

ISOETEC® Digital System



6-Key Telephone

USER GUIDE

**ISOETEC
DIGITAL SYSTEM
6-KEY TELEPHONE
USER GUIDE**

February, 1990

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The concept behind all ISOETEC products is to produce telephone systems which offer the user flexibility, efficiency and innovative features and functions. ISOETEC phone systems have the ability to grow and develop as your business needs change. With that in mind, it should be noted that all dial access codes, including extension numbers, may vary from the ones indicated in this User Guide. The numbering system used in this guide is an example of a standard dial access numbering system only - your telephone system may or may not be numbered as illustrated in this User Guide.

Your System Manager will inform you of any dial access codes on your particular phone system which are different from the ones used in this manual.

Spaces are provided below for entering dial access codes which relate to the way your particular system is programmed:

NAME	NUMBER
Account Codes	_____ thru _____
Background Music	_____
Background Music Over External Page	_____
Call Forwarding	_____
Call Forwarding To IVIE	_____
Call Pick-Up	_____
Camp-On	_____
DISA	_____
Extension Numbers:	_____ thru _____
Group Pick-Up	_____
Last Number Redial:	_____
Meet Me Page	_____
Orbit	_____ thru _____
Page All:	_____
Page Zones:	_____ thru _____
Pick Up Calls On Hold	_____
Selecting Ring Tone	_____
Self-Test	_____
System Speed Dial:	_____ thru _____
Station Speed Dial:	_____ thru _____

INTRODUCTION

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

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

This guide gives you easy to follow instructions on how to get the most from the features and functions of your new telephone. This section includes operating instructions for the 6-key telephone. Each feature or function description is made up of seven parts:

Title: The feature or function name. Some features require that a key on your extension be programmed by your System Manager.

Description: A description of the feature or function.

How To: What the feature or function does.

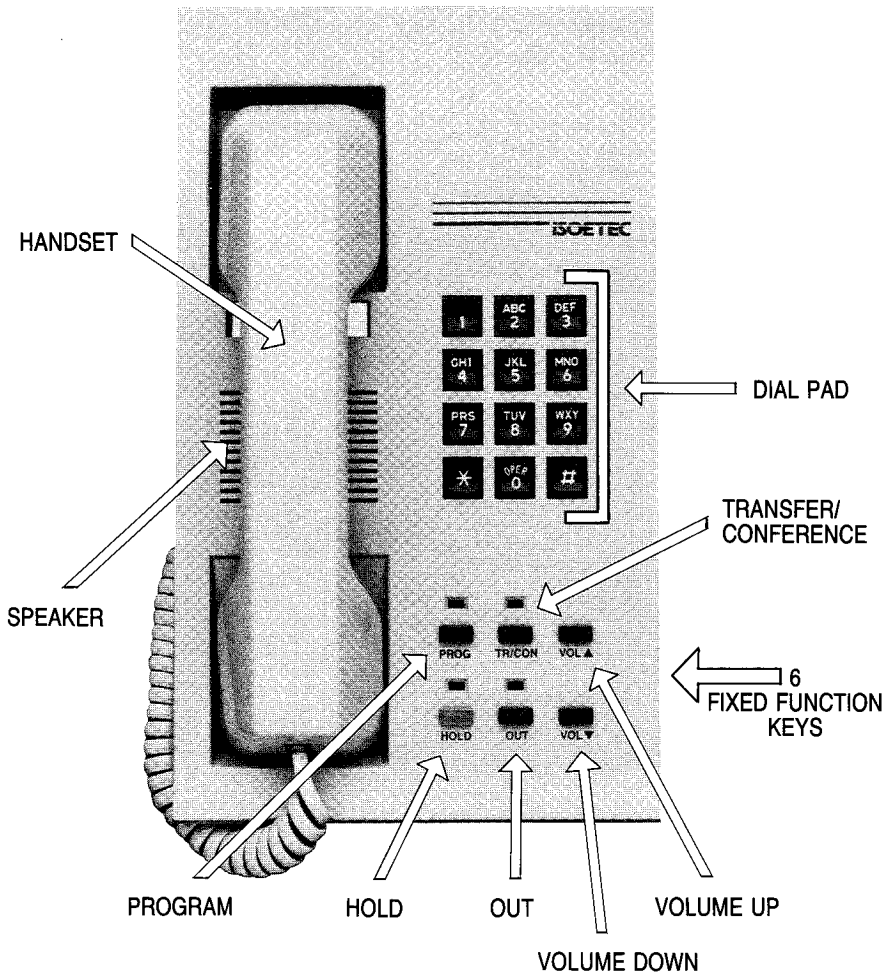
Graphics: A simple diagram of the action you must take in order to make the feature or function work.

Action: What you have to do to make the feature or function work.

Result: The result of the action you have taken in order to make the feature or function work.

Comment: More information on the feature or function.

6-KEY PHONE



The Telephones

The ISOETEC Digital System 6-key telephone has 6 “fixed” keys and no programmable feature keys.

A description of the “fixed” keys, whose function may not change, follows:

TR/CON - Transfer/Conference. Places your current call on Hold while it awaits Transfer, Orbit, or Conferencing functions.

PROG - Program. Used in a specified sequence in order to enable programming of different features and functions. The [PROG] LED will time out after about six seconds.

Note: If the [PROG] LED times out before you have entered the necessary information, you have waited too long, and the programming will have to be initiated again.

VOL ▲ /VOL ▼ - Volume Up/ Volume Down. Adjusts the volume to comfortable levels. The volume adjustments apply to the function to which you are currently connected. To increase volume, press [VOL ▲] key. To decrease volume, press [VOL ▼] key. The volume can be set, and placed in memory, for the following six functions:

1. Handset on Outside call.
2. Handset on Internal call.
3. Page volume.
4. Outside line ringing volume.
5. Internal line ringing volume.
6. Background Music volume.

HOLD - Places your current call on Hold.

OUT - Accesses an Outside Line.

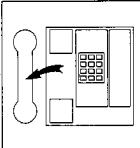
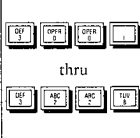
A red, Light Emitting Diode (LED) next to each key is used to provide status information for that key.

General Information

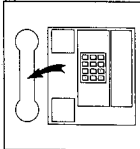
Dialing The Operator Extension From Another Extension In The System

Description: Should you wish to call the Operator from your extension, or from any other extension in the system, you may do so using one of 3 possible methods. The method used depends on convenience and/or how your system is programmed.

How To: Dial The Operator Station From Another Extension In The System Using An Extension Number.

	Action	Result	Comment
1.	 Lift handset.	Internal dial tone is heard.	
2.	 Dial Operator extension number.	You are connected to the Operator station.	When the system is new, the Operator station defaults to 3 0 0 1 . It may be programmed to be any desired extension in the system. If the Operator station is busy, you must hang up and try again later.

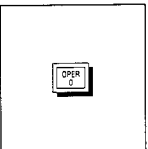
How To: Dial The Operator Station Form Another Extension In The System Using “0”.

	Action	Result	Comment
1.	 Lift handset.	Internal dial tone is heard.	

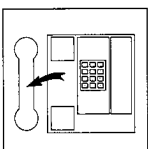
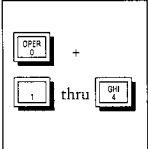
General Information

Dialing The Operator Extension From Another Extension In The System

Dial The Operator Station From Another Extension In The System Using "0", Con't.

	Action	Result	Comment
2.	 Dial 0 on dial pad.	You are connected to the Operator station.	If the Operator station is busy, you must hang up and try again later.

How To: Dial The Operator Extension If The System Is Equipped With More Than One Operator Station.

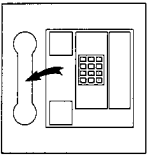
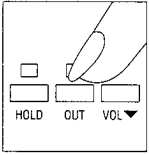
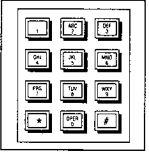
	Action	Result	Comment
1.	 Lift handset.	Internal dial tone is heard.	
2.	 Dial 0 + number of desired Operator station, 1 thru 4 .	You are connected to the desired operator station.	$\boxed{0} + \boxed{1}$ = Operator 1 $\boxed{0} + \boxed{2}$ = Operator 2 $\boxed{0} + \boxed{3}$ = Operator 3 $\boxed{0} + \boxed{4}$ = Operator 4 If Operator station is busy, hang up and try again.

Dialing Calls

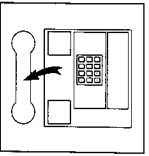
Placing Outside Calls

Description: The types of calls which may be placed are Internal, (one extension to another), or External, (Outside Line calls). Internal calls may be dialed to the receiving extension without lifting the handset, but the handset must be lifted in order to converse.

How To: Place An Outside Call.

	Action	Result	Comment
1. 	Lift Handset.	Internal dial tone is heard.	
2. 	Press [OUT] key.	External dial tone is heard.	
3. 	Dial desired phone number.		

How To: Place An Outside Call Using Group Number.

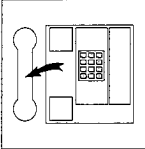

	Action	Result	Comment
1. 	Lift Handset.	Internal dial tone is heard.	

Dialing Calls

Placing An Internal Call

Description: The types of calls which may be placed are Internal, (one extension to another), or External, (Outside Line calls). Internal calls may be dialed to the receiving extension without lifting the handset, but the handset must be lifted in order to converse.

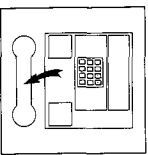
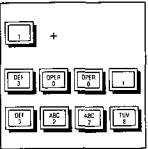
How To: Make An Internal Call.

Action	Result	Comment
1.  Lift Handset.	Internal dial tone is heard.	You may dial the desired extension number without lifting the handset, but you must lift the handset in order to converse.
2.  Dial desired extension number.	If the called extension is idle, a confirmation tone is heard. If the called extension is in use, (busy), a busy tone is heard.	

Dialing Calls

Placing An Internal Call, Con't.

How To: Make An Internal Call Ring.

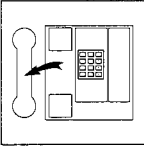
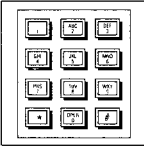
	Action	Result	Comment
1.	 Lift handset.	Internal dial tone is heard.	You may dial the desired extension number without lifting the handset, but you must lift the handset in order to converse.
2.	 Dial 1 + desired extension number.	Ringing extension is heard.	

Prime Line

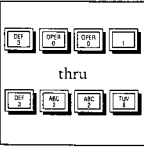
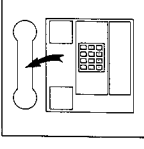
Description: If you intend to make mostly External calls, the phone can be programmed to seize an Outside line each time the handset is lifted. Conversely, if you intend to make mostly Internal calls, the phone can be programmed to seize the line for Internal dial tone each time the handset is lifted.

This feature must be enabled by system programming.

How To: Place An External Call While Prime Line Is Activated.

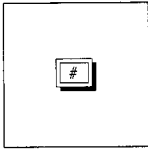
Action	Result	Comment
1.  -Lift handset	External dial tone is heard in handset.	
2.  -Dial desired telephone number on dial pad.		

How To: Place An Internal Call While Prime Line Is Activated.

Action	Result	Comment
1.  - (Without lifting handset), dial desired extension number, Page Zone, or any Internal function desired.		
2.  (After dialing is completed), lift handset.		

Prime Line, Con't.

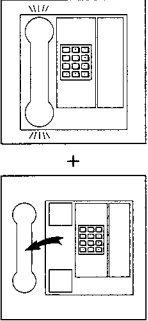
How To: Access An Internal Dial Tone While Prime Line Is Activated.

	Action	Result	Comment
1.	 (Without lifting handset), press #.	Internal dial tone is heard.	

Receiving Calls

Description: Either Internal or External calls directed to your extension may be answered in the same manner.

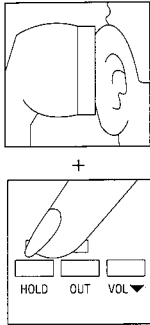
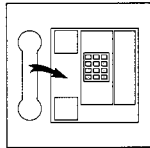
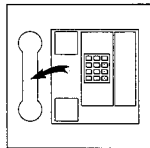
How To: Receive An Incoming Call (Internal or External).

Action	Result	Comment
1.  (Upon hearing phone ring), lift handset.	Call is connected.	Whether call is announced or screened, (ringing), you must hang up before the call will be transferred and ring at your extension.

Camp-On

Description: When you are on either an Internal or External call at your extension, and a Camp-On tone is heard, this is an indication that another call is waiting.

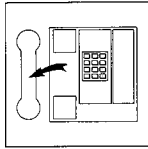
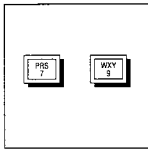
How To: Answer A Camped-On Call.

	Action	Result	Comment
<p>1.</p> 	<p>(Upon hearing a Camp-On tone while on a current Internal or External Call), press [HOLD] key.</p>	<p>[OUT] key LED will remain lit on External call. 1st call is placed on Hold.</p>	<p>Do not replace handset before pressing [HOLD] key.</p>
<p>2.</p> 	<p>Replace handset, or press the hookswitch once.</p>	<p>Camped-On call will ring.</p>	
<p>3.</p> 	<p>Lift handset, or release the hookswitch.</p>	<p>Camped-On call is connected.</p>	<p>In order to return to the 1st call, press [HOLD] key in order to place the current call on Hold, + [*], in order to reconnect to the other call on Hold. You may go back and forth between the two calls by repeating this procedure as many times as desired.</p>

Night Answer

Description: The Night Answer code allows you to answer Incoming calls on Outside Lines which do not ring at an extension. This feature can only be used when the system has been placed in Night Mode.

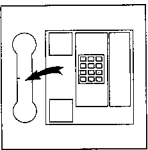
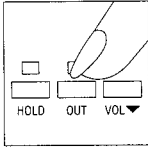
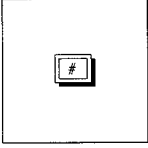
How To: Answer A Night Ring.

Action	Result	Comment
1.  Lift handset.	Internal dial tone is heard.	
2.  Dial 7 9 on dial pad.	Incoming call is connected. [OUT] key LED will light.	

Last Number Redial

Description: This feature enables the user to redial the last number dialed after the termination of that call.

How To: Use Last Number Redial.

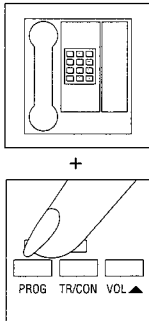
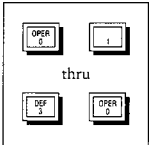
	Action	Result	Comment	
1.		Lift handset.	Internal dial tone is heard.	
2.		Press [OUT] key, or select line.	External dial tone is heard.	
3.		Press [#] key.	Dialing of digits for the last number dialed is heard in the handset.	

Station Speed Dialing

Description: The system is capable of a maximum of 30 Station Speed dial numbers of up to 30 digits for each extension. You may program frequently used External numbers, (e.g. business contacts, private numbers, etc.), enabling you to dial the External number automatically instead of dialing them manually.

Note: Pauses between digits may be required when common carriers such as Sprint or MCI are used. Pauses of a pre-programmed duration are entered by pressing [] + [1] on the dial pad. Press [*] + [2] in order to chain station station. Automatic pauses which wait for dial tone are set by pressing [*] + [4]. Press [*] + [3] to chain a Station Speed Dial to a System Speed Dial. To send a [*] in a speed dial, it must be pressed twice to be entered, although it will still only count as one digit.*

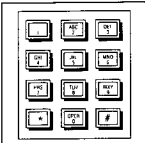
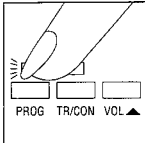
How To: Program Station Speed Dial Numbers.

Action	Result	Comment
<p>1.  (Without lifting hand set), press [PROG] key.</p>	[PROG] key LED will light.	
<p>2.  Press desired bin number, [0] [1] thru [3] [0].</p>	[PROG] LED will begin to blink.	The [PROG] key will time out after approximately 6 seconds if no bin number is entered. Should this occur, the [PROG] key LED will go out, and you must initiate the procedure again, beginning with step 1.

(continued) 23

Station Speed Dialing

Program Station Speed Dial Numbers, Con't.

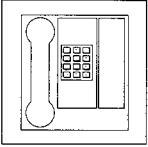
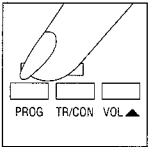

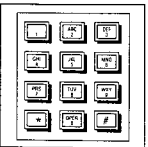
Action	Result	Comment
3.  Enter desired telephone number.		You may enter up to 30 digits.
4.  Press [PROG] key.	[PROG] key LED goes out.	Programming ends. External telephone number is stored in memory.

Chaining Station Speed Dial Numbers

Description: When more than the maximum 30 digits is required, they may be chained together by “joining” two or more Station Speed Dial bins together.

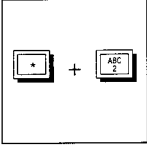

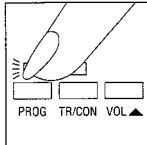
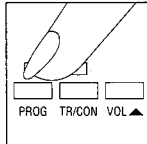
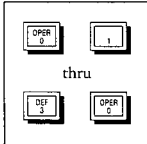
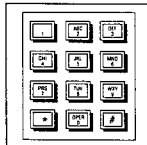
Note: Pauses between digits may be required when common carriers such as Sprint or MCI are used. Pauses of a pre-programmed duration are entered by pressing [] + [1] on the dial pad. Press [*] + [2] in order to chain station station. Automatic pauses which wait for dial tone are set by pressing [*] + [4]. Press [*] + [3] to chain a Station Speed Dial to a System Speed Dial. To send a [*] in a speed dial, it must be pressed twice to be entered, although it will still only count as one digit.*

How To: Program Chained Station Speed Dial Numbers.

Action	Result	Comment	
<p>1.  (Without lifting handset), press [PROG] key.</p> <p style="text-align: center;">+</p> 	<p>The [PROG] LED will be steadily lit.</p>		
<p>2.  Enter bin number ([0] [1] thru [3] [0]) on dial pad.</p>			
<p>3.  Enter desired phone number on dial pad .</p>			

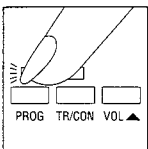
Chaining Station Speed Dial Numbers

Program Chained Station Speed Dial Numbers, Con't.

	Action	Result	Comment
4.	 <p>Press [*] + [2] on dial pad.</p>		The chaining command is initiated.
5.	 <p>Press number of second desired bin ([0] [1] thru [3] [0]).</p>		Make certain the second bin chosen is different than the first one.
6.	 <p>Press [PROG] key.</p>	The LED above the [PROG] key will go out.	
7.	 <p>Press [PROG] key.</p>	[PROG] LED will be steadily lit.	
8.	 <p>Press number of second bin, ([0] [1] thru [3] [0]).</p>		This bin number will be the same as in step 5, above.
9.	 <p>Dial desired number.</p>		

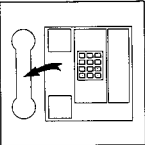
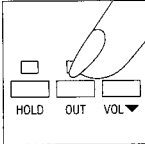
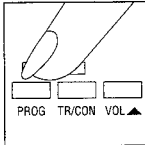
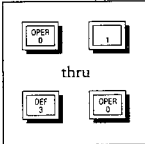
Chaining Station Speed Dial Numbers

Program Chained Station Speed Dial Numbers, Con't.

	Action	Result	Comment
10.	Press [PROG] key. 	[PROG] LED goes out. Chaining is completed.	

Station Speed Dial

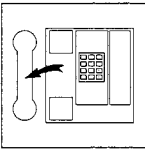
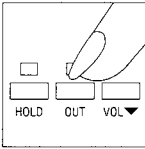
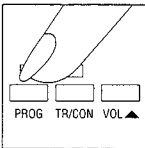
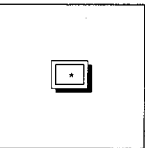
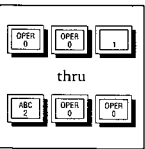
How To: Use Station Speed Dial.

	Action	Result	Comment
1.	 Lift handset.	Internal dial tone is heard.	
2.	 Press [OUT] key.	[OUT] key LED will light.	
3.	 Press [PROG] key.	[PROG] LED will light.	
4.	 Press desired bin number, (<u>0</u> <u>1</u> thru <u>3</u> <u>0</u>).	[PROG] LED goes out. Dialing of digits is heard in handset.	

System Speed Dialing

Description: The System is capable of storing 200 System Speed Dial numbers, (001 thru 200) with a maximum of 30 digits for each number, which must be programmed from the Operator extension. Any telephone number which is frequently dialed by all extension users in the system, can be programmed by the Operator to provide System Speed Dial as a time saving feature for all extension users.

How To: Use System Speed Dialing.

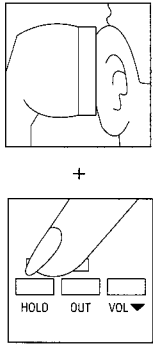
Action	Result	Comment
1.  Lift Handset.	Internal dial tone heard.	
2.  Press [OUT] key.	[OUT] LED will light. External dial tone is heard.	
3.  Press [PROG] key.	[PROG] LED will light.	
4.  Dial * on dial pad.		This is the command for System Speed Dial.
5.  Dial assigned bin number on dial pad, (001 thru 200).	Speed dialing of digits is heard. [PROG] LED goes out.	

Hold/Exclusive Hold

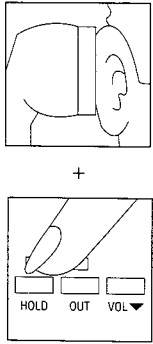
Description: Any External call may be placed on Hold. If an External call is placed on lHold, anyone with access to that Outside line can remove the call from Hold.

If an External call is placed on Exclusive Hold, the call can only be removed from Hold at the extension which placed the call on Hold.

How To: Place An Outside Call On Hold.

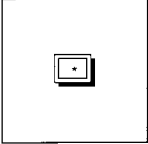

	Action		Result	
1.	 <p>(While on current call), press Hold.</p>		<p>[OUT] key LED goes out.</p> <p>Call is placed on Hold.</p>	

How To: Place An Outside Call On Exclusive Hold.

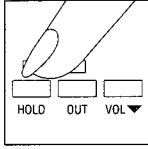
	Action		Result	
1.	 <p>(While on current call), press [HOLD] key twice.</p>		<p>[OUT] key LED goes out.</p> <p>Call is placed on exclusive [HOLD].</p>	<p>No other users in the system are able to retrieve the call from Hold.</p>

Hold/Exclusive Hold, Con't

How To: Retrieve An Outside Call From Hold.

	Action	Result	Comment
1. 	(When you have placed a call on Hold), press  on the dial pad.	You are reconnected to press the call on Hold.	

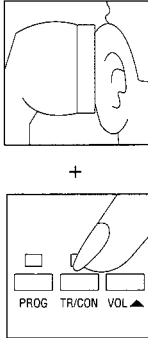
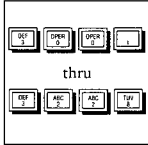
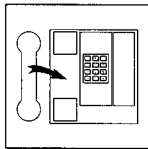
How To: Retrieve An Internal Call From Hold.

	Action	Result	Comment
1. 	(After pressing [HOLD] key in order to place Internal call on Hold), press [HOLD] key.	Internal call placed on Hold is retrieved.	

Call Transfer

Description: This feature allows an Outside call to be answered at one extension, and then transferred to another extension user. If the called extension is busy, or does not answer, the transferring extension can reconnect to the External caller by dialing **[2]** + the transferred extension number.

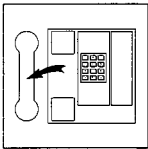
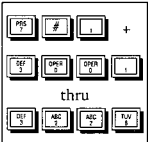
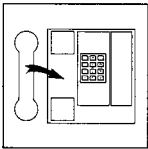
How To: Transfer A Call From One Extension To Another.

Action	Result	Comment
<p>1.  (While on current call), press [TR/CON] key.</p>	<p>[OUT] key LED goes out with Outside call only.</p>	<p>If transferred extension is busy, or unattended, you may reconnect to the external call by dialing [2] + the extension number to which you just transferred the call.</p>
<p>2.  Dial desired extension number.</p>		<p>Call Transfer is completed.</p>
<p>3.  Replace handset.</p>	<p>If Transferred call is not answered in set recall time, Outside call will return to the transferring extension.</p>	

Call Forwarding

Description: The Call forwarding feature allows a user to forward (re-route) all Incoming calls to another extension. If an extension user is to spend time at another desk or office, all calls may be forwarded to another telephone extension.

How To: Forward (Re-Route) Your Calls To Another Extension.

Action	Result	Comment
1.  Lift handset.	Internal dial tone is heard.	
2.  Dial 7 # 1 + desired extension to which you want to forward your phone.	Your extension is forwarded and will ring at desired location.	
3.  Replace handset.		

*Note: To Call Forward when the System is in the Night mode, dial: **7** **#** **1** + **5** + Extension number.*

*Note: To cancel Call Forwarding, lift the handset and dial **7** ***** *****.*

Call Forward Alternate Methods

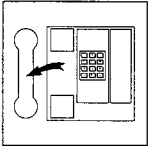
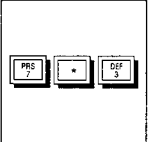
Call Forward can also be turned on and off using dial codes. The following is a list of all valid phone dial codes for forwarding from a telephone.

DIAL		TO	
PRS 7	*	DEF 3	Forward all intercom and CO calls to VMS in the DAY mode.
PRS 7	*	JKL 5	Forward all intercom and CO calls to VMS in the NIGHT mode.
PRS 7	*	PRS 7	Forward all intercom and CO calls to the programmed extension in the DAY mode.
PRS 7	*	TUV 8	Forward all intercom and CO calls to the programmed extension in the NIGHT mode.
PRS 7	*	*	Turn off Call Forward All Calls in the DAY mode. This includes Call Forward All Calls to VMS.
PRS 7	*	WXY 9	Turn off Call Forward All Calls in the NIGHT mode. This includes Call Forward All Calls to VMS.

Call Forward to VMS

Description: You may forward your phone to VMS (Voice Message System), so that callers may leave a message for you at your extension when you are not available.

How To: Forward Your Extension To VMS.

	Action	Result	Comment
1.	 Lift Handset.	Internal dial tone is heard.	
2.	 Dial 7 * 3.	4 short beeps are heard to confirm the entry of forwarding code.	

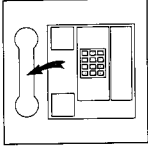
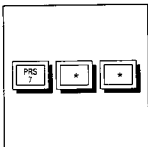
*Note: To Call Forward to VMS when the System is in the Night mode, dial: 7 * 5.*

Note: The [PROG] key LED will light to indicate a message(s) is waiting for you in VMS.

The [PROG] LED will go out after the last message in VMS is read.

Call Forwarding, Con't.

How To: Cancel Forwarding To VMS.

	Action	Result	Comment
1.	 Lift Handset.	Internal dial tone is heard.	
2.	 Dial 7 * *.	Call forwarding is cancelled.	

Note: The [PROG] key LED will light to indicate a message(s) is waiting for you in VMS.

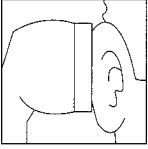
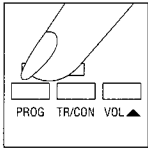
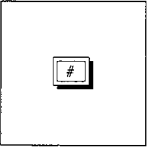
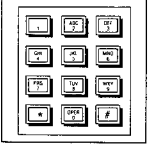
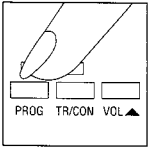
The [PROG] key will go out after the last message in VMS is read.

Account Codes

Description: An account code is used to enter an account number into your system's call record. This helps your System Supervisor keep track of individual call history in order to minimize costs.

Up to 10 digits may be entered as an account code, and it may be entered at any time during the conversation.

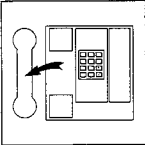
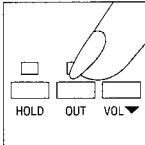
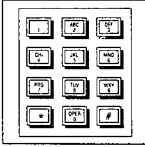
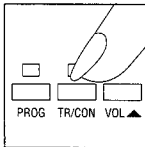
How To: Enter An Account Code.

Action	Result	Comment
<p>1.  </p> <p>-(While a call is in progress), press [PROG] key.</p>	<p>[PROG] key LED will light.</p>	<p>The Account Code may be entered at any time after dialing. However, it must be entered before disconnecting from the current call.</p>
<p>2. </p> <p>Press [#] key.</p>		
<p>3. </p> <p>-Enter Account Code (1 to 10 digits).</p>	<p>[PROG] key LED will go out.</p>	
<p>4. </p> <p>-Press [PROG] key</p>		

Conferences

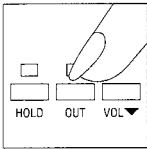
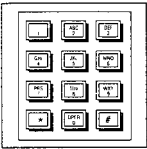
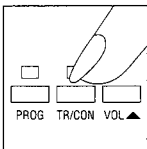
Description: The three-way conference feature enables an extension user to hold a conference with two other persons simultaneously. The conference may be made up of one Internal and two External parties, or two Internal and one External party. A conference can be established whether the External calls are Incoming or Outgoing. When the party who established the conference hangs up, the other two parties will be disconnected.

How To: Establish A Three-Way Conference With Two External And One Internal Party Simultaneously.

Action	Result	Comment
1.  Lift handset.	Internal dial tone is heard.	If you are already on a current call, and wish to initiate conferencing, ignore steps 1 thru 3, and begin with step 4.
2.  Press [OUT] key.	[OUT] key LED will light. External dial tone is heard.	
3.  Dial 1st External number.		Wait until call is answered before proceeding.
4.  Press [TR/CON] key.	[OUT] key LED will go out.	

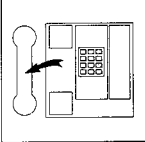
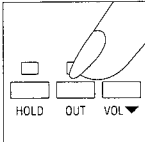
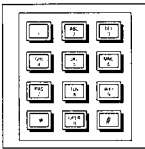
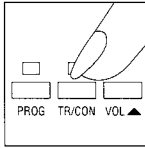
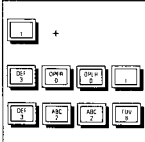
Conferences

Establish A Three-Way Conference With Two External And One Internal Party Simultaneously, Con't.

	Action	Result	Comment
5.	 Press [OUT] key.	[OUT] key LED will light. External dial tone is heard.	
6.	 Dial 2nd External number.		Wait until call is answered before pressing [TR CON] key.
7.	 Press [TR/CON] key.	[TR/CON] key LED blinks.	Conference is established.

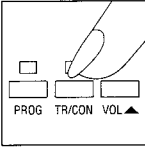
Conferences, Con't.

How To: Establish A Conference With One External Party And Two Internal Parties.

Action	Result	Comment
1.  Lift handset.	Internal dial tone is heard.	If you are already on an External call, and wish to initiate conferencing, ignore steps 1 thru 3 and begin with step 4.
2.  Press [OUT] key.	External dial tone is heard.	
3.  Dial desired External number.		Wait until call is answered before pressing [TR/CON].
4.  Press [TR/CON] key.		
5.  Dial 1 + desired extension number in order to make called extension ring.		Wait until call is answered before pressing [TR/CON] key.

Conferences

Establish A Conference With One External Party And Two Internal Parties, Con't.

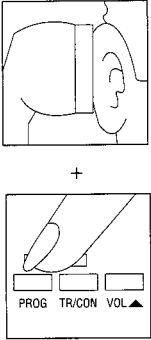
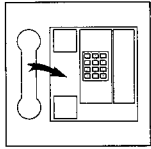
Action	Result	Comment
6.  Press [TR/CON] key.		Conference is established.

Note: Either Internal party can drop out of the conference by disconnecting, and the remaining Internal party will stay connected to the External call.

Message Waiting

Description: Should you call an Internal extension and receive a busy signal, or there is no answer, you may use the [PROG] key in order to leave a message at the busy or unattended extension. The called extension is informed visually by means of a blinking LED that a message has been left.

How To: Leave A Message At Another Extension.

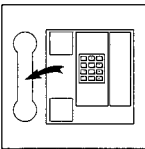
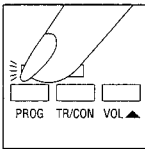
Action	Result	Comment
<p>1.  (After dialing an extension which is either busy or unattended), press [PROG] key.</p>	<p>[PROG] key LED at called extension will blink to indicate a message has been left.</p>	<p>As many messages as desired may be left at an extension.</p>
<p>2.  Replace handset.</p>		

Note: In order to cancel a Message Waiting indicator, press blinking [PROG] key without lifting handset.

Message Waiting, Con't.

Description: When a Message Waiting indicator has been left at your extension, the [PROG] LED will blink. You may answer the message by pressing the blinking [PROG] key.

How To: Answer A Message Waiting Indicator.

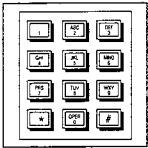
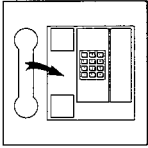
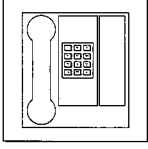
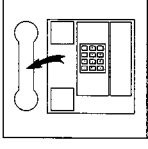
	Action	Result	Comment
1.	 Lift handset.	Internal dial tone is heard.	
2.	 Press blinking [PROG] key.	Extension which left message will ring. [PROG] LED will continue to blink until called party answers.	If the party who left the message is not available at that extension, the message will be cancelled. If there are more than one message left at an extension, the [PROG] key LED will continue blinking until all accumulated messages are answered.

Note: When answering a message to an extension which is unattended or does not answer, you must leave a message at that extension, or the message will be cancelled

Call Back

Description: When a user places a call to an extension which is busy, the Call Back feature can be used to provide an audio (ringing) indication when the called extension becomes available.

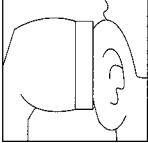

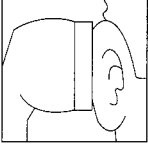
How To: Provide An Audio (Ringing) Indication That A Busy Extension Has Become Available By Use Of The Call Back Feature.

Action	Result	Comment
1.  (Upon reaching a busy extension), dial 4 on the dial pad.		Press while busy tone is heard.
2.  Replace handset.		
3.  Wait for Call Back.	When busy extension becomes available, your extension will ring.	
4.  Lift Handset.	Called extension will ring.	Call Back is completed.

Sending A Camp-On Tone

Description: When a busy tone is encountered on an Internal call, a camp-on tone (an indication that a call is waiting) can be given to the called party by dialing the digit **2** on the dialpad. A double tone will be heard by both parties and the calling party will remain camped on the other extension as long as the extension remains in use.

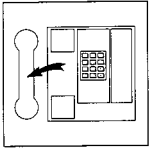
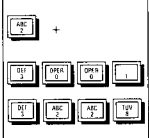
How To: Indicate To Another Busy Internal Extension That A Call Is Waiting.

Action	Result	Comment
<p>1.  -(After dialing an extension which is busy), dial 2.</p> <p style="text-align: center;">+</p> 	<p>Double tone is heard by you and other party. You are now camped-on. Busy party has been notified of waiting call by double tone.</p>	<p>Dial 2 while busy tone is heard. If busy tone ends before 2 is dialed, call party again.</p>
<p>2.  -Remain on call.</p>		<p>You may remain on the line and wait for busy party to become available, or replace the hand set, and try again later.</p>

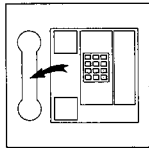

Call Pick-Up Alternatives

Description: The Call Pick-up feature allows an extension user to pick up calls which are ringing or on Hold at another extension.

How To: Answer A Call Which Is Ringing At Another Extension.

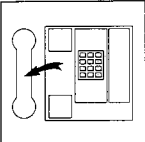
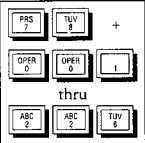
	Action		Result		Comment
1.	 Lift handset.		Internal dial tone is heard.		
2.	 Dial 2 + ringing extension number.				Call is now connected to your extension.

How To: Pick-Up A Call Holding At Another Extension.

	Action		Result		Comment
1.	 Lift handset.		Internal dial tone is heard.		
2.	 Dial 74 + extension number on which the call is holding.		The call is taken off Hold, and is connected to your extension		

Call Pick-Up Alternatives, Con't.

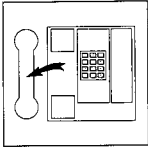
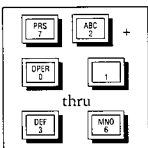
How To: Pick- Up An Outside Line On Hold.

Action	Result	Comment
1.  Lift handset.	Internal dial tone is heard.	
2.  Dial 7 8 + Outside Line number on which the call is holding.	Call is connected to your extension.	

Group Pick-Up

Description: Extensions may be arranged, by your System Manager, in groups to allow an Outside line call to be transferred to these groups of extensions rather than to just one specific extension. Group pickup is a valuable method for aiding in quick, efficient answering of calls to your department.

How To: Pick Up An External Call When Your System Has Been Programmed For Group Pickup.

Action	Result	Comment
1.  Lift handset.		
2.  Dial 7 2 + 2-digit group number, 01 thru 36.		

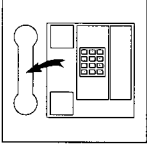
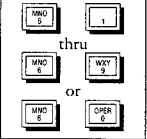
Paging

Description: The paging feature enables an extension user to broadcast a message to any one of 9 page zones (6 1 to 6 9) or to all 9 zones simultaneously. Two types of paging are available:

Internal Paging: With Internal paging, messages are transmitted to zones where telephones are installed. Messages are heard through the speaker in the telephone.

External Paging: With External paging, messages are broadcast through external loudspeakers independent of the telephone extensions, in locations where telephone extensions are not installed, or in zones beyond the audible range of paged messages from telephone extensions.

How To: Broadcast A Message To Any One Of Nine Page Zones In Your System, Or To All Page Zones At Once.

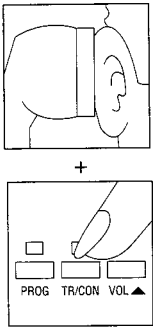
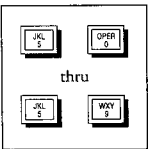
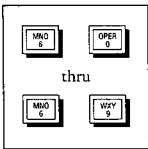
Action	Result	Comment
<p>1.  Lift handset.</p>	<p>Internal dial tone is heard.</p>	<p>All Page zone, 6 0 allows you to page in all 9 zones 6 1 thru 6 9 simultaneously.</p>
<p>2.  Dial Page Zone, 6 1 thru 6 9, or 6 0 for All Page.</p>	<p>Tone is heard in handset. Wait to begin announcement until after tone is heard.</p>	

Orbit (Park And Page)

Description: Ten Orbit lines, numbered [5][0] thru [5][9], are available for parking a call awaiting pick-up by paged individuals.

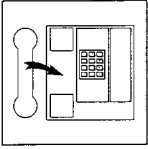
These Orbit lines are waiting zones, where an Incoming call can be placed and held for a preprogrammed amount of time. During this time period, the person for whom the call is directed may be paged, and asked to dial the assigned Orbit number (50-59) from any nearby extension. The waiting call will be accessed immediately upon dialing the assigned Orbit number.

How To: Park A Call In Orbit.

Action	Result	Comment
<p>1.  While an Outside call is in progress, press [TR/CON].</p>	Internal dial tone is heard.	Call is placed in Orbit.
<p>2.  Dial desired Orbit number, ([5][0] thru [5][9]).</p>		
<p>3.  Dial desired Page Zone, ([6][0] thru [6][9]).</p>	Wait for tone before beginning your announcement.	Announce the call, the name of the individual for whom the call is parked, and the assigned Orbit Zone.

Orbit (Park And Page)

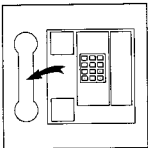
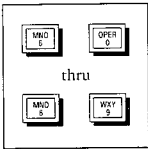
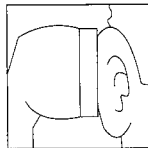
Park A Call In Orbit, Con't.

Action	Result	Comment
4.  Replace handset.		

Meet Me Page

Description: This feature enables an extension user to page someone and stay on the page until the paged party dials a specific code, and is automatically connected to the party who placed the call.

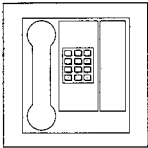

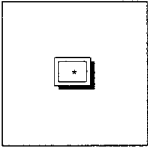
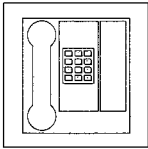

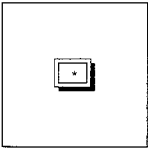
How To: Page Someone And Stay On The Page Until The Paged Party Connects To You By Dialing A Code.

Action	Result	Comment																				
<p>1.  Lift handset.</p>	Internal dial tone is heard.																					
<p>2.  Dial desired Page Zone, (6 0 thru 6 9).</p>	Wait for tone before beginning announcement.	<p>Announce page and ask party to dial:</p> <p>Code for Zone</p> <table data-bbox="1317 747 1479 1041"> <tr><td>710</td><td>60</td></tr> <tr><td>711</td><td>61</td></tr> <tr><td>712</td><td>62</td></tr> <tr><td>713</td><td>63</td></tr> <tr><td>714</td><td>64</td></tr> <tr><td>715</td><td>65</td></tr> <tr><td>716</td><td>66</td></tr> <tr><td>717</td><td>67</td></tr> <tr><td>718</td><td>68</td></tr> <tr><td>719</td><td>69</td></tr> </table>	710	60	711	61	712	62	713	63	714	64	715	65	716	66	717	67	718	68	719	69
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718	68																					
719	69																					
<p>3.  Wait for answer.</p>	When paged party dials code, a double tone is heard by both parties. Both parties are connected.	Both parties can talk, and page system returns to idle state.																				

Background Features

Description: Any extension user can listen to music through the speaker in the phone if the system is programmed for the Background Music feature.

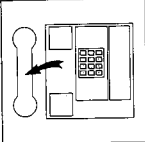
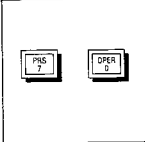
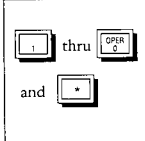
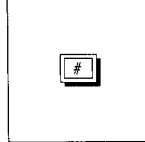
How To: Activate Background Music At Your Extension.

Action	Result	Comment
1.  (Without lifting handset), press  on dial pad. 	Background music is activated.	Volume may be adjusted by using the Volume Up or Down key. Music will be interrupted if the user lifts the handset, or if a paged message is broadcast.
How To: Deactivate Background Music.		
1.  (Without lifting handset, and while Background music is activated), press  on dial pad. 	Background Music is deactivated.	

Selecting Ring Tone

Description: The tone of the ring signal when the phone is ringing may be changed by the station user. One of 11 different tones may be selected.

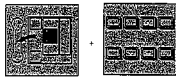
How To: Select The Ring Tone Of Your Telephone.

Action	Result	Comment
1.  Lift handset.	Internal dial tone is heard.	
2.  Dial 7 0 on the dial pad.	Dial tone stops.	Your programmed ring tone will be heard.
3.  Dial a digit 1 through 0 and * on the dial pad.	Each different digit represents a different ring tone.	
4.		Continue pressing the digits on the dial pad until the desired tone is heard.
5.  When the desired tone is heard, press # key on the dial pad.		The system uses this tone to ring your telephone.

Quick Reference Guide

This Quick Reference Guide illustrates one possible way to use a feature on your ISOETEC Digital System 6-Key telephone. Various methods of operation depend on how your particular system is programmed.

For detailed descriptions of system features' operation, please refer to the Digital System User Guide.



Place An Internal Call: p. 15

Lift handset + Dial Extension Number



Place An External Call: p. 13

Lift handset + Press [OUT] key + Dial telephone number



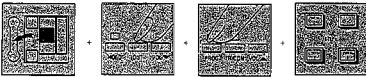
Place A Call On Hold: p.30

(While current call is in progress), press [HOLD] key.



Call Transfer: p. 32

(While current call is in progress), press [TR/CON] + Dial Extension number + Announce call



Station Speed Dial: p. 28

Lift Handset + Press [OUT] key + Press [PROG] key + Dial Bin Number



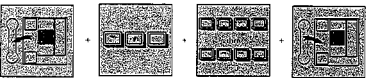
System Speed Dial: p. 29

Lift handset + Press [OUT] key + Press [PROG] key + Press * on dial pad + Dial bin number



Orbit (Park and Page): p. 50

(While current call is in progress), press [TR/CON] key + Dial desired orbit zone + Dial desired page zone [6]0 thru [6]9



Call Forward: p. 33

Lift handset + Dial 7 # 1 + Extension to which you want to forward your phone + Replace handset.



Conference/2

External + 1 Internal Parties: p. 38

Lift handset + Press [OUT] key + Dial 1st External number + Press [TR/CON] + Press [OUT] key + Dial 2nd External number + Press [TR/CON]



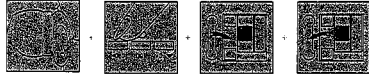
Conference/1
External + 2 Internal Parties: p. 40

Lift handset + Press [OUT] key + Dial desired External number + Press [TR/CON] + Dial [1] + desired extension number + Press [TR/CON]



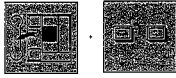
Page: p. 49

Lift handset + Dial desired page zone [6][0] thru [6][9] + Page after tone



Answer A
Camped-On Call: p. 20

(While on current call, and upon hearing tone), press [HOLD] key + Replace handset + Lift handset



Night Answer: p. 21

Lift handset + Dial [7][9] on dial pad