

ENCORE 3696
PLUS
STATION USER'S GUIDE

STATION FEATURES

The following features are provided on PLUS and non-PLUS telephone stations:

OUTSIDE CALLS

Outside calls are announced by a tone signal repeated every 4 seconds through the station's speaker. The corresponding outside line indicator will flash slowly.

INTERCOM VOICE CALLS

Intercom voice calls are immediately preceded by a single alert signal (one half-second tone) provided through the station's speaker when the telephone is on-hook.

OUTSIDE LINE KEYS

Outside line keys are used to access an idle outside line. Outside line keys not dedicated to specific outside lines

may be programmed to provide one-touch access to a variety of features, including Speed Dial and Directed Call Pick-Up.

PICK-UP KEY *

The pick-up key on the dial pad is used to implement Directed Call Pick-Up and Group Call Pick-Up.

PAGE KEY

The page key on the dial pad is used to initiate or reply to a page call.

SPEED DIAL/REDIAL KEY SD/RD

The speed dial/redial key serves a dual function of providing you with access to Speed Dialing (SD) and Save/Repeat as well as the ability to automatically redial (RD) the last telephone number you dialed.

INTRODUCTION/STATION FEATURES

OPERATING INSTRUCTIONS To Make An Outside Call/Call Monitor

Dial Trunk Access/Pooled Access/To Answer Outside Calls/Intercom Voice Call/Intercom Tone Call/Call Hold

Hold Recall/Call Park/Handsfree Talkback/Answering Intercom Tone Calls/Directed Call Pick-Up/Group Call Pick-Up/Paging

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CONFERENCE KEY **CONF**

The conference key is used to establish conference calls and enter pauses for speed dial numbers.

FLASH KEY **FLASH**

The flash key is used to terminate an outside call and restore dial tone without having to hang up the handset. Also completes speed dialing programming.

MICROPHONE KEY **MIC**

The microphone key allows you to switch the built-in microphone ON or OFF.

MONITOR KEY **MONT**

The monitor key enables you to make and monitor a telephone call without lifting the handset. Once the call is connected you must lift the handset to talk.

HOLD KEY **HOLD**

The hold key enables you to place an outside or internal caller on hold.

VOLUME (MIN-MAX)

The volume control adjusts the level of tones and voice announcements heard through the speaker.

TONE SELECT SWITCH

A tone select switch is used to adjust telephone off-hook tone levels. The switch is located under the right side of the telephone's base.

DIRECTORY CARD

A directory card is contained under the base of each telephone so that the user can write down station, outside telephone and memory speed dial numbers. The directory card can be accessed from the front of the telephone.

OPERATING INSTRUCTIONS FOR PLUS AND NON-PLUS STATIONS

ENCORE PLUS and non-PLUS key telephones are easy to use and will do more than ordinary telephones. These simple instructions tell how to get the maximum benefits from your new telephones. The following instructions are for PLUS and non-PLUS phones.

TO MAKE AN OUTSIDE CALL

- Lift the handset.
- Depress an idle outside line key, and hear outside dial tone.
- Dial the desired number.

If Your System Is Used With A PBX

- Lift the handset.
- Depress an idle outside line key, and hear PBX dial tone.
- Dial access code for an outside line.
- Wait for outside dial tone.
- Dial desired number.

Call Monitor (On-Hook Dialing)

This feature allows you to originate a call without lifting the handset.

- Depress the **MONT** key.
- Depress an idle outside line key, and hear dial tone.
- Dial the desired number.

Once the call is connected, you must lift the handset to converse.

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DIAL TRUNK ACCESS

Allows phones to dial access a desired outside line (01-36) which does not appear as a dedicated line key on the telephone. Permits access to a line which is idle or on system hold.

To Access An Outside Line

- Lift the handset and hear intercom dial tone.
- Dial **8 8**.
- Dial outside line desired (01-36). For example, if you want to access line 1, dial **0 1**.

NOTE: You can put your call on hold by depressing the **HOLD** key, and reaccess a line put on hold by depressing **HOLD** key a second time. When you put a call on hold the INT indicator will flutter rapidly.

NOTE: If you are programmed for Ringing Line Preference, you need not depress an outside line key to access a ringing outside line. When you hear ring tone, simply lift the handset and speak to the calling party.

TO MAKE AN INTERCOM VOICE CALL

- Lift the handset, and hear intercom dial tone.
- Dial the desired three-digit extension number.
- Listen for a single alert tone.
- Speak to the called party.

TO MAKE AN INTERCOM TONE CALL

- Lift the handset, and hear intercom dial tone.
- Dial the desired three-digit extension number.
- Dial **1**. Listen for ringback tone.
- When the party answers by going off-hook, you may converse.

POOLED ACCESS

An idle outside line can be automatically seized from a pool of outside lines without depressing a specific outside line key.

- Lift the headset, and hear intercom dial tone.
- Dial **9** or **8 1** or **8 2** or **8 3** or **8 4** or **8 5** or **8 6**, depending on which pool you want. The system selects the first available line.
- Listen for dial tone.
- Dial the desired number.

If all the outside lines in the pool are busy, you will hear a busy tone.

TO ANSWER OUTSIDE CALLS

- You will hear tone signal.
- Lift the handset.
- Depress the outside line key beside the slow flashing indicator, and speak to the calling party.

CALL HOLD

There are two types of call hold: Outside Call Hold and Intercom Call Hold.

To Put An Outside Call On Hold

- Depress the **HOLD** key.
You will see the indicator next to the outside line key flashing rapidly. This is called "I-Hold."
- Depress the outside line key next to the flashing indicator to reconnect the outside line you put on hold.

To Put An Intercom Call On Hold

- Depress the **HOLD** key. The INT (intercom) indicator will flash.
- Depress the **HOLD** key a second time to reconnect the intercom call you put on hold.

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HOLD RECALL

If an outside call is on hold for too long, your phone may alert you with a recall tone, and the flash rate of the outside line indicator will change to an interrupted flutter. Your call will be transferred to your attendant if you do not answer the recall.

CALL PARK

Call Park allows a station user to park a call; to put it on hold in a special park position where other stations in the system can access it.

To Park A Call

Once you are on an outside call:

- Depress **HOLD** key to put the line on hold.
- Dial one of the designated park positions:
2 1, 2 2, 2 3, 2 4, 2 5 or 2 6.

You will hear a dial tone if your call park is accepted. If you attempt to park a call in a park position which is already occupied, you will hear a busy tone. Hang up and try one of the other park positions.

To Pick Up A Parked Call

- Lift the handset.
- Depress ***** key.
- Dial the position where the call is parked:
2 1, 2 2, 2 3, 2 4, 2 5 or 2 6.

NOTE: If the parked call is not picked up within a pre-programmed time period, the call reverts back to the attendant position.

HANDSFREE TALKBACK

You can answer an intercom voice call without lifting the handset.

- You will hear an alert tone followed by the caller's voice.
- Reply, facing the telephone.

NOTE: The MIC indicator must be flashing to reply. If the indicator is not flashing, depress **MIC** key.

For A More Private Conversation

- Lift the handset and reply.

TO ANSWER AN INTERCOM TONE CALL

- You will hear intercom ring tone. The INT (intercom) indicator will flash.
- Lift the handset and speak.

DIRECTED CALL PICK-UP

To Answer A Call Ringing At Another Telephone

- Lift the handset of your own phone, and hear dial tone.
- Dial *****.
- Dial the extension number of the ringing telephone. (Outside calls will be picked up before intercom calls.)

GROUP CALL PICK-UP

Allows you to answer a call ringing at any telephone in your pick-up group (page zone) by dialing one simple code.

- Lift the handset of your own phone (or depress **MONT** key), and hear intercom dial tone.

- Dial *****.
- Dial 9 8. (Outside calls are picked up before intercom calls.)

NOTE: When dialing the group call pick-up code, you may answer calls ringing in your group only. Call pick-up groups will correspond to established paging zones.

PAGING

To Make A Page Call

- Lift the handset and hear intercom dial tone.
- Dial **#**.
- Dial the zone number you wish to page. The digits (1, 2, 3, 4) represent the four zones respectively. Dial 0 to page all four zones at once.
- Make page announcement.

If you want to wait for someone to respond to your page using the Meet-Me Answer capability, remain off-hook.

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MEET-ME ANSWER

To Answer A Page Call

- Lift the handset of any telephone, and hear dial tone.
- Dial **#** **#**.
- Converse with the party who paged you.

MULTI-LINE CONFERENCE (NON-AMPLIFIED)

Permits you to add another outside party to an outside call in progress.

- Make an outside call.
- Depress the **HOLD** key to put the call on hold.
- Make a second outside call on another outside line.
- When the party answers, depress **CONF** key.

Your three-way conference is now complete.

ADD-ON CONFERENCE

Allows you to establish a conference with another internal station and an outside line. To add a third party to your call:

- Depress **HOLD** key.
- Dial the party you want included.
- When the party answers by picking up the handset, depress **CONF** key.

Your three-way conference is now complete.

INTERCOM CONFERENCE

Allows you to establish a conference with two other internal stations. To add a third station to your intercom call in progress:

- Depress **HOLD** key to put your call in progress on hold.
- Dial the extension number of the party you want added.
- When the added party answers by picking up the handset, depress **CONF** key.

The three stations are now connected.

TRUNK CALLBACK (QUEUING)

If you want to use an outside line that is currently busy, place a Trunk Callback request. As soon as the outside line is free, your phone will ring.

To Make A Trunk Callback Request

- Lift the handset, and hear intercom dial tone.
- Depress the busy outside line key or dial the desired trunk access code.
- When you hear a busy tone, dial **2**.
- Listen for a dial tone, and hang up the handset.

Your callback request is accepted. When the outside line is free, your phone will ring.

- Lift the handset. You are automatically connected to the outside line.
- Make your outside call.

NOTE: If the busy tone continues after your dial **2**, your callback request cannot be accepted. Try again later.

MESSAGE WAITING

If you tried to call another internal station but it was busy or no one answered, you may leave a Message Waiting request. The called party will be signalled that a message is waiting, and the party can return your call when he or she is free.

To Leave A Message Waiting Call

- Lift the handset, and hear intercom dial tone.
- Dial the desired three-digit extension number.

If the called party does not answer, or if you hear a busy tone:

- Dial **2**.
- Listen for a dial tone, and hang up the handset. Your message waiting request is accepted.

NOTE: If after dialing **2** you do not hear a dial tone, your message waiting request can not be accepted at this time.

To Answer A Message Waiting Call

You will see the DND/CF indicator flashing.

- Lift the handset, and hear intercom dial tone.
- Dial ***** *****.

This will place a call to the station that left the message waiting request on your telephone. If the DND/CF indicator continues to flash after you have answered a message waiting, a second message is waiting for you. You can answer the second message waiting (dial ***** *****).

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To Cancel A Message Waiting Request Left On Your Phone (Without Returning The Call)

- Lift the handset, and hear intercom dial tone.
- Dial * #.

Your DND/CF indicator will stop flashing. If, after dialing * #, the DND/CF indicator continues to flash, a second message is waiting for you. You can either answer the second message waiting (dial * *) or cancel it (dial * #).

STATION CAMP-ON

Allows a station to wait for a busy internal station to become free. Eliminates the need to call back.

- Lift the handset and hear dial tone.
- Dial extension number desired.
- If you hear a *busy tone*, dial 3.

The busy tone will stop if camp-on has been accepted.

- Wait off-hook (or depress MONT key and then go on-hook). After the station you called terminates its call, it will be notified of your camp-on call by a ring tone. When the station answers, you will be automatically connected.

NOTE: You cannot establish camp-on to a station in the DND (Do-Not-Disturb) mode.

If the busy tone continues after you dial 3, your camp-on request was not accepted. Try again later.

CALL TRANSFER

To transfer an outside call to another internal station:

- Depress HOLD key to put the outside line on hold.
- Dial the three-digit extension number of the station you want to receive the call.
- Announce the call and dial 4 (supervised transfer).
- Hang up the handset.

OR

- Depress HOLD key.
- Dial the extension number of the desired station.
- Simply dial 4 (unsupervised transfer). You have transferred the call.
- Hang up the handset.

If after dialing the three-digit extension number you hear a busy tone:

- Dial 4. If the busy tone stops, the call has been transferred.
- Hang up the handset.
(I-Hold flash transfers to the station you called.)

NOTE: If the busy tone continues after you dial 4, the transfer cannot be completed at this time.

CALL FORWARDING

To Forward Your Calls To Another Station

- Lift the handset (or depress MONT key), and hear intercom dial tone.
- Dial 7 6.
- Dial the three-digit extension number of the station to receive your calls, and hear dial tone. DND/CF indicator will light.
- Hang up the handset.

Your call forwarding has been accepted.

NOTE: If you hear a busy tone after dialing, your call forwarding has not been accepted.

To Cancel Call Forwarding

- Lift the handset.
- Dial 7 4. The DND/CF indicator will go off.
- Hang up the handset.

DO-NOT-DISTURB (DND)

When your phone is in the DND mode, all page and intercom calls are rejected and outside calls programmed to ring on your phone will not ring.

To Put Your Phone In The DND Mode

- Lift the handset (or depress MONT key), and hear intercom dial tone.
- Dial 7 4. (The DND/CF indicator will light.)
- Hang up the handset.

To Cancel DND

- Repeat the procedures used to set DND. (The DND/CF indicator will go off.)

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LAST NUMBER REDIAL

Your telephone will remember the last outside number you dialed.

- Lift the handset.
- Access an available outside line, and hear outside line dial tone.
- Depress **[SD/RD]** key.
- Dial **[*]**.

NOTE: Last number redial may not work when your system is behind a PBX.

SAVE/REPEAT

Allows you to save a dialed number you have had difficulty reaching (busy or no answer) in the telephone's memory. Save/Repeat will redial the number, and will remember the number even if you make other calls in between.

To Save A Number

- Lift the handset, and hear intercom dial tone.
- Access an idle outside line, and hear outside line dial tone.
- Dial the desired number.
- After dialing, depress **[SD/RD]** key and **[#]**.

This number is now stored in Bin 00.

NOTE: Up to 16 digits (including pauses) can be memorized.

To Dial A Saved Number

- Lift the handset, and hear intercom dial tone.
- Access an idle outside line, and hear outside line dial tone.
- Depress **[SD/RD]** key and **[#]**.

The phone number stored in Bin 00 will be dialed automatically for you.

To Change A Save/Repeat Number

- When you program a new number in Save/Repeat, the number previously saved will be automatically erased.

NOTE: Save/Repeat cannot store a number dialed with Speed Dialing.
If you use Save/Repeat, any Speed Dial number stored in Bin 00 will be lost.

SPEED DIALING

Permits automatic dialing of up to 100 numbers (each stored in its own memory bin). When you dial **[SD/RD]** and a two-digit bin number the phone will automatically dial the number stored in that bin.

To Program Speed Dialing

You can program your phone to memorize 10 numbers you call frequently.

- Lift the handset (or depress **[MONT]** key), and hear intercom dial tone.
- Depress **[SD/RD]** key.
- Dial the two-digit memory bin number (00-09 are reserved for your personal numbers).
- Dial the telephone number to be stored (up to 16 digits, including pauses).
- Depress **[FLASH]** key. (You will hear dial tone.)
- Repeat procedure for up to 10 numbers.
- Record the station speed dial numbers on your directory card.

NOTE: You can enter pauses in between dialed digits of the speed dialing numbers by depressing the **[CONF]** key.

Bin 00 is also used for the Save/Repeat function. If you use Save/Repeat your Speed Dial Number stored in Bin 00 will be lost.

To Use Speed Dialing

In addition to your 10 personal numbers, you can speed dial up to 90 other numbers common to the entire system.

- Lift the handset (or depress **[MONT]** key), and hear intercom dial tone.
- Access an idle outside line. (You will hear outside line dial tone.)
- Depress **[SD/RD]** key.
- Dial bin number desired (00-09 for personal numbers; 10-99 for common numbers).

To Change Memorized Numbers

When a new number is programmed into a bin, any number already in that bin is automatically erased.

- Repeat the procedures used to program speed dialing.
- Make the necessary change on the directory card.

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To Chain Speed Dial Bins

Two speed dial bins can be "chained" together to accommodate a long telephone number (more than 16 digits).

- Lift the handset (or depress **MONT** key), and hear intercom dial tone.
- Access an idle outside line. (You will hear outside line dial tone.)
- Depress **SD/RD** key.
- Dial two-digit bin number assigned to first part of the number.
- Depress **SD/RD** key again.
- Dial the second two-digit bin number assigned to second part of number. The number will be dialed for you.

PROGRAMMABLE KEYS

Outside line keys *not* dedicated to an outside line may be programmed to access a variety of system functions.

To Program An Unused Outside Line Key

- Lift the handset (or depress **MONT** key), and hear internal dial tone.
- Depress **SD/RD** key.

- Depress the unused outside line key you wish to program.
- Dial the feature to be programmed on that key (up to five digits, including 0-9, *****, **#**, and **SD/RD**).
- Depress **FLASH** key.
- Hang up the handset.

Table 1 shows the functions which may be programmed onto unused outside line keys, and the numbers to be entered during the fourth step of programming.

NOTE: To change a programmable key, repeat the above procedures, dialing the new feature desired.

To Access A Programmable Key

- Lift the handset (or depress **MONT** key), and hear internal dial tone.
- Depress the programmed key.

The system will automatically access the programmed feature for you.

If the programmed key is set for Speed Dialing:

- Lift the handset and hear internal dial tone.
- Access an idle outside line, and hear outside line dial tone.
- Depress the programmed key.

TABLE I. TO PROGRAM UNUSED OUTSIDE LINE KEYS

FUNCTION	DIAL	NOTE
DSS	X X X	XXX = 100-195
Speed Dialing	SD/RD X X	XX = 00-99
Pooled Trunk Access	9 or 8 1 or 8 2 or 8 3 or 8 4 or 8 5 or 8 6	
Directed Call Pick-Up	* X X X	XXX = 100-195
Group Call Pick-Up	* 9 8	
Call Forward	7 6 X X X	XXX = 100-195
Paging	# X	X = 0-4
Dial Trunk Access	8 8 X X	XX = 01-36
Last Number Redial	SD/RD *	
Save/Repeat	SD/RD #	
Call Park	2 1 , 2 2 , 2 3 , 2 4 , 2 5 or 2 6 .	
Meet-Me Answer	# #	
Message Waiting Answer	* *	
Message Waiting Cancel	* #	
Do-Not-Disturb/Clear	7 4	
Night Transfer	7 0	Attendant only
Special Message	7 5 X X	XX = 01-10

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SPECIAL MESSAGES

You may leave a special message on your phone to notify a caller of your whereabouts and/or leave instructions for a caller. Ten preprogrammed messages are available to choose from.

To Leave A Special Message On Your Phone:

- Lift the handset (or depress **MONT** key), and hear internal dial tone.
- Dial **7 5**.
- Dial the two-digit code (01-10) corresponding to the message you wish to leave on your phone.
- Hang up the handset.

The ten special messages and codes are as follows:

Dial	Message	Dial	Message
0 1	I'M OUT	0 6	CALL SEC
0 2	MEETING	0 7	CALLBACK
0 3	LUNCH	0 8	TRIP
0 4	VACATION	0 9	ATBRANCH
0 5	CONFERENCE	1 0	CALL HOME

Once the call is connected, you may have a handsfree two-way conversation with the called party. Simply speak in a normal tone of voice, facing the speakerphone.

NOTE: The MIC indicator on your telephone must be flashing or the party you are calling will not hear your voice. If the MIC indicator is not flashing, depress **MIC** key.

To Answer An Outside Call Using The Speakerphone

You will hear your phone ring.

- Depress **MONT** key.
- Depress outside line key next to the flashing indicator.
- Speak to the calling party.

To Terminate A Call

- Depress **MONT** key.

NOTE: At any time during your conversation you can switch from handsfree to a normal off-hook call by lifting the handset. To switch from an off-hook conversation to handsfree, depress **MONT** key and hang up handset.

To Cancel A Message On Your Phone:

- Lift the handset (or depress **MONT** key), and hear internal dial tone.
- Dial **7 4**.
- Hang up the handset.

NOTE: Only a station equipped with LCD will see your message on his/her screen. Only one message may be programmed at a time. Your phone will continue to ring, as usual, even after you have programmed a special message.

TELEPHONES EQUIPPED WITH SPEAKERPHONE FEATURE

This feature allows you to originate an outside call or intercom call and have a two-way conversation without lifting the handset.

To Make An Outside Call Using The Speakerphone

- Depress **MONT** key.
- Access an idle outside line, and hear dial tone.
- Dial the desired number.

To Make An Intercom Voice Call Using The Speakerphone

- Depress **MONT** key, and hear intercom dial tone.
- Dial the desired three-digit extension number for a voice call. (To make a tone call, dial **1** after dialing the extension number.)
- Hear alert tone, and speak to the called party. (If you made a tone call, wait for the party to answer and then speak.)

To Answer An Intercom Tone Call Using The Speakerphone

You will hear intercom ring tone.

- Depress **MONT** key.
- Speak to the calling party.

R/D TO DTMF ADDRESS SIGNALLING CONVERSION

Allows users of rotary lines to access Special Service numbers which normally require DTMF signalling. For example, if you have rotary lines and want to use a Special Common Carrier (SCC), dial the local seven-digit number, depress the **#** key, and at the appropriate time continue to dial. The conversion is possible once during the dialing of a number.

BUSY LAMP FIELD

The optional busy lamp field (BLF) unit provides 16 indicators which show the status of up to 16 stations in the system. Each indicator corresponds to a station in the system. An indicator will light when the corresponding station is off-hook or in the DND mode, and will remain unlit when the corresponding station is idle. The BLF attaches directly to the telephone station.

OPTIONAL ACCOUNT CODE

You may be required to enter an account code prior to accessing an outside line on systems equipped with Station Message Detail Recording (SMDR). The account code can be up to seven digits in length.

- Lift the handset.
- Depress **[SD/RD]** key twice.
- Dial the seven-digit account code.

If the account code contains fewer than seven digits, depress **[SD/RD]** key after dialing the code. For example, if the account code you want to enter is 23, dial **[2]** **[3]** **[SD/RD]**.

- Access an idle outside line and make your call.

LEAST COST ROUTING

To access the Least Cost Routing (LCR) feature:

- Lift the handset.
- Dial **[9]**. Wait for dial tone.
- Dial **[1]**, if required.
- Dial area code, if required.
- Dial desired 7-digit telephone number.

You will hear outside dial tone and the digits being dialed by the system.

PLUS STATION FEATURES

ENCORE PLUS telephone stations are equipped with all the keys and features available to ENCORE non-PLUS phones. In addition, the following PLUS features are available to PLUS telephone users only:

FEATURE KEY **[F]**

The Feature key is used to set the display function and to check various telephone numbers. The Feature key is only on those telephones equipped with Liquid Crystal Display (LCD).

LIQUID CRYSTAL DISPLAY (LCD)

A telephone equipped with an 8-digit Liquid Crystal Display (LCD) provides a station user with a range of visual indications, including the time and telephone status.

OFF-HOOK VOICE ANNOUNCE

A PLUS telephone user can receive an intercom voice call while off-hook on another call.

OPERATING INSTRUCTIONS FOR ENCORE PLUS PHONES ONLY

In addition to features available to non-PLUS telephones, PLUS phones have access to additional features. The following instructions are for PLUS telephones only.

OFF-HOOK VOICE ANNOUNCE

To Answer A Voice Call Without Terminating A Call In Progress

- Hear alert tone and voice call over your telephone's speaker.
- Talk to the voice-calling station by speaking in the direction of your telephone.

For added privacy, put the first party on hold and speak to the voice-calling station over your handset.

NOTE: Your MIC indicator must be flashing or the calling station will not hear your voice. If the MIC indicator is not flashing, depress **[MIC]** key.

LIQUID CRYSTAL DISPLAY AND FEATURE KEY

The **[F]** key (Feature key), on PLUS telephones equipped with Liquid Crystal Display (LCD), enables a station user to set and display a range of visual indications.

Alarm Time

To Set Alarm Time

- Lift the handset (or depress **MONT** key), and hear intercom dial tone.
- Depress **F** key.
- Dial **1**.
- Dial the 4-digit alarm time desired. The first two digits represent the hour (in military time), and the last two digits represent the minutes.
- Depress **FLASH** key.

NOTE: An asterisk will be displayed next to the AM/IPM area to show that the alarm has been set. Your alarm will go off at the pre-set time.

To Check Alarm Time

- Lift the handset (or depress **MONT** key), and hear intercom dial tone.
- Depress **F** key.
- Dial **2**.

The alarm time will be displayed on your LCD.

To Release Alarm Time

- Lift the handset (or depress **MONT** key), and hear intercom dial tone.
- Depress **F** key.
- Dial **1**.
- Depress **FLASH** key.

Speed Dial Number Check

Allows you to check the number stored in a particular speed dial memory bin.

- Lift the handset (or depress **MONT** key), and hear intercom dial tone.
- Depress **F** key.
- Depress **SD/RD** key.
- Dial two-digit number of desired speed dial memory bin (00-99).

The LCD will display the telephone number stored in the specified speed dial bin.

Last Number Redial Check

Allows you to check the last telephone number you dialed, before you access the Last Number Redial feature.

- Lift the handset (or depress **MONT** key), and hear intercom dial tone.
- Depress **F** key.
- Depress **SD/RD** key.
- Dial *****.

The LCD will display the last number you dialed.

Save/Repeat Check

Permits you to check the number you stored in the Save/Repeat memory bin.

- Lift the handset (or depress **MONT** key), and hear intercom dial tone.
- Depress **F** key.
- Depress **SD/RD** key.

Programmable Key Check

Enables you to check the function you programmed onto an unused outside line key.

- Lift the handset (or depress **MONT** key), and hear intercom dial tone.
- Depress **F** key.
- Depress the programmed key you wish to check.

The LCD will display the information you programmed previously.

Telephone Number Self-Check

Displays the port number and station number of your own telephone station.

- Lift the handset (or depress **MONT** key), and hear intercom dial tone.
- Depress **F** key.
- Dial **3**.

CALL COVERAGE

If you are designated as a call coverage station, you will be able to monitor the called status of up to 8 other stations in your call coverage group. You can process calls ringing on any station in your coverage group from your own telephone.

Intercom Calls

If a station in the system makes an intercom call to a station in your coverage group, you will see the following on your LCD:

C XX YY

Key: XX = number of calling station
YY = number of called station

NOTE: Only the last two digits of the station number will be displayed.

To Answer an Intercom Call Ringing At A Phone In Your Coverage Group:

- Lift the handset (or depress **MONT** key), and hear intercom dial tone.
- Dial *****.
- Dial the station number of the ringing phone.
- Speak to the calling party.

Outside Calls And I-Hold Transfers

If a station in your coverage group receives an outside call, or if I-Hold indication is transferred to his/her station, you will see the following:

C +XX YY

Key: YY = number of called station
XX = number of outside line call is on

NOTE: Only the last two digits of the station number will be displayed.

To Answer An Outside Call Ringing At A Phone In Your Coverage Group:

- Lift the handset (or depress **MONT** key), and hear intercom dial tone.