

ISOETEC[®] Digital System



Display/Data Phone

User's Guide

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User's Guide

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QUICK REFERENCE CARD	back cover
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INTRODUCTION

INTRODUCTION

The ISOETEC Digital System is a fully featured, easy-to-use telephone system. It is designed with consideration for larger businesses, whose insistence on reliability, service, and flexibility are top priorities.

The ISOETEC Digital System offers multiple ports which can be assigned as either outside lines or as office extensions, whichever best suits your business needs. These designations can be changed as your business needs change and grow.

How to use this guide

This user guide gives you easy to follow instructions on how to get the most from the features and functions of your display telephone. Following is a list of symbols used to illustrate the variety of keystrokes and operations that are involved in using the telephone.

OUTSIDE LINE, **HOLD** - A box around a phrase or word denotes a key on the telephone that has this function. These are either programmed keys, fixed keys, or soft keys. Check with your system manager for the exact key location of each function on your telephone.

0-9, *****, **#** - A box around a symbol or number denotes the keys on the keypad used for dialing numbers, extensions, etc.

LED - Stands for light emitting diode. Each key on the phone has a LED associated with it (with the exception of the **VOLUME** and "soft" keys). When the LED is illuminated, the function associated with the key is active or in use.

Note — Some functions, when activated, do not have any effect on the display of the telephone (Mode Changes, Auto Answer, etc.). Consequently, there is no display shown for these functions.

GENERAL INFORMATION

GENERAL INFORMATION

The ISOETEC Digital System Display/Data Phone has 29 keys of which 20 are programmable, 6 are “fixed”, and 3 are “soft” keys.

Programmable Feature Keys

The 20 programmable feature keys are set up by you and your system manager to give you the additional features and outside lines which suit the way you use your telephone. Features such as Mute, Do Not Disturb, Save/Repeat, Speed Dial, etc. are some of the standard features available.

Fixed Feature Keys

The 6 “fixed” feature keys have the following functions:

- HOLD** - Places the current call on hold.
- TR/CON** - Places the current call on hold while it awaits Transfer, Orbit, Conferencing, etc.
- HF** - The Hands Free function allows you to converse with another party on intercom and outside calls without having to lift the handset. This function can be disabled by your system manager.
- PROG** - Used to enter the programming mode for a variety of features and functions.
- VOLUME ▲/▼** - Adjusts volume levels for audible functions of the phone. Functions you can control the volume of are:
 1. Handset volume - intercom and outside calls
 2. Hands Free volume - intercom and outside calls
 3. Line ring volume - intercom and outside calls
 4. Background music
 5. Page volume

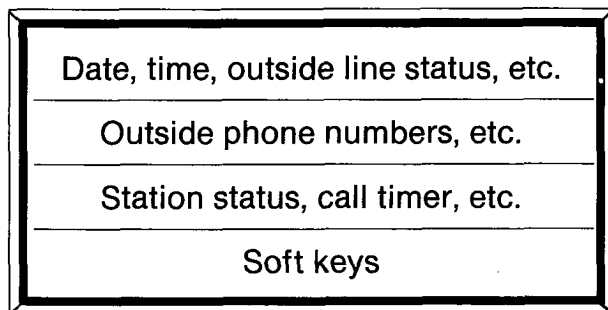
Soft Keys

The 3 “soft” keys are located below the display screen of your telephone. These keys vary in function depending on the current display.

GENERAL INFORMATION

DISPLAY/STATION FEATURES

The Liquid Crystal Display screen on your phone, consisting of 4 lines, 16 characters each, provides additional information regarding the status of your station. The display enables you to be more efficient in handling calls as you are presented with more information about the status of a call and your telephone.



Display Contrast Control

Located on the right side of the phone, this control allows you to vary the contrast of your display to fit your environment.

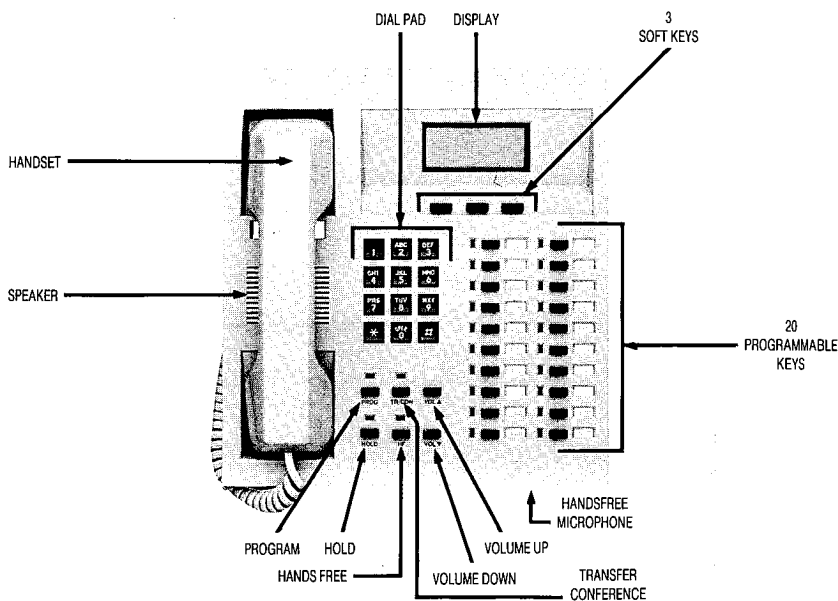
Displaying your Extension Number

To momentarily display the extension number (and name, if programmed) of the phone you are using, press and hold the **[#]** key briefly.

Call Timer

The Call Timer, which is displayed while a call is in progress, can be reset by pressing the “soft” key, **[Timer]**.

GENERAL INFORMATION



SELF TEST

The ISOETEC Digital System allows you to test all of the keys on the telephone you are using if you feel a particular key is not operating properly. If the LEDs or display do not appear to operate as described below, contact your system manager.

- Lift the handset, listen for internal dial tone.
- Dial **7 #** (This enables the test mode).
- Press each programmable key on the phone. The LED associated with each key will illuminate as the key is pressed. The display will also indicate the number of the key you pressed (01, 02, etc.).
- Press each “fixed” key on the phone, and observe its LED illuminating as the key is pressed. The **VOLUME ▲** key will cause the **PROG** LED to illuminate, and the **VOLUME ▼** key will cause the **HOLD** LED to illuminate. The display also indicates the key you pressed (Hf, ^Up^, Down, Prog). **HOLD** and **TR/CON** will appear as “01”.
- Press each of the “soft” keys. D1, D2, D3 will be displayed depending which “soft” key is pressed.
- Press each of the keys on the dial pad. A corresponding LED of a programmable key will illuminate as each key is pressed. The display will also indicate the key pressed (D1, D2, D#, etc.).
- Replace the handset.

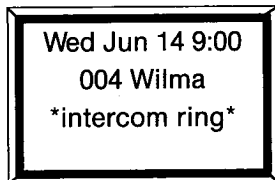
DIALING CALLS

INTERCOM CALLS

An intercom call can be made to another extension by either ringing the phone or announcing (your voice comes through the speaker).

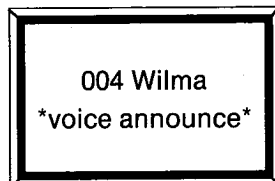
Intercom (Ring)

- Lift handset or press **[HF]**, listen for internal dial tone.
- Dial **[1]** then the desired extension number (3001 to 3999).
- The dialed extension will ring.



Intercom (Voice)

- Lift handset or press **[HF]**, listen for internal dial tone.
- Dial desired extension number (3001 to 3999) or press **[DSS]** key dedicated to the desired extension.
- A double tone will sound, then you can announce your call.



DIRECT STATION SELECT, **[DSS]** KEYS

The Direct Station Select feature allows you to automatically dial an extension by pressing a dedicated key, rather than having to remember the extension number you wish to call. Your system manager can allocate a number of programmable keys on your phone to be DSS keys for you to program as you wish. Once the key is programmed for a particular extension, its LED will indicate the status of the extension (busy, on hold, etc.).

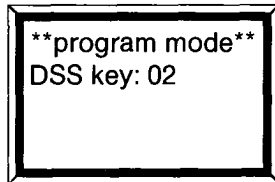
DIALING CALLS

DSS KEYS (CONT'D)

Note — The programming mode will automatically terminate if no information is entered within six seconds or when a maximum number of digits have been entered.

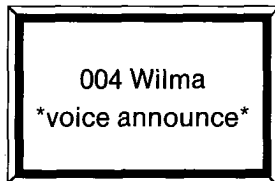
Programming DSS keys

- Press **PROG**. Its LED will flash.
- Press desired **DSS** key.
- Dial desired extension (3001 to 3999) you wish to have dedicated to the **DSS** key.
- **PROG** LED extinguishes.



Using DSS keys

In place of dialing an extension number (3001 to 3999), press the **DSS** key dedicated to the extension you wish to contact. If the **DSS** key is pressed without the handset being lifted, the Hands Free, **HF**, feature will be activated.



The indications of the **DSS** LED are:

- | | | |
|----------|---|----------------------|
| Solid | - | Extension is busy |
| Flashing | - | Extension is ringing |
| Unlit | - | Extension is idle |

DIALING CALLS

OUTSIDE CALLS

Outside calls can be made using either the handset or Hands Free feature. Outside lines that are not displayed on your phone can also be accessed by using the LCR feature.

Making an Outside Call (Handset or Hands Free)

- Lift handset (skip this step if you wish to use Hands Free).
- Press an idle **[OUTSIDE LINE]**. Its LED will illuminate.
- Listen for outside dial tone.
- Dial desired phone number.

(OUT) -> 001 #6556500 00:08 timer cost acct
--

Wed Jun 14 9:00 #6556500 00:08 timer cost acct

Making an Outside Call (LCR)

- Lift handset (skip this step if you wish to use Hands Free).
- Press **[LCR]**.
- Dial desired phone number.

(OUT) -> 001 #6556500 00:08 timer cost acct
--

Wed Jun 14 9:00 #6556500 00:08 timer cost acct

DIALING CALLS

DIALING THE OPERATOR

There are three possible methods of dialing the operator in the ISOETEC Digital System.

Dialing "0"

- Lift handset or press **HF**, listen for internal dial tone.
- Press **0**.
- Your call is connected to the operator.

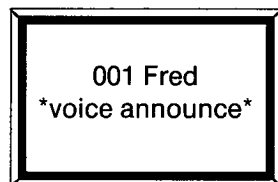
Dialing the operator's extension

- Lift handset or press **HF**, listen for internal dial tone.
- Dial operator's extension number (3001 to 3999).
- Your call is connected to the operator.

Note — The system defaults the operator station to 3001. It may be programmed to any desired extension number. Consult with the system manager for this possibility.

Dialing a particular operator in a multi-operator system

- Lift handset or press **HF**, listen for internal dial tone.
- Dial **0** and number of desired operator (1 to 4).
- Your call is connected to the desired operator.



DIALING CALLS

ACCOUNT CODE

The Account Code key allows you to enter your account number, enabling the system manager to track individual calls. Up to 10 digits may be used. Your system manager can program the system to require an account code to be entered either before a call is allowed or anytime during a call.

Entering a code

Before or while a call is in progress:

- Press **Acc#** "soft" key.
- Dial account code.
- Press **Acc#** "soft" key (skip this step if the code is exactly 10 digits).

Wed Jun 14 9:00 ACC# 12345 timer cost acct
--

Wed Jun 14 9:00 #6556500 00:08 timer cost acct

PRIME LINE

If you make mostly outside calls, your station can be programmed by the system manager to seize an idle outside line each time the handset is lifted or the **HF** key is pressed. Conversely, if you make mostly intercom calls, the phone can be programmed to seize internal dial tone.

Make an outside call while Prime Line is activated

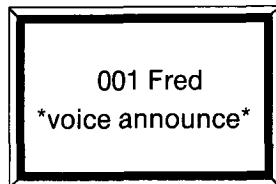
- Lift handset or press **HF** key, listen for outside dial tone.
- Dial desired phone number.

Wed Jun 14 9:00 #6556500 00:08 timer cost acct

DIALING CALLS

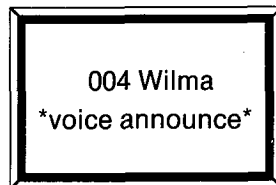
Make an intercom call while Prime Line is activated (ICM key)

- Press **[ICM]**. Its LED will illuminate.
- Lift handset or press **[HF]**, listen for internal dial tone.
- Dial desired extension (3001 to 3999), page zone, etc.



Make an intercom call while Prime Line is activated (No ICM key)

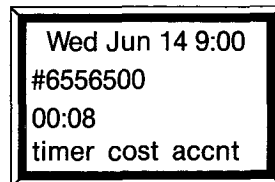
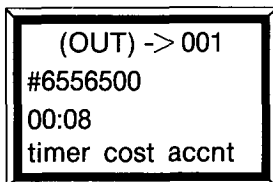
- Dial desired extension (3001 to 3999), page zone, etc.



LAST NUMBER REDIAL

This feature automatically redials the last outside number dialed on the telephone. The number will not be stored overnight.

- Lift handset (skip this step if you wish to use Hands Free).
- Press an idle **[OUTSIDE LINE]**. Its LED will illuminate.
- Listen for outside dial tone.
- Dial **#**.
- Number is dialed automatically.



DIALING CALLS

SAVE/REPEAT

Save/Repeat allows you to dial an outside number, store it in memory, and redial it with a single keystroke. The number can be saved anytime after the number has been dialed and before disconnecting the call. Save/Repeat can be used repeatedly. A number cannot be saved overnight and each number saved erases the previous number.

Save a number

- Press **SAVE/REPEAT** after dialing the phone number and before disconnecting the call.

Repeat a saved number

- Lift handset (skip this step if you wish to use Hands Free).
- Press an idle **OUTSIDE LINE**. Its LED will illuminate.
- Listen for outside dial tone.
- Press **SAVE/REPEAT**.
- Saved number is dialed automatically.

(OUT) -> 001 #6556500 00:08 timer cost acct
--

Wed Jun 14 9:00 #6556500 00:08 timer cost acct

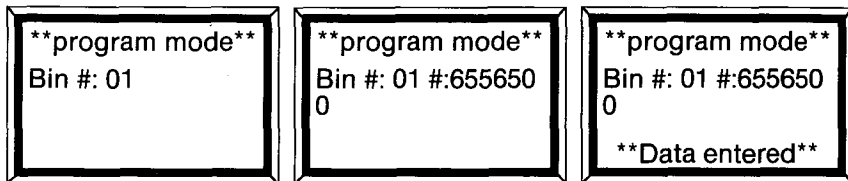
STATION SPEED DIAL

The Station Speed Dial feature allows you to program frequently used outside numbers, maximum 30 digits. Numbers such as business contacts, private lines, etc. all can be programmed to be dialed automatically, saving time and misdials. These numbers are then accessed and dialed by using either the dedicated key or bin number method. A maximum of 30 Station Speed Dial numbers may be stored using any combination of the two methods.

DIALING CALLS

Programming Station Speed Dial (dedicated key method)

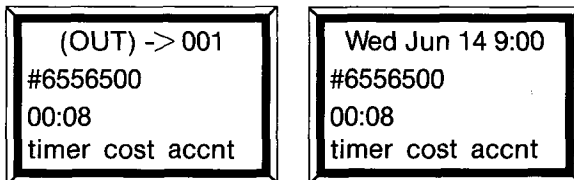
- Press **PROG**. Its LED will illuminate.
- Press the **STATION SPEED DIAL** key you wish to have dedicated to the number. **PROG** LED will flash.
- Dial desired phone number (up to 30 digits).
- Press **PROG**. Its LED will extinguish.



Note — The program function will terminate after 6 seconds if no information is entered. It will also terminate if the entered number exceeds 30 digits.

Using Station Speed Dial

- Lift handset (skip this step if you wish to use Hands Free).
- Press an idle **OUTSIDE LINE**. Its LED will illuminate.
- Listen for outside dial tone.
- Press desired **STATION SPEED DIAL**.
- Number is dialed automatically.

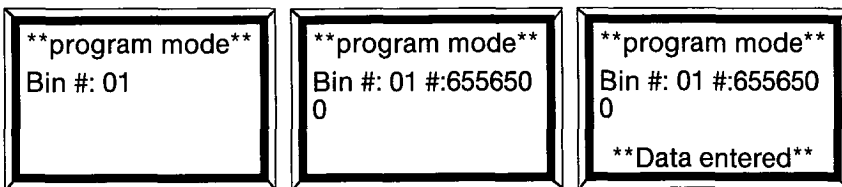


Programming Station Speed Dial (bin number method)

- Press **PROG**. Its LED will illuminate.
- Dial bin number (01 to 30). If the **PROGRAM** LED extinguishes, the bin number you entered is being used by a dedicated key and you have to select a different number or press that dedicated key to reprogram.
- Dial desired phone number (up to 30 digits).
- Press **PROG**. Its LED will extinguish.

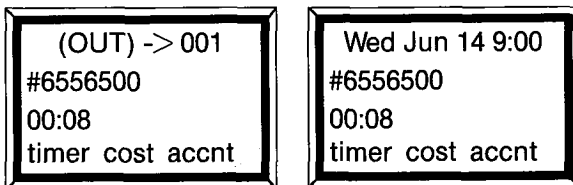
DIALING CALLS

Programming Station Speed Dial (cont'd)



Using Station Speed Dial

- Lift handset (skip this step if you wish to use Hands Free).
- Press an idle **OUTSIDE LINE**. Its LED will illuminate.
- Press **PROGRAM**. Its LED will illuminate.
- Dial desired bin number (01 to 30).
- Number is dialed automatically.

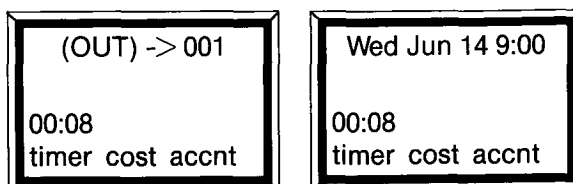


SYSTEM SPEED DIAL

The ISOETEC Digital System is capable of storing up to 999 System Speed Dial numbers, which are programmed from the Operator Station. Telephone numbers frequently used by all extensions can be easily programmed by the Operator to save time and add security to the call (the number is not displayed when dialed).

Dedicated key method

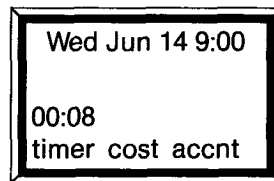
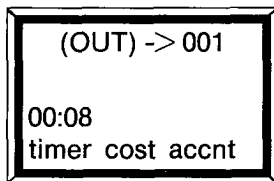
- Lift handset (skip this step if you wish to use Hands Free).
- Press an idle **OUTSIDE LINE**. Its LED will illuminate.
- Listen for outside dial tone.
- Press the desired **SYSTEM SPEED DIAL** key.
- Number is dialed automatically.



DIALING CALLS

Bin number method

- Lift handset (skip this step if you wish to use Hands Free).
- Press an idle **[OUTSIDE LINE]**. Its LED will illuminate.
- Listen for outside dial tone.
- Press **[PROG]**, then dial **[*]**.
- Dial desired bin number (001 to 999).
- Number is dialed automatically.



CHAINING SPEED DIALS

This feature allows you to program a Station Speed Dial number that is over 30 digits in length, by "chaining" two or more bin numbers together. Numbers such as access codes, beeper numbers, etc. fall into this category. Each key pressed (including pauses) adds toward the 30 maximum digits.

Programming Chained Speed Dial numbers

- Press **[PROG]**. Its LED will flicker.
- Dial desired bin number (01 to 30), or press **[STATION SPEED DIAL]** key dedicated for this use.
- Dial desired access code, phone number, etc.
- Dial **[*][2]** (activates chaining mode).
- Dial 2nd desired bin number (01 to 30).
- Press **[PROG]**. Its LED will extinguish.
- Press **[PROG]** again. Its LED will illuminate.
- Dial 2nd bin number again.
- Dial desired access code, phone number, etc.
- Press **[PROG]**. Its LED will extinguish.
- Programming is complete.

DIALING CALLS

Programming Chained Speed Dials (cont'd)

```
**program mode**  
Bin #: 01 #: 655650  
02069982200
```

```
**program mode**  
Bin #: 01 #: 655650  
02069982200  
  
**Data entered**
```

Note — Various types of pauses can be used depending on the effect you wish to create.

- Dial
- *1** for a pause of pre-determined length.
 - *2** to initiate Chaining mode.
 - *3** to chain a Station Speed Dial to a System Speed Dial.
 - *4** for a pause that will wait for a dial tone.

If you wish to enter a "*", dial ***** twice; it will only count as one digit.

Using Chained Speed Dial numbers

- Lift handset (skip this step if you wish to use Hands Free).
- Press an idle **OUTSIDE LINE**. Its LED will flash.
- Listen for outside dial tone.
- Press **PROG** or press **STATION SPEED DIAL** key.
- Dial desired bin number (01 to 30) (skip this step if **STATION SPEED DIAL** was used).
- Numbers are dialed automatically.

```
(OUT) -> 001  
#655650099822  
00:08  
timer cost acct
```

```
Wed Jun 14 9:00  
#655650099822  
00:08  
timer cost acct
```

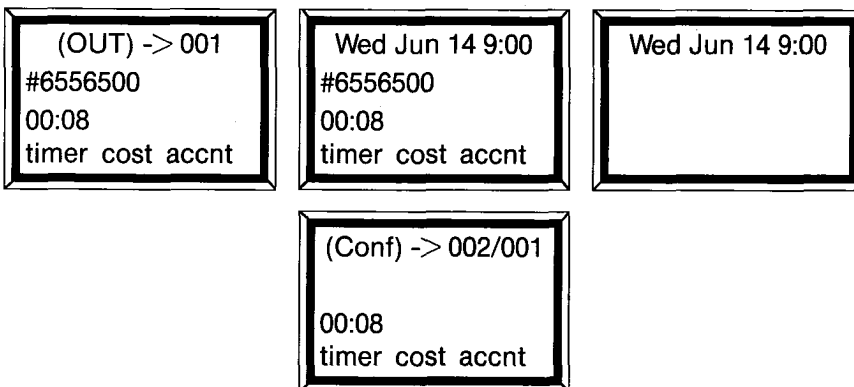
DIALING CALLS

CONFERENCE CALLS

The three-way conference feature enables you to have a conference with two other parties simultaneously. Conferencing can be accomplished with incoming or outgoing calls. You can have conferences with 2 outside and 1 internal callers or 1 outside and 2 internal callers. You are also able to drop one caller and continue the conversation with the remaining caller. See also Patch Key section.

3-way conference with 2 outside & 1 internal caller

- Lift handset (skip this step if you wish to use Hands Free).
- Press idle **[OUTSIDE LINE]**, listen for outside dial tone.
- Dial 1st desired outside number. Wait until party answers.
- Press **[TR/CON]**. Call is placed on hold.
- Press idle **[OUTSIDE LINE]**, listen for outside dial tone.
- Dial 2nd desired outside number. Wait until party answers.
- Press **[TR/CON]**. Its LED will flash and both **[OUTSIDE LINE]** LEDs will illuminate.
- Conference call is now in progress.



If the internal party disconnects, the conference will be terminated. (see also Patch Key section)

DIALING CALLS

Drop 1 outside caller

- Press **HOLD**. Both **OUTSIDE LINE** LEDs flash rapidly.
- Press the **OUTSIDE LINE** you wish to drop. Its LED will be illuminated.
- Press **OUTSIDE LINE** remaining.
- Call has been dropped, remaining call has been retrieved.

Wed Jun 14 9:00 00:08 timer cost acct

3-way conference with 1 outside & 2 internal callers

- Lift handset (skip this step if you wish to use Hands Free).
- Press idle **OUTSIDE LINE**, listen for outside dial tone.
- Dial desired outside number. Wait for party to answer.
- Press **TR/CON**. Call is placed on hold.
- Dial **1** then extension number (ring), or just dial extension number (voice). DSS keys may also be used.
- Wait for party to answer.
- Press **TR/CON**.
- Conference call is now in progress.

(OUT) -> 001 #6556500 00:08 timer cost acct
--

Wed Jun 14 9:00 #6556500 00:08 timer cost acct

004 Wilma *voice announce*

(Conf) -> 001/004 timer cost acct
--

Either internal extension can drop out of the conference by disconnecting and allow the remaining parties to continue.

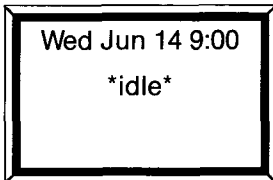
DIALING CALLS

PATCH KEY (UNSUPERVISED CONFERENCE)

The Patch key allows 2 outside parties to continue a conversation when the originating internal extension disconnects.

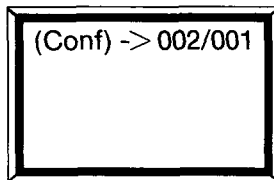
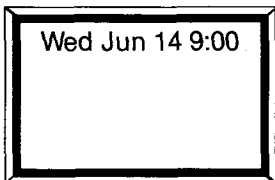
Leave conference, allow 2 outside parties to continue

- Press the **PATCH** key.
- Replace handset.



To reenter conference

- Lift handset (skip this step if you wish to use Hands Free).
- Press either **OUTSIDE LINE** that is being used by the conference parties.
- You are reconnected to the conference.



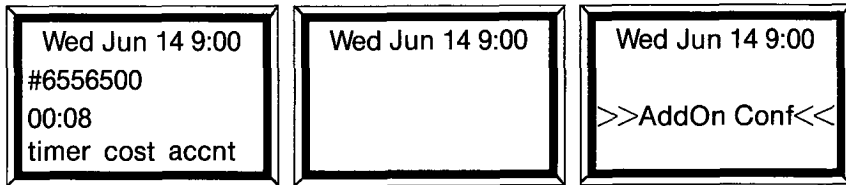
ADD ON CONFERENCE

Add On Conference is another type of conferencing which allows you to add parties as the call progresses. Up to a maximum of eight participants may be included, two of which can be outside calls. The conference must be initiated with the **ADD ON** key in order for more parties to be added.

DIALING CALLS

During an intercom, outside, or existing Add On Conference call:

- Press **ADD ON** key, listen for internal dial tone.
- Dial desired extension number or press **OUTSIDE LINE** and desired phone number.
- Wait until called party answers.
- Press **ADD ON**. The party is connected to the conference. If you wish to add another, begin again with the second step.
- Press **ADD ON** to reenter conference.

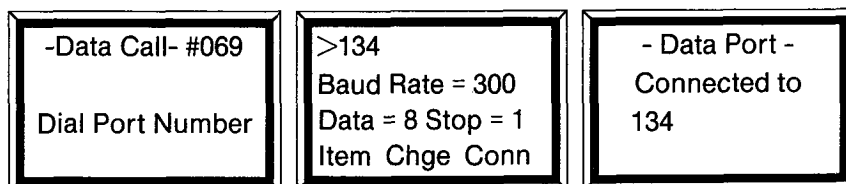


DATA FEATURE

The ISOETEC Display/Data Phone enables you to establish a data connection to any idle data port, to communicate with computers, terminals, printers, plotters, modems, etc. This connection can only be made to equipment on premises. Your system manager must set up this feature for your station.

Making a data connection

- Press **DATA ON**. Its LED will flash.
- Dial desired data port number.
- Press **Conn** "soft" key.
- Connection is established.



cont'd on next page

DIALING CALLS

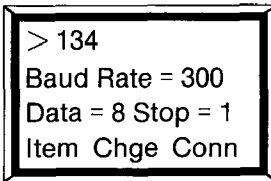
Making a data connection (cont'd)

To disconnect:

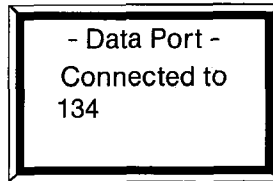
- Press **DATA ON**. Its LED will extinguish.

Making a data connection to a pre-programmed port

- Press **DATA HL**. Its LED will flash.
- Press **Conn** "soft" key.
- Connection is established.



> 134
Baud Rate = 300
Data = 8 Stop = 1
Item Chge Conn



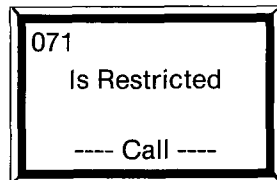
- Data Port -
Connected to
134

To disconnect:

- Press **DATA HF**. Its LED will extinguish.

If dialed data port is restricted

- Press **DATA ON** key to attempt another port.



071
Is Restricted
--- Call ---

Changing communication parameters

- Press **DATA ON** or **DATA HL** key.
- Press **Item** "soft" key. Note arrow on display.
- If you wish to change an item value, press **Chge** "soft" key until desired value appears and press **Item** "soft" key to move to the next item.
- When desired values are changed, press **Conn** "soft" key to make data connection.

Note — If the communication parameters are restricted from being changed, the **Item** "soft" key will not be displayed.

DIALING CALLS

Changing parameters (cont'd)

> 134 Baud Rate = 300 Data = 8 Stop = 1 Item Chge Conn

Data port Call Back

Upon reaching a busy data port:

- Press **Cb** "soft" key.
- Press **DATA ON**. Its LED extinguishes.
- Wait for port to Call Back.

Upon hearing Call Back tone:

- Press **DATA ON** key. Its LED illuminates.
- Press **Conn** "soft" key.
- Connection is established.

134 ** BUSY ** Cb. --- Call	* Call Back On * ** BUSY ** Cb. --- Call	Wed Jun 14 9:00 *idle*
>Data Call Back< 134	> 134 Baud Rate = 300 Data = 8 Stop = 1 Item Chge Conn	- Data Port - Connected to 134

PBX FEATURE

The Private Branch Exchange (PBX) feature is used for accessing lines and features of a PBX. Your system manager will have more information on this feature if needed.

- Press an idle **OUTSIDE LINE** key.
- Press desired **PBX** key. Its LED will illuminate.
- The PBX feature has been accessed.

ANSWERING CALLS

MODE CHANGES

During an internal or outside call, you can change from speaking through the handset to Hands Free, or vice versa.

Hands Free to handset

- Lift handset while Hands Free is activated.
- Hands Free is deactivated.
- Call is now connected to handset.

Handset to Hands Free

- Press **[HF]**.
- Replace handset.
- Call is now connected to the Hands Free speaker.

AUTO ANSWER OPTION

Each extension can be programmed for Auto Answer by your system manager, to allow different methods of answering outside calls. When Auto Answer is set for “No”, you must press the flashing **[OUTSIDE LINE]** key to answer an incoming call. If Auto Answer is set for “Yes”, it eliminates the need for pressing an **[OUTSIDE LINE]** key.

Yes

- Lift handset or press **[HF]**.
- Call is connected to station.

No

- Lift handset or press **[HF]**.
- Press incoming **[OUTSIDE LINE]** or **[UNI]**.
- Call is connected to station.

ANSWERING CALLS

NIGHT ANSWER KEY

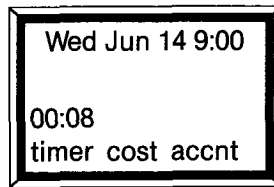
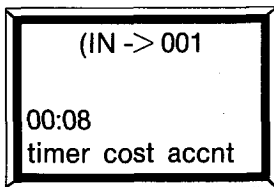
The Night Answer feature is used to answer incoming calls after hours on outside lines which do not ring or do not appear on a particular extension.

Note — This feature is enabled by placing the system in the Night Mode, which can only be accomplished at the Operator Station.

Dedicated key

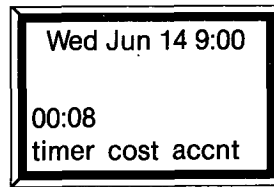
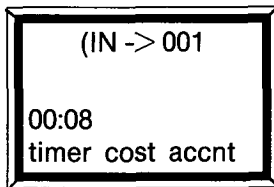
When Night Answer LED flashes:

- Lift handset or press **HF**.
- Press flashing **NIGHT ANSWER** key.
- Incoming call is connected. **NIGHT ANSWER** LED extinguishes and **OUTSIDE LINE** LED illuminates.



Access code

- Lift handset or press **HF**.
- Dial **7 9**.
- Incoming call is connected. **OUTSIDE LINE** LED will illuminate.



ANSWERING CALLS ---

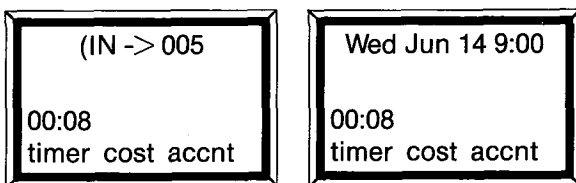
UNI KEY

The UNI Key is used to answer incoming calls on outside lines which do not ring or do not appear at a particular extension in either day or night mode.

This key can be used for station users who do not wish to be disturbed by ringing phones in either day or night mode.

When the UNI key flashes:

- Lift handset or press **[HF]**.
- Press the **[UNI]** key. Its LED will illuminate.
- Call is connected, **[UNI]** LED extinguishes.

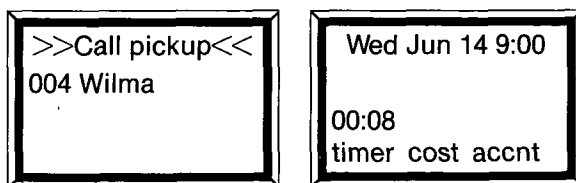


CALL PICKUP

This feature allows you to answer intercom and outside calls that are ringing at another station.

Answering a call

- Lift handset or press **[HF]**, listen for internal dial tone.
- Dial **[2]**, then the extension number (3001 to 3999), that the call is ringing on (or press **[DSS]** for desired extension).
- Call is connected to your extension.



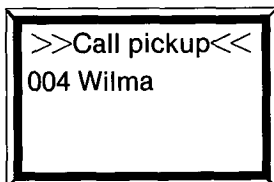
ANSWERING CALLS

GROUP PICKUP

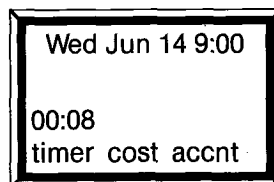
Extensions can be arranged, by the system manager, in groups to allow an outside call to be transferred to a number of extensions rather than just one specific extension. An extension can have several Group Pickup keys which can be used to access phones ringing in any particular group. The Group Pickup feature can be set to either ring at your station or wait for a pre-determined period of time.

Upon hearing phone ring and/or seeing Group Pickup LED illuminate:

- Lift handset or press **HF**.
- Press **GROUP PICKUP**.
- Call is connected to your extension.



>>Call pickup<<
004 Wilma



Wed Jun 14 9:00
00:08
timer cost acct

HANDLING CALLS

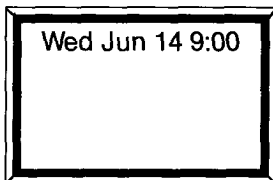
INCLUSIVE/EXCLUSIVE HOLD

Any intercom or outside call may be placed on either Inclusive or Exclusive Hold. Inclusive Hold allows any extension with access to the outside line to answer the call while it is on hold. A call on Exclusive Hold can only be retrieved at the extension which placed the call on hold.

Note — A call placed on hold that has not been retrieved will recall at the station that placed the call on hold after a pre-determined length of time for that station.

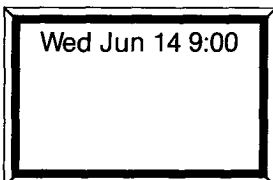
Using Inclusive Hold on an outside or UNI line

- Press **HOLD**.
- **OUTSIDE LINE** or **UNI** LED will flash rapidly.



Using Exclusive Hold on an outside or UNI line

- Press **HOLD** twice.
- **OUTSIDE LINE** or **UNI** LED will flash slowly.



Using Hold on an intercom call

- Press **HOLD**.
- Press **HOLD** again or press flashing **ICM** key to reestablish call.

HANDLING CALLS

Retrieving an outside line on hold

- Press flashing **OUTSIDE LINE**.
- **OUTSIDE LINE** LED stops flashing and call is reconnected.

(Hold) -> 001
00:08
timer cost acct

Wed Jun 14 9:00
00:08
timer cost acct

Retrieving a UNI line on hold

- Press **UNI**.
- **UNI** LED stops flashing and the call is connected.

(Hold) -> 005
00:08
timer cost acct

Wed Jun 14 9:00
00:08
timer cost acct

Retrieving a call on Inclusive or Exclusive Hold at another extension

- Lift handset or press **HF**, listen for internal dial tone.
- Dial **74** and extension number where call is on hold.
- Call is connected to your extension.

(Hold) -> 001
00:08
timer cost acct

Wed Jun 14 9:00
00:08
timer cost acct

Note — If there are two calls on hold at another extension, the call placed on hold first will be retrieved first. If the second call is the desired call, place it on hold and repeat the process for the second call.

HANDLING CALLS

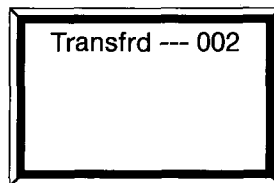
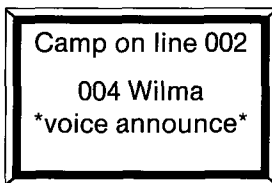
CALL TRANSFER

Call Transfer allows an intercom or outside call to be answered at one extension, then transferred to another.

Transfer a call from one extension to another

During a call:

- Press **TR/CON**.
- **OUTSIDE LINE** or **UNI** LED flashes (only if outside line).
- Dial desired extension number (3001 to 3999) or press **DSS** key dedicated to the desired extension.
- Double tone is heard.
- Replace handset.



*Note — If the called extension does not accept the call (busy, no answer, etc.), then the transferring extension can reconnect to the call by pressing the **OUTSIDE LINE** key, **UNI** key or **ICM** key associated with the call. If the transferred call is not answered within the recall time programmed for the station, the call will automatically call back to the transferring extension.*

AUTO TRANSFER

If an extension has a **DSS** key dedicated to it, and you wish to transfer a call to that extension, you can press the **DSS** key rather than dial to the extension. See the Intercom Call section for information on programming the **DSS** keys.

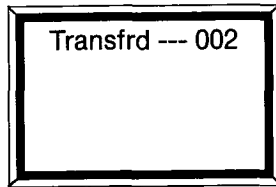
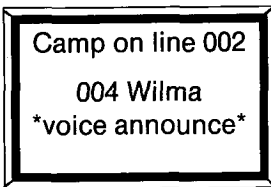
Activate

- Press **TR/CON**. Its LED will illuminate.

HANDLING CALLS

During the call:

- Press the **DSS** key dedicated to the desired extension.
- Double tone is heard, **OUTSIDE LINE** is placed on hold.
- Replace handset.
- Call is transferred.



Note —Call will recall if the extension is busy or does not answer within the allotted period of time set by the system manager.

Deactivate

- Press **TR/CON**. Its LED will extinguish.

IN/OUT KEY

The In/Out function completely disables all functions of your phone, and automatically leaves an indication on the operator terminal screen that you are OUT. Any extension dialing your extension while it is in the OUT mode will hear a fast busy tone.

To indicate that you are OUT

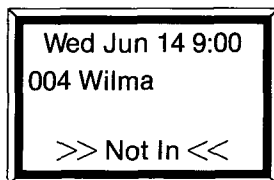
- Press **IN/OUT** key. Its LED will flash.
- Your extension is disabled and noted as "OUT" on the operator terminal.

cont'd on next page

HANDLING CALLS

To indicate that you are OUT (cont'd)

Calling station receives:



When you return:

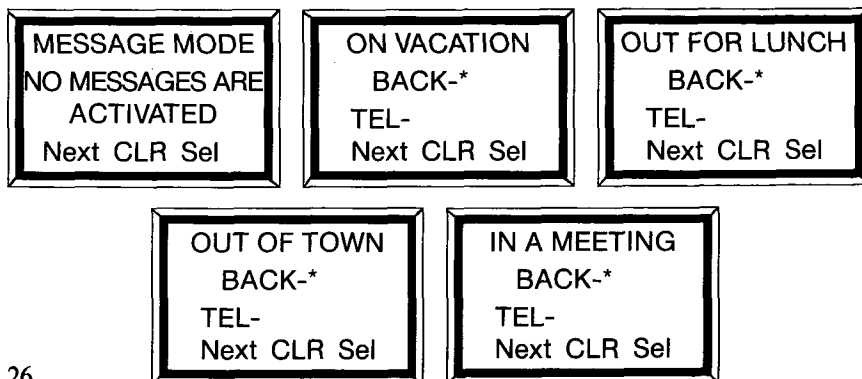
- Press **IN/OUT**. Its LED will extinguish.
- Your extension is returned to normal operation.

OUT MESSAGES

The ISOETEC Display/Data Phone provides you with four pre-determined messages. The messages are: ON VACATION, OUT TO LUNCH, OUT OF TOWN, and IN A MEETING. Selecting one of the messages, and entering your return date and/or time, causes any display phone user that calls your extension to see the message on their display.

Selecting and entering return information

- Press any one of the “soft” keys. This enters the message mode.
- Press **NEXT** soft key until desired message is displayed.
- Enter return information (i.e. 0824 for August 24 and 0130 for 1:30), pressing **Sel** “soft” key after each section.
- Lift handset momentarily and replace.
- Message is now active.



HANDLING CALLS

To cancel:

- Press any “soft” key.
- Press **[Cfr]** “soft” key.
- Station is returned to idle state.

CALL FORWARD

Call forwarding allows you to forward (re-route) all your incoming calls to another extension in the event you are away from your desk. While your extension is on call forward, the only extension that can call your phone is the one you have forwarded it to.

Dedicated key

- Lift handset or press **[HF]**, listen for internal dial tone.
- Press **[CALL FORWARD]**. Its LED will flash.
- Dial desired extension number (3001 to 3999) or press **[DSS]** key dedicated to the desired extension.
- Replace handset or press **[HF]**.

To cancel:

- Press flashing **[CALL FORWARD]** key.

Access code (To a pre-programmed extension)

- Lift handset or press **[HF]**, listen for internal dial tone.
- Dial **[7][*][7]** (dial **[7][*][8]** for night mode).
- All calls to your extension are forwarded.

To cancel:

- Dial **[7][*][*]** (dial **[7][*][9]** for night mode).

HANDLING CALLS

CALL FORWARDING TO VOICE MESSAGE SYSTEM (VMS)

You may forward your extension to ISOETEC's Voice Message System (VMS), in order for callers to leave a message for you automatically when you are away from your desk. The **MAIL** LED will illuminate when the first message is received and when the last message is heard.

Forward to VMS

- Lift handset, listen for internal dial tone.
- Dial **7*3** (dial **7*5** for night mode).
- Listen for four short beeps, confirming the forward.

To cancel:

- Lift handset, listen for internal dial tone.
- Dial **7**** (dial **7*9** for night mode).
- Forward has been cancelled and you will receive calls normally.

To retrieve your messages

- Lift handset, listen for internal dial tone (skip this step if you wish to use Hands Free).
- Press **MAIL** key.
- You will be connected to the VMS to retrieve your messages.

SPLIT KEY

The Split key allows you to place a call (intercom or outside), on hold and answer another incoming or Camp On call. You can split (toggle) between the two calls at any time during the conversation.

While on a call, you will hear a double tone and the **SPLIT LED will flash when another call is waiting to be answered.**

- Press **SPLIT**. 1st call is placed on hold and 2nd call is connected.
- When ready, press **SPLIT** again. 2nd call is placed on hold and 1st call is retrieved.

HANDLING CALLS

CAMP ON

If you have dialed a busy extension, a Camp On tone can be sent to the busy extension to indicate that a call is waiting to be answered. The busy extension has the option to answer or ignore the call.

After dialing a busy extension

- Press **Camp** “soft” key.
- Listen for double tone.
- Remain on call for extension to answer.

Wed Jun 14 9:00
004 Wilma
* busy CO line *
camp voice cb.

Answering a Camp On

Upon hearing “Camp On” tone:

- Press **HOLD** or **SPLIT** key. **OUTSIDE LINE** LED flashes.
- Replace handset (if the **SPLIT** key was pressed, the call will be connected immediately).
- Lift handset or press **OUTSIDE LINE**.

lcm call ext 004
Wilma

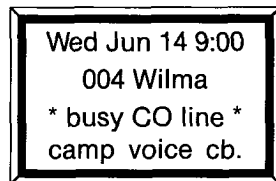
HANDLING CALLS

SECOND VOICE PATH

The Second Voice Path allows you to speak directly to a person even if their extension is busy using the handset. Your voice is transmitted through the Hands Free speaker. This feature is temporarily disabled if your telephone is communicating to a data port using the Data feature. Consult with your system manager for more information.

After dialing a busy extension:

- Press **Voice** “soft” key.
- Announce yourself.



Wed Jun 14 9:00
004 Wilma
* busy CO line *
camp voice cb.

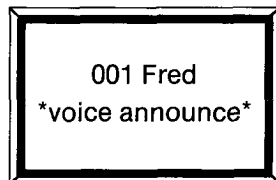
MESSAGE WAIT

If a dialed extension is busy or does not answer, you can send a Message Wait signal. The called extension is informed by the **MESSAGE WAIT** LED illuminating on their phone. If no **MESSAGE WAIT** key has been programmed for the called extension, the LED above the **HOLD** key will act as the signal.

Sending a message

After dialing a busy or non-answering extension:

- Press **MESSAGE WAIT**.
- Replace handset or press **HF**.



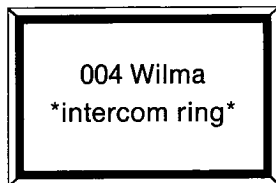
001 Fred
voice announce

Note — As many messages as desired can be left at a station. However, only one message can be left by the calling station.

HANDLING CALLS

Answering messages

- Lift handset or press **[HF]**, listen for internal dial tone.
- Press blinking **[MESSAGE WAIT]** or **[HOLD]**.
- Extension that left message will ring.



Note — If you do not wish to answer the message, press **[MESSAGE WAIT]** without lifting the handset or pressing **[HF]**. If there is more than one message left at an extension, the **[MESSAGE WAIT]** LED will continue to flash.

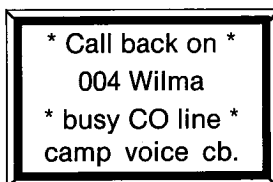
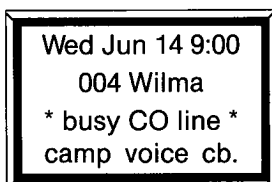
STATION CALL BACK

If you dial an extension that is busy, you can send a Call Back signal to that extension. The busy extension will automatically call back when it becomes idle.

Sending a Call Back

Upon reaching a busy extension:

- Press **[Cb.]** “soft” key.
- Replace handset or press **[HF]**.
- Wait for Call Back (double) tone.



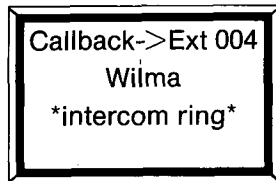
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HANDLING CALLS --- ---

Sending a Call Back

Upon hearing Call Back tone:

- Lift handset or press **HF**.
- Called extension will ring.
- Wait for party to answer.



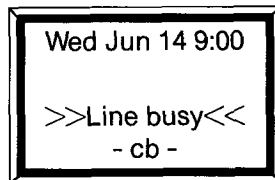
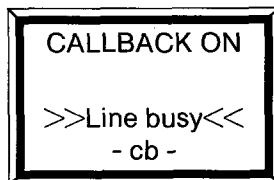
*Note — If you do not wish to call back, press **HF** twice without lifting the handset.*

TRUNK QUEUING (OUTSIDE LINE CALL BACK)

If all outside lines are busy, this feature will signal you when an outside line is idle. If you have the LCR option, the telephone number will be automatically dialed once the line is idle.

Outside line Call Back

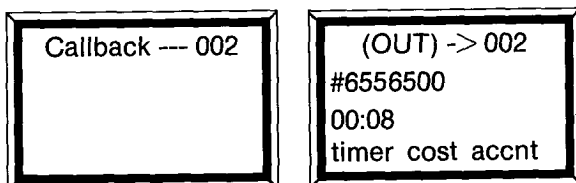
- Dial busy outside line number.
- Press **Cb.** "soft" key.
- Replace handset or press **HF**.
- Wait for phone to ring. **OUTSIDE LINE** LED will blink.



HANDLING CALLS

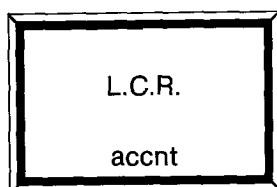
Upon hearing phone ring:

- Lift handset or press **[HF]**, listen for outside dial tone (you will have to press **[OUTSIDE LINE]** and listen for outside dial tone if Auto Answer is set for "No").
- Outside or UNI line is idle and can be used.



LCR Call Back

- Lift handset, listen for internal dial tone (skip this step if you wish to use Hands Free).
- Press **[LCR]**. Its LED will illuminate.
- Dial desired phone number.



If line is busy:

- Press **[Cb]**, "soft" key.
- Replace handset or press **[HF]**.
- Wait for phone to ring.
- Lift handset or press **[HF]**.
- Number is dialed automatically.

PAGING/AUDIO CONTROL FEATURES ---

PAGING

The Paging feature enables you to broadcast a message to any one of nine page zones or to all zones simultaneously either through the phones in the area or external speakers.

Access code method

- Lift handset, listen for internal dial tone.
- Dial

6	0
---	---

 - All page

6	1
---	---

 - Zone 1

6	2
---	---

 - Zone 2

6	3
---	---

 - Zone 3

6	4
---	---

 - Zone 4

6	5
---	---

 - Zone 5

6	6
---	---

 - Zone 6

6	7
---	---

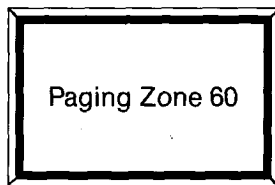
 - Zone 7

6	8
---	---

 - Zone 8

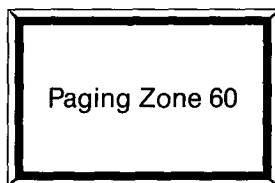
6	9
---	---

 - Zone 9
- Wait until tone ends, then begin announcement.



Dedicated key method

- Lift handset, listen for internal dial tone.
- Press dedicated **[PAGE]** key for desired zone.
- Wait until tone ends, then begin announcement.



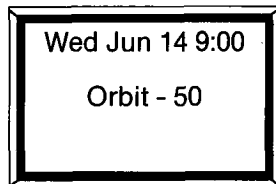
PAGING/AUDIO CONTROL FEATURES

ORBIT

Orbit allows you to place an incoming call in a “holding zone” for a predetermined period of time. During this time you can page the person the call is for, announcing the Orbit number they can dial from any extension to be connected to the call.

While a call is in progress

- Press **TR/CON**. **OUTSIDE LINE** LED will blink slowly.
- Dial desired Orbit number (50 to 59). If busy, dial another.
- Dial desired page zone (60 to 69) or press dedicated **PAGE** key for desired page zone.
- Wait until tone ends, then begin announcement of call and Orbit number.
- Replace handset.



Answering an Orbit page

- Lift the handset or press **HF** on any extension.
- Dial announced Orbit number.
- Call is immediately connected to you.

Note — If a call placed in Orbit is not answered within the pre-programmed period of time, it will recall at the station that placed it in Orbit.

MEET ME PAGE

This feature allows you to page a person and remain on the page until they dial the proper code from any extension. Your respective extensions are then automatically connected together.

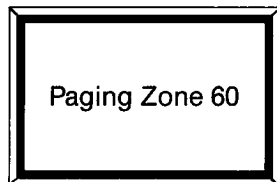
PAGING/AUDIO CONTROL FEATURES --- ---

To announce a Meet Me Page

- Lift handset, listen for internal dial tone.
- Dial desired zone (60 to 69) or press dedicated **PAGE** key for desired page zone.
- Wait until tone ends, then announce code for the person to dial.

<u>CODE</u>	<u>ZONE</u>	<u>ZONE #</u>
710 (or 75)	60	ALL
711	61	1
712	62	2
713	63	3
714	64	4
715	65	5
716	66	6
717	67	7
718	68	8
719	69	9

- Wait for double tone from your phone.
- Paged party is connected to you directly and page system returns to idle.



Note — While waiting for the paged party to answer, you may wish to Mute your phone to eliminate conversations in your area being placed over the page. Deactivate Mute when the party answers.

Answering a Meet Me page

Upon hearing announcement to dial page code:

- Dial code from any extension.
- After double tone you are connected directly to paging extension.

PAGING/AUDIO CONTROL FEATURES

DO NOT DISTURB

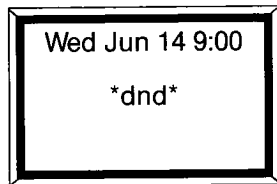
Do Not Disturb blocks all incoming calls and pages to your extension.

Block paging only

- Press **[DND]** once. Its LED will illuminate.

Absolute block

- Press **[DND]** twice. Its LED will flash.



To cancel:

- Press **[DND]** twice if in page block only. Its LED extinguishes.
- Press **[DND]** once if in absolute block.

*Note — In DND, your phone can still dial out, page, etc. normally. Any caller making calls to an extension which is in the **[DND]** mode will hear a repetitive, fast busy tone.*

CALL MONITOR

While on an internal or outside call using the handset, you may allow your conversation to be monitored by others standing nearby. Your system manager can enable or disable this feature.

Activate

During a call using the handset:

- Press **[HF]**. Its LED illuminates.
- The conversation can be heard through the speaker.
- Volume adjustments affect both the handset and speaker.

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Deactivate

- Press **[HF]**. Its LED extinguishes.
- Conversation can only be heard through the handset.

Disconnecting a call with Call Monitor active

- Press **[HF]**. Its LED extinguishes.
- Replace handset.

Change to Hands Free with Call Monitor active

- Press **[MUTE]** key. Its LED will illuminate.
- Press **[HF]**.
- Replace handset.
- Press **[MUTE]** again.
- Continue call through the Hands Free speaker.

MUTE

The Mute feature decreases the sensitivity of the handset and Hands Free microphones to allow you to carry on a conversation with a person standing nearby without the caller hearing. Loud conversation, however, will be heard through the microphones.

Activate

- Press **[MUTE]**. Its LED will illuminate.

Deactivate

- Press flashing **[MUTE]**. Its LED extinguishes.

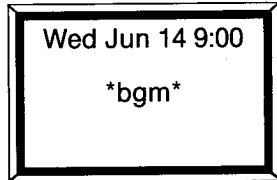
PAGING/AUDIO CONTROL FEATURES

BACKGROUND MUSIC

Any extension user can listen to music through the Hands Free speaker if the system manager has set up this feature. When the extension is accessed, (paged, rings, etc.) the music is temporarily shut off and resumes when the extension is idle again.

Activating Background Music

- Dial **[*]**, music is heard through the Hands Free speaker.
- Adjust with **[VOLUME ▲]** or **[VOLUME ▼]**.



Deactivate

- Dial **[*]**, music is turned off.

SELECTING RING TONE

The tone of the ring signal for your phone may be changed to one of ten different tones.

Selecting

- Dial **[7][0]**. Dial tone stops.
- Dial **[0]** to **[9]** and **[*]**. Each digit produces a different ring tone.
- When desired tone is heard, press **[#]**.
- Replace handset.
- Phone will ring with tone selected.

ADDITIONAL FEATURES

The system may be equipped and programmed for additional features. Each feature is presented below.

Least Cost Routing (LCR)

LCR enables the system to automatically choose the least expensive method of dialing each long distance call. With LCR enabled, a Least Cost Routing dial tone is heard after pressing an **OUTSIDE LINE** key. LCR will then choose the long distance route which is the most cost effective for that call. If the system is set for LCR out only, an LCR key must be used to dial out for outgoing calls.

Toll Restriction

Stations can be toll restricted by system programming. This means that certain area codes and exchanges can be made restricted to certain stations. Also, if LCR is enabled, outside call cost limits can be set to restrict a call.

Forced Account Codes

When Forced Account Code is programmed, a station user must enter their account code before dialing a telephone number. A Forced Account Code of up to 8 digits in length can be entered.

Release Key

If a headset is used, the **RELEASE** key simulates the action of lifting or replacing the handset, and is used to answer outside calls. When operating with the headset, the **RELEASE** key must be pressed to answer or disconnect from calls as well as to make calls.

ICM Key

The ICM key allows a station user to place an internal call on hold and transfer internal calls. The ICM key may also be used to initiate three-party internal conference calls.

Bad Line Key

This key operates in conjunction with LCR to indicate bad service. The system reports should be reviewed to find the total of bad calls.

ADDITIONAL FEATURES

Mail Key

The **MAIL** key functions with the Voice Message System (VMS) to indicate the presence of voice messages at a station. If the key is flashing, at least one message has been left in the mailbox for that station. To retrieve messages, lift the handset and press the flashing **MAIL** key. The system will respond by calling the VMS, and the instructions for VMS will be heard.

Serial Key

The Serial key offers a convenience when an outside caller wishes to speak to more than one person within the system. When a transferred outside call is completed, the caller is automatically sent back to the station that originally pressed the Serial key (i.e. the operator). The call can then be transferred to another party.

Dial By Name

Dialing By Name is a feature that can be ordered which allows a station user to call another station by dialing the person's name who is assigned to that station rather than having to remember their extension number.

Pilot (Call Coverage) Keys

Pilot keys allow a station (perhaps a secretary) to cover another station when an outside call rings in to that station. The covered station also has a Pilot key that replaces LCR or outside line keys for making/receiving incoming and outside calls. The system manager can program the secretary's station to ring immediately, after a period of time, only if covered station is busy, both delayed ring and busy, or just indicate the station status. If a call is made on other than a Pilot key (intercom, etc.) the secretary will have no indication of the station's status.

AUDIBLE TONES LISTING --- ---

Ring Back Tone: Indicates to a calling party that the dialed party's station is ringing.

Splash Tone: Double tone heard when the called station is using the Hands Free option.

Busy Tone: An interrupted tone indicating a station is in use.

Reorder Tone: Fast busy tone indicating an incorrect operation.

Internal Dial Tone: A continuous tone indicating that internal dialing can be initiated.

Outside Line Dial Tone: A continuous tone heard when an outside line is accessed.

Self Test: During a system self-test, a tone may be heard when the system tests itself and re-starts.

Ring Tone: Tone heard at a station which has been dialed. A single ring indicates an outside call and a double ring indicates an internal call.

Camp-On Tone: A double splash tone heard during a call in progress indicating another call is waiting.

LCR Dial Tone: An interrupted Internal Dial Tone which indicates Least Cost Routing is in use. If LCR malfunctions, a fast busy tone will be heard.

Cost Limit Tone: If the system is equipped with LCR, a cost limit can also be set. If a call reaches the cost limit, a tone will be heard, and 30 seconds after that the call will be disconnected.

Confirmation Tone: A tone consisting of four short beeps to indicate the successful completion of a feature.

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