






Personal Abbreviated Dialing Directory

To program: Lift handset +    + Bin (0-9) + Trunk access code + Number to store + Hang up

To use: Lift handset +   + Bin (0-9)

<u>Bin</u>	<u>Access Code</u>	<u>Number</u>
0	_____	_____
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____



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i-Series
Digital Single Line (DSL)
Analog Single Line (SLT)
Quick Reference Guide



92600DSL05

Using Your Digital Single Line Telephone

Due to the flexibility built into the system, your **Dialing Codes** and **Feature Capacities** may differ from those in this guide. Check with your communications manager and make a note of any differences.

Lift the **Handset** to place and answer calls.

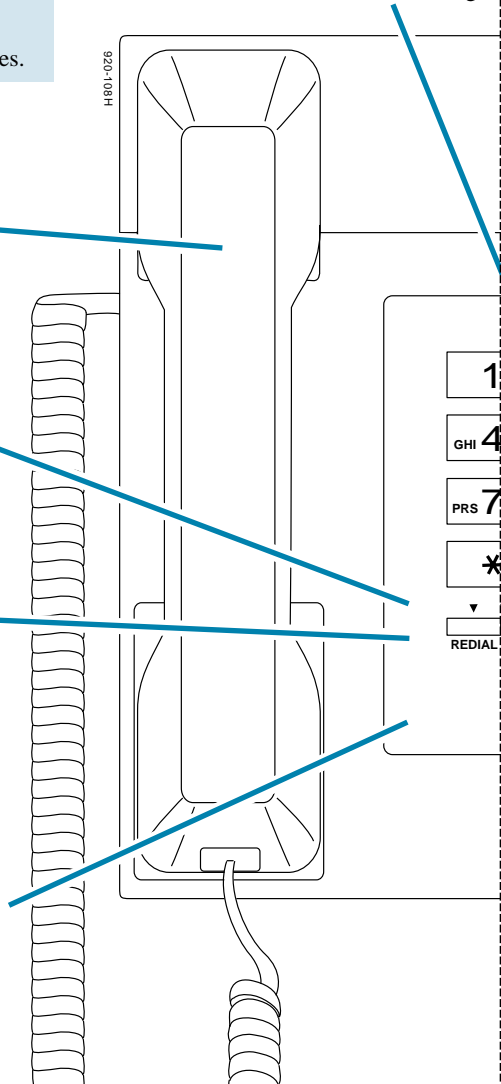
These **Volume Controls** are for speaker and handset.

Press **FTR** then **REDIAL** to automatically redial the last number you called.

While on a call, press **FTR** then **SAVE** to automatically save the number you just dialed.

Press **FTR** then **SAVE** to automatically redial the saved number later on.

Use the **Dial Pad** when outside calls and using f



Quick Reference for Other Features

Do Not Disturb: **847 + 1** to block your outside calls
2 to block Paging, Intercom calls, Call Forwards and transferred outside calls
3 to block all calls
4 to block Call Forwards
0 to cancel

Meet Me Conference: *To set up:* While on a call, **HOLD + # + 1** + Page party and announce zone + (When co-worker answers) **HOLD** twice
To join: Lift handset + **864** + Announced **zone**

Park and Page: **Lift handset + * 47** + Record Personal Greeting + **# + 7** + Record Page + **#** + Dial **Page zone** (e.g., 801 + 1 for zone 1) + **2** (All) or **3** (CO) + Hang up
To cancel: Lift handset + *** 47 + 3** + Hang up
To pick up: Lift handset + *** *** + Announced extension number

Personal Greeting: **Lift handset + * 47** + Record Personal Greeting + **# + 2** (Busy/No Answer), **4** (Immediate) or **6** (No Answer) + Extension to receive calls + **2** (All) or **3** (CO) + Hang up
To cancel: Lift handset + *** 47 + 3** + Hang up

Tones you may hear . . .

Two tones over the speaker while idle: (DSL only) A co-worker is trying to reach you. Just speak toward your phone to reply.

One long tone and a voice while on a call: A co-worker is sending you a Voice Over.

Error (fast busy) tone: This means you made a mistake in placing a call or using a feature. Hang up and start over.

Stutter dial tone: *When you lift the handset:* Your phone is forwarded.
When using features: Your option has been accepted.

Placing Calls Quickly

Quickly dial co-workers and outside calls . . .

Common and Group Abbreviated Dialing (Speed Dial)

To dial your stored Abbreviated Dialing numbers:

(You cannot store Common or Group Abbreviated Dialing numbers.)

1. Lift handset.

2. + Bin (for Common).

OR

2. + Bin (for Group).

Personal Abbreviated Dialing (Speed Dial)

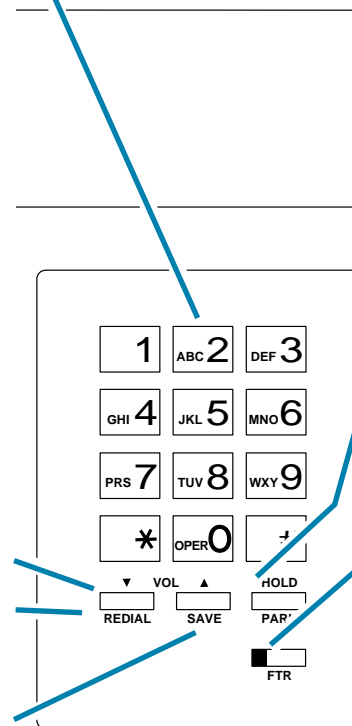
To store your Personal Abbreviated Dialing numbers:

- Lift handset + .
- Bin (0-9) + Trunk access code + Number to store.
 - Trunk access codes are 9, #9 + trunk number and 804 + trunk group.
 - The total number of digits stored cannot exceed 24.
- Hang up.

To dial your stored Personal Abbreviated Dialing numbers:

- Lift handset + + Bin (0-9).
 - The stored number dials out.

placing features.



On SLTs, whenever you see in this guide hookflash (press and release hookswitch) instead.

On DSLs, press to place a call on System, Exclusive or Group Hold. See *Handling Your Calls* for more.

Press for the feature key functions in blue: Last Number Redial, Save and Park.

flashes when you have Message Waiting or Voice Mail messages left for you.

is on when:

- You have left a Message Waiting for a co-worker.
- You are using Last Number Redial, Save or Park.

Speak toward the **Microphone** to respond to voice-announced Intercom calls.







Handsfree Answerback

- Use **Handsfree Answerback** to answer a voice-announced Intercom call by speaking toward your phone — without lifting the handset.

Placing Calls





Placing an Outside Call . . .

Dial codes for outside lines:

1. Lift handset.
 - Listen for dial tone.
 2.  + Outside number.
 - When behind a PBX, you may have to dial another 9 before your number.
- OR**
2.    + Line group number (1-9 or 01-99 or 001-128) + Outside number.
 - When behind a PBX, you may have to dial 9 before your number.
- OR**
2.   + Line number (e.g., 05 or 005 for line 5) + Outside number.
 - When behind a PBX, you may have to dial 9 before your number.

Calling a Co-Worker, Voice Mail and Paging . . .



Dial using the Intercom:

1. Lift handset.
 2. Dial co-worker's extension number.
 - Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear two beeps, begin speaking. Dialing 1 changes mode.
- OR**
2. For Paging, dial   + 0 for All Call or 1-64 for zones.
- OR**
2. To call your mailbox, dial  .

Handling Your Calls

Forward your calls to a co-worker . . .





While at your desk, forward your calls to a co-worker or Voice Mail:

1. Lift handset +  .
2. Dial Call Forwarding condition:
 - 1 = Personal Answering Machine Emulation (then skip to step 4)
 - 2 = Busy or not answered
 - 4 = Immediate
 - 6 = Not answered
 - 7 = Immediate w/simultaneous ringing (not for Voice Mail)
 - 0 = Cancel
3. Dial destination extension, Voice Mail master number or press Voice Mail key.
4. Dial Call Forwarding Type:
 - 2 = All calls
 - 3 = Outside calls only
 - 4 = Intercom calls only
 - To forward off-premise: *46 + Line access (e.g., 9) + Number + Hang up.
 - To cancel: *46 + HOLD + Hang up.

Automatically redial calls . . .






Last Number Redial

Quickly redial your last outside call:

1. (DSL only) Lift handset +  + .
- OR**
1. Lift handset +  .
 - The system selects an outside line.

Save

Save your call for quick dialing later on, then redial your saved number:

1. (DSL only) Lift handset +  + .
- OR**
1. Lift handset +   .
 - When redialing, the system selects an outside line for you. To clear a saved number: Lift handset + 885

Park a call in orbit . . .

Park a call in orbit so a co-worker can pick it up:

1. Do not hang up.
Park a call in a System Orbit
2. (DSL only) + + Park Orbit.
OR
2. + **6** + Park Orbit.
• Park Orbits are 1-64.
OR
- Personal Park a call at your extension
2. + **8** **5** **7**.
3. Page your co-worker to pick up the call.
• For **Paging**, dial *1 + 0 for All Call or *1 + 1-64 for zones.
4. Hang up.

Or pick up a call a co-worker parked for you:

1. Lift handset.
For a Call Parked in a System Orbit
2. (DSL only) + + Park Orbit.
OR
2. + **6** + Park Orbit.
• Park Orbits are 1-64.
OR
- For a Call Parked in a Personal Park Orbit
When Parked at a co-worker's phone . . .
2. + Announced extension.
OR
- When Parked at your own phone . . .*
2. **8** **5** **7**.

If your call doesn't go through . . .

Camp On and Callback

When you hear system busy, use Camp On or Callback:

1. **2** to **Camp On** (wait without hanging up).
 - (Intercom calls) If you hear two beeps, you can speak. If you hear busy/ring, dial 6 to send a Voice Over.
 - (Outside calls) When you hear new dial tone, place your call again.
- OR**
1. **2** and hang up to leave a **Callback** for a free line or extension.
 - Wait for the system to call you back.
2. Lift handset when the system rings you back.
 - (Outside calls) Place your call again.
 - (Intercom calls) Speak to co-worker.

To cancel your Callback:

1. Lift handset.
2. **8** **7** **0** + Hang up.

Message Waiting (Direct Messaging)

Leave a Message Waiting when your co-worker doesn't answer:

1. Do not hang up + **0**.
 - Your co-worker's MW flashes fast. For DSLs, your FTR key is lit.
 - With Voice Mail, dial 8 to leave a message in your co-worker's mailbox.

To answer a Message Waiting left for you:

1. Lift handset + **0**.
 - For DSLs, your FTR key flashes fast.
 - To cancel all your messages (those you left and those left for you), dial 873.

Answering Calls

Answering Outside Calls . . .

Listen for two rings: 1. Lift handset.

Answering Intercom Calls . . .

Listen for two short beeps (DSL only) or one long ring:

1. **(DSL only) If you hear two short beeps:** Speak toward your phone.
 - You can lift the handset for privacy.

OR
1. **If you hear one long ring:** Lift handset to speak.
 - Lift handset + 823 makes your incoming Intercom calls ring. Lift handset + 821 makes them voice-announce.

Picking up calls not ringing your phone . . .

If a call is ringing Paging after hours:

1. Lift handset.
2. + .

When a call is ringing a co-worker's phone:

1. Lift handset.
2. + Co-worker's extension.

Have a telephone meeting (Conference) . . .

Use Conference to have a telephone meeting:

1. Place or answer call + + .
2. Place/answer next call + + .
- You may have up to 32 callers. Your software determines if there is any restriction on the number of outside parties. Repeat this step to add more parties.
3. After adding all parties, twice to set up the Conference.

Handling Your Calls

Your call can wait at your phone . . .

Hold

Use Hold instead of leaving the handset off-hook:

1. Do not hang up + + Do not hang up.
 - For DSLs, this puts your outside call on System Hold. Your co-workers can take the call off Hold. For SLTs, this puts your call on Exclusive Hold.
 - To place the call on Exclusive Hold, dial 849 after pressing HOLD.
 - To place the call on Group Hold (so only those in your Department can pick up the call), dial 832 after pressing HOLD.
 - Intercom calls automatically go on Exclusive Hold when you press HOLD.

Easily retrieve a call from Hold:

1. Lift handset and press .
- To retrieve a call from Exclusive Hold, dial 859 instead of pressing HOLD.
- To retrieve a call from Group Hold, dial 862 instead of pressing HOLD.

Transferring your calls . . .

Transfer

Send (Transfer) your call to a co-worker:

1. + Dial your co-worker's extension.
 - To transfer the call to a co-worker's mailbox, dial the **Voice Mail master number** before their extension.
2. (Optional) Announce the call when your co-worker answers.
3. Hang up.