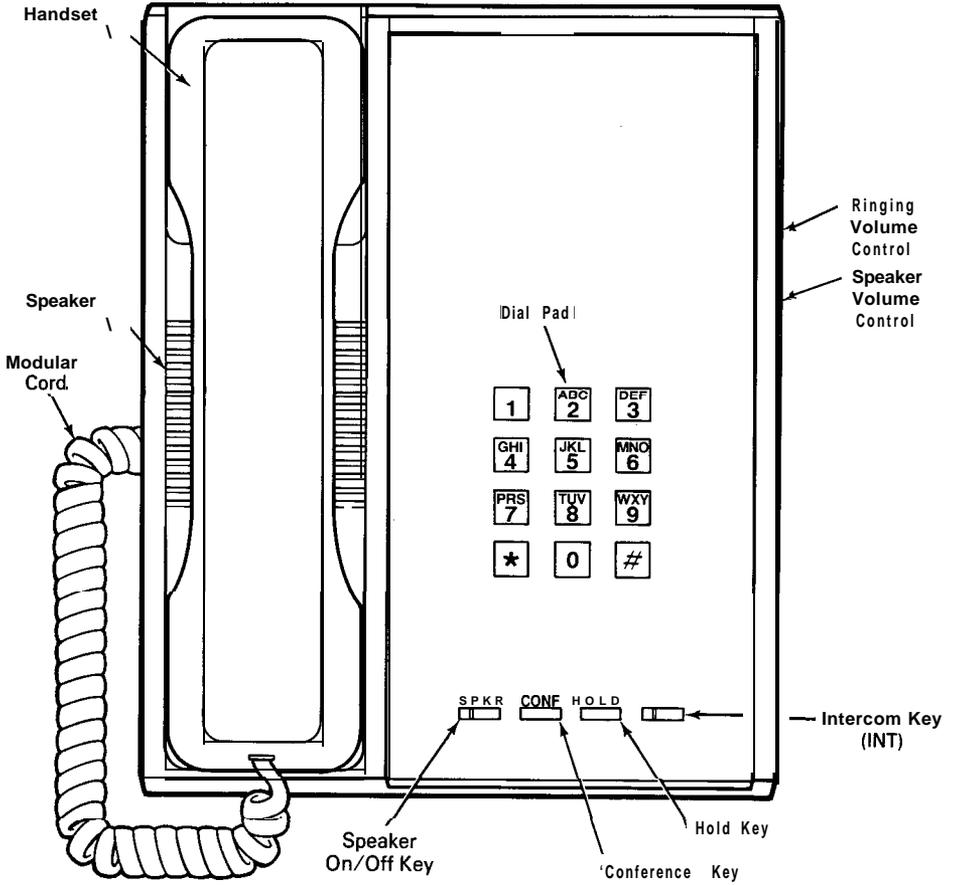


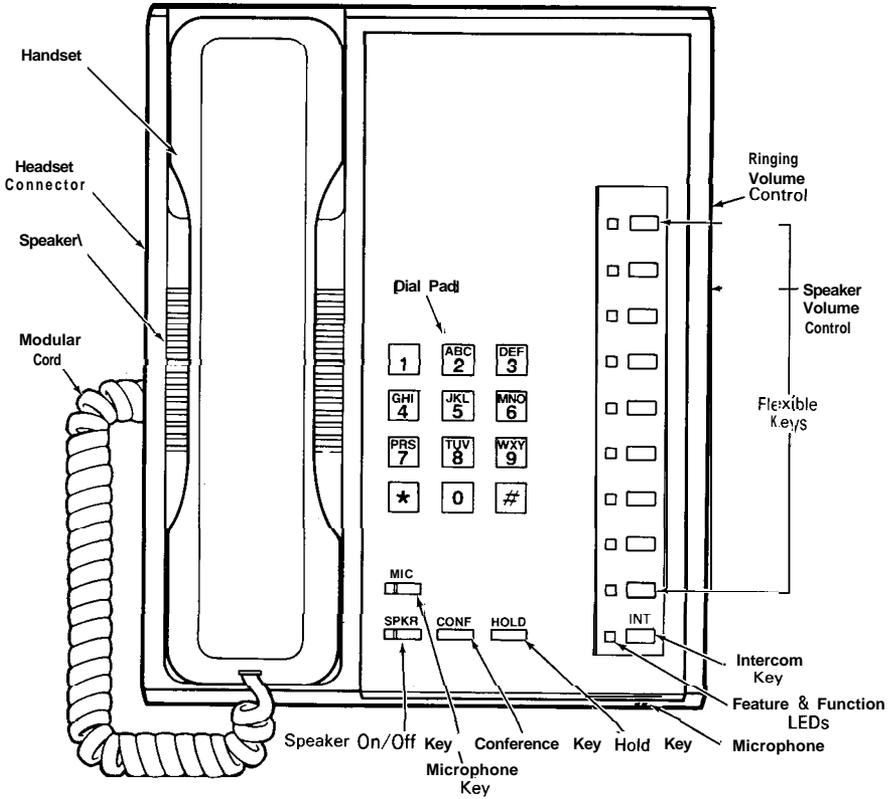


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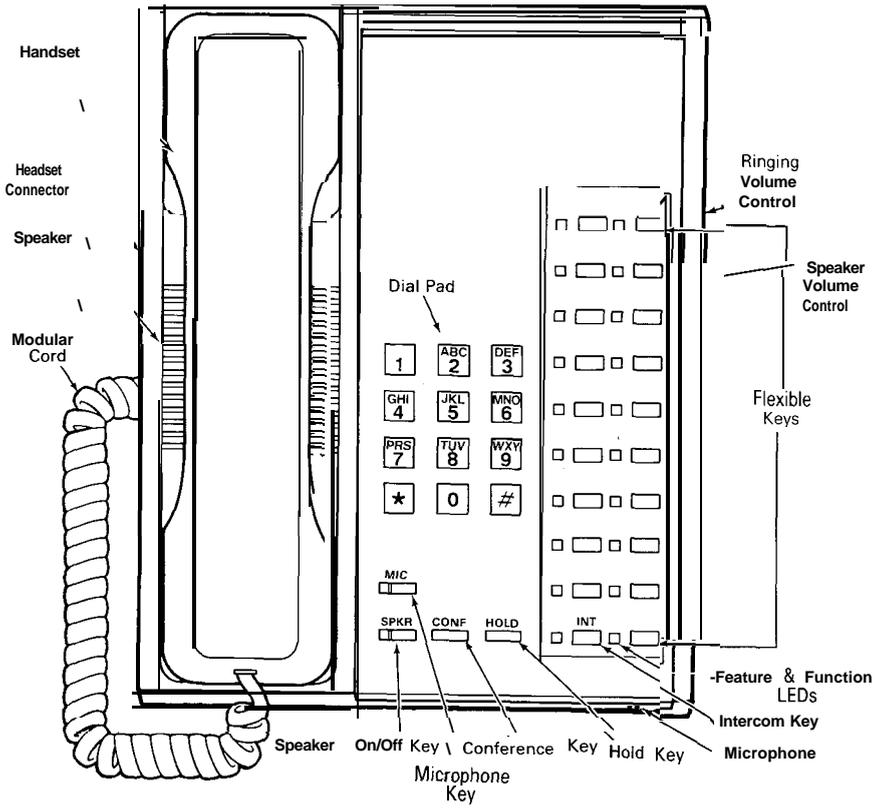
ELECTRONIC KEY TELEPHONE
USER GUIDE



Single-Line Electronic Key Telephone (EKT)



IO-key – Electronic Key Telephone (EKT)



20-key ~ Electronic Key Telephone (EKT)

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GENERAL INFORMATION

Your Electronic Key Telephone (EKT) has been designed to provide easy access to the wide range of features offered by your telephone system. The EKT is equipped with a dial pad, 4, 14 or 24 feature keys, a speaker with volume control, and a handset.

All the feature keys are plainly marked as to their purpose. Four keys have fixed assignments: **SPKR**, **MIC** *, **CONF**, and **HOLD**. The remaining 10* or 20* keys are assigned flexibly as **CO** keys, or as access keys for the various features.

The voice and ring tone volume levels on the EKT are controlled by separate volume controls located on the right side of the telephone. The lower control adjusts speaker volume for dial tone and voice level; the upper control adjusts ring tone and voice announcement volume.

"Not available on single-line EKT.

SINGLE-LINE EKT INFORMATION

Your single-line EKT is equipped with a blank single-line key/LED that functions as both an intercom (INT) and CO line key/LED.

Features are accessed through the use of dial codes listed in this guide. To access the features that are allowed using the single-line EKT, a dial code must be used instead of a feature key. A dial code must be available to allow the feature to function. For example, the Automatic Callback (ACB) feature is allowed due to the dial code **4**, while the Do Not Disturb (DND) feature is not allowed.

(continued)

GENERAL INFORMATION (continued)

SINGLE-LINE EKT INFORMATION (cont.)

The following features cannot be used with a single-line EKT:

- Automatic Dialing Keys
- Do Not Disturb
- Two-CO Line Conferencing

The single-line EKT is a non-speakerphone model that allows handsfree monitoring but not handsfree answerback. Also, the second modular headset connector is not available for headset or external interface operation.

KEY DESCRIPTIONS

ALARM KEY **ALRM**

A station lo-only programmable option that causes a signal if connected to an alarm mechanism.

AUTOMATIC CALLBACK KEY **ACB**

Recalls a busy or DND station on intercom as soon as that station becomes idle.

AUTOMATIC DIALING KEYS **ADL**

Provide single-key automatic dialing of telephone numbers.

CALL FORWARD KEY **CFD**

Routes all calls on intercom to another station.

CALL PICK-UP KEYS **CPU**

Allow CO or intercom calls to be picked up from another /station.

CENTRAL OFFICE LINE KEY **CO**

Accesses an outside line.

CONFERENCE KEY **CONF**

Sets up conference calls and also used to transfer calls.

(continued)

GENERAL INFORMATION (continued)

KEY DESCRIPTIONS (cont.)

DIRECT STATION SELECTION KEYS **DSS**

Cause a selected EKT to ring by pressing an assigned key; a maximum of two DSS keys may be assigned per EKT.



DO NOT DISTURB KEY **DND**

Locks the individual EKT in or out of the Do Not Disturb mode.

DOOR LOCK KEY **DRLK**

Controls a door lock mechanism.

HOLD KEY **HOLD**

Holds outside calls.

INTERCOM KEY **INT**

Accesses an intercom line.



MESSAGE WAITING/FLASH KEY **MW/FL**

MW: Indicates a message is waiting. FL: Disconnects and recalls dial tone on a CO line, or is used to access PBX features.

MICROPHONE KEY **MIC**

Cuts off the microphone for private conversation.

MICROPHONE CUTOFF KEY **MCO**

Allows a station to turn its microphone off/on while idle.

NIGHT TRANSFER **NT**

Controls the system's CO line ringing pattern; takes the place of the DND key on the operator's station.

PAUSE KEY **PAU**

Applies a pause after the CO line access code in automatic dialing telephone numbers behind a PBX.

(continued)

GENERAL INFORMATION (continued)**KEY DESCRIPTIONS (cont.)****PRIVACY/NON-PRIVACY KEY **PRV****

Allows selection of CO line privacy in a non-private system.

REDIAL KEY **RDL**

Redials the last telephone number dialed.

REPERTORY KEY **REP**

Provides access to automatic dialing numbers.

 **SAVE KEY **SAVE****

Saves telephone number during conversation and automatically redials that number when key is depressed in the idle state.

SPEAKER KEY **SPKR**

Turns the speaker ON/OFF.

tone KEY **tone**

Changes the outpulsing of the CO line in use from DTMF tone to rotary pulse and back.

LED INDICATIONS**I-USE:**

A steady, double flash rate (2 seconds on — 1/8-sec. off — 1/8-sec. on — 1/8-sec. off) indicates the CO line presently in use at the EKT that originated the call. Other stations' LEDs are on steady for that line.

I-CALLED:

A pulsating on/off flash rate (10 impulses per second (IPS) for 1 sec. on and 1 sec. off) appears on the INT LED at the EKT that is being called.

(continued)

GENERAL INFORMATION (continued)**LED INDICATIONS (cont.)****I-HOLD:**

A fast (4 IPS) flash rate ($\frac{1}{8}$ -sec. on – $\frac{1}{8}$ -sec. off) indicates the CO line placed on hold at the EKT. The LEDs of the CO line on hold flash at a medium rate ($\frac{3}{4}$ -sec. on – $\frac{1}{4}$ -sec. off) at the other stations.

EXCLUSIVE HOLD:

A very fast flash rate (10 IPS) indicates the CO line is placed on Exclusive Hold.

HOLD RECALL:

A quick flash rate matching the tones (2 IPS for 1 sec. – 10 IPS for 1 sec.) reminds a station which line has been on hold for the programmed period of time.

CONFERENCE:

A very fast flash rate (10 IPS) indicates the CO line presently in the Conference mode. Other stations' LEDs also show same indication for that line.

CO INCOMING CALL:

A slow flash rate ($\frac{1}{2}$ -sec. on – $\frac{1}{2}$ -sec. off) indicates the CO/PBX line on which the call is coming in.

AUTOMATIC DIALING

AUTOMATIC DIALING

TO CALL AN AUTOMATIC DIALING NUMBER

- 1) Lift the handset.
- 2) Depress any available **CO** line key.
 - Listen for dial tone.
- 3) Depress the **REP** (or the *****) key.
- 4) Dial the 2-digit automatic dialing code for the desired telephone number.
 - Your system will automatically dial the number for you.
- 5) Hang up when the call is completed.

TO CHAIN DIAL AUTOMATICALLY

Dials two or more automatic dialing numbers during one call.

- 1) Lift the handset.
- 2) Depress any available **CO** line key.
 - Listen for dial tone.
- 3) Depress the **REP** (or the *****) key.
- 4) Dial the 2-digit automatic dialing code for the first telephone number to be dialed.
- 5) Depress the **REP** (or the *****) key.
- 6) Dial the 2-digit automatic dialing code for the second telephone number to be dialed.*
- 7) Repeat the above steps for each subsequent number to be dialed.
 - Your system will automatically dial the number for you.
- 8) Hang up when the call is completed.

“Only the first number dialed during the chain dial will be repeated by the Repeat Last Number Dialed feature.

AUTOMATIC DIALING (continued)**AUTOMATIC DIALING KEYS
PROGRAMMABLE OPTION**

After accessing a CO line, automatic dialing for telephone number storage and use is available by depressing the **ADL** key instead of a 2-digit access code. Each **ADL** key stores one telephone number (up to 16 digits).

TO STORE A TELEPHONE NUMBER*

- 1) **Do** not lift the handset.
- 2) Depress the **#** (or **RDL**) and ***** (or **REP**) keys, respectively.
- 3) Depress the **ADL** key you wish to use.
- 4) Dial the telephone number to be stored (16 digits maximum).**
- 5) Depress the **#** (or **RDL**) key to record the number in memory.
- 6) Repeat the above steps for each **ADL** key.

**Repeat this procedure to replace the stored telephone numbers with new ones.*

***It may be necessary to insert a pause after the trunk access code to allow for dial tone delay. If so, depress the **MW/FL** (or **PAU**) key after entering the PBX access code.*

**REPEAT LAST NUMBER DIALED
PROGRAMMABLE OPTION**

This feature enables you to automatically redial the last number called by pressing the **RDL** key, which also serves the same function as the **#** key.

(continued)

AUTOMATIC DIALING (continued) REPEAT LAST NUMBER DIALED (cont.)

TO REDIAL LAST NUMBER CALLED

- 1) Lift the handset.
 - 2) Depress any available CO line key.
 - Listen for dial tone.
 - 3) Depress the **RDL** (or the **#**) key.
 - The last telephone number you dialed will automatically be redialed.
 - 4) Hang up when the call is completed.
-

SAVED NUMBER REDIAL PROGRAMMABLE OPTION

This feature enables you to store a dialed telephone number and later redial that number by pressing a single key.

TO SAVE A TELEPHONE NUMBER

- 1) Lift the handset.
- 2) Dial the desired telephone number.
- 3) Depress the **SAVE** key.
 - The telephone number is saved for future use.

TO DIAL A SAVED TELEPHONE NUMBER

- 1) Lift the handset.
- 2) Depress any available CO line key.
- 3) Depress the **SAVE** key.
 - Saved number will be automatically dialed.

AUTOMATIC DIALING (continued)

TELEPHONE NUMBER STORAGE

TO STORE A TELEPHONE NUMBER IN SYSTEM AUTOMATIC DIALING MEMORY*

Automatic dialing telephone numbers can be stored in the system memory by station 10 only.

- 1) Do not lift the handset.
- 2) Depress the **#** and ***** keys, respectively.
- 3) Dial a 2-digit automatic dialing code.
 - System codes run consecutively from 60 through 99.
- 4) Dial the telephone number to be stored (16 digits maximum).**
- 5) Depress the **#** key to record the number in memory.
- 6) Repeat the above steps with every number to be stored (up to the maximum of 40).
- 7) Write down the address codes and telephone numbers for future reference.

TO STORE A TELEPHONE NUMBER IN STATION AUTOMATIC DIALING MEMORY*

Automatic dialing telephone numbers can be stored by each station.

- 1) Do not lift the handset.
- 2) Depress the **#** and ***** keys, respectively.
- 3) Dial a 2-digit automatic dialing code.
 - Station codes run consecutively from 10 through 49.
- 4) Dial the telephone number to be stored (16 digits maximum).**
- 5) Depress the **#** key to record the number in memory.
- 6) Repeat the above steps with every number to be stored (up to the maximum of 40).
- 7) Write down the address codes and telephone numbers for future reference.

(continued)

AUTOMATIC DIALING (continued)

TELEPHONE NUMBER STORAGE (cont.)

**Repeat this procedure to replace the stored telephone numbers with new ones. Entering an automatic dialing code that has already been used will replace the current telephone number with any new one entered.*

****It may be necessary to insert a pause after the trunk access code to allow for dial tone delay. If so, depress the **MW/FL** (or **PAU**) key after entering the PBX access code.*

*** AND # TONE DIALING**

When the * or # tones must be output (for computer input service or other use), the Automatic Dialing feature must be disabled to permit manual dialing of the * and # keys. (Applicable only if **REP** and **RDL** keys are not programmed.)

TO OUTPUT * AND # TONES

- 1) Lift the handset.
- 2) Depress any available **CO** line key.
- 3) Dial any desired directory number.
- 4) To disable the Automatic Dialing feature, thereby permitting the * and # tones to be output manually, press the * key and then the # key.

NOTE:

*Only manual dialing will be possible; the special * and # tones as well as digits 0 ~ 9 will be output as dialed. The Automatic Dialing feature will be restored when the EKT is hung up or placed on hold.*

CALL FUNCTIONS

AUTOMATIC CALLBACK (INTERCOM)

TO USE AUTOMATIC CALLBACK

After reaching a busy or DND station on an intercom call, you may:

1A) Dial **2** or **3** for Override (see OVERRIDE).

... OR .

1 B) Depress the **ACB** key or dial **4** to set Automatic Callback.

- Busy tone will stop.
 - You will hear dial tone for 2 sec. and then busy tone again.
- 2) Goon-hook. You may make other calls while waiting for the called station to become available.
- 3) When the called station becomes idle:
- Your telephone will ring at a fast rate.
- 4) Answer the call within 9 sec. to prevent the callback from being cancelled.
- You will hear a single tone.
- 5) Proceed to voice announcement.
- 6) Proceed with the conversation.

NOTES:

1. *You may cancel the request anytime prior to the callback by depressing the **INT** key and dialing **7 7**.*
2. *If, after answering a callback, you hear a busy tone, it means the called party has already received or originated another call. Your request is not cancelled. You will be called again the next time the station becomes idle.*

AUTOMATIC OFF-HOOK SELECTION PROGRAMMABLE OPTION

Allows Automatic Off-Hook Selection of either an intercom (INT) or a CO line.

TO MAKE A CALL

- 1) Lift the handset
- You will be connected to the option programmed.

NOTE:

*If you hear silence after going off-hook, you must depress the **INT** key or a **CO** line key before making a call.*

CALL FUNCTIONS (continued)**CALL FORWARD
PROGRAMMABLE OPTION**

Allowed intercom only (all calls will be forwarded).

TO SET A CALL FORWARD

- 1) Depress the **CFD** key.
 - CFD LED flashes.
- 2) Dial the station number to which calls are to be forwarded.
- 3) Depress the **CFD** key.
 - CFD LED on steady.
 - Calls will be forwarded to stored station number.

TO CANCEL A CALL FORWARD

- 1) Depress the **CFD** key.
 - CFD LED goes off.

CALL PICK-UP**TO ANSWER A CALL THAT IS PAGING OR RINGING**

- 1) Lift the handset.
- 2) Depress the **INT** key and dial **78** or depress the **CPU** key.*
- 3) Dial one of the following:
 - Station number (intercom and CO)
 - 88** = All Call
 - 89** = External Page
 - 99** = Any CO line ringing

If your system has CO Line Pick-up Groups, you can pick up CO lines assigned to Group 1 by depressing the **CPU1 key instead of performing steps 2 and 3. The **CPU2** key picks up CO lines assigned to Group 2.*

CALL FUNCTIONS (continued)

CONFERENCE CALLS

TO CONFERENCE UP TO THREE STATIONS AND TWO CO LINES, OR FOUR STATIONS AND ONE CO LINE

Establish a one-CO line call.

TO ADD A SECOND CO LINE

- 1) Depress the **CONF** key.
 - You will hear intercom dial tone.
 - The CO LED will flash at the conference rate.
 - The INT LED will flash at the I-use rate.
- 2) Select a second CO line and dial the next telephone number.
- 3) Depress the **CONF** key after the party answers.*
 - CO LED_s will flash at the I-use rate.
 - All parties will be conferenced.

*"If you receive a busy tone or no answer, return to the original connection by depressing the original **CO** line key.*

TO ADD ANOTHER STATION

- 1) Depress the **CONF** key.
 - You will hear intercom dial tone.
 - The CO LED will flash at the conference rate.
 - The INT LED will flash at the I-use rate.
- 2) Dial the number of the other station.
- 3) Depress the **CONF** key after the party answers.*
 - CO LED(s) will flash at the I-use rate.
 - All parties will be conferenced.
- 4) Repeat to add another party:
 - Three stations/two CO lines maximum.
 - Four stations/one CO line maximum.
- 5) Hang up when conference call is completed.

If you receive a busy tone or a no answer, return to the original connection by depressing the **CONF key.*

(continued)

CALL FUNCTIONS (continued) CONFERENCE CALLS (cont.)

TO CONFERENCE UP TO FOUR STATIONS ON ONE INTERCOM LINE

- 1) Establish a two-station intercom call.
- 2) Depress the **CONF** key.
 - You will hear intercom dial tone.
 - The INT LED will flash at the conference rate.
- 3) Dial the third station's number.
- 4) Depress the **CONF** key after the party answers.*
 - INT LED will flash at the l-use rate.
 - All parties will be conferenced.
- 5) Repeat to add a fourth station.

***NOTES:**

1. *If you receive a busy tone or no answer, return to the original connection by depressing the **CONF** key.*
2. *The new station will not be conferenced unless the user lifts the handset or depresses the **INT** key.*



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CALL FUNCTIONS (continued)

DO NOT DISTURB

This feature allows you to prevent incoming calls from accessing your station. You can still make outgoing calls.

TO USE DO NOT DISTURB MODE

Depress the **DND** key.

- DND LED will light steady.

TO RELEASE THE DO NOT DISTURB MODE

Depress the **DND** key.

- DND LED goes off.

GROUP LISTENING

This feature allows all persons present to hear the distant party's responses.

With the handset off-hook, depress and hold the **SPKR** key.

- SPKR LED lights and the distant party's voice is heard via the EKT's speaker (handset is off-hook but inoperative).

When local response is required:

Release the **SPKR** key.

- SPKR LED goes off.
- EKT speaker is silenced.
- Handset is activated.

Repeat the procedure as required.

CALL FUNCTIONS (continued)

HANDSFREE ANSWERBACK

TO RECEIVE AN INTERCOM CALL (HANDSFREE)

- 1) You will hear a single long tone, followed by the caller's voice.
 - The INT LED will flash at the I-called rate.
- 2) Leave the handset on-hook.
- 3) To assure a private conversation, depress the **INT** key.
 - The INT LED will flash at the I-use rate.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) If you depressed the **INT** key earlier, depress the **SPKR** key when the call is completed.

HANDSFREE MONITORING

Calls placed on hold by the distant party may be monitored "handsfree."

- 1) Depress and hold the **SPKR** key.
- 2) Place the handset on-hook.
- 3) Release the **SPKR** key.
 - Sounds from the distant party will be heard via the EKT's speaker.
- 4) Lift the handset to continue the conversation when the distant party returns.

INTERCOM CALLS

TO MAKE AN INTERCOM CALL

- 1) Lift the handset.
- 2) Depress the **INT** key.*
 - You will hear intercom dial tone.
 - INT LED will flash at the I-use rate.
- 3) Dial the desired station number.
 - You will hear a single ring tone.

(continued)

CALL FUNCTIONS (continued)

INTERCOM CALLS (cont.)

- 4) Speak when the ring tone ends.
- 5) Hang up when the call is completed.

“See also Automatic Off-Hook Selection (using single-line EKT).”

*Tone signalling can be accomplished by dialing **1** after the station number.*

TO RECEIVE AN INTERCOM CALL

- 1) You will hear a single long tone, followed by the caller's voice.
 - The INT LED will flash at the I-called rate.
- 2) Lift the handset.
 - INT LED will flash at the I-use rate.
- 3) Hang up when the call is completed.

ON-HOOK DIALING

(Handsfree model only- see Speakerphone for speakerphone E KT's)

TO MAKE AN OUTSIDE CALL

- 1) Leave the handset on-hook.
- 2) Depress any available **CO** line key and listen for dial tone.
 - CO LED will flash at the I-use rate.
- 3) Dial the desired telephone number.
- 4) Lift the handset when the distant party answers.*
- 5) Hang up when the call is completed.

TO MAKE AN INTERCOM CALL

- 1) Leave the handset on-hook.
- 2) Depress the **INT** key.
 - INT LED will flash at the I-use rate.
- 3) Dial the desired station number.
 - You will hear a single ring tone.*

(continues)

CALL FUNCTIONS (continued)

ON-HOOK DIALING (cont.)

- 4) Lift the handset to converse.
- 5) Hang up when the call is completed.

If busy tone is heard, depress the **SPKR key to disconnect.*

OUTSIDE CALLS

TO MAKE AN OUTSIDE CALL

- 1) Lift the handset.
- 2) Depress any available **CO** line key.*
 - Listen for dial tone.
 - CO line LED will flash at the l-use rate.
- 3) Dial the desired telephone number.
- 4) Hang up when the call is completed.

**See also Trunk Queuing and Automatic Off-Hook Selection (using single-line EKT).*

TO RECEIVE AN INCOMING CALL

- 1) You will hear a ringing tone.
 - The CO line LED will be flashing at the CO incoming rate.
- 2) Lift the handset.
 - CO line LED will flash at the l-use rate.
- 3) Hang up when the call is completed.

SPEAKERPHONE

TO MAKE AN OUTSIDE CALL (ON-HOOK DIALING)

- 1) Leave the handset on-hook.
- 2) Depress any available **CO** line key.
 - Listen for dial tone.
 - CO LED will flash at the l-use rate.
- 3) Dial the desired telephone number.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) Depress the **SPKR** key when the call is completed.

(continued)

CALL FUNCTIONS (continued)**SPEAKERPHONE (cont.)****TO RECEIVE AN INCOMING CALL**

- 1) You will hear a ringing tone.
- 2) Leave the handset on-hook.
- 3) Depress the key of the CO line that is flashing at the CO incoming rate.
 - CO LED will flash at the I-use rate.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) Depress the **SPKR** key when the call is completed.

TO MAKE AN INTERCOM CALL (ON-HOOK DIALING)

- 1) Leave the handset on-hook.
- 2) Depress the **INT** key.
 - Listen for intercom dial tone.
 - INT LED will flash at the I-use rate.
- 3) Dial the desired station number.
 - You will hear a single ring tone.
- 4) Speak at a normal voice level in the direction of the telephone.
- 5) Depress the **SPKR** key when the call is completed.

MICROPHONE CONTROL

The **MIC** key cuts off the speakerphone's microphone for private conversations. The MIC LED indicates the status of the microphone:

LED	MICROPHONE
ON	ON
OFF	OFF

The **MIC** key can function in one of two modes. Your EKT is equipped with the mode that is checked:

- Momentary**-The microphone and accompanying LED are always ON when the speakerphone is activated unless the **MIC** key is depressed. The MIC LED and microphone will be OFF while the **MIC** key is depressed and return to ON when the key is released.

(continued)

CALL FUNCTIONS (continued)

SPEAKERPHONE (cont.)

- Push-on/Push-off-The microphone and accompanying LED are OFF during on-hook dialing and ON at all other times while the speakerphone is activated. They can be switched OFF/ON or vice versa by a momentary depression of the **MIC** key. They will then remain in the same state until the **MIC** key is depressed again or the call is terminated.

NOTES:

1. *To change from Speakerphone to handset:*
 - *Lift handset.*
2. *To change from handset to Speakerphone:*
 - *Depress and hold the **SPKR** key.*
 - *Return handset on-hook.*
 - *Release the **SPKR** key.*

*See also Station Security (**MCO** key).*

TONE SIGNALLING

PROGRAMMABLE OPTION

This feature provides ringing on incoming intercom calls when voice announcing is not activated.

TO MAKE A TONE SIGNAL CALL

- 1) Call another station via intercom.
 - The called party hears ringing while you hear ringback tone until the call is answered.
- 2) Speak to the party when the call is answered.

*To make a voice call, dial **1** after the station number.*

TO ANSWER A TONE SIGNAL CALL

- 1) Lift handset or depress the **SPKR** key (handsfree answerback is inoperative).
- 2) Hang up when the call is completed.

CALL FUNCTIONS (continued)**TRUNK QUEUING**

This feature provides a means for station users to be placed in a waiting queue for a busy outgoing trunk group, and to be called back when a trunk in the group is available.

TO USE TRUNK QUEUING

- 1) Lift the handset.
- 2) Depress the **INT** key.
 - You will hear intercom dial tone.
 - INT LED will flash at the l-use rate.
- 3) Dial the desired trunk group access code (or dial **7**¹ and the CO line number) :

- 4A) If there is an idle trunk, you will be connected and can dial the desired telephone number.
 - You will hear CO dial tone.
 - CO LED will flash at the l-use rate.
 - INT LED goes off.
- 4B) If all trunks are busy, you will hear busy tone.
- 5) Depress the **ACB** key or dial **4** to set Automatic Callback.
 - Busy tone will stop, you will hear dial tone for 2 sec. and then busy tone again.
 - You may go on-hook or make other calls while waiting for a trunk to become available.*
- 6) When a trunk becomes idle:
 - Your telephone will ring at a fast rate.
 - The CO LED will flash at the l-called rate.
- 7) Lift the handset within 6 sec. to prevent the call-back from being cancelled.
 - You will hear CO dial tone.**
 - The CO LED will flash at the l-use rate.
- 8) Dial the desired telephone number.
- 9) Hang up when the call is completed.

(continued)

CALL FUNCTIONS (continued)

TRUNK QUEUING (cont.)

You may cancel the request at anytime prior to the actual callback by depressing the **INT key and dialing **7 9**.*

***If, after answering a callback, you hear a busy tone, it means the trunk has already been seized or received an incoming call. Your request is not cancelled. You will be called again the next time a trunk becomes idle.*

CALL HOLD and TRANSFER

CALL HOLDING

TO HOLD A CALL (CO line appears on your station)

While connected to an outside call, depress the **HOLD** key.

- The CO line LED will flash at the I-hold rate.
- To reconnect the call, depress the **CO** line key on hold.

TO HOLD A CALL (CO line does not appear on your station)

While connected to an outside call, depress the **HOLD** key.

- The INT LED goes off.
- To reconnect the call, depress the **INT** key and the **HOLD** keys.

NOTE:

The on-hold reminder tone will be heard within a predetermined time. Call Holding will be released automatically if the other party hangs up. When a CO line is placed on hold, it may be picked up at any station with that CO line appearance.

CALL HOLD and TRANSFER (cont.)

CALL TRANSFER WITH CAMP-ON

This feature allows you to transfer an outside call to a station that is either idle or busy.

TO TRANSFER A CALL

- 1) While connected to an outside call, depress the **CONF** key.
 - The CO LED changes to conference flash.
 - The INT LED will flash at the I-use flash rate.
 - Intercom dial tone is heard.
- 2) Dial the station number to which the call is to be transferred.
- 3A) If the called station is idle:
 - You will hear a single ring tone.
- 4A) Announce the call.
- 5) Hang up.
 - INT LED goes off.
 - CO LED changes to the I-hold flash rate.
 - The CO line rings the called station.
 - CO LED illuminates steadily when the called station connects with the transferred call.
 - If the station fails to answer the call, you will receive a recall ring after a predetermined time.
- 3B) If the called station is busy:
 - Busy tone is heard.
- 4B) Hang up.
 - INT LED goes off.
 - CO LED changes to I-hold flash rate.
 - The CO line is camped-on to the called station.
 - The called station hears a warning tone.
 - CO LED illuminates steadily when the station connects with the transferred call.

NOTES:

1. ***The Busy Override feature may be used instead of transfer camp-on.***
2. ***The call will recall you and camp-on is cancelled if the station does not pick it up within a predetermined time. Inform the caller of the situation, and repeat the procedure (if necessary).***

(continued)

CALL HOLD and TRANSFER (cont.)

CALL TRANSFER WITH CAMP-ON (cont.)

3. You may reconnect to a transferred line (anytime before it is answered) by depressing the appropriate **CO** key.

TO ANSWER A TRANSFERRED CALL (if your station is idle)

1) Voice signalling:

- a) You will hear a single long tone, followed by an announcement.
 - The INT LED will flash at the I-called rate.
- b) Acknowledge the announcement.
- c) When the transferring station hangs up, you will hear a ringing tone.
 - The CO LED changes to the I-called flash rate.
- d) Depress the appropriate **CO** key.
 - The CO LED changes to the I-use flash rate.

NOTE:

If your EKT has the Ringing Line Preference feature, you may depress the **SPKR** key or lift the handset instead of depressing the **CO** key.

2) Tone signalling:

- a) You will hear intercom ringing.
 - The INT LED will flash at the I-called rate.
- b) Lift the handset (or depress the **SPKR** key).
 - The INT LED changes to the I-use flash rate.
- c) Speak to the transferring station.
- d) You will be connected to the outside call when the transferring station hangs up.
 - The INT LED goes off.
 - The LED of the transferred CO line changes to the I-use flash rate.

NOTE:

If your EKT has the Ringing Line Preference feature, it is not necessary to depress the **INT** key before lifting the handset or depressing **SPKR** key.

(continued)

CALL HOLD and TRANSFER (cont.)

CALL TRANSFER WITH CAMP-ON (cont.)

TO ANSWER A TRANSFERRED CALL (if your station is busy)

- 1) You will hear a 1-sec. warning tone.
 - The outside call is camped-on your station.

*The CO LED flashes at the I-hold rate.
- 2) You have several choices:
 - a) Depress the appropriate **CO** key.
 - The existing call will be terminated.
 - The new line will be answered and its LED changes to the I-use flash rate.
 - b) Hang up.
 - The existing call will be terminated.
 - The camped-on line will ring at your EKT.
 - The CO LED changes to the I-called flash rate.
 - b2) Depress the **CO** key to answer the call.
 - The CO LED changes to the I-use flash rate.
 - c) Depress the **HOLD** key (if conversing on a CO line).
 - Existing CO call will be put on hold.
 - The camped-on line will ring at your EKT.
 - The CO LED changes to the I-called flash rate.
 - c2) Depress the **CO** key to answer the call.
 - *The CO LED changes to the I-use flash rate.

NOTE:

*If your EKT has the Ringing Line Preference feature, you may depress the **SPKR** key or lift the handset instead of depressing the **CO** key.*

CALL HOLD and TRANSFER (cont.)

EXCLUSIVE HOLD

(CO line must appear on your station)

While connected to an outside call, depress the **HOLD** key twice.

- The CO line LED will flash at a fast (10 IPS) rate.
- To reconnect the call, depress the **CO** line key on hold.

NOTE:

When a CO line is placed on Exclusive Hold, it may not be picked up by another station.

NIGHT TRANSFER PROGRAMMABLE OPTION

On an optional basis, your system can function with two or three ringing patterns. If three patterns are selected, they are designated DAY, DAY 2, and NITE. If only two patterns are selected, DAY and NITE designations are used.

- In both cases, different ringing patterns are chosen by sequential depressions of the **NT** key on station 10.
- The active pattern is shown by the state of the NT LED as follows:

	Three-pattern	Two-pattern
DAY	OFF	OFF
DAY 2	FLASH	N/A
NITE	ON	ON

MESSAGES

MESSAGE WAITING PROGRAMMABLE OPTION

- 1) The Message Center calls the station on intercom.
 - If no answer, depress the **MW/FL** key on the
 - Message Center EKT. This causes the **MW/FL** LED on the called station to illuminate.
 - **MW/FL** LED at Message Center illuminates (will go off when the connection is broken).
- 2) Called station user lifts handset and depresses the **INT** and **MW/FL** keys.
 - After receiving the message(s), hang up.
- 3) To clear the **MW/FL** LED at the called station, depress the **MW/FL** key.
- 4) To clear the **MW/FL** LED from the Message Center, call station and depress the **MW/FL** key twice.

PAGING

TO PAGE

- 1) Lift the handset.
- 2) Depress the **INT** key and dial the following:
 - 80** = All Call
 - 81** = Group #1
 - 82** = Group #2
 - 83** = Group #3
 - 84** = Group #4
 - 88** = All Call (with External Page)*
 - 89** = External Page
- 3) Make your announcement in a normal voice level and repeat it.
- 4) Hang up when you have completed your announcement.

"Programmable Option

MESSAGES (continued)

STATION-TO-STATION MESSAGE WAITING WITH LCD

- 1) Lift the handset.
- 2) Dial the desired station number.
 - If no answer (busy or DND), depress the **MW/FL** key. This causes the **MW/FL** key on the called station to flash.
 - The called station's LCD will display the calling station number.
- 3) Called station user depresses the **INT** and **MW/FL** keys to return the call.
- 4) To clear the **MW/FL** LED at the called station, depress the **MW/FL** key.
- 5) To clear the **MW/FL** LED from the calling station, depress the **INT** key, dial the station number and depress the **MW/FL** key twice.

NOTE:

*Up to four Message Waiting displays may be stored on the LCD; the station number in the left most position will be called when the **MW/FL** key is depressed. To rotate the station numbers, depress the ***** key.*

MISCELLANEOUS FEATURES

ACCOUNT CODE RECORDING

On some calls, you may be required (forced) to dial an account code before dialing an outside number. On other calls, you may wish to record an account number voluntarily after either dialing an outside number or receiving an incoming call. The code you enter will be recorded on the Station Message Detail Recording (SMDR) printout with the details of your call.

TO RECORD A FORCED ACCOUNT CODE

- 1) Access a CO line.
 - You will hear dial tone.
- 2) Dial the ___ -digit account code on the dial pad.
 - Dial tone disappears as you dial the first digit.
 - You will hear dial tone as you depress the last digit.
- 3) Dial the outside directory number.

TO RECORD A VOLUNTARY ACCOUNT CODE

- 1) An incoming or outgoing call is in progress.
- 2) Dial *50 on the dial pad.
 - The other party has been put on hold.
- 3) Dial the---digit account code on the dial pad.
 - You will be reconnected when you dial the last digit.
- 4) Resume your conversation.

NO TES:

1. ***Unless you dial the correct number of digits, you will not receive dial tone (forced) or be reconnected (voluntary).***
2. ***With Forced Account Code, any digits dialed after the code will be treated as part of the outside directory number.***
3. ***With Voluntary Account Code, any digits dialed after the code will be heard as tones by the other party.***

MISCELLANEOUS FEATURES (cont.)

ALARM **ALRM**

A station 10-only programmable option used with an optional Door Phone Control Unit and alarm system to cause a signal in the system. Depressing the **ALRM** key resets the alarm signal in the system.

BACKGROUND MUSIC (BGM)

If Music-on-Hold is available on your system, you may listen to background music via your station's speaker by depressing the **SPKR** key. Adjust the volume with the control on the lower right side of your EKT.

DIRECT STATION SELECTION **DSS1** and **DSS2** KEYS (HOTLINE)

A programmable option that allows up to two stations to be dialed directly by depressing the **DSS1** or **DSS2** key. The key's LED also shows the status (busy/DND) of that station. If connected to a CO line, depressing this key will put the party on hold. Transfer the call as you would normally by voice announcing or camping on.

DOOR LOCK **DRLK**

Depressing the **DRLK** key controls a switch connected to a door lock or similar device.

MISCELLANEOUS FEATURES (cont.)**DOOR PHONE****TO ANSWER THE DOOR PHONE**

- 1) You will hear a distinctive ringing tone.
- 2) Lift the handset.
 - The INT LED lights.
 - You are connected to the door phone.
- 3) Hang up when the call is completed.

TO CALL/MONITOR A DOOR PHONE

- 1) Lift the handset.
- 2) Depress the **INT** key.
 - You will hear intercom dial tone.
 - INT LED will flash at 1-use rate.
- 3) Dial the desired number:
 - Door phone A = **66**
 - Door phone B = **67**
 - Door phone C = **68**
 - You will *not* hear a warning tone.
- 4) Hang up when the call is completed or when you no longer wish to monitor the door phone.

TO USE A DOOR PHONE

- 1) Depress the button.
 - You will hear a distinctive ringing tone.
- 2) When answered, speak at a normal voice level in the direction of the door phone.

OVERRIDE**TO INITIATE A BUSY OVERRIDE SIGNAL**

- After reaching a busy station, you may signal that station that a call is waiting by dialing **2**.
- A tone signal will be heard at the busy station.

TO OVERRIDE DND (PROGRAMMABLE OPTION)

- After reaching a DND station, you may signal that station that a call is waiting by dialing **2**.
- A tone signal will be heard at the DND station.

(continued)

MISCELLANEOUS FEATURES (cont.) OVERRIDE (cont.)

TO INITIATE EXECUTIVE OVERRIDE (PROGRAMMABLE OPTION)

After reaching a busy station, Executive Override allows you to enter an established conversation by dialing **3**.

- A tone signal will be heard prior to entering the conversation.

PRIVACY/NON-PRIVACY PROGRAMMABLE OPTION

In a non-private system, the **PRV** key prevents other stations from breaking into an in-progress CO line call.

Depress the **PRV** key.

- PRV LED goes on.
- Your station has CO line privacy.

STATION SECURITY **MCO** PROGRAMMABLE OPTION

The **MCO** key allows a station to turn its microphone off/on while idle. Handsfree answerback is inoperable while the microphone is off.

- 1) Depress the **MCO** key.
 - MCO LED lights.
 - Microphone is turned off.
- 2) Depress the **MCO** key to turn the microphone on again.
 - MCO LED goes off.

MISCELLANEOUS FEATURES (cont.)

TONE/PULSE SENDING PROGRAMMABLE OPTION

In some areas, CO line calls must be made using rotary-dial pulses. In order to access remote equipment requiring tones in these areas (such as automatic tellers or answering machines), you must change to DTMF tone sending after you have dialed the outside directory number.

Depressing the **TONE** key changes the outputting status of the CO line in use: TONE LED ON indicates DTMF tones are output; LED OFF indicates Dial Pulses are output.

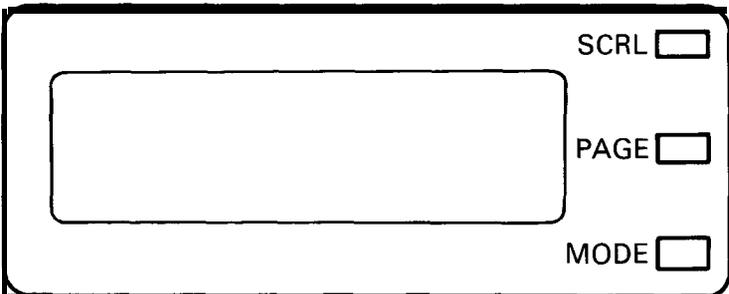
TO CHANGE TO TONE SENDING

- 1) After you have dialed a telephone number and the call is in progress, depress the **TONE** key.
 - The TONE LED goes on.
 - Depressing the dial pad keys will cause DTMF tones to be transmitted.
- 2) To switch back to rotary-dial pulse transmission, depress the **TONE** key again.
 - The TONE LED goes off.
 - Depressing the dial pad keys will now cause rotary-dial pulses to be transmitted.

LIQUID CRYSTAL DISPLAY

Your EKT is equipped with a 32-character Liquid Crystal Display (LCD), consisting of two rows of 16 characters each. In its idle state, the lower 16 characters give you an accurate desk clock and calendar combination. When you have an outside call in progress, an Elapsed Time display gives a constant reminder of the call duration. In addition, a variety of information displays make your call handling more efficient.

All display functions occur automatically as call processing proceeds. Only one manual operation is possible; that is, the display can be shifted between Date/Time and Elapsed Time display by depressing the **#** (or **RDL**, if equipped) key during an active CO line call.

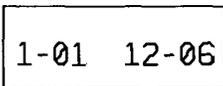


NOTE:

The upper row of 16 characters and the three function keys to the right of the display (SCRL, PAGE, MODE) are reserved for future use.

SUMMARY OF LCD FUNCTIONS

<u>Type</u>	<u>When Displayed</u>
A) Date/Time	Idle Telephone



Note:

The Date/Time is adjusted on a system-wide basis by station 10.

(continued)

LIQUID CRYSTAL DISPLAY (continued)

13) CO Line Number

1) Incoming Call

C-3

Incoming CO call · if your EKT is programmed for incoming ringing on that CO line.

Transferred CO call · CO line is transferred in the ringing state by another station.

2) When call is answered, display shifts to the right.

C-3

Camped-on CO call · CO line was camped-on your busy EKT and rings in when EKT is idle.

Hold recall · automatic recall of a line on hold.

3) Outgoing

C-1

Trunk Queuing · when a line is being offered by the trunk queuing feature.

Outgoing CO line call · when a CO line is selected prior to dialing. This display will be replaced by the dialed number when dialing commences.

C) Dialed Number

1) CO Line

7148317550

The digits are displayed as a number is dialed on a CO line or Intercom using:

- Manual Dialing
- Automatic Dialing
- Repeat Last Number Dialed
- Saved Number Redial

2) Intercom Line

16

NOTES:

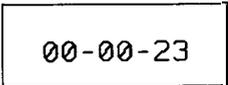
1. *If the number was dialed on a CO line, the display will automatically change from Dialed Number to Elapsed Time after a preselected period of time.*

(continued)

LIQUID CRYSTAL DISPLAY (continued)

2. On a CO line call, the display can be forced to change from Dialed Number to Date/Time by depressing the **#** (or **RDL**) key and then to the Elapsed Time display, by another depression of the **#**/**RDL** key. Repeated **#**/**RDL** key depressions will then alternate the display between Date/Time and Elapsed Time.

D) Elapsed Time



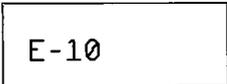
00-00-23

Displayed during an active incoming or outgoing CO line call. After a preselected timeout, the Elapsed Time display will appear in place of the CO line number (incoming call) or dialed number (outgoing call). The time accumulates from the moment the **CO** key is first depressed. The maximum call duration registered is 10 hours.

NOTE:

The display shows Elapsed Time for 15 sec. after the call is terminated and then changes automatically to Date/Time.

E) Calling Number-Intercom



E-10

Displayed during the following conditions:

- Incoming intercom call when your station is idle.
- Busy Override when your station is busy.
- Automatic Callback-Intercom.
- Door Phone.
- Call Pick-up.
- DSS key call.

(continued)

LIQUID CRYSTAL DISPLAY (continued)

F) Conference

C-3-1

When you set up a two-CO line conference, both CO line numbers will be displayed until the display switches to Elapsed Time. The Elapsed Time shown will be for the first line in the conference.

G) Automatic Dialing Programming

Display verifies the data as it is entered. # and * or RDL and REP keys are displayed by the # and * symbols, respectively.

H) Automatic Callback (ACB)

When a callback rings your station, the station number you dialed will be displayed.

1) Callback

#-15

2) When the call is answered by the called party, the display shifts to the right.

#-15

I) Call Forward

1) Call to a forwarded station.

E-12 14

Called station number and station number it was forwarded to are displayed.

2) Receive a forwarded call.

E-14 12

Calling station number, followed by station number called are displayed.

(continued)

LIQUID CRYSTAL DISPLAY (continued)

J) Recalling Station

C-1 16

When a transferred call goes unanswered, it will recall to the station that transferred it. The display will show the CO line number and the station number to which it was originally transferred.

DATE/TIME ADJUSTMENT

This operation is possible from station 10 only.

- 1) Handset on-hook.
- 2) To set date:
 - a) Dial **#*51** (or **RDL REP 51**).
 - b) Dial in date (year/month/day) in the format YYMMDD. Enter a leading 0 for single-digit month and day.
 - c) Depress the **#** (or **RDL**) key.
- 3) To set time:
 - a) Dial **#*52** (or **RDL REP 52**).
 - b) Dial in time (hour/minute/second) in 24-hour clock format HHMMSS. Enter a leading 0 for single digit.
 - c) Depress the **#** (or **RDL**) key.



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