VERTICAL™

SBX IP 320
Phone User Guide

REVISION HISTORY

Release	Date	Documentation Changes	Page No.
1.0	01-08	Initial Release NOTE: that this document contains information on ISDN, DCOB, and SMS. These features are currently not supported. Information pertaining to DID pertains only to SIP Trunking.	--

Contents

7224D Digital Phone Procedures

Getting Started

The 7224D is an advanced, user-friendly, digital keyset, offering the convenience of 3 soft buttons and a navigation key.

Features

- Multi Level 3 Line LCD (3 x 24)
- 24 Flexible buttons with dual-color LEDs
- Call Log Feature
- Wall Mountable (Bracket Optional)

Note: For use of the 7208D 8-button digital keyset, refer to Chapter 2.

7224D Input/Output Devices and Buttons
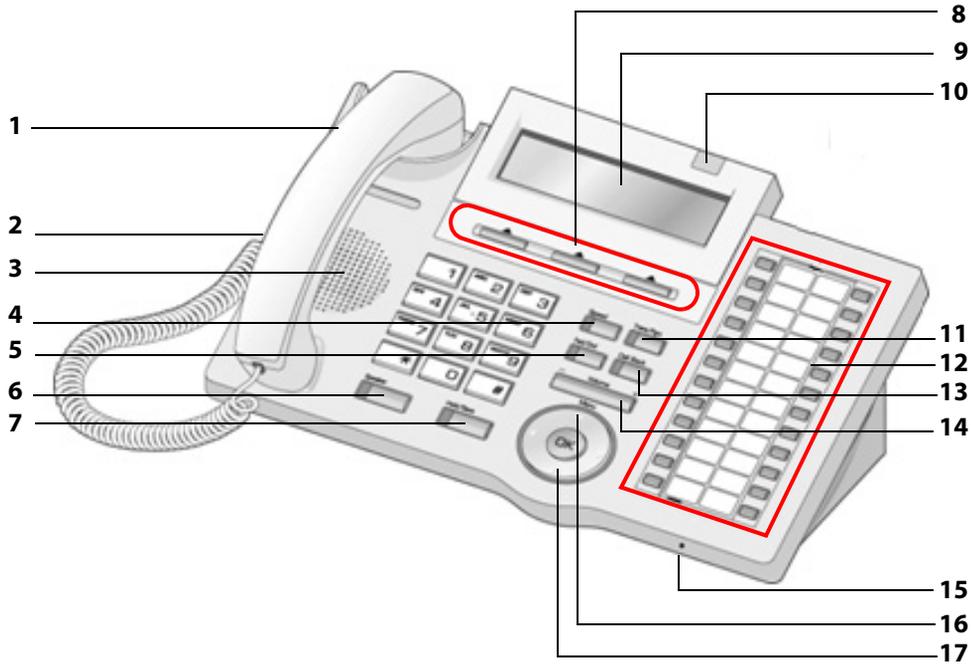
SBX IP 320 24-Button Keyset - Basic Features (4024-00)		
1	Handset	Used for handset call.
2	Headphone Jack	This allows connection of a 2.5mm headset.
3	Speaker	Device used to listen to a caller in a handsfree mode when in speaker mode.
4	Speed	Used to access speed dialing, save number redial, and last number redial. Button is also used to access flexible button programming.
5	DND	The Do Not Disturb feature lets you activate a "do not ring this phone" mode. When DND is active, this button is red.
6	Speaker Button	Speaker toggles speakerphone state between speaker mode and handset mode. The button is red when speakerphone is active.
7	Hold/Save	This button puts a call on hold or saves the PGM.
8	3 Soft Buttons	Used to work in conjunction with fixed and flexible features.
9	LCD Display	Displays phone status information, dialing directories, and test message information.
10	Ring LED	Illuminates when the phone is ringing.
11	Trans/PGM	This button is used to set up a conference call or transfer a call.
12	Flexible	24 Flexible buttons are available for CO line, DSS/BLF, or feature code assignment.
13	Call back	A station can initiate a call back request to another busy station. Once that station becomes idle, the station that left the call back request is signaled.
14	Volume	The volume button adjusts the audio level.
15	MIC	Microphone used to speak to a caller in a handsfree mode when in speaker mode.
16	Menu (↑ key)	Use the menu button to move to the desired option (Dial, MSG, Program) and use for arrows key.
17	Phone Book (↓ key)	Use this button to save a phone number and to make calls with saved information.

Cable Connections
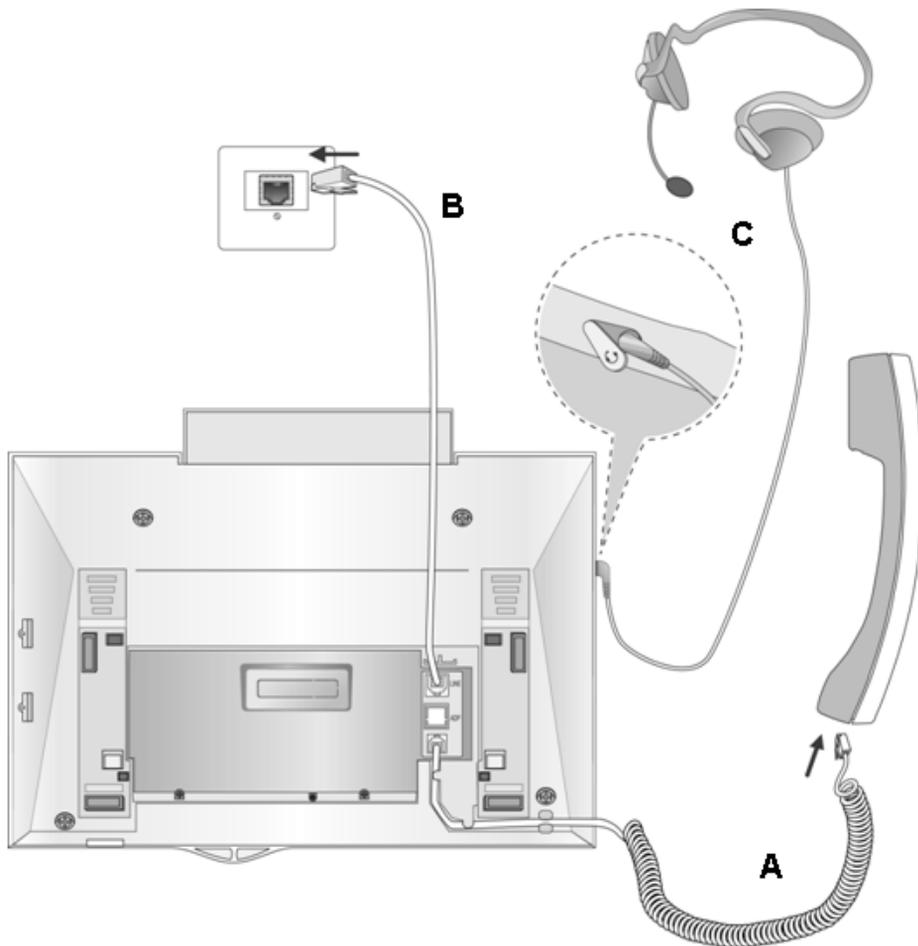
A - Connect the telephone cord (curly cord) to the handset and the other end to the
    handset jack at the bottom of the telephone.

B - Connect the line cable to the port at the bottom of telephone and the other end to the
    wall socket.

C - Connect the Headphone to the headphone jack on the left side of the telephone.
    (As viewed from the front.)

Placing or Answering Calls

Placing a Call

Intercom

1.   Lift the handset or press [SPEAKER].

2.   Enter the station number.

3.   Talk.

-or-

1.   Dial the station number or press a preprogrammed DSS button.

2.   Talk.

CO Line

1.   Lift the handset or press [SPEAKER].

2.   Dial [9] or press CO line flexible button.

3.   Enter desired phone number.

Answering a Call

Intercom

1.   Lift the handset or press [SPEAKER].

2.   Talk.

CO Line

1.   Lift the handset or press [SPEAKER].

2.   Press the flashing CO line flexible button or Loop key.*

3.   Talk.

* = If PLA is enabled (default), you only need to lift the handset or press the Speaker button.

Station User Programming

A Station User Program Menu Display is provided on the keyset LCD to assist you in programming the User Program Code features and functions.

- After pressing the [Trans/Pgm] button, items are available by dialing the Program Code directly or by either using the [VOL ▲▼] buttons or the up/down navigation buttons to scroll through the keyset menu items.

- Dial pad keys are used to enter selected options.

Press the [Trans/Pgm] to enter the Station User Program Menu. The various levels of the display menu are indicated by indentation.

[1] Ring

    [1] Station Ring Type - dial (1-4)

    [2] Answer Mode - dial (1-3); HTP

    [3] SMS Msg Display

    [4] Enblock Mode - dial 1, ON; dial 0, OFF

    [5] SMS / Notice Display - (Invalid)

    [6] Scroll Speed - (Invalid)

    [7] Ear-Mic Headset - dial 1, ON; dial 0, OFF

    [8] ICM Bell - dial (01-15)

    [9] CO Bell - dial (01-15)

    [#] PTT Group - (Invalid)

[2] COS

    [1] COS Down

    [2] COS Restore

    [3] Walking COS - enter COS override code

    [4] COS Change - (Invalid)

    [5] SMS Inbox (000/000) - (Invalid)

    [6] Del All SMS Msgs - (Invalid)

[3] Auth / Mobile-Ext

    [1] Auth Register - (Invalid)

    [2] Auth Change - enter current password

    [3] Reg Mobile-Ext - (Access Denied)

    [4] Active Mobile-Ext - (Access Denied)

    [5] Reg Mobile-Ext CLI - (Access Denied)

    [6] Active Mobile Hunt - (Access Denied)

    [7] MW to Mobile-Ext - dial 1, ON; dial 0, OFF

[4] Time / Conf-Room

    [1] Set Wake Up Time - dial HH:MM

    [2] Wake Up Disable - dial HH:MM

    [3] Active Conf-Room - dial 1-9 and password

    [4] Deactive Conf-Room - dial 1-9 and password

    [5] Call Cover Attr

        [1] Call Coverage Mode - dial 1, ON; dial 0, OFF

        [2] Delay Ring Cycle - dial 0-9

[5] Message

    [1] Set Preselected Msg - enter Msg number

    [2] Set Custom Msg - enter Msg 00 (refer to "Entering Characters" on page 1-59)

[6] Announcement

    [1] Rec User Greeting

    [2] Listen Time / Date

    [3] Listen Station Number

    [4] Listen Station Status

    [5] Record Page Msg

    [6] Erase User Greeting

    [7] Erase Page Msg

    [8] Outbound Notify - dial 1, ON; dial 0, OFF

    [9] Outbound Number - dial outbound telephone number

[7] Supplementary

    [1] LCD Display Language

    [2] MPB Version Display

    [3] BGM - dial 00-08

    [4] Register Sta Name - enter name (refer to "Entering Characters" on page 1-59)

    [5] Spk / Headset - dial 1, SPK; dial 0, Headset

    [6] Headset Ring Mode - dial 1, S; dial 2, H; dial 3, both

    [8] Serial Number

    [9] PC - Phone Lock Key

[*] System

    [#] Enter Admin

    [1] Relocation Out

    [0] Hotdesk Login

    [*] Hotdesk Logout

Soft Buttons and Navigation Button

Soft Buttons

The 3 Soft Buttons are located on the bottom of the LCD display. The function of each button changes, subject to call status and progress. The current functions are displayed on the LCD screen, directly above each button. For example, if the user calls a busy extension, busy tone will be heard and the busy status displayed. The LCD screen will display the busy message along with the different options available - "Message Wait", "Camp-On" and "Flash". By pressing the relevant button the desired feature is activated.

```
          BUSY : STA 100
[CALLBK]   CAMP(*)   OHVO(#)
MSG        CAMP-ON   FLASH
```

Navigation Button

In some instances, more than 3 current functions are available to the user, and this is indicated by the appearance of a left (←) or right (→) arrow in the LCD screen, (see below). By pressing the navigation key (located below the volume button), in the direction corresponding to the arrow, any additional functions will be displayed.
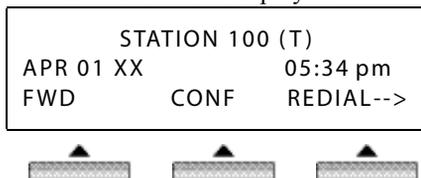
```
          STATION 100 (T)
APR 01 XX            05:34 pm
FWD        CONF      REDIAL-->
```
Forward to more options

Back to previous options
```
          STATION 100 (T)
APR 01 XX            05:34 pm
<--ICM       FLASH
```
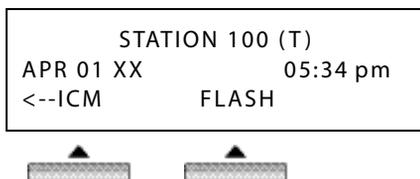
Basic Functions

Barge-In Monitor

Barge-in permits an authorized extension to intrude into other existing outside/internal calls. Between intruding extension and parties on initial calls, a conference call is established. (refer to the Programming Guide for detail).

```
        BUSY : STA 101
[CALLBK]   CAMP (*)      STEP
MSG        CAMP-ON FLASH-->
```

MSG   : Press to leave your station number or message.
CAMP-ON : Press to send a call waiting tone to a busy station
                 (indicating that they have a call waiting).
FLASH   : Press to disconnect the line and re-seize.

```
        BUSY : STA 101
[CALLBK]   CAMP (*       STEP
<--MONITOR
```

MONITOR : Press to listen to existing conversation
                (Barge-In Feature)

```
      MONITOR STA 101

JOIN        DROP
```

JOIN   : Press to join the conversation during
              monitor
DROP : Press to drop the conversation

Call Back

When a called station is busy, call back can be requested.

```
BUSY : STA 105
[CALLBK]   CAMP (*)        STEP
MSG            CAMP-ON FLASH-->
```

MSG   : Press to request call back.
CAMP-ON : Press to send a call waiting tone to a busy station.
FLASH   : Press to disconnect the call and re-seize.

Call Forward

```
ENTER FORWARD TYPE
          ( 0 - 9 , # )
```

Press [SPEAKER] button.
Press [DND/FWD] button.

Follow-me Forward

```
FOLLOW-ME FORWARD
ENTER STATION NO.
```

Dial 0.
Enter follow-me station number.

Unconditional, Busy, No Answer, Busy/No Answer Forward

```
UNCONDITIONAL FORWARD
ENTER STA/HUNT/#(VMIB)
```

Enter forward type.
  1: Unconditional   2: Busy
  3: No answer   4: Busy/No answer
Enter forward destination (STA/HUNT/VMIB).
   STA: station number, 100-132.
   HUNT: Hunt group, 620-629.
   VMIB: # (Forward to VMIU)

Unconditional, No Answer Off-net Forward with speed bin

```
FORWARD TO OFF-_NET
ENTER CO BTN/SPD-BIN
```

Enter off-net forward type.
 5: Unconditional   6: No answer
Press desired CO button for off-net(This can be skipped.)
Enter speed bin number.
(station speed bin :000-099, system speed bin:2000-2499)

Unconditional, No Answer Off-net Forward telephone number

```
FORWARD TO OFF-_NET
ENTER CO BTN/SPD-BIN
```

Enter off-net forward type.
 8: Unconditional   9: No answer
Press desired CO button for off-net(This can be skipped.)
Enter telephone number.

Camp on

```
BUSY : STA 105
[CALLBK]   CAMP(*)        STEP
  MSG      CAMP-ON  FLASH ->
```

When a called station is in a busy state, a camp-on can be requested.

Checking new voice mail messages (your Callback button will be lit)

```
VMIB MSG FROM EXTERNAL

NEXT         REPEAT   DELETE-->
```

NEXT   : Press to move to the next message and save the
               current message.
REPEAT : Press to repeat the current message.
DELETE : Press to erase the current message.

Note: Voice mail message can be transferred to a desired station by
      dialing a station number while the message is playing.
Note: If you have saved voice mails, press the Callback button to access
      those messages.

```
VMIB MSG FROM EXTERNAL

<--ADD     REWIND     CALLBK
```

ADD   : Press to tag the current message with your comment
               before forwarding.
REWIND : Press to repeat part of current message.
CALLBK : Press to request a call back to the caller who left
               message.

CO Dialing

CO access codes "9" or "88XX" can be changed by PGM 107 depending on the user's needs.

Manual Dialing

```
        STATION 100 (T)
LINE 08                 00:00:03
TRANS      CONF      MUTE-->
```

Press programmed flexible button for CO.
(CO can be accessed by dialing CO access code 9 or individual
 CO access code 88XX. XX : CO line number, 01-12)
Dial telephone number.

Speed Dialing

```
SPD_NO LAST(*)          SAVE(#)
DIAL_BY_NAME([SPEED])
SPEED
```

Press [SPEED] button.
Dial speed bin number.
 (Station speed bin:000-099, System speed bin :2000-2499)

```
SPD_NO LAST(*)          SAVE(#)
DIAL_BY_NAME([SPEED])
SPEED
```

Press SPEED to search speed dial by name.

```
1. DIAL BY ICM NAME
2. DIAL BY STA SPD NAME
                      OK
```

Press OK to enter DIAL BY STA / SYS SPD NAME.

Refer to "Phone Book" on page 1-52.

CO Line Busy

```
      CO LINE 001 BUSY
QUEUEING ([CALLBK])
CALLBK
```

CALLBK: If, after dialing '9' for a CO line, busy tone indicates
        no lines are available, press [CALLBK] to reserve a
        CO line.
.

CO Talk

```
12345678
LINE 08              00:00:03
TRANS      CONF      MUTE-->
```

TRANS : Press to transfer a call to another station.
CONF   : Press to initiate a conference call.
MUTE   : Press to mute the handset, speakerphone, or headset
              microphone. Press the [SPEAKER] button to re- activate
              the microphone.

```
12345678
LINE 08              00:00:03
RECORD     FLASH     ACNR-->
```

RECORD : Press to record the current conversation. (if outfitted)
FLASH   : Press to disconnect the line and re-seize.
ACNR   : Press to set automatic called number redial.

Flexible Button Programming

1. Press the [TRANS/PGM] button.
2. Press the flexible button to be programmed.
3. Enter the desired feature code from the following table.
4. Press the [HOLD/SAVE] button to save.

The following Numbering Plan code can be changed in PGM 104-107, 109 depending on the user's needs.

Numbering plan is applicable to both 8- and 24-button models, except as noted			
Account Code	TRANS/PGM + 80	Record Page MSG	TRANS/PGM + 65
Alarm Reset	565	Record User Greeting	TRANS/PGM + 61
Auth. Code Change	TRANS/PGM + 32	Register Station Name	TRANS/PGM + 74
Auth. Code Register	TRANS/PGM + 31	Ring Answer Mode	TRANS/PGM + 12
Background Music	TRANS/PGM + 73	Ring Type	TRANS/PGM + 11
Call Log	TRANS/PGM + 57	Set Customer MSG	TRANS/PGM + 52
Call Park	601-608	Set Pre-selected MSG	TRANS/PGM + 51
Camp-on	TRANS/PGM + 85	Set Wake-up Time	TRANS/PGM + 41
COS Down	TRANS/PGM + 21	Speakerphone/Headset	TRANS/PGM + 75
COS Restore	TRANS/PGM + 22	**Speed Dial**	
Direct Station Select	100-132	Station speed dial	SPEED + 000-099
Erase Page MSG	TRANS/PGM + 67	System speed dial	SPEED + 2000-2449
Erase User Greeting	TRANS/PGM + 66	Two way recording	TRANS/PGM + 54
Group Call Pick-up	TRANS/PGM + 71	Universal Night Answer	569
Headset Ring Mode	TRANS/PGM + 76	Wake-up Disable	TRANS/PGM + 42
Hunt Group	620-629	Walking COS	TRANS/PGM + 23
ICM Hold	TRANS/PGM + 83	**Button Assignment unique to 7208D**	
LCD Display Language	TRANS/PGM + 71	CALLBK button	TRANS + 92
Listen Station Number	TRANS/PGM + 63	CONF button	TRANS + 91
Listen Station Status	TRANS/PGM + 64	DND button	TRANS + 93
Listen Time & Date	TRANS/PGM + 62	FLASH button	TRANS + 94
LOOP button	TRANS/PGM + 84	MUTE button	TRANS + 95
MPB Version Display	TRANS/PGM + 72	SPEAKER button	TRANS + 96
Outside Line Access		REDIAL button	TRANS + 97
Group	801-808	H-T-P	TRANS/PGM + 12
Group access	9		
Individual Line Access	8801-8812		

Idle

Three Soft Buttons are located below the LCD display.

By pressing one of the 3 soft buttons you are able to select the indicated function. For instance, if you want to select call pickup (as shown below), press the first button on the left. If there are more than three functions available at any point, an arrow will be displayed on the LCD display. Use the navigation key to move to the next or previous screen to display additional functions.

```
          STATION 100 (T)
FEB 01 08              05:34 am
PICKUP      CONF      REDIAL-->
```

PICKUP : press to pickup a call ringing within the same pickup group.

CONF   : press to initiate & activate a conference (displayed, but not used at Idle)

REDIAL : press to redial last number called.

Conference

You can establish a Conference with up to 15 parties. The other parties in the Conference may be internal or external.

```
CALL TO STA 100
FEB 01 08              05:34 am
MSG       FLASH
```
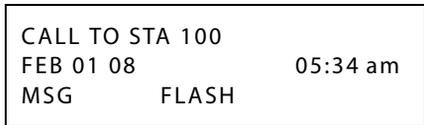
Dial the desired station number.
(e.g.100)
Station 100 answers the call.

```
CALL TO STA 100
FEB 01 08              05:34 am
TRANS     CONF        MUTE
```

Press the [CONF] button.

```
          CONFERENCE
FEB 01 08              05:34 am
FWD       CONF      REDIAL-->
```
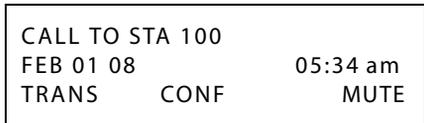
Dial the phone number of the next desired station (e.g.104).

```
CALL TO STA 104
FEB 01 08            05:34 am
MSG       FLASH
```

Station 104 answers the call.

```
CALL TO STA 104
FEB 01 08            05:34 am
TRANS     CONF         MUTE
```

Press the [CONF] button twice.

```
      CONFERENCE
FEB 01 08            05:34 am
CONF                   MUTE
```

A 3-party conference is now established.

Pickup

A station can pickup a call ringing to an unattended station within the same pickup group by using the pickup procedure.

Note: Refer to the SBX IP 320 Programming Guide.

```
      STATION 100 (T)
FEB 01 08            05:34 am
PICKUP    CONF        REDIAL
```

Press the [PICKUP] button.

```
CALL TO STA 104
FROM 100             05:34 am
TRANS     CONF       MUTE-->
```

Talk.

Redial

The last number dialed on an external call is automatically saved in the LAST Number& Redial (LNR) buffer or Call Log buffer.

```
         STATION 100 (T)
FEB 01 08              05:34 am
PICKUP     CONF        REDIAL
```

Press the [REDIAL] button.

```
> 1234567
FEB 01 08              05:34 am
BACK     DELETE          OK
```

Press the [OK] button to call the number listed or press the ↓down navigation key to view scroll through additional numbers dialed recently.

```
> 1234567
LINE 008              00:00:10
TRANS     CONF       MUTE-->
```

Talk.

Intercom Busy

```
        BUSY : STA 105
[CALLBK]   CAMP(*)      STEP
  MSG     CAMP-ON  FLASH ->
```

MSG   : Press to leave your station number or message.
CAMP-ON : Press to send a call waiting tone to a busy station
                     (indicating that they have a call waiting).
FLASH   : Press to disconnect the line and re-seize.

Intercom Dialing

```
         STATION 100 (T)
FEB 01 08              05:34 am
PICKUP     CONF        REDIAL
```

Dial a Station number or press a programmed flexible button for a station number.

Intercom Dialing Error

```
            INVALID
FEB 01 08              05:34 am
FLASH
```

FLASH: Press to disconnect the line and re-seize.

Intercom Do Not Disturb

```
DO NOT DISTURB STA 100

CALLBK     FLASH
```

CALLBK : Press leave a call back request or message.
FLASH   : Press to disconnect the line and re-seize.

Intercom Ring Back

```
CALL TO STA 100
FEB 01 08              05:34 am
MSG        FLASH
```

MSG   : Press to leave your station number or message.
FLASH   : Press to disconnect the line and re-seize.

Intercom Receiving

```
CALL FROM STA 104
FEB 01 08              05:34 am
DND
```

DND   : Press to block all incoming calls. (Do Not Disturb)

Intercom Talk

```
CALL FROM STA 104
FEB 01 08              05:34 am
TRANS      CONF        MUTE
```

TRANS : Press to transfer an incoming call to another station.
CONF : Press to initiate a conference call.
MUTE : Press to mute the handset, speakerphone, or headset microphone. Press the [SPEAK] button to re- activate microphone.

Name Display On My Phone

A name can be displayed on your LCD instead of your station number.

1.   Press the [TRANS/PGM] button.

2.   Dial "74".

3.   Enter your name (see Entering character table in page 55).

4.   Press the [HOLD/SAVE] button.

Off Hook

```
        STATION 100 (T)
FEB 01 08              05:34 am
FWD        CONF        REDIAL
```

FWD : Press the [FWD] button to forward calls to another station, Voicemail, etc.
CONF : Press the [CONF] button to initiate a conference call.
REDIAL : Press the [REDIAL] button to call the last number dialed.

Paging

You may receive announcements from other stations and/or external speakers. Stations are assigned to one or more of the Internal Page Zones. The system has one External Page Zone that can be connected to external speakers.

```
PAGE FROM STA 103
FEB 01 08              05:34 am
MEET ME
```

MEET ME : Press to answer a paging request.

Park a call and Retrieve a Parked call

A call can be parked in a parking location and the call can be retrieved by dialing the location number (The call can also be picked up by another extension.).

To park a call:

Press [TRANS/PGM] and dial the Park Location(601-608).

To retrieve a parked call at any station:

Dial the Park Location (601-608).

Two way Recording

```
1234567
LINE 008                   00:00:10
--RECORD  FLASH                ACNR
```

Press RECORD or press a programmed Two way record button to record a CO conversation on the VMIU.

If the Phone has a Two way record button, the LED flashes while recording.

Two way record button:
[TRANS/PGM] + Flexible button + [TRANS/PGM] + 54

Use my voice mail (VMIU card required)

When a VMIB is installed, the voice mail service can be used.

To record a personal greeting:

1.   Press the [TRANS/PGM] button and dial "61".

2.   Press # to start recording.

To forward my phone to voice mail:

1.   Press the [SPEAKER] button

2.   Press the [DND/FWD] button

3.   Dial the type of forwarding you want:

> 1 = Unconditional   3 = No Answer
>
> 2 = Busy   4 = Busy and/or No Answer

4.   Dial "#" (confirmation tone will be heard if forwarding has been set).

To retrieve messages:

When a voice message is left on the station, the phone LCD will display as shown below.

```
MSG: VMIB(2)


PICKUP     CONF        REDIAL
```

Press the [CALL BACK] button.

```
MSG FROM: STA 100


NEXT        REPEAT   DELETE-->
```
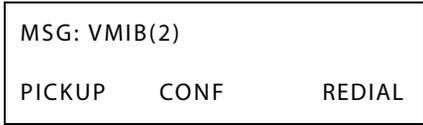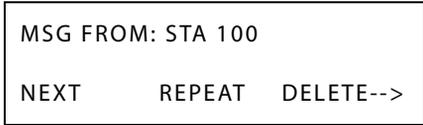
NEXT   : Play next message REPEAT : Repeat playing current mes-
                sage.
DELETE : Delete current message.

```
MSG FROM: STA 100


<--ADD      REWIND      CALLBK
```

ADD   : Add a message to the message which is being played.
REWIND : Rewind part of a message.
CALL BK : Call back request to the caller who left a message.

Voice Over

```
CAMP-ON BY STA 105
05 FEB 08                  09:51
TRANS        CONF      MUTE-->
```

To answer the second (waiting) call,
press the flashing [HOLD/SAVE] button.

```
VOICE OVER STA 101
05 FEB 08                  09:51
TRANS        CONF      MUTE-->
```

Whenever the [HOLD/SAVE] button is pressed, the
call is switched between first and second call.

Call Log

The call log feature enables the digital phone user to view a log of the last (15-50) incoming and
outgoing CO calls. The user can scroll through the list of stored numbers, select a number, and
activate a redial to that number.

Call Log Button = PGM + flexible button + PGM "57"

Press the [Call Log] button.

```
1. RECEIVED CALL
2. DIALED CALL
                           OK
```

RECEIVED CALL : Received call list *
DIALED CALL   : Dialed call list

```
3. LOST CALL
                           ^
                           OK
```

LOST CALL : Missed call list*
* CLI (Calling Line ID) mandatory and CLI M-Wait
feature must be enabled in Admin Program

Call Log - Continued

Received Call

```
┌─────────────────────────────────┐
│ 1. RECEIVED CALL                │
│ 2. DIALED CALL                  │
│                          OK     │
└─────────────────────────────────┘
```

Press either the [OK] soft button or OK on the navigation button.

```
┌─────────────────────────────────┐
│ 123456789                       │
│ 05 FEB 08                       │
│ BACK                     OK     │
└─────────────────────────────────┘
```

Press either the [OK] soft button or OK on the navigation button.

Note: BACK returns you to the previous screen

```
┌─────────────────────────────────┐
│ 123456789                       │
│ LINE 008              00:00:03  │
│ TRANS        CONF     MUTE-->   │
└─────────────────────────────────┘
```

Call Log - Continued

Dialed Call
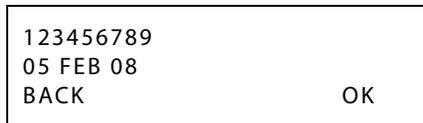
```
1. RECEIVED CALL
2. DIALED CALL
                    OK
```

Press either the [OK] soft button or OK on the navigation button.

```
123456789
05 FEB 08
BACK                OK
```

Press either the [OK] soft button or OK on the navigation button.

Note: BACK returns you to the previous screen

```
123456789
LINE 01           00:00:03
TRANS      CONF    MUTE-->
```

Call Log - Continued

Lost Call

```
3. LOST CALL

                    ^
                    OK
```

Press either the [OK] soft button or OK on the navigation button.

```
0123456789
03/10       16:02       CNT :01
BACK        SELECT>     ANSWER
```

Press the [SELECT] button to select the following functions: ANSWER, DEL CUR (delete current), DEL ALL (delete all), SAVE, NAME/TEL

Note: BACK returns you to the previous screen

Answer

```
0123456789
03/10       16:02       CNT :01
BACK        SELECT>     ANSWER
```

Press [ANSWER] to call the displayed number.

```
0123456789
LINE XXX                00:00:03
TRANS       CONF        MUTE-->
```

Call Log - Continued
Lost Call - Continued

Delete Current

```
0123456789
03/10      16:02      CNT :01
BACK       SELECT>    DEL CUR
```

Press [DEL CUR] to erase the currently
displayed number.

```
        STATION 100 (T)
FEB 01 08               05:34 am
PICKUP       CONF       REDIAL
```

Delete All

```
0123456789
03/10      16:02      CNT :01
BACK       SELECT>    DEL ALL
```

Press [DEL ALL] to erase all numbers.

```
        ALL CLI DELETE
Press HOLD Key
BACK       SELECT>    DEL ALL
```

Press the [HOLD] button to confirm the "delete
all" function. All numbers are erased.

Call Log - Continued
Lost Call - Continued

Save

```
0123456789
03/10      16:02      CNT:01
BACK       SELECT>       SAVE
```

Press the [SAVE] button to save the CLI.

```
ENTER SPD BIN NO (000)
        CLI MSG USED
PAUSE         FLASH     D-TONE
```

Press the [HOLD] button or OK on the navigation button to register the number in a speed dial bin (refer to "SPEED PROGRAM (Menu 3)" on page 1-47).

Name/Telephone Number

```
0123456789
03/10      16:02      CNT:01
BACK       SELECT>  NAME/TEL
```

To check the name of the selected number, press the [NAME/TEL] button.

```
EDWARD
03/10      16:02      CNT:01
BACK       SELECT>  NAME/TEL
```

To check the associated number if a name is displayed, press the [NAME/TEL] button.

Menu

Press the "Up" position of the navigation button to access the programming Menu.

1. BASIC PROGRAM 2. ADVANCED PROGRAM   OK

Press the "Down" position of the navigation button to scroll through the Menu options.

1. BASIC PROGRAM **2. ADVANCED PROGRAM**   OK

Press the "Down" position of the navigation button to scroll through the Menu options.

3. SPEED PROGRAM 4. MOBIL EXTENSION PGM   OK

Press the "Down" position of the navigation button to scroll through the Menu options.

3. SPEED PROGRAM **4. MOBIL EXTENSION PGM**   OK

Press the "Down" position of the navigation button to scroll through the Menu options.

5. HOT DESK PROGRAM   OK

BASIC PROGRAM (Menu 1)

| 1. BASIC PROGRAM |
| 2. ADVANCED PROGRAM |
| OK |

Press the [OK] soft button or press OK on the navigation button.

STATION NAME PROGRAM (Menu 1 + 1)

| 1. STATION NAME PROGRAM |
| 2. RING PROGRAM |
| BACK   OK |

Press the [OK] soft button or press OK on the navigation button.

| ENTER NAME ( ) |
| BACK   OK |
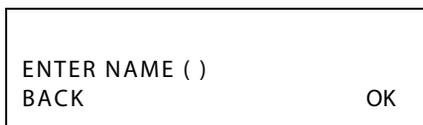
Enter the name (refer to "Entering Characters" on page 1-59).

RING PROGRAM (Menu 1 + 2)

```
1. STATION NAME PROGRAM
2. RING PROGRAM
BACK                      OK
```

Press the [OK] soft button or press OK on the navigation button.

```
1. ICM RING
2. CO RING
BACK                      OK
```

Press the [OK] soft button or press OK on the navigation button.

Note: Use the same procedure in the following LCD displays to select the CO Ring type.

```
RING TYPE : 01 (01-15)
SELECT BY [NEXT]
BACK         NEXT         OK
```

Step using [NEXT} or press the "Up" position of the navigation button.

```
RING TYPE : 02 (01-15)
SELECT BY [NEXT]
BACK         NEXT         OK
```

Press the [OK] soft button or press OK on the navigation button.

MODE (H/T/P) PROGRAM (Menu 1 + 3)

Handsfree - You will hear three bursts of tone and an announcement. Reply handsfree or lift handset for privacy. The calling party can hear any conversation in progress.

Tone - You will hear repeated bursts of intercom ring tone and the HOLD button slow flashes. Lift the handset or press the SPEAKER button to answer.

Private - You will hear three bursts of tone and a one-way announcement. The calling party cannot hear any conversation in progress.

3. MODE(H/T/P) PROGRAM 4. PASSWORD PROGRAM BACK OK	Press the [OK] soft button or press OK on the navigation button.
TONE MODE SELECT BY [NEXT] BACK NEXT OK	Step using [NEXT] or press the "Up" position of the navigation button to scroll through the modes - handsfree, tone, or private.
PRIVATE MODE SELECT BY [NEXT] BACK NEXT OK	Press the [OK] soft button or press OK on the navigation button.
STATION 100 (P) FEB 01 08 05:34 am PICKUP CONF REDIAL	The selected mode is saved.

PASSWORD PROGRAM (Menu 1 + 4)

Register:

3. MODE(H/T/P) PROGRAM **4. PASSWORD PROGRAM** BACK OK	Press the [OK] soft button or press OK on the navigation button.

> PASSWORD REGISTER SELECT BY [NEXT] BACK NEXT OK	Use the [NEXT] soft button or press the "Up" position of the navigation button to select the password register option. Then press the [OK] soft button or press OK on the navigation button.

ENTER PASSWORD : BACK	Enter a password (3-11 digits).

PRESS OK KEY BACK OK	Press the [OK] soft button or press OK on the navigation button.

Password Change:

3. MODE(H/T/P) PROGRAM **4. PASSWORD PROGRAM** BACK OK	Press the [OK] soft button or press OK on the navigation button.

> PASSWORD CHANGE SELECT BY [NEXT] BACK NEXT OK	Use the [NEXT] soft button or press the "Up" position of the navigation button to select the password change option. Then press the [OK] soft button or press OK on the navigation button.

ENTER CURRENT PASSWORD BACK	Enter the current password (3-11 digits).

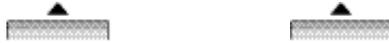|	
ENTER PASSWORD : BACK OK	Enter the new password (3-11 digits).

PRESS OK KEY BACK OK	Press the [OK] soft button or press OK on the navigation button.

LANGUAGE PROGRAM (Menu 1 + 5)

5. LANGUAGE PROGRAM	
6. ENBLOCK PROGRAM	^
BACK	OK

Press the [OK] soft button or press OK on the navigation button.

> ENGLISH		
LCD LANGUAGE		
BACK	NEXT	OK

Use the [NEXT] soft button or press the "Up" position of the navigation button to select the language.

> RUSSIAN		
LCD LANGUAGE		
BACK	NEXT	OK

Press the [OK] soft button or press OK on the navigation button.

ENBLOCK PROGRAM (Menu 1 + 6)

5. LANGUAGE PROGRAM	
6. ENBLOCK PROGRAM	**^**
BACK	OK

Press the [OK] soft button or press OK on the navigation button.

ENBLOCK MODE		
> OFF		
BACK	NEXT	OK

Use the [NEXT] soft button or press the "Up" position of the navigation button to select ON/OFF.

ENBLOCK MODE		
> OFF		
BACK	NEXT	OK

Press the [OK] soft button or press OK on the navigation button.

ADVANCED PROGRAM (Menu 2)

```
1. BASIC PROGRAM
2. ADVANCED PROGRAM
                        OK
```

Press the [OK] soft button or press OK on the navigation button.

WAKE UP PROGRAM (Menu 2 + 1)

```
1. WAKE UP PROGRAM
2. PRESELECTED MSG PGM
BACK                    OK
```

Press the [OK] soft button or press OK on the navigation button.

```
ENTER YOUR WAKEUP TIME
HH:MM              10:00am
BACK      ERASE       OK
```

Enter the time and select single time or every day.
S:Single (once only - Default)
C:Every Day (#)
* Set the time : 24 hr format
 e.g. :7 am = 07:00 & 7 pm = 19:00

```
ENTER YOUR WAKEUP TIME
07:00-C            10:00am
BACK      ERASE       OK
```

Press the [OK] soft button or press OK on the navigation button.

```
      STATION 100 (T)
FEB 01 08          *10:00am
PICKUP     CONF    REDIAL
```

A flashing [*] preceding the time indicates that the alarm is set.

WAKEUP RING FEB 01 08 *07:00am	The alarm will sound at the preset time.

To cancel the Wake Up program (Menu 2 + 1):

1. WAKE UP PROGRAM 2. PRESELECTED MSG PGM BACK OK	Press the [OK] soft button or press OK on the navigation button.

ENTER YOUR WAKEUP TIME 07:00-S *10:00am BACK ERASE OK	Press the [ERASE] soft button.

ERASED WAKEUP TIME 07:00-S 10:00am BACK ERASE OK	Press the [OK] soft button or press OK on the navigation button.

PRESELECTED MSG PROGRAM (Menu 2 + 2)

Preselected Message types:

- 00 - USER CUSTOM MSG 00
- 01 - RETURN AT XX:XX
- 02 - ON VACATION / RETURN AT DATE XX:XX
- 03 OUT OF OFFICE / RETURN AT DATE XX:XX
- 04 OUT OF OFFICE / RETURN AT TIME XX:XX
- 05 OUT OF OFFICE / RETURN UNKNOWN
- 06 CALL TO (PHONE NO : Max 17 digits)
- 07 IN OFFICE STA ***
- 08 IN A MEETING / RETURN AT TIME XX:XX
- 09 AT HOME
- 10 AT BRANCH OFFICE

1. WAKE UP PROGRAM **2. PRESELECTED MSG PGM** BACK   OK

Press the [OK] soft button or press OK on the navigation button.

SELECT BY UP/DOWN KEY BACK

Use the volume UP/DOWN button or the navigation button to select the desired message.

OUT OF OFFICE RETURN AT TIME XX:XX BACK   OK

Press the [OK] soft button or press OK on the navigation button.

ENTER TIME HH:MM BACK

* Set the time : 24 hr format
 e.g. :7 am = 07:00 & 7 pm = 19:00

```
┌─────────────────────────────────────┐
│ ENTER TIME                          │
│ 07:30 PRESS OK KEY                  │
│ BACK            P.DVU          OK   │
└─────────────────────────────────────┘
```

Press the [OK] soft button or press OK on the navigation button.

```
┌─────────────────────────────────────┐
│        OUT OF OFFICE                │
│     RETURN AT TIME 07:30            │
│ PICKUP          CONF       REDIAL   │
└─────────────────────────────────────┘
```

The selected message is displayed.

To cancel or change a preselected MSG (Menu 2 + 2):

```
┌─────────────────────────────────────┐
│ 1. WAKE UP PROGRAM                  │
│ 2. PRESELECTED MSG PGM              │
│ BACK                          OK    │
└─────────────────────────────────────┘
```

Press the [OK] soft button or press OK on the navigation button.

```
┌─────────────────────────────────────┐
│        OUT OF OFFICE                │
│     RETURN AT TIME 07:30            │
│ PICKUP          ERASE          OK   │
└─────────────────────────────────────┘
```

- Press the [ERASE] button to cancel the pre-selected message and return to the [Message select mode].
- Press the [BACK] button to return to the previous LCD screen.
- Press the [OK] button to return to the [enter time mode].

```
┌─────────────────────────────────────┐
│ SELECT BY UP/DOWN KEY               │
│                                     │
│ BACK                                │
└─────────────────────────────────────┘
```

[Message select mode]

STATION COS PROGRAM (Menu 2 + 3)

There are three types of Station COS programming:

- COS DOWN MODE
- RESTORE COS MODE
- WALKING COS MODE

COS DOWN MODE

| **3. STATION COS PROGRAM**
4. SPK/HEADSET PROGRAM
BACK   OK | Press the [OK] soft button or press OK on the navigation button. |

| > COS DOWN MODE
SELECT BY NEXT
BACK   NEXT   OK | Use the [NEXT] soft button or press the "Up" position of the navigation button to select the COS DOWN MODE.
Press the [OK] soft button or press OK on the navigation button. |

| > COS DOWN MODE
ICM ONLY MODE
BACK   NEXT   OK | Press the [OK] soft button or press OK on the navigation button and the mode is changed. |

RESTORING COS MODE (Menu 2 + 3)

3. STATION COS PROGRAM 4. SPK/HEADSET PROGRAM BACK OK	Press the [OK] soft button or press OK on the navigation button.

> RESTORE COS MODE SELECT BY NEXT BACK NEXT OK	Use the [NEXT] soft button or press the "Up" position of the navigation button to select the RESTORE COS MODE. Press the [OK] soft button or press OK on the navigation button.

ENTER CURRENT PASSWORD BACK NEXT OK	Enter the password (3-11 digits) to RESTORE COS MODE.

ORIGINAL COS RESTORED PRESS OK KEY BACK OK	Press the [OK] soft button or press OK on the navigation button.

WALKING COS MODE (Menu 2 + 3)

3. STATION COS PROGRAM 4. SPK/HEADSET PROGRAM BACK   OK

Press the [OK] soft button or press OK on the navigation button.

> WALKING COS MODE SELECT BY NEXT BACK   NEXT   OK

Use the [NEXT] soft button or press the "Up" position of the navigation button to select the WALKING COS MODE.
Press the [OK] soft button or press OK on the navigation button.

ENTER COS OVERRIDE CODE BACK

Enter the COS Override code (password – 3-11 digits).

ENTER COS OVERRIDE CODE PRESS OK KEY BACK   OK

Press the [OK] soft button or press OK on the navigation button.

SPK/HEADSET PROGRAM (Menu 2 + 4)

3. STATION COS PROGRAM
4. SPK/HEADSET PROGRAM
BACK   OK

Press the [OK] soft button or press OK on the navigation button.

SPEAKER MODE
SELECT BY NEXT
BACK   NEXT   OK

Use the [NEXT] soft button or press the "Up" position of the navigation button to toggle the mode between SPEAKER MODE and HEADSET MODE.

SPEAKER MODE
SELECT BY NEXT
BACK   NEXT   OK

Press the [OK] soft button or press OK on the navigation button to save the selected mode.

EAR-MIC PROGRAM (Menu 2 + 5)
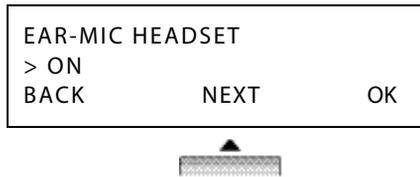
5. EAR-MIC PROGRAM ^ BACK OK	Press the [OK] soft button or press OK on the navigation button.

EAR-MIC HEADSET > ON BACK NEXT OK	Use the [NEXT] soft button or press the "Up" position of the navigation button to select ON or OFF.
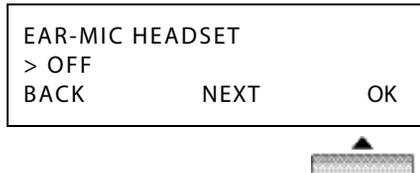
EAR-MIC HEADSET > OFF BACK NEXT OK	Press the [OK] soft button or press OK on the navigation button.

SPEED PROGRAM (Menu 3)

```
3. SPEED PROGRAM
4 CONFERENCE ROOM PGM
                        OK
```

Press the [OK] soft button or press OK on the
navigation button.

```
ENTER SPD BIN NO(000)
BACK
```

Enter the speed bin number, e.g., 007.

```
>
ENTER CO-BTN/DIGIT (007)
BACK                DELETE
```

Enter the phone number, e.g., 123456789.

Note: Press the [DELETE] soft button to
delete the speed bin number.

```
>123456789
ENTER SPD BIN NO(000)
BACK                OK
```

Press the [OK] soft button or press OK on
the navigation button.

```
>
ENTER NAME (SPD 007)
BACK                OK
```

Enter the name (refer to "Entering
Characters" on page 1-59).

```
>ABC
ENTER NAME (SPD 007)
BACK                OK
```

Press the [OK] soft button or press OK on
the navigation button.

CONFERENCE ROOM PROGRAM (Menu 4)

CREATE A CONFERENCE ROOM (Menu 4 + 1)

3. SPEED PROGRAM **4. CONFERENCE ROOM PGM** OK	Press the [OK] soft button or press OK on the navigation button.

1. CREATE CONF ROOM 2. DELETE CONF ROOM　　　^ BACK　　　　　　　　OK	Press the [OK] soft button or press OK on the navigation button.

DIAL NO(1-9) AND PASSWORD BACK　　　　　　　　OK	Enter the conference room number and password, e.g., 9 + 12345.

PRESS OK KEY BACK　　　　　　　　OK	Press the [OK] soft button or press OK on the navigation button.

DELETE A CONFERENCE ROOM (Menu 4 + 2)

```
3. SPEED PROGRAM
4. CONFERENCE ROOM PGM
                              OK
```

Press the [OK] soft button or press OK on the navigation button.

```
1. CREATE CONF ROOM
2. DELETE CONF ROOM        ^
BACK                      OK
```

Press the [OK] soft button or press OK on the navigation button.

```
DIAL NO(1-9) AND PASSWORD

BACK                      OK
```

Enter the conference room number and password, e.g., 9 + 12345.

```
PRESS OK KEY

BACK                      OK
```

Press the [OK] soft button or press OK on the navigation button.

HOT DESK PROGRAM (Menu 5)

A hot desk enables a user to dynamically select a station by login / logout operation without having a fixed station. For a call center, marketing department people on different shifts can share a working place with one another. A user can use the "dummy station" by using the log-in operation.

The user logs-out when the station is no longer needed.

HOT DESK LOG IN (Menu 5 + 1)

5. HOT DESK PROGRAM ^ OK	Press the [OK] soft button or press OK on the navigation button.

1. HOT DESK LOG IN 2. HOT DESK LOG OUT ^ BACK OK	Press the [OK] soft button or press OK on the navigation button.

DUMMY STATION 107 ENTER PASSWORD	Enter password (3-11 digits) and "#", e.g., 55555#.

STATION 132 (T)   01 FEB 08   06:00 am   PICKUP   CONF   REDIAL

HOT DESK LOG OUT (Menu 5 + 2)

5. HOT DESK PROGRAM ^ OK	Press the [OK] soft button or press OK on the navigation button.

1. HOT DESK LOG IN **2. HOT DESK LOG OUT** ^ BACK OK	Press the [OK] soft button or press OK on the navigation button.

AGENT LOGOUT WITH NO FORWARD SET ?	Use the volume UP/DOWN button or the navigation button to select the forward type, then press the [OK] soft button or press OK on the navigation button.

<u>Forward Types</u>

NO FORWARD SET

FORWARD TO VMIB

FORWARD TO VM...

FORWARD TO SPD2000

FORWARD TO STA...

DUMMY STATION 107 01 FEB 08 06:00 am PICKUP CONF REDIAL	

Phone Book

[PHONE BOOK] and [DIAL BY NAME] are the same feature. **To enter the Phone Book, press the "Down" area of the navigation button.**

DIAL BY ICM NAME (Nav Button Down + 1)

To enter the Phone Book, press the "Down" area of the navigation button.

1. DIAL BY ICM NAME 2. DIAL BY STA SPD NAME OK

Press the [OK] soft button or press OK on the navigation button.

1: CCC (105) 2: DDD (107) BACK   SEND

Use the volume UP/DOWN button or the navigation button to select the desired number, then press the [SEND] soft button to call.

CALL TO CCC 01 FEB 08   06:00 am MSG   FLASH

Talk

DIAL BY STA SPD NAME (Nav Button Down Twice + 2)

To enter the Phone Book, press the "Down" area of the navigation button.

<table>
<tr><td>
1. DIAL BY ICM NAME
2. DIAL BY STA SPD NAME
                               OK
</td><td>
Press the [OK] soft button or press OK on the navigation button.
</td></tr>
</table>

<table>
<tr><td>
1:ABC
2:DEF(002)
BACK   NAME/TEL   SEND
</td><td>
Use the volume UP/DOWN button or the navigation button to select the desired number, then press the [SEND] soft button to call.
</td></tr>
</table>

<table>
<tr><td>
123456789
LINE 008   00:00:03
TRANS   CONF   MUTE
</td><td>
Talk
</td></tr>
</table>

DIAL BY SYS SPD NAME (Nav Button Down Three Times + 3)

To enter the Phone Book, press the "Down" area of the navigation button.

1. DIAL BY SYS SPD NAME
^
OK

Press the [OK] soft button or press OK on the navigation button.

1. TEAM1(2000)
2. TEAM2(2001)
BACK   NAME/TEL   SEND

Use the volume UP/DOWN button or the navigation button to select the desired number, then press the [SEND] soft button to call.

123456789
LINE 008   00:00:03
TRANS   CONF   MUTE

Talk

Attendant Functions

Attendant Intrusion

The Attendant can intrude into a conversation between an extension and an outside line and create a 3-way conversation. An Intrusion flexible button is required to use intrusion and the attendant intrusion feature must be enabled in Admin Programming.

To make an Intrusion flexible button:

1. Press the [TRANS/PGM] button.
2. Press the flexible button to be programmed.
3. Press the [TRANS/PGM] button.
4. Dial "86".
5. Press the [HOLD/SAVE] button.

To intrude into a busy extension:

Press the programmed Attendant intrusion button when you access a busy extension (an Intrusion warning tone will be provided to the extension and a 3-way conference call is established).

To intrude into a busy line:

Press the CO button of the outside line (an Intrusion warning tone will be provided to the busy extension and a 3-way conference call is established).

Attendant Station Programming

An Attendant Station User Program Menu Display is provided on the keyset LCD to assist you in programming the features and functions.

- After pressing the [Trans/Pgm] button, items are available by dialing the Program Code directly or by either using the [VOL ▲▼] buttons or the up/down navigation buttons to scroll through the keyset menu items.

- Dial pad keys are used to enter selected options.

Press the [Trans/Pgm] to enter the Attendant Station User Program Menu. The various levels of the display menu are indicated by indentation.

[01] Print
    [1] SMDR
        [1] Print SMDR (Sta Base) - enter station range
        [2] Delete Station Base - enter station range
        [3] Print SMDR (Grp Base)
        [4] Delete (Grp Base)
        [5] Display Call Charge
        [6] Abort Printing
        [7] Print Lost Call
        [8] Delete Lost Call
    [2] Traffic
        [1] Print All Summary - select analysis time & type
        [2] Print All Periodic - enter print time
        [3] Abort Periodic Print
        [4] Print Atd Traffic - select analysis time & type
        [5] Print Call Summary
        [6] Print Call Hourly
        [7] Print H/W Usage - select analysis time & type
        [8] Print CO Summary
        [9] Print CO Group Hourly - enter CO Grp number

[02] COS
    [1] Set ICM Only Mode - enter station range
    [2] Restore COS - enter station range

[03] Authorization
    [1] Change Authorization - enter station

[04] Date And Time

[1] Change (System) Date Time

[2] Set Wake Up - enter station range

[3] Disable Wake Up - enter station range

[4] LCD Date Mode - DDMMYY or MMDDYY

[5] LCD Time Mode

[6] Use PX Time/Date

[7] Monitor Conf-Room - enter room number (1-9)

[8] Delete Conf-Room - enter room number (1-9)

[05] Message

[1] Pre-selected Msg Act - enter station range & msg (00-20)

[2] Preselected Msg Deact - enter station range

[3] (Sys) Custom Msg Reg - enter station range & msg (11-20)

[4] Erase VM Msg

[5] Atd Del All CLI Msg

[06] Rec. VMIB Announcement

enter sys number (001-100)

[07] Supplementary

[1] Cancel Features

[2] Register Sta Name

enter station number and name

[3] Disable CO Outgoing - press CO flex btn (toggle)

[4] Auto Ring Mode (1: day/2: night/3: on demand/4: weekend/5: auto ring mode)

[5] ICM Box BGM Ch Sel - select BGM Src (0-8)

[6] BGM to Ext Port #1 - select BGM Src (0-8)

[7] BGM to Ext Port #2 - (Invalid)

[8] BGM to Ext Port #3 - (Invalid)

[9] Prepaid Call - enter station range, then enter money

[*] LCD Display Language - enter station range

Overriding an extension in DND mode

An Attendant can override a station in DND:

1.   Call a station in DND(DND tone is heard).

2.   Dial "*" to override the extension. The station in DND will receive ring.

Setting day/night/weekend mode

When a CO call comes in the system, the destination of CO call can be changed according to the ring mode.There are 5 ring modes – Day mode, Night mode, Weekend mode, On-demand mode, and Automatic Ring mode. The destination of a CO call can be set differently for each ring mode in Admin Programming.

To activate Day / On-Demand / Night / Weekend / Auto mode manually:

1. Press the [DND/FWD] button at the Attendant Station.

    ```
    SELECT RING MODE(1-5)
            DAY
    ```

2. Select the desired mode by dialing digit 1-5.

    (1: DAY, 2: NIGHT, 3: ON-DEMAND, 4: WEEKEND, 5: AUTO)

3. Press the [HOLD/SAVE] button.

Storing system speed dial numbers

```
ENTER SPEED BIN NO(2000)


PAUSE        FLASH      D-TONE
```
Press the [TRANS/PGM] button, then press the [SPEED] button.

```
ENTER CO-BTN/DIGIT(2000)
PAUSE        FLASH      D-TONE
```
Dial the Speed Bin Number (2000-2499)

```
1234567
SPEED 2000
PAUSE        FLASH      D-TONE
```
Dial the phone number to be stored, then press the [HOLD/SAVE] button to save.

```
JOHN
ENTER NAME (SPEED 2000)
PAUSE        FLASH      D-TONE
```
Enter a name (refer to "Entering Characters" on page 1-59), then press the [HOLD/SAVE] button to save.

Entering Characters

. – 13 Q – 11 Z – 12 1 – 10	A – 21 B – 22 C – 23 2 – 20	D – 31 E – 32 F – 33 3 – 30
G – 41 H – 42 I – 43 4 – 40	J – 51 K – 52 L – 53 5 – 50	M – 61 N – 62 O – 63 6 – 60
P – 71 Q – 72 R – 73 S – 74 7 – 70	T – 81 U – 82 V – 83 8 – 80	W– 91 X – 92 Y – 93 Z – 94 9 – 90
Blank – *1 : – *2 , – *3	0 – 00	

Glossary

CO Line Central Office Line – also known as a trunk line, exchange line, or outside line

CONF Conference – where you can talk to 2 or more internal or external parties

DKTU Digital Key Telephone Unit – an LG-Nortel digital telephone

DND Do Not Disturb – the station is blocked to all incoming calls

FWD Forward – calls can be sent to another location such a voice mailbox or another station

ICM Intercom – describes internal calls within the telephone system

SLT Single Line Telephone – an analog telephone

Speed Dial A commonly used number stored in a speed bin for easy access

VMIB (or VMIU) Voice Message Interface Board – LG-Nortel integral Voice Processing card

7208D Digital Phone Procedures

7208D Input/Output Devices and Buttons

The following diagram and its corresponding table identify the basic features of the 7208D keyset.
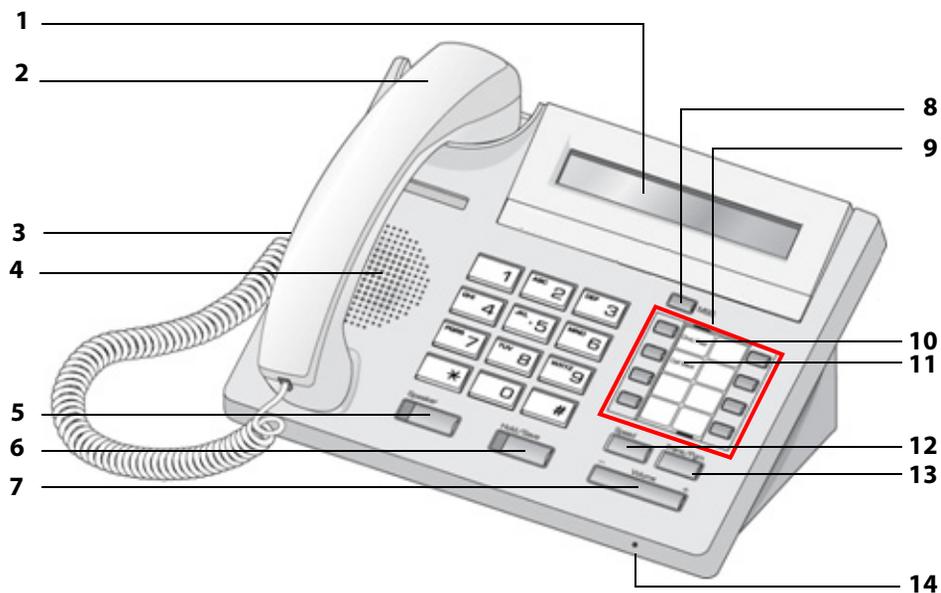
7208D Keyset - Basic Features		
1	LCD Display	Displays information about telephone status, dialing directories, and test message information.
2	Handset	Device used to listen/speak when on a call in handset mode.
3	Headphone	When using a headphone, this button toggles the headphone state.
4	Speaker	Device used to listen to a caller in a handsfree mode when in speaker mode.
5	Speaker Button	Speaker toggles speakerphone state between speaker mode and handset mode. The button is red when speakerphone is active.
6	Hold/Save Button	This button puts a call on hold or saves the PGM.
7	Volume	The volume button adjusts the audio level.
8	MSG LED	This button illuminated to indicate you have a message waiting.
9	Flexible Buttons	The 8 flexible buttons can be assigned as specific feature buttons.
10	DND Button (Flex Btn 1)	The Do Not Disturb (DND) feature disables your phone from ringing. When DND is active, this button is red.
11	Call Back Button (Flex Btn 2)	A station can initiate a call back request to another busy station. Once that station becomes idle, the station that left the call back request is signaled.
12	Speed Button	Used to access speed dialing, save number redial, and last number redial. Also used to access flexible button programming.
13	Trans/PGM Button	This button is used to set up a conference call or to transfer a call.
14	MIC	Microphone used to speak to a caller in a handsfree mode when in speaker mode.

Cable Connections
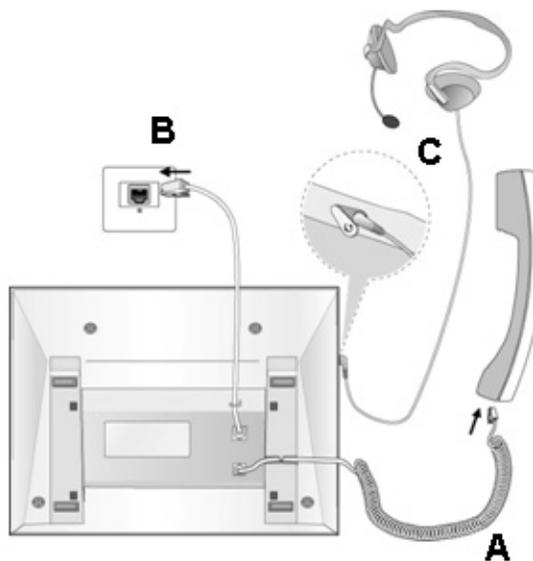
A: Connect the telephone cord (curly cord) to the handset and the other end to the handset jack at the bottom of the telephone.

B: Connect the line cable to the port at the bottom of telephone and the other end to the wall socket.

C: Connect the Headphone to the headphone jack on the left side of the telephone (as viewed from the front).

Basic Functions

Calls

Answer a Waiting Call

Press the flashing CO button.

Call Wait (Camp-on)

1. After receiving station busy tone, dial *. A Camp-on tone sounds at the called station.

2. When called party answers, talk, or hang up to transfer another call to the called party.

Group Call Pick-up

When hearing an unattended phone ringing in your area:

1. Lift handset.

2. Dial 566. You will be connected automatically to the caller.

   Note: you must be in the same pick-up group.

Last Number Redial

1. Lift the handset, press the [SPEAKER] button, or dial from a live keypad.

2. Dial 552 or press the [SPEED] button + dial * + press the [HOLD/SAVE] button.

Place an Intercom Call

1. Lift the handset, press the [SPEAKER] button, or dial from a live keypad.

2. Dial the station number.

Place an Outside Call

1. Lift the handset, press the [SPEAKER] button, or dial from a live keypad.

2. Dial 9.

3. Dial the desired number.

Place an Outside Call on Hold

While connected to an external call, press the [HOLD] button.

Re-direct an Incoming Call (Call Pick-up)

When you hear another phone ringing in your area:

1. Lift the handset, press the [SPEAKER] button, or dial from a live keypad.
2. Dial 7.
3. Dial the extension number of the ringing station. You will be connected automatically to the caller.

Retrieve an Outside Call on Hold

Press the flashing flexible button.

Note: Calls will automatically recall after a pre-defined time.

Flexible Button Programming

Use the procedure and Numbering Plan code shown in the section "Flexible Button Programming" on page 1-16.

Station Speed Dial Numbers - Storing

1. Press the [TRANS/PGM] and [SPEED] button.
2. Dial speed bin number (range = 000-099).
3. Dial speed dial number you wish to store.
4. Press the [HOLD/SAVE] button.
5. Enter the name associated to the number.
6. Press the [HOLD/SAVE] button. A confirmation tone will sound.

Station Speed Dial Numbers - Using

1. Press the [SPEED] button.
2. Dial the desired speed dial bin number.

SLT Procedures

Basic Functions

The following procedures use the default numbering plan code, which can be changed in Admin Programming 104-107 and 109 depending on the user's needs.

Account Code Entry

To identify a call, the system provides the user with an account code field in the Call Logging printout by entering an account code while on an outside call.

1. After dialing or during a conversation with an external party, press the hook switch.
2. Dial 550 and the account code (An account code can be up to 12 digits.)
3. Press the hook switch. Continue the conversation and hang up to finish the call.

Authorization Code Programming

1. Lift the handset.
2. Dial 563.
3. Dial 31.
4. Dial 3-5 digits as authorization code.
5. Press the hook switch.

Calls

Answer a Waiting Call

You will receive warning tone in the handset. Hang up the present call to take a new one.

Call Forward

1.   Lift the handset.

2.   Dial 554.

3.   Dial the desired call forward number.

    1 - Unconditional   3 - No answer calls

    2 - Busy calls   4 - Busy/no answer calls

    5 - Station off-net, unconditional with speed bin

    6 - Station off-net, no answer with speed bin.

    7 - Incoming outside line off-net (ATD only)

    8 - Station unconditional off-net with telephone number

    9 - Station No answer off-net with telephone number

    To make a Call forward to the VMIB, press the # key after dialing call forward type (1-4).

    To make off-net forward type 8 or 9, press hook switch after entering telephone number.

4.   Dial the station number or Hunt Group to forward incoming calls to (Station: 100-132, Hunt Group: 620-629).

5.   Hang up.

    To cancel Call Forward, lift handset and dial 554 and # or, dial 559.

Call Forward - Follow Me

1.   Go to the forwarding station and lift the handset.

2.   Dial 554.

3.   Dial 0.

4.   Dial the station number from which calls are to be forwarded.

5.   Dial the authorization code of the forwarded extension (The authorization code must be registered before "Follow Me" Call Forward can be set).

6.   Dial the extension number that will receive the call.

7.   Hang up.

Call Park

1. While connected to an outside call, lift the handset.

2. Press the hook switch.

3. Dial a parking location (601-610)

4. Hang up.

To retrieve a parked call:

1. Lift the handset.

2. Dial the parking location.

Call Wait (Camp-on)

1. After receiving an intercom busy tone, dial *.

2. Camp-on tone is heard at the called station.

3. When the called party answers, talk, or hang up to transfer the call.

Group Call Pick-up

1. When hearing an unattended phone ringing in your area, lift the handset.

2. Dial 566. You will be connected to an incoming extension or outside line call (you must be in the same pick-up group).

Last Number Redial

1. Lift the handset.

2. Dial 552.

Place an Intercom Call

1. Lift the handset.

2. Dial the intercom number.

Place an Outside Call

1. Lift the handset.

2. Dial 9 to access a CO line (In the following countries, dial 0 to access a CO line: Finland, Brazil, Norway, Netherlands, Belgium, Denmark, Spain, and Italy).

3. Dial the desired number.

Place an Outside Call on Hold

1.   While connected to an extension call, press the hook switch.

2.   Dial 560.

Place an Outside Call via CO Group Access

1.   Lift the handset.

2.   Dial 8 and a CO group number (01-24).

3.   Dial the desired number.

Place an Outside Call via CO Individual Access

1.   Lift the handset.

2.   Dial 88 and a CO line number (01-12).

3.   Dial the desired number.

Re-direct an Incoming Call (Call Pick-up)

1.   When you hear a phone ringing in your area, lift the handset.

2.   Dial 7.

3.   Dial the extension number of the ringing phone.

Retrieve a Held Outside Call

1.   Lift handset.

2.   Dial 8 # and CO line number (01-12).

      -or-

      You can dial 8 * in case you don't remember the held CO number.

Screened Transfer

1.   While connected to an outside line, press the hook switch.

2.   Dial the desired extension number and wait to be answered.

3.   Announce the call.

4.   Hang up to complete the call transfer.

Unscreened Transfer

1. While connected to an outside line, press the hook switch.

2. Dial the desired extension number.

3. Hang up to complete the call transfer.

Conference

The system allows you to set up a 3-way conference.

1. Lift the handset.

2. Call the desired party. (outside or internal).

3. Press the hook switch.

4. Dial the internal extension number.

5. When the other party answers, press the hook switch twice in 2 seconds (All three parties are now connected).

Do Not Disturb (DND)

1. Lift the handset.

2. Dial 553.

3. Hang up.

To cancel Do Not Disturb:

1. Lift the handset.

2. Dial 559.

3. Hang up.

Handset Off-hook Alarm

Should the handset be left off the cradle unattended for any length of time, the user will receive a high pitched signal.

To cancel the signal, hang up.

Message Waiting

1. Lift the handset.

2. Dial the desired extension number. No reply from a key station or extension busy tone from an SLT station.

3. Press the hook switch.

4. Dial 556.

5. Hang up.

Paging

1. Lift the handset.

2. Dial the desired page zone number.

3. Make your announcement.

4. Hang up to complete paging.

   > Page Zones
   >
   > Call all zones   :549
   >
   > Call all internal zones   :543
   >
   > Internal zone 1-10   :501-510
   >
   > External zone 1   :545

Paging - Meet Me

When hearing a paging announcement, dial 544.

Pre-selected Messages

You can choose a pre-selected message to be displayed on the LCD of the phone calling your station.

1.   Lift the handset.

2.   Dial 563 (Program Entry Code)

3.   Dial 51.

4.   Dial the following number and supplemental info to leave your message.

>   (01-10)

>   Dial 01 + (Time) LUNCH, RETURN HH:MM

>   Dial 02 + (Date) ON VACATION, RETURN AT MM:DD

>   Dial 03 + (Time) OUT OF OFFICE RETURN TIME HH:MM

>   Dial 04 + (Date) OUT OF OFFICE RETURN MM:DD

>   Dial 05   OUT OF OFFICE RETURN UNKNOWN

>   Dial 06 + (External no.) CALL XX.... (17 digits)

>   Dial 07 + (Extension you can be called) IN OFFICE, STA XXXX

>   Dial 08 + (Time) IN A MEETING, RETURN TIME HH:MM

>   Dial 09   AT HOME

>   Dial 10   AT BRANCH OFFICE

5.   Press the hook switch.

6.   Hang up.

To erase a pre-selected message:

1.   Lift the handset and dial 563 + 51 + #.

2.   Press the hook switch.

3.   Hang up.

Programming Your Name

1. Lift the handset.

2. Dial 563.

3. Dial 74.

4. Enter your name using the same codes as those of keysets (refer to "Entering Characters" on page 1-59).

5. Press the hook switch. A confirmation tone sounds.

6. Hang up.

Queuing

If you access a busy line, you may request the system to place you on hold, until the next line becomes idle.

1. Lift the handset.

2. Press the hook switch.

3. Dial 556. A confirmation tone will sound when the call is accepted.

4. Hang up.

Returning Call to Host System

If the SBX IP 320 is connected to another system, you can use this feature to transfer a call to an extension on the other system.

1. While connected to an extension call, press the hook switch.

2. Dial 551.

3. When you hear new dial tone from the other system, dial the extension number on the other system.

4. When the station answers, speak (Screened Transfer) or hang up (Unscreened Transfer) to transfer the call.

Shuttle Call

1. An extension user engaged in an internal or external call, should briefly press hook switch to hold a call.

2. The holding party hears music on hold (if equipped).

3. Dial the second number of another internal or external party.

4. When the second call is connected, the extension user may alternate the call between holding parties by pressing the hook switch.

5. Then, you may make a conference by pressing the hook switch.

Station Speed Dial Numbers - Storing

1. Lift the handset.

2. Dial 555.

3. Dial a speed dial number (000-099).

4. Dial speed dial number you wish to store.

5. Press the hook switch. A confirmation tone sounds.

6. Hang up.

Station Speed Dial Numbers - Using

1. Lift handset.

2. Dial 558.

3. Dial the desired speed dial number (000-099).

Universal Night Answer

1. When hearing an incoming signal on another phone or night bell, lift the handset.

2. Dial the UNA Access Code 569. You will be connected to the incoming call if it was programmed as an UNA line.

Voice Announcements

Date & Time Prompt

1. Lift the handset.

2. Dial 563.

3. After the confirmation tone sounds, dial 62. The date & time prompt plays, e.g., "Date is March, 20th and Time is 00:00."

Extension Number Prompt

1. Lift the handset.

2. Dial 563.

3. After the confirmation tone sounds, dial 63. The extension number prompt plays, "This extension is XXXX.".

Extension Status Prompt

1. Lift the handset.

2. Dial 563.

3. After the confirmation tone sounds, dial 64. The following items will be played:

   a) Extension number

   b) Intercom Answer Mode

   c) Listed message X

   d) Wake-up time XX:XX AM or PM

   e) Do Not Disturb

   f) Forwarded to extension XXXX

   g) Forwarded to speed bin XXX

   h) Queued CO XXX

   i) Locked (Temporary Class of Service Charge)

   j) COS X

Recording Your Message

1.   Lift the handset.
2.   Dial 563.
3.   After the confirmation tone sounds, dial 61.
4.   Record your message.
5.   Hang up.

Deleting Your Message:

1.   Lift the handset.
2.   Dial 563.
3.   After the confirmation tone sounds, dial 66.

Recording a Paging Message

1.   Lift the handset.
2.   Dial 563.
3.   After the confirmation tone sounds, dial 65.
4.   Record paging message.
5.   Hang up.

Deleting a Paging Message:

1.   Lift the handset.
2.   Dial 563.
3.   After the confirmation tone sounds, dial 67.

Voice Mail Messages

1. Lift the handset.

2. Dial 557.

3. The message number prompt and the first voice message is played.

4. To delete current voice message and hear next message, dial #1.

    -or-

    To save current voice message and hear next message, dial #2.

    -or-

    To hear current voice message, dial #3.

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