Lucent Technologies
Bell Labs Innovations

User's Manual . . . .

Guide d'utilisation . . . .

Bedienungsanleitung . . . .

Manual de usuario . . . .

Gebruiksaanwijzing . . . .

Solaris α

Introduction

Your terminal

Your first calls

With a call in progress

Your personal touch

Glossary

Introduction

Important

Generally speaking telephone systems are configured in such a way that:
- Extension numbers are included between 300 and 399.
- Features can be accessed by dialing the appropriate (1, 2 or 3-digit) access codes.

Nevertheless, some telephone systems may present some differences such as:
- Extension numbers included between 100 and 899 or between 1000 and 8999.
- Features to be accessed by dialing the appropriate (2, 3 or 4-digit) access codes (where the first digit is ✳, ♯ or a digit from 1 to 8 and represented as ⓟ).
- Feature access codes:

Features	Access codes	
	Factory-setting	**Option**
System AD numbers	ⓟ8200 to ⓟ8999	ⓟ8000 to ⓟ8799
Personal AD numbers	ⓟ810 to ⓟ819	ⓟ890 to ⓟ899
Memory	80	88
Common outgoing	0	9
Attendant	9	0
Trunk numbers	ⓟ410 to ⓟ449	ⓟ411 to ⓟ442
Extension group numbers	ⓟ4501 to ⓟ4532	ⓟ451 to ⓟ458

Check with your system manager to see which features are available to you.

Note : Your terminal may only be connected to a telephone system from the same manufacturer.

Your terminal
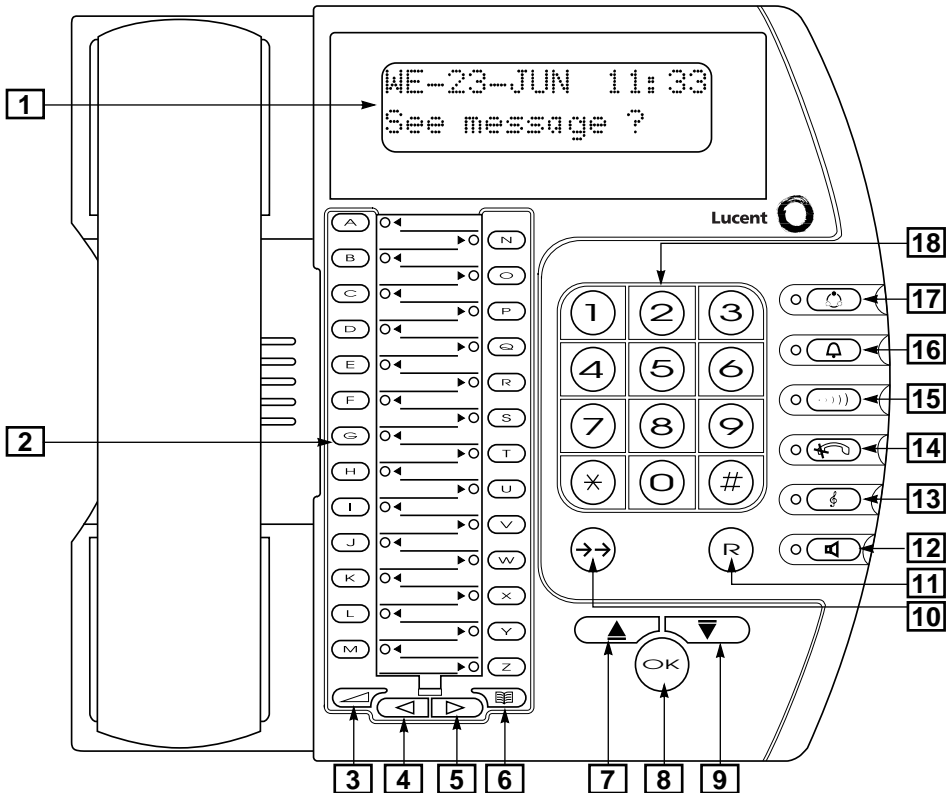
1. **Interactive display**: allows to select and access features and provides updated call-related and message information.
    The first line shows the date and time when the terminal is idle, call-related information when the terminal is active or the selected feature.
    The second line shows the available feature prompting or call-related information when a call is being received.

2. **Twenty-six additional feature buttons**: used for a quick and easy access to features or numbers (outside or extension). The **status lights next to these buttons** give useful information about the feature, the extension or the trunk:
    - **On steadily**: feature is active, extension is busy or trunk is busy.
    - **Off**: feature is inactive, extension is idle or trunk is idle.
    - **Flashing quickly**: feature is available, extension is ringing or trunk on which a call is coming in.
    - **Flashing slowly**: trunk on which a call is on hold.
    Any feature programmed into an additional feature button will no longer be displayed.

3. **Volume control button** : used to adjust the volume of
    - the speaker with a call in progress
    - the tone ringer with an internal call coming in
    - the tone ringer with a trunk call coming in
    - the background-music when the terminal is idle.

    Press the button repeatedly to raise and hold it down to lower the volume.

4. **Delete button**: used to delete the last character entered in alphabetical mode.

5. **Space button**: used to enter a space in the alphabetical mode.

6. **Directory button**: used to access the system directory.

7. **Previous button**: used to go back to the previous feature.

8. **OK button**: used to activate the displayed feature.

9. **Next button**: used to go forth to the next feature.

10. **Redial button**: used to automatically redial the last outside number you dialed.

11. **R button**: check with your system manager to know how to use this button.

12. **Speaker button**: used to access the Speakerphone (listen and talk) feature for hands-free communication.

13. **Hold button**: used to place a call on hold until you can return to it or transfer it to another extension.

14. **Mute button**: used to turn off the microphone associated with the handset so the other person on the call cannot hear you.

15. **Paging button**: used to make announcements on idle speakerphones (dedicated terminals only).

16. **Ringer button**: used to turn on/off the tone ringer when you are a member of a group and wish/do not wish to receive incoming trunk calls addressed to the group.

17. **Conference button**: used to set up a conference call of up to three people including yourself.

18. **Dial pad**: used to dial telephone or extension numbers and access features by means of codes which are found in the glossary. The '5' button has a raised point for visually-impaired users.

Your first calls

Call a coworker

As the **Speakerphone** feature is automatically activated on your terminal, you are in hands-free communication.
• Dial your coworker's extension number.

```
311 JOHN
Auto callback ?
```

Place an automatic callback

If the extension you are calling is busy or unanswered, you may automatically place another call to your coworker.
• Press the **OK** button.

```
311 JOHN            ► 311
Auto callback ?     ◄ Auto callback ?
```

The «Automatic callback» feature will send you a ring as soon as the previously busy or unanswered extension is available.

Leave a message to a coworker

If the extension you are calling is busy or unanswered, you may leave your coworker a message to call you back.
• Press the **Next** button to select the «Leave word calling» feature.
• Press the **OK** button.

```
311 JOHN            ► 311
Auto callback ?       Leave word call?
```

The indication "See message" will be displayed at the called party's voice terminal.

Enter an established call

If the extension you are calling is busy, you may enter your coworker's call (this feature is known as «Intrusion-call offer»).
• Press the **Paging** button.

```
311 IntrudeOut
```

Note :   *- The display tells you what type of call (internal, outside or conference) you are entering.*
        - The intrusion timeout interval is administrable (1-30 seconds). The people on the call hear an intrusion tone (beep).

Call any member of a group of coworkers

• Dial the group (department) number ☎**4501** to ☎**4532**.

```
4502 PURCHASE
Drop ?
```

Call an outside party

- Dial the outdial code **0** (also known as system access digit).
- Dial the outside telephone number.

```
15      041534222
Call duration ?
```

Use the system directory

To place a call to an outside party whose telephone number is stored in the system directory, you may key in a name.
- Press the **Directory** button.
- Enter the first letters of the name.

```
Enter name
external :
```
➤
```
LUCENT
```

- Press the **Next** button to display in alphabetical order all the names beginning with the letters you entered.

```
LUCENT RENNES
8202 Place call?
```
```
LUCENT SAUMUR
8440 Place call?
```

When the requested name is displayed:
- Press the **OK** button to place the trunk call.

You may place a call to a coworker in the same way.
- Press the **Next** button to select the «Enter name internal» feature.

Use your personal directory

To place a call to an outside party whose telephone number is stored in your personal directory, you may directly enter the appropriate abbreviated number.
- Dial the «Directory» access code ❿**8**.

```
AD Nb     :
```

- Dial the list item **10** to **19**.

Redial the last number dialed

When the outside number you are calling is busy or unanswered, you may continue to dial the number by pressing the **Redial** button twice.

Check with your system manager to see which features are available to you.

Keep track of time spent on a call

While conversing, you may keep track of time spent on a call (this feature is also known as «Timer»). The call charges will be displayed as well.

```
15      066778899        15 12:45     36,99
Call duration ?         View nb dialed ?
```

• Press the **OK** button.

This information is also available when your terminal is idle.
• Press the **Next** button to select the «Last call charge» feature.
• Press the **OK** button.
• Press the **Next** button to select the «Call charges» feature.

Answer an internal call

• Press the **OK** or **Speaker** button.

```
WE-23-JUN   11:33        WE-23-JUN   11:33
310 BRENDA              310 CALL
```

Note : *If you prefer internal hands-free communication, you may activate the «Internal auto answer» feature. In that case, you are directly connected to the calling party after 2 ringing tones.*

Answer a trunk call

• Press the **OK** or **Speaker** button.

```
WE-23-JUN   11:33        WE-23-JUN   11:33
11 -> BOB SMITH         <- LUCENT RENNES
```

The display shows in turn the called *(BOB SMITH in this example)* and the calling *(LUCENT RENNES in this example)* parties' identification.

Note :   - *The calling party 's identification may appear in the form of a name (if the calling party's number is stored in the system directory), a telephone number (caller identification sent by the network) or the message "outside call".*
- *The called party 's identification may appear in the form of a name, a telephone number or stay void according to the system administration.*

Retrieve a message

To display the message, i.e. sender, date and time (this feature is known as «Message retrieval»):

```
WE-23-JUN   11:33
See message ?
```

• Press the **OK** button.

```
WE-23-JUN   11:33        WE-23-JUN   11:33
   MESSAGE 310          we-23-jun   08:05
```

To return a call to the message sender:
• Press the **OK** button.

To erase the message without returning a call to the sender:
• Press the **Next** button to select the «Erase message» feature (also known as «Cancel leave word calling»).
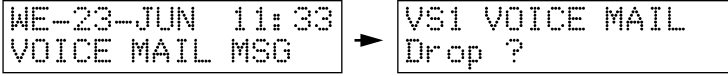• Press the **OK** button twice.

Play a voice message

If your telephone system is equipped with a voice messaging system, your callers are able to record messages in your voice mailbox. To play the recorded messages (this feature is known as «Voice message retrieval»):

• Press the **OK** button twice.

```
WE-23-JUN  11:33
VOICE MAIL MSG
```
➤
```
VS1 VOICE MAIL
Drop ?
```

Answer a call placed to a coworker

You may handle a call at your terminal for a coworker who is absent or otherwise unable to answer.

• Dial your coworker's extension number.

```
310 BRENDA
Call pickup ?
```
➤ ◄
```
310 BUSY
Call pickup ?
```
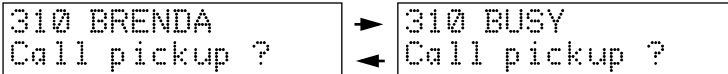
• Press the **OK** button.

Page an individual

You may make an announcement to summon a person to the nearest telephone or to deliver messages. Paging is done through idle speakerphones and voice paging equipment.

To make a paging announcement to an individual or a group of coworkers:
• Dial the extension or group (department) number
• Press the **Paging** button and talk.

```
4502 PURCHASE
```
➤ ◄
```
4502 PAGE
```

To make a paging announcement to all the extensions within the system:
• Press the **Paging** button and talk.

```
     PAGE
```
➤ ◄
```
    PAGE ALL
```
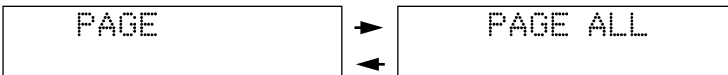
To make a paging announcement in all the premises through loudspeakers in the ceiling:
• Dial the access code **🄿469** and talk.

```
     PAGE
```
➤ ◄
```
   LOUDSPEAKER
```
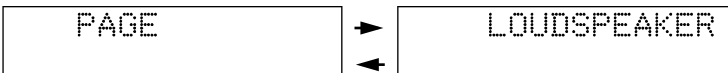
Note : The paging timeout interval is set at 15 seconds.

Answer a paging announcement

• Pick up the handset at the nearest telephone.
• Dial the «Answer-back» access code **🄿60** to be connected to the paging party.

Note : You have 2 minutes to answer a paging announcement.

Check with your system manager to see which features are available to you.

With a call in progress

Place a call on hold

You may place a call on hold anytime you have to interrupt the conversation to answer another call, place a new call or perform some other task. You have to place a call on hold before you transfer it to another extension or outside number.

• Press the **Hold** button.

```
15-
Return to call ?
```

Return to the held call

• Press the **OK** button.

```
15-                    15   1:45    1,50
Return to call ?  ►    View nb dialed ?
```

Speak to two parties in turn

When you answer a new call while active on another, you may speak to the two parties in turn.

• Press the **OK** button.

```
311 JOHN               15      066778899
Toggle ?               Toggle ?
```

Set up a three-party conference call

You may add a call you have placed on hold to another call you are connected to and thus establish a three-party conversation.

• Press the **Conference** button.

```
311 JOHN           ►   15      066778899
Withdraw conf. ?   ◄   Withdraw conf. ?
```

To temporarily withdraw from the conference and leave the other two parties connected:

• Press the **OK** button.

Note : *The use of ISDN trunks and conference withdrawal are mutually exclusive.*

To reenter the conference after withdrawal:

• Press the **Conference** button.

Transfer a call to a coworker

To send the present call from your terminal to another extension:

• Press the **Hold** button.
• Dial your coworker's extension number.
• Press the **Speaker** button or hang up.

Transfer a trunk call to an outside number

You may transfer a trunk call to a worker who is elsewhere on business (branch, mobile telephone…). To send the present call from your terminal to an outside number:
- Press the **Hold** button.
- Dial the outdial code **0** (also known as system access digit).
- Dial the outside telephone number where the call is to be transferred.
- Press the **Next** button to select the «Outside transfer» feature.
- Press the **OK** button.

```
24 LUCENT SAUMUR          15      066778899
Out. transfer ?          Out. transfer ?
```

Note :   - *The feature is available on ISDN trunks only.*
         - *If the call remains unanswered, you will be reconnected to the calling party.*

Park a trunk call and retrieve it from another extension

To park the present call for retrieval at any extension within the same group:
- Press the **Hold** button twice.
- Hang up.

To retrieve the parked call at any extension within the same group:
- Lift the handset.
- Press the **OK** button to select the «Retrieve call» feature or dial the access code ℗**66** if the telephone you are using has no display.

```
          EXTENSION 330
      Retrieve call ?
```

Note : *The call park timeout interval is administrable (20-240 seconds).*

To park the present call for retrieval at any extension within the system:
- Press the **Next** button to select the «Exclusive hold» feature.
- Press the **OK** button.
- Enter a 2-digit code (00 to 99).
- Hang up.

```
15      066778899        PARK CODE  -> **
Exclusive hold ?    ►    Exclusive hold ?
```

To retrieve the parked call at any extension within the system:
- Lift the handset.
- Press the **OK** button to select the «Exclusive hold» featureor dial the access code **67** if the telephone you are using has no display.
- Enter the 2-digit code previously selected.

```
      EXTENSION 330        PARK CODE  -> **
Exclusive hold ?    ►    Exclusive hold ?
```

Note : *The exclusive hold timeout interval is administrable (20-240 seconds).*

Override the restriction

When attempting to place a trunk call, the display may show:

```
NO PERMISSION
Drop ?
```

When allowed to do so by the system manager, you may override the restriction and recover your usual rights (day restriction) to place a unique trunk call:
- At your own terminal outside working hours.
- At any terminal within the system at any time.

To override the restriction to place a trunk call:
- Press the **Next** button to select the «Override restriction» feature then press the **OK** button or dial the access code ❷**641** if the telephone you are using has no display.
- Dial your own extension number.

```
Override rest. ?
```
➤
```
OVERRIDE RESTR.
User :...
```

- Dial your 4-digit password (personal identification number).
- Dial the outdial code **0** (also known as system access digit).
- Dial the outside telephone number.

```
OVERRIDE RESTR.
Password :    ****
```
➤
```
15        066778899
Call duration ?
```
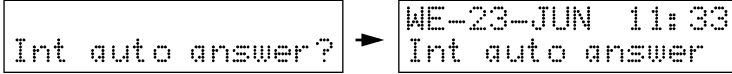
Note : Repeat the above steps for each trunk call you wish to place.

Your personal touch

Answer incoming internal calls automatically

Any time you prefer internal hands-free communication:
• Press the **Next** button to select the «Internal automatic answer» feature.
• Press the **OK** button.

```
                            WE-23-JUN  11:33
Int auto answer?    ➤      Int auto answer
```

To deactivate the «Internal automatic answer» feature:
• Press the **Next** button to select the «Internal manual answer» feature.
• Press the **OK** button.

Store numbers in your personal directory

The «Abbreviated dialing» feature is used as a timesaver for dialing frequently called or lengthy numbers. You may store up to 10 selected telephone numbers in your personal list.
• Press the **Next** button to select the «Program» feature.
• Press the **OK** button.

```
                            PROGRAM
Program ?           ➤
```
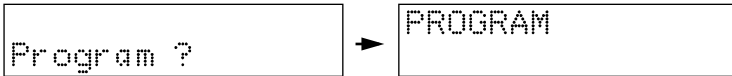
• Press the **Next** button to select the «Personal AD» feature.
• Press the **OK** button.

```
PROGRAM                     PERSONAL AD
Personal AD ?       ➤      AD nb  :    8.. 81.
```
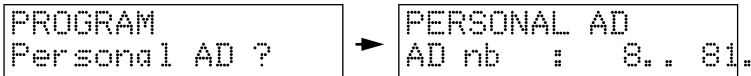
• Dial a list item **0** to **9**.
• Press the **OK** button.

```
0                           AD NB    811 0
 Modify number ?    ➤               41534222
```
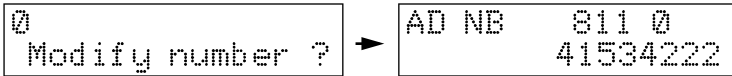
• Dial the telephone number you want to store.
• Press the **OK** button.

Select a display message language

• Press the **Next** button to select the «Language» feature.
• Press the **OK** button.

```
                            LANGUAGE
Language ?          ➤      English ?
```
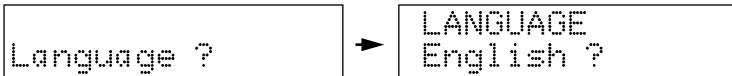
• Press the **Next** button to select the requested language.
• Press the **OK** button.

Check with your system manager to see which features are available to you.

Enter an alarm call request

You may request that an alarm call be placed automatically to your extension at a later time.
- Press the **Next** button to select the «Alarm call» feature (also known as «Automatic wake-up»).
- Press the **OK** button.

```
                                      ALARM CALL
  Alarm call ?          ►           Time :   ..:..
```
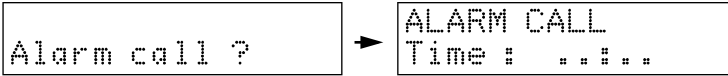
- Enter the 4-digit requested time.

To cancel an alarm call request:
- Press the **Next** button to select the «Alarm call over» feature.
- Press the **OK** button twice.

Administer the additional feature buttons

Additional feature buttons are used for a quick and easy access to features or numbers (outside or extension).

Note that any feature programmed into an additional feature button will no longer be displayed.
- Press the **Next** button to select the «Program» feature.
- Press the **OK** button.

```
                                      PROGRAM
  Program ?             ►
```
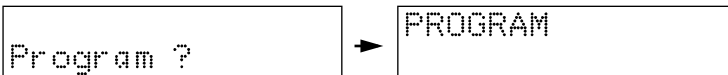
- Press the **Next** button to select the «Buttons» feature.
- Press the **OK** button.
- Press the additional feature button you wish to program.

```
  BUTTON: ..           ►            BUTTON: A
```
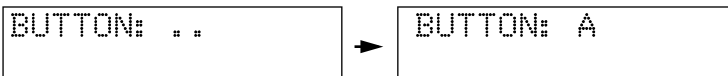
- Press the **Next** button to select the requested feature or dial the appropriate access code (All the feature access codes appear in the glossary).

Note : Do not dial 🅿.
- Press the **OK** button twice.

To leave the programming procedure, simply press the **Speaker** button.

Example

To program the automatic dialing of extension «330» into the feature button «A»:
- Press the **Next** button to select the «Internal call» feature.
- Press the **OK** button.

```
  BUTTON: A                         INTERNAL CALL
  Internal Call ?      ►            Ext. nb  : 3..
```
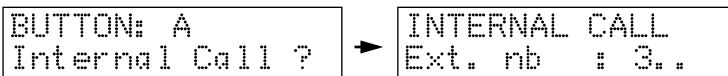
- Dial your coworker's extension number.
- Press the **OK** button twice.

Redirect your calls to an extension number

When you will be away from your desk for a while, you may redirect your calls to a designated extension number (known as forwarded-to number) or have your calls follow you to a different extension number.

To redirect your calls to a designated extension number (or cancel redirection):

• Press the **Next** button to select the «Call forward» feature.
• Press the **OK** button.

```
Call forward on?      ►    Fwd internal ?
```

• Press the **Next** button to select the «Forward internal» feature.
• Press the **OK** button.

```
FORWARD INTERNAL      ►    WE-23-JUN  11:33
To       :330              Calls forwarded
```
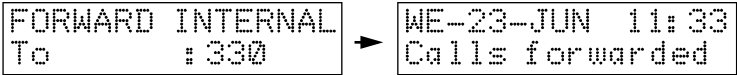
To have your calls follow you to a different extension number (or cancel redirection):

• Press the **OK** button to select the «Forward internal» feature.
• Dial the extension number where calls will be sent on a per-call basis.
• Enter the call forward type as explained below.
• Press the **OK** button.

Administer the forwarded-to extension number

• Press the **Next** button to select the «Program» feature.
• Press the **OK** button.
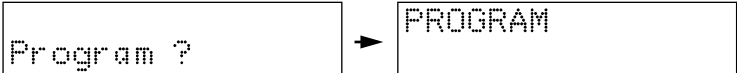
```
                           PROGRAM
Program ?             ►
```

• Press the **Next** button to select the «Call forward» feature.
• Press the **OK** button.
• Press the **Next** button to select the «Forward internal» feature.

```
PROGRAM               ►    PROGRAM
Call forward ?             Fwd internal ?
```

• Press the **OK** button.
• Dial the forwarded-to extension number.
• Press the **OK** button.
• Select the appropriate option for call forward type:
    1 : internal calls only,
    2 : outside calls only,
    3 : all calls.

```
FORWARD INTERNAL      ►    FORWARD INTERNAL
To       : 330             Type     : .
```

• Press the **OK** button.

Check with your system manager to see which features are available to you.

Redirect your trunk calls to an outside number

When you will be away from your desk for a while, you may redirect your trunk calls to a designated outside number (branch, mobile telephone,...) which is stored in the system directory or have your calls follow you to a different outside number.

To redirect your trunk calls to a designated outside number (or cancel redirection):

• Press the **Next** button to select the «Call forward» feature.
• Press the **OK** button.
• Press the **Next** button to select the «Forward off premises» feature.

```
Call forward on?  ►   Fwd off-prem ?
```

• Press the **OK** button.

```
FWD OFF-PREM      ►  WE-23-JUN  11:33
To      :8200        Calls forwarded
```

To have your trunk calls follow you to a different outside number (or cancel redirection):

• Press the **OK** button to select the «Forward off premises» feature.
• Dial the abbreviated number where the calls will be sent on a per-call basis.
• Press the **OK** button.

Administer the forward-to outside number

• Press the **Next** button to select the «Program» feature.
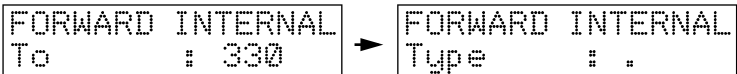• Press the **OK** button.

```
                  ►  PROGRAM
Program ?
```

• Press the **Next** button to select the «Call forward» feature.
• Press the **OK** button.
• Press the **Next** button to select the «Forward off premises» feature.

```
PROGRAM           ►  PROGRAM
Call forward ?       Fwd off-prem ?
```

• Press the **OK** button.
• Dial the abbreviated number where the calls will be sent **8200** to **8999**.
• Press the **OK** button.

```
FWD OFF-PREM      ►  FWD OFF-PREM
To       :....       To       :8200
```

Prevent phone interruptions and internal calls

To activate (or cancel) the «Do not disturb» feature:

- Press the **Next** button to select the «Do not disturb» feature.
- Press the **OK** button.
- Select the «DND degree» by dialingl **1** or **2** .

```
Do not disturb ?        DO NOT DISTURB
                   ➤    DND degree --->2
```
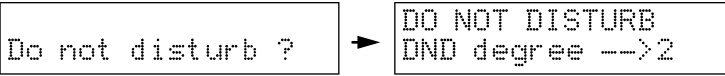
Two DND degrees are available:

- The 1st degree prevents intrusions in your calls.
- The 2nd degree prevents intrusions as well as internal calls being received at your terminal.

Glossary

Available features with their access codes

This glossary shows all the terms and features that appear on your display with their access codes.

AD number ⓟ810 to ⓟ819 &ⓟ 8200 to ⓟ8999
Abbreviated numbers contained in your personal directory or in the system directory.

Alarm call. . . . . ⓟ642
Use when you request that a call be placed automatically to your terminal at a programmed time of day.

Answer page . . . . ⓟ60
Use to be connected to the paging party.

Answer trunk call . . . . ⓟ5
Use to answer a trunk call when your terminal is not in the «Direct connection» mode.

Attendant. 9
Use to call the attendant.

Attendant busy . . . .
Your assistance call will be answered as soon as the attendant becomes available.

Auto callback. . . . . ⓟ61
Use to avoid constant redialing when you wish to speak to someone who is frequently busy on the telephone or in and out of the office.

Buttons . . . .
You are programming the additional feature buttons on your terminal.

Call appearance 643
Feature button devoted to established trunk calls.

Call charges . . . .
Use to display the total time and charges you spent on the telephone during the reporting interval.

Call duration . . . .
Use to keep track of time spent on a call.

Call park. . . . . ⓟ66
Use to park a trunk call for retrieval at any extension within the same group.

Call pickup. . . . . ⓟ65
Use to handle a call placed to a coworker who is absent or otherwise unable to answer.

Call transfer . . . . ⓟ66
Use to send a call from your terminal to another extension.

Called ID . . . . ⓟ742
Use to display the called party's name or number.

Caller ID . . . . ⓟ741
Use to display the calling party's name or number.

Calls forwarded . . . .
Your calls are forwarded to an extension or outside number.

Common outgoing. 0
Use to access any free trunk in order to place a trunk call.

Conference. . . . .
Button used to establish a three-party call.

Controlled. . . . .
Your attempt to access this trunk failed because it is under attendant's control.

Direct connection . . . . ⓟ75
Use to answer incoming trunk calls just by lifting the handset or pressing the Speaker button.

Directory. . . . .
Button used to access the system directory.

DND. . . . .
Your attempt to call an extension number failed because your coworker does not wish any phone interruptions.

DND degree . . . .
Use to prevent intrusions or incoming calls being received at your terminal.

DND 1st degree . . . . ⓟ621
Use to prevent intrusions in your calls.

DND 2nd degree. ⓟ622
Use to prevent intrusions and incoming calls being received at your terminal.

Do not disturb . . . . ⓟ62
Use to prevent (or accept) intrusions or incoming calls being received at your terminal.

Drop 71
Feature button used to disconnect from a call.

DSS button. . . . . ⓟ7✳
Use to modify the button assignment for a given configuration of the DSS module.

Enter name external . . . .
Use to key in an outside party's name. His/her telephone number has to be stored in the system directory.

Check with your system manager to see which features are available to you.

Enter name internal . . . .
Use to key in a coworker's name.

Erase message . . . .
Use to cancel a Leave word calling message without returning a call to the sender.

Exclusive hold. . . . . **℗67**
Use to park a trunk call for retrieval at any extension.

Extension nb . . . .
Extension number to be dialed or extension number where your calls will be sent.

Forward internal . . . . **℗691**
Use to redirect your calls to an extension number.

Forward internal (Prog nb). . . . . **℗791**
Use to administer the forward-to extension number.

Forward internal (Prog type) . . . . **℗792**
Use to select type of call forward :
1- internal calls only
2- outside calls only
3- all calls.

Forward off-premises . . . . **℗695**
Use to redirect your trunk calls to an outside number.

Forward off-premises (Prog) . . . . **℗795**

Use to administer the forward-to outside number.

Group call . . . . **℗4501 to ℗4532**
Use to call any member of a group of coworkers (department).

Hold . . . .
Button used when you have to interrupt a call briefly to do something else such as place another call, activate another feature or answer a waiting call.

Internal auto answer. . . . . **℗74**
Use anytime you prefer internal automatic answer.

Intrude conf. . . . .
You are entering an conference call.

Intrude int . . . .
You are entering an established internal call.

Intrude out . . . .
You are entering an established trunk call.

Intrusion . . . .
Use to enter an established call. Dial the extension number and press the Paging button.

Invalid . . . .
Your attempt to access this trunk failed because it is not assigned to your terminal.

Language . . . .
Use to select a display message language.

Last call charge . . . .
Use to keep track of time spent on a call and display the charges.

Leave word calling. . . . . **℗72**
Use whenever you wish to have someone call you back.

Loudspeaker page. . . . . **℗469**
Use to make a paging announcement in all the premises through loudspeakers in the ceiling.

Memory. **80**
Feature button used to save a telephone number while active on a call.

Modify DSS. . . . . **℗762**
Use to select a different configuration for the DSS module.

Modify nb . . . .
Use to modify the telephone number stored in your personal directory.

Mute . . . .
Button used to turn off the microphone associated with the handset or built-in speakerphone.

No permission . . . .
Your attempt to place this call failed because your terminal is under restriction.

Outside transf **644**
Feature button used to transfer a trunk call to a worker who is elsewhere on business.

Override restriction . . . . **℗641**
Use to place a unique trunk call at your terminal outside working hours or at any terminal within the system at any time.

Page all . . . .
Use to make a paging announcement on all the idle speakerphones within the system.

Page an individual or a group of coworkers . .
Use to make a paging announcement to an individual or a goup of coworkers on idle speakerphones. Dial the extension or group number then press the Paging button.

Paging. . . . .
Button used to make paging announcements on idle speakerphones.

Park code. . . . .
Two-digit code (00 to 99) used to retrieve a call on exclusive hold.

Password . . . .
Personal identification number given by your system manager and used to override restriction.

Personal AD. . . . . ⊕810 to ⊕819
Abbreviated numbers contained in your personal directory.

Place call . . . .
Use to place a call to the party whose abbreviated number is displayed.

Privacy 62
Feature button used to prevent anyone from joining in on your call and particularly if you are transmitting data. Dial the number then press the feature button.

Privacy . . . .
Your attempt to call an extension number failed because your coworker is transmitting data.

Program . . . . ⊕7
Use to access the programming procedure.

Redial . . . .
Button used to save time in redialing a busy or unanswered outside number.

Retrieve call. . . . . ⊕66
Use to retrieve a parked call at any extension within the same group.

Retrieve call on exclusive hold . . . . ⊕67
Use to retrieve a parked call at any extension within the system.

Return to call. . . . . ⊕1
Use to return to the held call.

Ringer . . . .
Button used to turn off the tone ringer when you are a member of a group and do not wish to receive incoming trunk calls addressed to the group.

See message. 77
Feature button used for message retrieval.

Speaker . . . .
Button used to place, answer calls and access features without lifting the handset anytime you prefer hands-free communication.

System AD. . . . . ⊕8200 to ⊕8999
Abbreviated numbers contained in the system directory.

Toggle . . . . ⊕2
Use to switch between two ongoing calls.

Trunk. ⊕410 to ⊕449
Use to access a specific trunk in order to place a trunk call.

Trunk busy . . . .
Your attempt to access this trunk failed because it is busy. Try again later or select another trunk.

Trunk group . . . . ⊕400 to ⊕409
Use to access any idle outgoing trunk in the group in order to place a trunk call.

Type (Call forward) . . . .
1- internal calls only
2- outside calls only
3- all calls

View number dialed. . . . .
Use to display the last number you dialed.

Voice services . . . . ⊕471 to ⊕478
Use to call the voice messaging system.

Withdraw conf. . . . . ⊕6
Use to temporarily withdraw from a conference call.

Yes . . . .
You are asked to validate a programming procedure.

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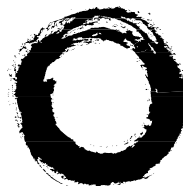
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