Lucent Technologies
Bell Labs Innovations

Analog terminal user's manual. . . . . ■

Guide d'utilisation des postes simples . . . . ■

Bedienungsanleitung der analogen Endgeräte . . . . . . ■

Manual de usuario de teléfonos analógicos estandar . ■

Analoog Toestel Gebruiksaanwijzing. . . . . ■

Introduction

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 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 ❷).
- Feature access codes:

Features	Access codes	
	Factory-setting	**Option**
System AD numbers	❷8200 to ❷8999	❷8000 to ❷8799
Personal AD numbers	❷810 to ❷819	❷890 to ❷899
Memory	80	88
Common outgoing	0	9
Attendant	9	0
Trunk numbers	❷410 to ❷449	❷411 to ❷442
Extension group numbers	❷4501 to ❷4532	❷451 to ❷458

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

Tone dialing (TD) or Pulse dialing (PD)

- A tone dialing or DTMF telephone has a keyboard and generates a combination of two tones for each digit dialed.
- A pulse dialing telephone has a rotary dial or a keyboard and generates pulses for each digit dialed.

Note : The buttons ✳ , # and «R» are inactive on a pulse dialing telephone equipped with a keyboard.

Your first calls

Call a coworker

- Pick up the handset.
- Dial your coworker's extension number.

*Note : To call the attendant, dial **9**.*

Place an automatic callback

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

- Dial the «Automatic callback» access code **R❷61** *(TD)* or **❶61** *(PD)*.
- Hang up.

This feature will send you a ring as soon as the previously busy or unanswered extension is available.

Enter an existing call

If the extension you are calling is busy, you may enter your coworker's call.

- Dial the «Intrusion-call offer» access code **R❷46** *(TD)* or **❶46** *(PD)*.

Note : 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

- Pick up the handset.
- Dial the group (department) number **❷4501** to **❷4532**.

Call an outside party

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

Use the system directory

To place a call to an outside party whose telephone number is stored in the system directory:

- Pick up the handset.
- Dial the appropriate abbreviated number **❷8200** to **❷8999**.

Answer a trunk call

If you hear a tone when you pick up the handset, dial ❿**5**.

Anytime you prefer direct connection :
• Dial the «Direct connection» access code❿**751**.
• Hang up.

To cancel the «Direct connection» feature :
• Dial the «Direct connection» cancel code❿**750**.
• Hang up.

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.
• Pick up the handset.
• Dial your coworker's extension number.
• Dial the «Call pickup» access code**R**❿**65** *(TD)* or ❿**65** *(PD)*.

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:
• Pick up the handset.
• Dial the extension or group (department) number
• Dial the «Paging» access code**R**❿**46** *(TD)* or ❿**46** *(PD)*.
• Make your announcement.
• Hang up.

To make a paging announcement to all the extensions within the system:
• Pick up the handset.
• Dial the «Page all» access code**R**❿**460** *(TD)* or ❿**460** *(PD)* .
• Make your announcement.
• Hang up.

To make a paging announcement in all the premises through loudspeakers in the ceiling:
• Pick up the handset.
• Dial the «Loudspeaker page» access code**R**❿**469** *(TD)* or ❿**469** *(PD)* .
• Make your announcement.
• Hang up.
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 code❿**60** to be connected to the paging party.
Note : You have 2 minutes to answer a paging announcement.

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 **R** button *(TD)* or dial the «Hold» access code **℗2** *(PD)*.

Return to the held call

- Dial the «Return to call» access code **R℗1** *(TD)* or **℗1** *(PD)*.

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.

- Dial the «Toggle» access code **R℗2** *(TD)* or **℗2℗2** *(PD)*.

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.

- Dial the «Conference» access code **R℗63** *(TD)* or **℗2℗63** *(PD)*.

Transfer a call to a coworker

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

- Press the **R** button *(TD)* or dial the «Hold» access code **℗2** *(PD)*.
- Dial your coworker's extension number.
- 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 **R** button *(TD)* or dial the «Hold» access code **℗2** *(PD)*.
- Dial the outdial code **0** (also known as system access digit).
- Dial the telephone number where the call is to be transferred.
- Dial the «Outside transfer» access code **R℗644** *(TD)* or **℗2℗644** *(PD)*.
- Hang up.

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 **R** button *(TD)* or dial the «Hold» access code **✱2** *(PD)*.
- Dial the «Call park» access code **R✱66** *(TD)* or **✱66** *(PD)*.
- Hang up.

To retrieve the parked call at any extension within the same group:
- Dial the «Call park» access code **✱66**.

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

To park the present call for retrieval at any extension within the system:
- Dial the «Exclusive hold» access code **R✱67** *(TD)* or **✱2✱67** *(PD)*.
- Enter a 2-digit code (00 to 99).
- Hang up.

To retrieve the parked call at any extension within the system:
- Dial the «Exclusive hold» access code **✱67**.
- Enter the 2-digit code previously selected.

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

Transfer a call to a host PBX extension

Note : Available on analog CO-trunks only..

To send the present call from your terminal to a host PBX extension:
- Dial the «Trunk flash» access code **R✱7** *(FV)* ou **✱7** *(DC)*.
- Dial the extension number to which the call is to be transferred.
- Hang up.

Override the restriction

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:
- Dial the «Override restriction» access code **✱641**.
- Dial your own extension number.
- Dial your 4-digit password (personal identification number).
- Dial the outdial code **0** (also known as system access digit).
- Dial the outside telephone number.

Note : Repeat the above steps for each trunk call you wish to place.

Your personal touch

Turn off the ringer

When you are a member of a group and do not wish to receive incoming trunk calls addressed to the group, you may turn off the audible ringing on your terminal.
• Pick up the handset.
• Dial the «Ringer off» access code🅟**68**.
• Hang up.

To cancel the «Ringer off» feature, repeat the above steps.

Note : *A 2-second specific tone when going off-hook indicates the ringer is on. While active on a call, a call waiting tone (one beep) indicates an incoming call is waiting to be answered.*

Enter an alarm call request

You may request that an alarm call be placed automatically to your extension at a later time.
• Dial the «Alarm call» access code🅟**642**.
• Enter the 4-digit requested time.
• Hang up.

To cancel an alarm call request:
• Dial the «Alarm call» access code🅟**642**.
• Hang up.

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 desig-nated 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):
• Pick up the handset.
• Dial the «Forward internal» access code🅟**691**.
• Hang up.

To have your calls follow you to a different extension number (or cancel redirection):
• Pick up the handset.
• Dial the «Forward internal» access code🅟**691**.
• Dial the extension number where calls will be sent on a per-call basis.
• Enter the call forward type as explained below.
• Hang up.

Administer the forwarded-to extension number
• Dial the «Internal forward-to» access code🅟**791**.
• Dial the forwarded-to extension number.
• Hang up.

Administer the call forward type
• Dial the «Call forward type» access code ⓟ**792**.
• Select the appropriate option:
  1 : internal calls only, **2** : outside calls only, **3** : all calls.
• Hang up.

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):
• Pick up the handset.
• Dial the «Forward off premises» access code ⓟ**695**.
• Hang up.

Note : *When going off-hook, a 2-second specific tone indicates the «Forward off premises» feature is active.*

To have your trunk calls follow you to a different outside number (or cancel redirection):
• Pick up the handset.
• Dial the «Forward off premises» access code ⓟ**695**.
• Dial the abbreviated number where the calls will be sent on a per-call basis **8200** to **8999**.
• Hang up.

Administer the forward-to outside number
• Pick up the handset.
• Dial the «Off premises forward-to» access code ⓟ**795**.
• Dial the abbreviated number where the calls will be sent **8200** to **8999**.
• Hang up.

Prevent phone interruptions and internal calls

To prevent intrusions in your communications only:
• Pick up the handset.
• Dial the «Do not disturb-1st degree» access code ⓟ**621**.
• Hang up.

To prevent intrusions as well as internal calls being received at your terminal:
• Pick up the handset.
• Dial the «Do not disturb-2nd degree» access code ⓟ**622**.
• Hang up.

To cancel the «Do not disturb» feature (1st & 2nd degrees):
• Pick up the handset.
• Dial the «Do not disturb» access code ⓟ**62**.
• Hang up.

Glossary

Available features with their access codes

This glossary shows all the features with their access codes.

Alarm call. . . . . ●642
Use when you request that a call be placed automatically to your terminal at a programmed time of day (page 8).

Answer page . . . . ●60
Use to be connected to the paging party ((page 5)).

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

Attendant. 9
Use to call the attendant.

Auto callback. . . . . R●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 (page 4).

Call park. . . . . R●66
Use to park a trunk call for retrieval at any extension within the same group (page 7).

Call pickup. . . . . R●65
Use to handle a call placed to a coworker who is absent or otherwise unable to answer (page 5).

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

Common outgoing 0
Use to access any free trunk in order to place a trunk call (page 4).

Conference . . . . R●63
Use to establish a three-party call (page 6).

Direct connection
(Cancel) . . . . ●750
(Activate) . . . . ●751
Use to answer incoming trunk calls just by lifting the handset (page 5).

DND 1st degree. ●621
Use to prevent intrusions in your calls (page 9).

DND 2nd degree . . . . ●622
Use to prevent intrusions and incoming calls being received at your terminal (page 9).

Do not disturb . . . . ●62
Use to prevent (or accept) intrusions or incoming calls being received at your terminal ((page 9)).

Exclusive hold . . . . R●67
Use to park a trunk call for retrieval at any extension (page 7).

Exclusive hold code . . . .
Two-digit code (00 to 99) used to retrieve a call on exclusive hold (page 7).

Forward internal . . . . ●691
Use to redirect your calls to an extension number (page 8).

Forward internal (Prog nb) . . . . ●791
Use to administer the forward-to extension number (page 8).

Forward internal (Prog type). . . . . ●792
Use to select type of call forward :
1- internal calls only
2- outside calls only
3- all calls (page 8).

Forward off-premises . . . . ●695
Use to redirect your trunk calls to an outside number (page 9).

Forward off-premises (Prog) . . . . ●795
Use to administer the forward-to outside number (page 9).

Group call. . . . . ●4501 to ●4532
Use to call any member of a group of coworkers (department) (page 4).

Hold (TD) . . . . .R
Use 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 (page 6).

Hold (PD) . . . . ●2
Use 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 (page 6).

Intrusion. . . . . R●46
Use to enter an existing call (page 4).

Loudspeaker page. . . . . ●469
Use to make a paging announcement in all the premises through loudspeakers in the ceiling (page 5).

Outside transfer. . . . . R●644
Use to transfer a trunk call to a worker who is elsewhere on business (page 6).

Override restriction ❿641
Use to place a unique trunk call at your terminal outside working hours or at any terminal within the system at any time (page 7).

Page all ❿460
Use to make a paging announcement on all the idle speakerphones within the system (page 5).

Page an individual or a group of coworkers
. . . . R❿46
Use to make a paging announcement to an individual or a goup of coworkers on idle speakerphones. Dial the extension or group number then enter the access code (page 5).

Password . . . .
Personal identification number given by your system manager and used to override restriction (page 7).

Privacy R❿62
Use to prevent anyone from joining in on your call and particularly if you are transmitting data. Dial the number then enter the access code.

Retrieve call ❿66
Use to retrieve a parked call at any extension within the same group (page 7).

Retrieve call on exclusive hold ❿67
Use to retrieve a parked call at any extension within the system (page 7).

Return to call ❿1
Use to return to the held call (page 6).

Ringer off ❿68
Use 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 (page 8).

System AD . . . . ❿8200 to ❿8999
Abbreviated numbers contained in the system directory (page 4).

Toggle (TD) R❿2
Use to switch between two ongoing calls (page 6).

Toggle (PD) ❿2❿2
Use to switch between two ongoing calls (page 6).

Trunk . . . . ❿410 to ❿449
Use to access a specific trunk in order to place a trunk call.

Trunk group . . . . ❿400 to ❿409
Use to access any idle outgoing trunk in the group in order to place a trunk call.
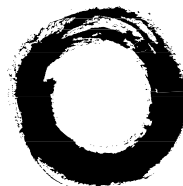
Type (Call forward) . . . .
1- internal calls only
2- outside calls only
3- all calls (page 8).

Voice services . . . . ❿471 to ❿478
Use to call the voice messaging system.

Lucent Technologies
Bell Labs Innovations

Lucent Technologies BCS
Service Documentation Technique
ZI Saint Lambert • 49412 SAUMUR CEDEX • FRANCE