

## SECTION 1 - 17-KEY, 28-KEY AND DISPLAY TELEPHONE USER GUIDE

### BASIC FEATURES:

#### Internal Call:

1. Lift handset
2. Dial extension number

#### External Call:

1. Lift handset
2. Press outside line and dial number

#### Place a Call on Hold:

1. While current call is in progress, press HOLD key

#### To Retrieve a Call on Hold:

1. Lift Handset
2. Press flashing line key

#### To Transfer a Call to Another Extension:

1. While current call is in progress, press TRV/CON (Transfer/Conference) Key
2. Dial desired extension number (announcing the call is optional)
3. Hang handset up

#### Split:

1. While current call is in progress, and upon hearing tone
2. Press flashing SPLIT key
3. To alternate between two current calls, press SPLIT key

#### Page:

1. Lift Handset
2. Dial desired or designated Page Zone (60 thru 69)
3. Your designated page zone is \_\_\_\_\_.
4. Announce Page Message
5. Hang handset up

#### Out:

1. Press In/Out Key. It's LED will flash
2. Your ext. is disabled & noted as "OUT" on the operator terminal
3. When you return, press In/Out key, your ext. is returned to normal, LED extinguished

#### Last Number Redial:

1. Lift handset
2. Press outside line key
3. Press # key

#### ADVANCED FEATURES:

##### Orbit:

1. While current call is in progress, press TRV/CON Key
2. Dial Orbit Zone (50 thru 59)
3. Listen for confirming Orbit tone of 3 short beeps
4. Once confirmed, hang handset up

##### Call Back:

1. Upon reaching a busy extension, press CALL BACK key
2. Hang up
3. When called extension becomes idle (frees up), your phone rings
4. Lift handset
5. Press Call Back key

##### Camp on:

1. If you reach a busy extension, dial 2 and stay on line until called party hangs up

##### Call Forwarding:

1. Lift handset
2. Press Call Forward key
3. Dial extension number to which you desire to forward your phone to
4. Replace handset
5. To cancel - press Call Forward key

Note: Remember to Cancel

#### Call Forward to VMS:

1. Lift Handset
2. Dial:
  - 7\*3 To forward to VMS during the Day mode
  - 7\*\* Cancels call forward to VMS during the Day
  - 7\*5 To forward to VMS into the Night mode
  - 7\*9 Cancels call Forwarding to VMS in Night mode

#### Night Answer:

#### Dedicated Key:

1. Lift handset
2. Press Night Answer key
3. Incoming call is connected

#### Access Code:

1. Use any telephone. Lift handset
2. Dial 79 - call is connected

#### Selected Ring Tone: (11 Distinct Ring Options)

1. Lift handset
2. Dial 70 - current ring tone is heard
3. Dial 0 to 9 and \*. Each digit produces a different tone
4. When desired tone is heard, dial #
5. Replace handset
6. Phone will ring with tone selected

#### Conference Call - Internal/External:

1. Lift handset, press outside line
2. Dial first phone number
3. Press TRV/CON key
4. Press another outside line key
5. Dial second phone number
6. Press TRV/CON key - conference established

#### Do Not Disturb:

Press DND key once (Block page only)  
Press DND key twice (Total DND)  
To cancel, press blinking DND key

#### Mute:

Press Mute key to activate  
Press blinking mute key to de-activate

**SECTION II- 6- KEY TELEPHONE USER GUIDE**

To place an external call, press "out key".

**Place a Call on Hold:**

1. While current call is in progress, press HOLD key.

**To Retrieve Call from Hold:**

1. Lift Handset
2. Press \* key

**Split:**

1. While current call is in progress and upon hearing tone, press HOLD key.
2. Hang up, second call will ring.
3. Lift handset to answer second call.
4. Press \* to retrieve first caller.

**Call Forwarding:**

1. Lift handset
2. Dial 7 # 1, and desired extension number
3. Hang up

**To Cancel:**

1. Lift handset
2. Dial 7 \*\*
3. Hang up

**Call Forward to VMS:**

1. Lift handset
2. Dial:
  - 7\*3 To forward to VMS during the Day mode
  - 7\*\* Cancels call forward to VMS during the day
  - 7\*5 To forward to VMS into the Night mode
  - 7\*9 Cancels Call Forwarding to VMS in Night mode

**Additional Common Features:**

For additional 6-Key features not covered above, please refer to Section I.

**Speed Dial - Station: TO PROGRAM**

1. Without lifting handset, press PROG key (LED will light)
2. Dial desired bin number [01] thru [30] or press dedicated key
3. Enter desired telephone number
4. Press PROG key (LED will go out)

**Speed Dial - Station: TO ACCESS**

1. Lift handset
2. Press outside line
3. Press dedicated key or press PROG key and dial desired bin number

01	16
02	17
03	18
04	19
05	20
06	21
07	22
08	23
09	24
10	25
11	26
12	27
13	28
14	29
15	30

**Speed Dial - System: TO ACCESS**

1. Lift handset
2. Press outside line
3. Press PROG key
4. Dial [\*] on key pad
5. Dial desired bin number 001 thru 200

**EXECUTONE DIGITAL SYSTEM  
6-KEY, 17-KEY, 28-KEY AND DISPLAY**

**TELEPHONE USER GUIDE**

**TELEPHONE REPAIR SERVICE: 1-800-678-9866**

*To Report a trouble on a phone line or to report any trouble in your phone system*

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**MOVES, ADDS, CHANGES: 1-310-908-2347**

*To add a telephone or line, to relocate or move a phone, or to move a telephone system.*

**EXECUTONE INFORMATION SYSTEMS, INC.  
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(310) 692-7531  
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**MY EXTENSION NUMBER IS: \_\_\_\_\_**