GETTING TO KNOW YOUR TERMINAL

1 Audio keys

Listen OK:

- To reduce station speaker or handset volume
- To share a conversation
- To increase station speaker or handset volume

2 Menu key - used to program your terminal.
Display - one line display offers access to several pages of call information.

Keys and Corresponding LEDs - these keys (symbol: ) are either line keys or function keys, and have corresponding LEDs.

Light - indicates messages or callback requests.

END key - used to terminate a call or programming.

LED - CALL AND FUNCTION INDICATION:

LED is flashing:
- Incoming call.
- Call on hold.

LED is solid:
- Call in progress.
- Call on common hold.
PRE-PROGRAMMED KEYS - are used to:

- **LINE**: access a line, enter a feature code while in conversation
- **Mail**: access the various message services
- **Directory**: call using your personal directory
- **HOLD**: put a call on hold
- **CONFERENCE**: talk with two other people at the same time (3-way conference call)
- **REDAIL**: redial the last number dialed
- **TRANSFER**: transfer a call to another terminal

INSTALLING THE LABEL ON THE TERMINAL:
A printed label is supplied with the terminal. This should be installed between the rows of keys.

1. Insert a flat blade into the slot.
2. Raise the cover.
3. Slide the printed label into position.
4. Replace the cover.
**EASE OF USE (setting up)**

**ADJUSTING DISPLAY VIEWING ANGLE:**

- Enter code for the “Display - adjustment” feature.
- Press key (+) or (-) to adjust visibility.

**SELECTING RINGER MELODY AND ADJUSTING VOLUME:**

- Press key to select a melody (16 choices).
- Press key (+) or (-) to adjust volume.

**PROGRAMMING YOUR PERSONAL DIRECTORY:**

- Select the key you want to program: (1-9, *, 0, or #)
- No. to be entered

<table>
<thead>
<tr>
<th>Personal directory numbers</th>
</tr>
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<tbody>
<tr>
<td>0</td>
</tr>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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YOUR CALLS (making a telephone call)

- To start a call
  
  Dial your call - lift the handset.

  OR

  Lift the handset, then dial...

- To terminate a call
  
  Hang up

  OR

  Press END

MAKING AN EXTERNAL CALL

Press 9

Dial the number required.

⇒

6035551234

The number dialed is displayed.

MAKING AN INTERNAL CALL

Dial the number required.

⇒

Smith John

Name of person you have called is displayed.

CALLING USING YOUR PERSONAL DIRECTORY

Press key.

Enter personal ‘Speed dial’ No.

CALLING USING THE SYSTEM DIRECTORY

Enter system ‘Speed dial’ No.

REDIALING THE LAST NUMBER DIALED (redial)

Press REDIAL.

⇒

6035551234

The number dialed is displayed.
YOUR CALLS (handling several calls)

CALLING ANOTHER NUMBER DURING A CALL

Press a free LINE key. ➔ Dial ➔ Use directory. ➔ ‘Speed Dial’ No. ➔
( The first call is automatically put on hold )

ACCEPTING A SECOND CALL

Smith John ➔ LINE key for LED which is flashing. (multi-line terminal)
( The first call is automatically put on hold )

TRANSFERRING A CALL

Press LINE key. ➔ Dial the No. of the terminal ➔ Press TRANSFER
to receive the transferred call.

SWITCHING BETWEEN ONE CALL AND ANOTHER (Broker)

«Broker» key ➔ LINE key for LED which is solid (multi-line terminal)
( The alternate call is automatically put on hold )

THREE-WAY CONFERENCE
When in conversation with one party, and another call is on hold, you can:

Press the CONFERENCE key ➔ To cancel the 3-way call - use the same procedure...
to set up a 3-way call. ➔ to return to the first call.
IN YOUR ABSENCE

FORWARDING YOUR CALLS TO ANOTHER NUMBER (Forwarding - immediate)

Enter the code for the «Forwarding - immediate» feature.  
Dial the No. of the terminal receiving the forwarded call.  
(Forwarding is acknowledged on the display)

FORWARDING YOUR CALLS TO A VOICE MESSAGE SYSTEM

Enter code for type of forwarding.  
Enter the No. for the voice message service.  
Press END.

CHECKING YOUR MESSAGES

Light and corresponding LED indicate messages are waiting for you:

• Callback (to answer callback requests left on your station)

   Press key.  
   Press Listen OK (two times) to display xx Msg CallBk.  
   Displays shows first number to be called back.  
   Press to call back.

• Voice (to answer voice mail)

   Press key.  
   Press Listen OK to display xx Msg Voice.  
   Follow voice guide instructions.
OTHER FEATURES

CANCELLING FORWARDING FROM YOUR TERMINAL

Enter the code for the «Forwarding - cancel» feature.

REQUESTING CALLBACK

Your party does not reply or number is busy.

Enter the code for «Callback- set request» feature.

PROGRAMMING A FUNCTION ON AN UNASSIGNED KEY*
The list of programmable functions is given in your User guide.

Enter code or selected number.

( OR )
To scroll through available features

*if available in your configuration.
Quick guide - Ref. 3AK 19526 USAB Ed. 01

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