1 Audio keys:

*Listen* OK: to share a conversation, via the station speaker

- To reduce station speaker or handset volume
- To increase station speaker or handset volume

**Mute** key - to turn off mic, or to set

**Interphone mode** - to leave mic “on” (indicated by flashing light) - to answer an internal call immediately - without lifting the handset.
2 **Display** - one line display offers several pages of call information.

3 **Menu** - to program your terminal or to display information.

4 **LED (green)** - indicates messages have been received.

5 - to call using your personal directory.

6 **Keys and Corresponding Icons**

   These keys (symbol ) are either line keys or function keys, with corresponding icons.

7 **Dial-By-Name using the Alphabetic Keyboard** (key symbol )

   Open the flap to use the keypad.

   ![Diagram of keypad keys and functions](image)

   - **α**
     - Enter first letters of name.
   - **»**
     - Press key to run search
   - **←**
     - to call if the name is the one required
   - **→**
     - to display next name
   - **↑**
     - to display previous name
   - **↓**
     - to modify request and correct search criteria
   - **OR**
   - **SPCE**
     - to display number corresponding to name proposed on display
   - **OR**
   - **Ctrl**
   - **+**

8 **Redial** - to redial the last number dialed.

9 **Email** - to access the various message services.

10 **END** - to terminate a call or programming.
Call icons

- Call ringing (flashing).
- Call in progress.
- Call on hold.
- Call on common hold.

Function icons

- ☑ Function activated.
- ☑ Function requiring action.
- ☐ ☐ ☐ ☐ Terminal or line busy (supervision).

Pre-programmed keys are used to:

- LINE : access a line, or enter a feature code while in conversation.
- STORE # : temporarily store a number
- CALL LOG : review the list of identified unanswered external calls
- FORWARD : forward a call to another terminal (Immediate)
- CONFERENCE : talk with two other people at the same time (3-Way Conference Call)
- HOLD : put a call on hold
- TRANSFER : transfer a call to another terminal

INSTALLING THE LABEL ON THE TERMINAL

A set of printed labels is supplied with the terminal, for installation under each block of keys.

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

### ADJUSTING THE DISPLAY AND ICON VIEWING ANGLE

Enter the code for «Display - adjustment» feature. Press key ( + ) or ( - ) to adjust visibility. Press END.

### SELECTING MELODY AND ADJUSTING VOLUME

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

### PROGRAMMING YOUR PERSONAL DIRECTORY

Enter the number. Press directory key. Select the key you want to program: ( 1-9, *, 0, or # )

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

- To make a call
  - Dial directly.
  - Lift the handset.
  - Dial the number required.

- To terminate a call
  - Hang up.
  - Press.

MAKING AN EXTERNAL CALL

Press 9

Dial the number required.

The number dialed is displayed.

6035551234

MAKING AN INTERNAL CALL

Dial the number required.

Name of person you have called is displayed.

Smith John

CALLING USING YOUR PERSONAL DIRECTORY

Press key.

Enter personal “Speed Dial” No.

CALLING USING THE SYSTEM DIRECTORY

Enter the system ‘Speed Dial’ No.

REDIALING THE LAST NUMBER DIALED (redial)

Press REDIAL.

The No. dialed is displayed.

6035551234
CALLING ANOTHER NUMBER DURING A CALL

- Press a free line key.
- Dial by name
- Use programmed key.

(First call is automatically put on hold)

ACCEPTING A SECOND CALL

- Caller’s name is displayed.
- Line key for flashing icon (multi-line terminal)

(First call is automatically put on hold)

TRANSFERRING A CALL

- Press the corresponding line key
- Dial the No. of terminal to receive the transferred call key
- Press the TRANSFER key

SWITCHING BETWEEN ONE CALL AND ANOTHER (Broker)

While in one conversation (with another call on hold) - to switch to the other call:

- Line key corresponding to icon (multi-line terminal)

(Alternate call is automatically put on hold)

THREE-WAY CONFERENCE

- Press the CONFERENCE key to set up a 3-way call
- To cancel the 3-way call - use the same procedure...
- ...and recover the first call (only)
IN YOUR ABSENCE

All these features can also be activated by dialing the corresponding code.

FORWARDING YOUR CALLS TO ANOTHER NUMBER (immediate forward)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forwarding</td>
<td>Press key programmed with type of forward, dial the No. of the terminal receiving the forward. Press END. System acknowledges forwarding and displays the number receiving the forwarding.</td>
</tr>
</tbody>
</table>

FORWARDING YOUR CALLS TO A VOICE MESSAGE SYSTEM

<table>
<thead>
<tr>
<th>Feature</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forwarding</td>
<td>Press key programmed with type of forward, enter the No. for the voice mail service. Press END.</td>
</tr>
</tbody>
</table>

REVIEWING YOUR MESSAGES

LED and corresponding icon indicate that you have received messages (or callback requests).

- Callback requests

<table>
<thead>
<tr>
<th>Feature</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Callback</td>
<td>Press key to display “xx New Msg.” Press Listen OK (two times) to display “xx Msg Callbk,” and to... Press key to call.</td>
</tr>
</tbody>
</table>

- Voice mail

<table>
<thead>
<tr>
<th>Feature</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voice mail</td>
<td>Press key to display xx New Mgs. Press Listen OK and (+) to display xx Msg Voice. Press Listen OK to access voice mail. Follow voice guide instructions.</td>
</tr>
</tbody>
</table>
OTHER FEATURES

CANCELING FORWARDING FROM YOUR TERMINAL

Press programmed key, or enter «Forward - cancel» code.

REQUESTING CALLBACK (Internal only)

If your party does not answer or their number is busy.

Enter the code for «Callback - set request» or press programmed key.

PROGRAMMING A FUNCTION ON AN UNASSIGNED KEY

The list of programmable features is given in your user guide.

Enter the selected code or number directly

To scroll through available features.

unassigned programmable key
Quick guide - Ref. 3AK 19525 USAB Ed. 01

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