

# Making a Call: Analog Ports (Single Line Telephones)

## Outgoing Call (CO Line)

WXY  
9

Dial CO Line code (other codes may be applicable).  
Listen for CO Line dial tone; then dial the telephone number.

## Intercom Call (to another extension)

1 0 1 - 1 5 6

Listen for dial tone and dial the extension number.

## Call Brokering (handling two calls)

{FLASH} + ABC  
2

While connected on a call press {FLASH} (hook-switch flash).  
Dial CO Line code, wait for dial tone, and then dial second number.  
To switch back to the first call, press {FLASH} then dial ABC  
2 .  
To disconnect the current call, press {FLASH} then dial 1 .

## Account Code

PRS  
7 WXY  
9

Dial PRS  
7 WXY  
9 + valid account code, wait for dial tone.

## Call Operator/Attendant

OPR  
0

Dial OPR  
0 .

## Conference (3 party max.)

{FLASH} + DEF  
3

While on a call - press {FLASH} (hook-switch flash).  
Make a second call.  
Press {FLASH} (hook-switch flash), then dial DEF  
3 .

## Conference, Meet Me (4 party max.)

DEF  
3 WXY  
9 OPR  
0 - DEF  
3 WXY  
9 PRS  
7

### Operation – Transfer a caller to a Meet Me Conference

While connected to another extension or CO Line, momentarily press the hook-switch (or press the FLASH button).  
Wait for dial tone, then dial the Meet Me Conference (390-397).  
Hang up to complete the transfer.

### Operation – Join a Meet Me Conference

Dial the Meet Me Conference destination to join (390-397).

## Last Number Redial

# TUV  
8

Dial # TUV  
8 .

## Paging









GHI  
4 OPR  
0 OPR  
0 , GHI  
4 OPR  
0 1 - GHI  
4 OPR  
0 TUV  
8 , PRS  
7 PRS  
7 PRS  
7

Dial the Page access code ( GHI  
4 OPR  
0 OPR  
0 - GHI  
4 OPR  
0 TUV  
8 , PRS  
7 PRS  
7 PRS  
7 ).













## Speed Dial

Extension    -   ,  
System    -   

### Setup

Dial  ,    -    (speed # bin), input telephone #.  
Press FLASH (hook-switch flash).

### Operation – Use






Dial the Speed Dial bin (   -   ,    -   ).

## Setup: Analog Ports

### Alarm - Extension

#### Operation – Activate

Dial   , hhmm (24hr format), then  for once,  for repeated daily.




#### Operation – Cancel


Dial    .

### Call Forward - Extension

#### Operation – Activate

Call Forward may be invoked for several operation modes. Each mode may also be invoked:  =CO calls only,  =CO and Intercom calls,  =Intercom calls only.

**Immediate Forward:** dial   , (ext #),  /  /  option.

**Busy Forward:** dial   , (ext #),  /  /  option.

**No Answer Forward:** dial   , (ext #),  /  /  option,  $t^1$ ,  $t^2$ .

( $t^1 + t^2$  are time settings.  $t^1$  is - time the first call to your extension following inactivity at your extension will ring before forwarding.  $t^2$  is the time all calls after the first to your extension will ring before forwarding.)

**Follow Me Forward:** dial   , (your ext #),  /  /  option,

your extension password. (Calls to your extension will ring at this ext.)

**Follow To Forward:** Dial   , (ext #),  /  /  option.

#### Operation – Cancel Forward

**Cancel Immediate Forward:** dial    .

**Cancel Busy Forward:** dial    .

**Cancel No Answer Forward:** dial    .

**Cancel Follow Me Forward:** dial    .

**Cancel Follow To Forward:** dial    .

### Do Not Disturb

Dial  . Repeat to clear.

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## Extension Password



Dial , password ( set at factory), then input new password.

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## Hotline



### Operation – Setup

Dial , ext # or speed bin #, 0–9 (0–9 seconds delay).

Whenever the telephone is taken off-hook, this destination is called.

### Operation – Cancel

Dial .

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## Phone Lock/Unlock



Dial , extension password, then for lock or unlock.

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## Reset DND and Call Forward



Dial . DND and Call Forward modes are cancelled.

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## In Progress Features: Analog Ports

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### Call Back - CO Line/Extension



When you try to access an outside line or extension and get a busy tone, dial .

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### Call Park Answer



Dial + extension number where call is parked.

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### Call Pick Up



#### Extension (Direct) Call Pickup:

Dial ringing extension number, .

#### Group Call Pickup:

Dial .

#### Or...

Dial the group number of the ringing extension ( ~ ).

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### Camp On – Extension



When you call a busy extension, dial and wait for them to answer.

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### Flash – CO Line



While connected to a CO Line, momentarily press the hook switch (FLASH) then dial .



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## Transfer

While connected on a call (CO Line or intercom extension), press {FLASH} (hook switch flash).

Listen for dial tone, then dial the destination where this call is to be transferred (extension, UCD Group, Virtual Number, etc.) Wait for the caller to answer - to screen the transfer.

Hang up to complete the transfer.