

ANSWER INCOMING CALL

RINGING EXTENSION

1. Lift Handset

NON RINGING EXTENSION

1. Lift Handset or Press "SPK" Key
2. Press the flashing line key.

TO PLACE AN OUTGOING CALL

USING HANDSET

1. Lift Handset
2. Select Idle line key
3. Dial telephone number

HANDSFREE

1. Select Idle line key  
OR
2. Dial "0"
3. Dial Telephone number

TO PLACE INTERCOM CALL

1. Lift Handset  
OR
2. Press "SPK" key
3. Then dial extension number  
OR
4. Press "DSS" (1-10) key
5. For pre programmed extension number.

N.B DSS = Extension Keys

### TO ANSWER AN INTERCOM CALL

USING HANDSET: Lift Handset

HANDSFREE: Phone will beep, talk back to keyset.

### TO PLACE A CALL ON HOLD

1. Press “HOLD” key
2. Hang up (Line key will flash green)

### TO RETRIEVE A CALL ON HOLD

1. Lift handset
2. Press flashing line key

### TO TRANSFER A CALL

#### UNANNOUNCED

1. Place call on “HOLD”
2. Press “ICM” key
3. Dial extension number
4. OR Press “DSS” key
5. Press “TRFR” key and hang up

#### ANNOUNCED

1. Press “ICM” key
2. Dial extension number
3. OR Press “DSS” key
4. Announce the call
5. Press “TRFR” key and hang up.

### LAST NUMBER REDIAL

1. Select a line key
2. Press “LND” key

## TO ADJUST VOLUMES

Volumes are adjusted in whichever mode is in use. Eg. when the phone is ringing press volumes up or down to adjust the ring volume. The phone will automatically stay at this level.

- use volume /\ or \/ to adjust.

## DO NOT DISTURB

Press “DND/CONF” key on/off

## PAGING

1. Lift handset
2. Press “ICM” Key
3. Dial “80”  
OR
4. Pre Programmed “PAGE” key

## TO STORE ONE TOUCH DIALING

1. Press “ICM” Key
2. Press “DC” Key & \*
3. Press a ONE TOUCH KEY (1–10)
4. Dial number to be stored
5. Repeat steps 2–4 for additional numbers
6. Press “SPK” to exit

## TO USE ONE TOUCH DIALING

1. Select a line
2. Press ONE TOUCH KEY (1–10)

### TO STORE ABBREVIATED DIAL (FROM STATION 10 ONLY)

1. Press “ICM” Key
2. Press “DC” Key & \*
3. Dial abbreviated number (00–99)
4. Dial phone number to be stored
5. Repeat steps 2–4 for additional numbers
6. Press “SPK” key to exit.

### TO USE ABBREVIATED DIAL

1. Select a line
2. Lift Handset or press “SPK”
3. Press “DC” Key
4. Dial abbreviated number (00–99)

### TO STORE DIRECTORY DIAL

#### NAMES FOR SPEED DIALS (STATION 10 ONLY)

1. Press “DC” Key Twice
2. Press “HOLD” Key
3. Dial abbreviated No (00–99) + \*
4. Input letter by edit mode (see last page)
5. Press “HOLD”
6. Press next number  
OR
7. Press “SPK” to exit.

### TO ACCESS DIRECTORY DIAL

1. Press “DC” key
2. Dial “6”
3. Enter first letter of name
4. Find (# = backward scroll, \* = forward scroll)
5. Press line key.

## CONFERENCE FACILITY

INTERNAL: Enables user to establish an outside call & then add up five additional inside parties.

### TO ACTIVATE

1. Establish outside call
2. Press “CONF” key
3. Press “ICM” key
4. Dial extension of other party
5. Press “CONF” key to establish conference
6. Repeat steps 2 –5 to add more parties
7. To end Hang up.

EXTERNAL: Enables up to two outside parties & multiple inside parties

### TO ACTIVATE

1. Establish first outside call
2. Press “CONF” key
3. Establish second outside call
4. Press “CONF” key
5. To end hang up

AUTOMATIC REPEAT DIAL: Automatically redials last number for X number of attempts

### TO ACTIVATE

1. Press “OPAC” key on busy Or no answer.
2. Dial “1”
3. Replace handset or press “SPK” key
4. System will automatically commence feature

### TO CANCEL

1. Lift Handset and replace.

## CALL PICK UP

### INTERNAL CALLS

1. Lift handset
2. Dial ringing extension number
3. Press #

### INCOMING CALLS

1. Lift handset
2. Press “ICM” key
3. Dial “96”

TO CALL FORWARD TO INTERNAL EXTENSION

1. Press “SPK” Key & “ICM”
2. Press “TRFR” Key
3. Dial destination extension
4. Dial option code (see below)
5. Press “SPK” Key

OPTIONS

- 0 – IMMEDIATE
- 1 – BUSY
- 2 – UNANSWERED
- 3 – UNANSWERED/BUSY

TO CANCEL

1. Press “SPK” Key
2. Press “TRFR” key twice

SETTING DATE & TIME (FROM STATION 10 ONLY)

1. Press “SPK” Key & “ICM”
2. Press “OPAC” key
3. Press “CLEAR” Key
4. Enter Year (eg 2000)
5. Dial \*
6. Enter Date (eg Month & Date)
7. Dial \*
8. Enter Day (eg 0-6, 0 = Sunday)
9. Dial \*
10. Enter Time (24 hour)
11. Dial \*
12. Press “SPK” to exit

## INPUT LETTER MODE

Using the one touch keys you can create a message or name for each line or extension. Each dial key contains three letters or symbols. The message or name can be up to 8 digits long consisting of alphanumeric characters, symbol marks and spaces.

## OPERATION

1. Dial key (0–9) numbers
2. One touch key (1–3) with Dial Key (0–9) equal letters & Symbols
3. One touch key 4 equals space
4. One touch key 5 equals Delete a character
5. One touch key 6 equals Delete all characters

## ENTERING NAMES FOR EXTENSIONS (FROM STATION 10 ONLY)

1. Press “DC” key twice
2. Press ”ICM”
3. Dial extn number to store (eg. 10)
4. Dial \*
5. Input name by “input letter mode”
6. Press “ICM” repeat from step 3
7. Press “SPK” to exit

## PROGRAMMING DSS KEYS

1. Lift Handset
2. Press “DC” key & “#”
3. Press “DSS” to be programmed
4. Dial extension number
5. Hang up or repeat from step 2