



***UST DK***

**Digital Business Telephone Systems**

**Electronic Telephone  
User Guide**

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August 1998

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# Introduction

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This guide describes how to use electronic telephones for UST DK systems. Models covered in this user guide include electronic telephones equipped with a Liquid Crystal Display (LCD) and/or speakerphone. Instructions for the Electronic Direct Station Selection (DSS) Console are included. The UST DK systems which support this equipment are:

- ♦ UST 1014DK
- ♦ UST 1024DK
- ♦ UST 1040DK
- ♦ UST 1280DK (Release 3.0 or higher)
- ♦ UST 1424DK

**Note** This user guide incorporates the information in the UST DK *Liquid Crystal Display Electronic Telephone User Guide*. This guide is discontinued.

## Organization

- ♦ **Chapter 1—The Grand Tour** provides an overview of the equipment, buttons, Light Emitting Diodes (LEDs), and LCDs.
- ♦ **Chapter 2—Features** describes the available electronic telephone features in alphabetical order. Detailed instructions on using each feature are covered.
- ♦ **Chapter 3—LCD Operation** includes an explanation of the Control button operations. Features which are available only on the LCD electronic telephone are presented alphabetically and include detailed LCD displays.
- ♦ **Chapter 4—DSS Consoles** describes the DSS Console features and buttons.
- ♦ **Appendix A—Access Codes** provides instructions for programming a sequence of steps or access codes onto feature buttons. It includes CO Line Access Codes, Paging Group Codes, Feature Access Codes (User Programmable Buttons), and Speed Dial Access Codes.
- ♦ **Appendix B—Centrex Application** describes the Centrex features which may be available with your UST DK system.
- ♦ **Appendix C—Button Labels** lists the feature button designations of the electronic telephone models.

## How to Use This Guide

We suggest that you read this entire guide and get acquainted with the UST DK electronic telephone and its features. Once you become acquainted with the basic features, you can use this guide in conjunction with the *Electronic Telephone Quick Reference Guide*.

# Conventions

➤ The left column gives you single or numbered steps that you need to perform a procedure. These steps apply to both mouse or keyboard use.	The right column gives the immediate result of your action. This column also includes additional notes and comments.
---	--

Letters in [brackets] represent buttons which have Directory Numbers on them. For example:

[PDN]	represents a Primary Directory Number (also known as an Extension Number for your telephone.
[SDN]	represents a Secondary appearance of a [PDN]. A [PDN] which appears on another telephone is considered an [SDN].
[PhDN]	represents a Phantom Directory Number button (an additional Directory Number).
[DN]	represents a Directory Number button (also known as an Extension or Intercom Number). Whenever [DN] is used in this guide, it means the user can use any [PDN], [SDN], or [PhDN].
[DSS]	represents the directory number of another station which is accessed from a DADM or DSS Console when this button is pressed.
<b>Extra bold</b>	represents buttons on a telephone.
~	means “through”.
+	is used for multiple key entries.
➤	denotes the step in a one-step procedure.

## Related Documents

Refer to the following documents for more information:

- ♦ *Electronic Telephone Quick Reference Guide*
- ♦ *PC/Data Interface User Guide*
- ♦ *System Administrator Guide*

This chapter familiarizes you with the controls and indicators located on your electronic key telephone (EKT) (Figure 5 on Page 2). Understanding the function of the feature buttons and their associated LEDs improves your efficiency in using the telephone and helps you take advantage of all of the benefits your telephone offers.

Teleco electronic telephones incorporate state-of-the-art telecommunications technology and provide a vast array of calling features. They are easy to operate, and all features are accessed with a feature button or a brief access code.

If your telephone is equipped with an LCD, information and feature prompting makes call handling more efficient and provides easy access to frequently-used features. Abbreviated feature prompts guide you through specific tasks.

In addition to the standard features, the LCD telephones provide Alphanumeric Messaging, Busy Lamp Field (BLF) Identification, Central Office (CO) Line Identification, Timed Reminders with Messaging, Speed Dial Memo Directory Dialing, User Name/Number, Call Duration, Date/Time of Day displays, and the ability to display names and telephone numbers of outside, incoming callers.

Telephones equipped with a speakerphone, enable you to make and receive outside and internal calls without lifting the handset.

Feature operations in this guide apply to all EKTs, except the 10x and 20x series, connected to a UST DK system.

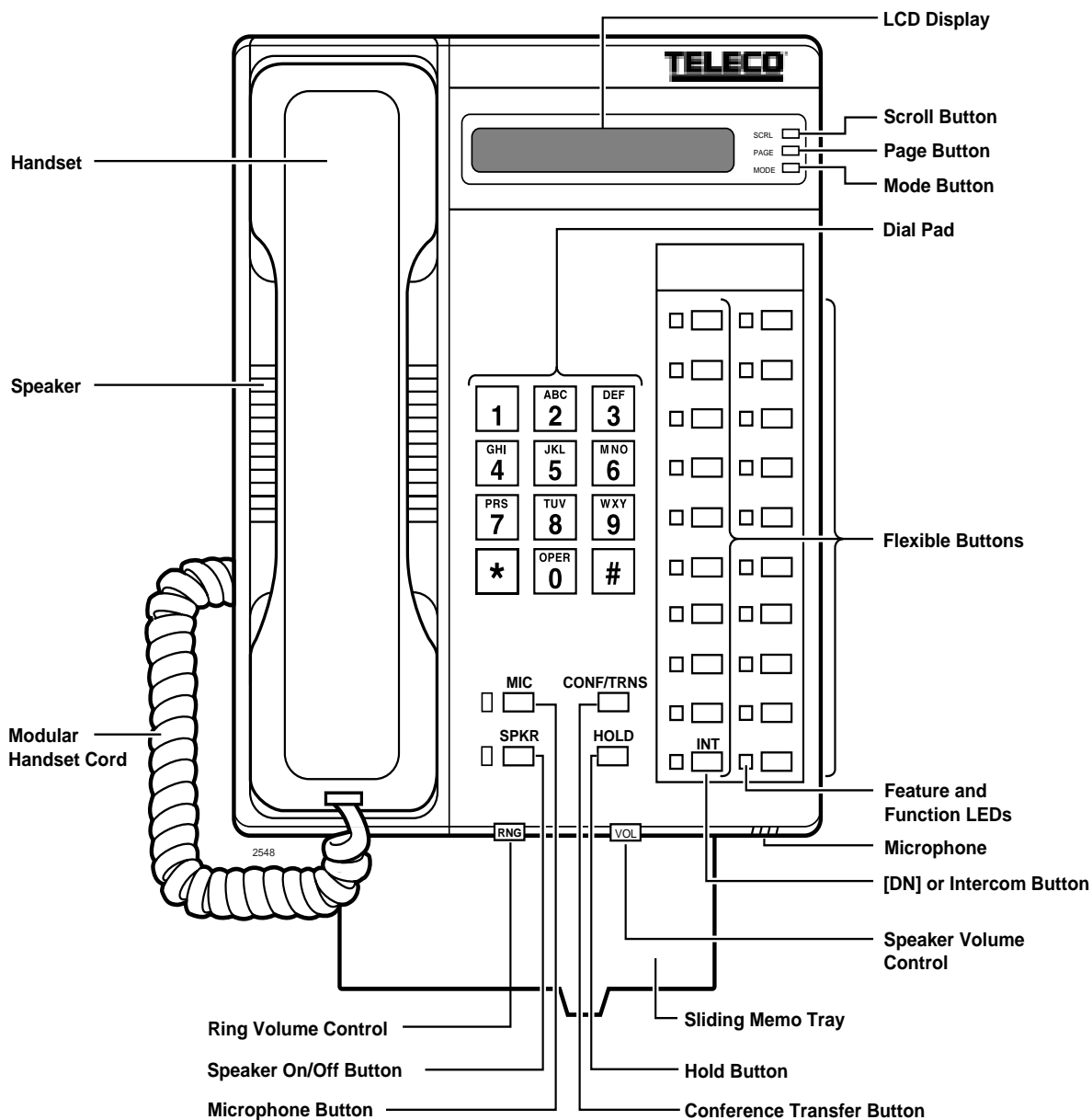


Figure 5 20-button Electronic Key Telephone with LCD

# Buttons

There are two sets of buttons, fixed and flexible. The fixed buttons, such as **MIC**, **HOLD**, **CONF/TRNS**, and **VOL** are shown in Figure 1 on the prior page. The flexible buttons consist of directory numbers (Primary, Secondary, Phantom) and feature buttons. The number of preprogrammed flexible buttons varies by telephone.

## Fixed Buttons

The fixed buttons are located below your dial pad and enable you to perform standard functions quickly and easily.

Table 18 Fixed Button Definitions

Button	Definitions
<b>CONF/TRNS</b> (Conference/ Transfer)	<ul style="list-style-type: none"><li>➤ Press to set up conference and transfer calls (see “Conference Calls” on Page 39).</li></ul>
<b>HOLD</b>	<ul style="list-style-type: none"><li>➤ Press once to hold internal or outside calls (the CO LED flashes at the internal hold rate) ...or press twice to enable Exclusive Hold. The CO LED flashes at the exclusive hold rate.</li></ul> <div>HOLD LINE 10 JAN 01 SUN 12:19</div> <p><b>Note</b> Exclusive Hold enables you to place a call on hold so that only you or somebody using a Call Pickup code at another station can retrieve it.</p> <p>To retrieve a call on hold:</p> <ul style="list-style-type: none"><li>➤ Press <b>CO</b> or [DN] which is on hold ...or if the call is on Exclusive Hold, from another station dial <b>#5</b> plus your [DN], or dial <b>#5#7</b> plus the CO Line number (001~200) that the call is held on.</li></ul> <p>If a call is not retrieved by a certain time (set in system programming), it recalls back to your phone. You hear repeated recall tone (or if you are on the phone, you hear recall tone twice).</p> <div>HOLD LINE 201 LINE 10 RECALL</div>

Table 18 Fixed Button Definitions (continued)

Button	Definitions
<b>HOLD</b> (continued)	<p>If the held party hangs up, the call is released and the <b>CO</b> provides a hold-release signal.</p> <p><b>Note</b> If your telephone is programmed for Automatic Hold, existing calls are automatically placed on hold when you answer a call or make another call. (See “Automatic Hold” on Page 24.)</p> <p>A different call can be held on each [DN] or <b>CO</b> button on your phone. Each time you press <b>SCRL</b>, a different [DN] or <b>CO</b> is selected. The selected button's LED flashes rapidly and your LCD displays information for the call holding on that button (samples shown at right).</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> CO LINE 02 HOLD </div> <div style="border: 1px solid black; padding: 5px;"> DN 202 HOLD </div> </div>
<b>MIC</b> (Microphone)	<p>➤ Press to toggle the microphone ON/OFF while the telephone is in use. The LED indicates the status of the microphone.</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>♦ The microphone and accompanying LED are always ON when receiving “voice first” internal [DN] calls to enable Handsfree Answerback and OFF if you receive a ring-first call. <b>MIC</b> may be ON/OFF when placing an on-hook CO Line or internal [DN] call.</li> <li>♦ Each station's <b>MIC</b> can be set in system programming to switch ON/OFF with one touch, to switch OFF only while pressed and held, or to be either ON/OFF at the start of handsfree dialing.</li> <li>♦ <b>MIC</b> functions on Handsfree Answerback and OCA calls for privacy.</li> </ul>
<b>SPKR</b> (Speaker)	<p>➤ Press to toggle the speaker ON/OFF. The LED indicates the status of the speaker. Must be pressed and held down when switching from Handset to Speakerphone mode.</p> <p><b>Note</b> Also selects a line or the internal [PDN] if programmed for auto preference in system programming. Can be used to disconnect on-hook speakerphone calls.</p>
<b>VOL</b>	<p>➤ Slide to adjust volume levels (see “Volume Controls” on Page 10).</p>
<b>RING</b>	<p>➤ Slide to adjust the ring volume levels, and the voice levels of the caller (Handsfree Answerback operation).</p>



## Flexible Buttons

All flexible buttons must be programmed for your telephone in system programming and vary for individual telephones. If a button does not appear on your display or telephone keypad label, see your System Administrator for button assignments.

## Line Buttons

You may have buttons designated as **Line** and/or **PL** which enable you to directly access outside Central Office (CO) lines. **PL** enables you to access available CO Lines from a group of lines appearing under one button.

If your telephone does not have a **Line** or **PL** button, and you want to access outside CO lines, you can use access codes. For a listing of these codes, see “CO Line Access Codes” on Page 99.

## Directory Number [DN] Buttons

The [DN] buttons consist of: [PDNs], [SDNs], and [PhDNs]. They are used to make or answer a call and are known as your extension or intercom number. You can have multiple [DN] buttons on your telephone (see Figure 6 on Page 6), including [DNs] belonging to another [SDNs].

Incoming calls ring your telephone [PDNs] from the top down. For example, incoming calls to Station 10 [PDNs] first ring the “10-1” button, then “10-2,” and finally “10-3.” Your station is considered busy only when all of the [PDNs] are being used by your telephone or other telephones and/or when your telephone is on a call on any type of CO Line or [DN].

If you have an LCD telephone, you can find out the actual [DN] of a [DN] button by pressing the [DN] you want to display and dialing **#407**. The number (**210**) displays.

DN = 210

**Table 19**     **Directory Button Definitions**

Button	Definitions
[PDN] Primary Directory Number	Press to answer a call to the Primary Directory Number or to initiate a phone call. The [PDN] is specifically your Extension Number or Intercom Number. Your telephone can have up to four [PDN] buttons with your number. You can set Call Forward and Voice Mail ID code for your [PDN].
[SDN] Secondary Directory Number	Press to answer a call on a [PDN] of another telephone which appears on your telephone as a [SDN]. You cannot set Call Forward and Voice Mail ID code for [SDNs] on your telephone.

Table 19     **Directory Button Definitions** *(continued)*

Button	Definitions
[PhDN] Phantom Directory Number	<p>Press to answer a call to the [PhDN]. Up to 8 [PhDNs] can be assigned to one station. A [PhDN] can be assigned exclusively to a station or shared among a group of stations. An example of a [PhDN] application is using the [PhDN] as a common phone number for an entire department, such as a Sales Department. The [PhDN] rings on all of the telephones of the group when it is called.</p> <p>You can only set Call Forward and Voice Mail ID code for [PhDNs] that are owned by your telephone. You can have a separate message waiting button and mailbox for each up to four [PhDNs] on your telephone.</p>

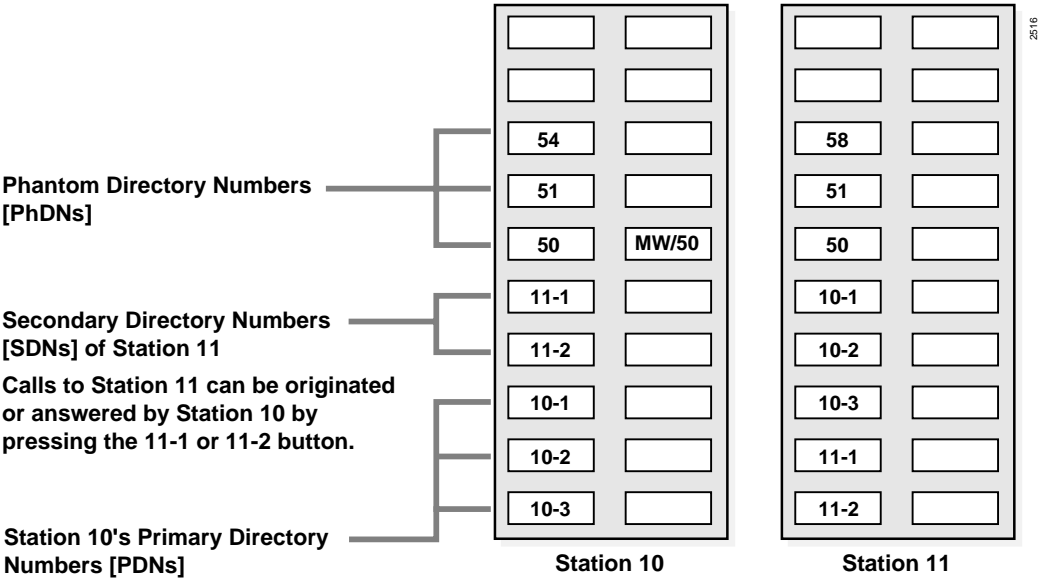


Figure 6     **Multiple Directory Numbers Example**

**Feature Buttons**

Preprogrammed feature buttons can be assigned to your telephone and vary for individual telephones. See Table 34 on Page 105 for a list of all the possible feature buttons.

If a button does not appear on your display or telephone keystrip label, see your System Administrator for button assignments.

There are two available features that may not be programmed to buttons on your telephone – **SDS** and **RDL**. For the **SDS** feature, you can substitute the **\*** key in any of the procedures. For the **RDL** feature, you can substitute the **#** key for any of its referenced procedures.

## LCD

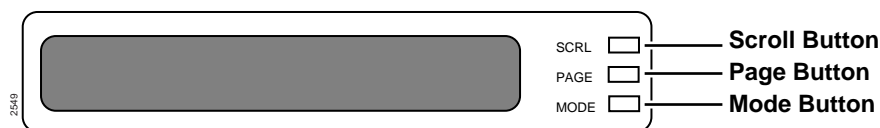
In its idle state, the 32-character LCD feature of your EKT gives you an accurate desk clock and calendar combination. The LCD automatically provides a variety of information and feature prompts to make your call handling easier. When you have an outside call in progress, the elapsed time display shows the duration of the call. You can also send/receive short messages with other LCD telephones (see “Messages” on Page 79). All display functions occur automatically as call processing proceeds.

A “+” next to the LCD readout (sample shown at right) on your telephone indicates there is more data in memory. Press **SCRL** to advance through the information.

CF-A 201-203+
JAN 01 TUE 12: 19

## LCD Buttons

The three buttons to the right of the display provide various functions.



**Figure 7** LCD Buttons

These functions are:

**SCRL** which scrolls through:

- ♦ Message Waiting station numbers
- ♦ Speed dial digits (if more than 16 digits) when in Mode 8.

**PAGE** which:

- ♦ Changes Busy Field groups.
- ♦ Records a user NAME/NUMBER for another station (used by station 200). Station 200 must be an LCD EKT to record a NAME/NUMBER display for any other station type.
- ♦ Changes displays (date/time, elapsed time, message, call forward, dialed number).
- ♦ Scrolls through speed dial numbers when using Mode 8.

**MODE** which:

- ♦ Enters or exits various mode functions (see Mode Definitions).
- ♦ Cancels the beeping tone when using timed reminders.

**Table 20**      **Mode Definitions**

MODE	Definition
<b>0</b>	Exit mode and return to clock/calendar display.
<b>1</b>	Display Busy Field.
<b>2</b>	Send a message to a Busy station.
<b>4</b>	Send a message to a Called station.
<b>5</b>	Displays LCD message number NN, where NN is a personal message. Only displays the selected message and cannot be used to edit or create a new message.
<b>8</b>	Check a Speed dial number and memo dialing.
<b>60</b>	Turn OFF Caller ID/ANI/DNIS information mode.
<b>61</b>	Turn ON Caller ID/ANI/DNIS information mode.
<b>62</b>	Display Caller ID/ANI/Lost Call stored information.
<b>64</b>	View Call Park Orbit list.
<b>94</b>	Send a message to a Remote called station.
<b>95</b>	Send a message to a Remote calling station.

(See Chapter 3 – LCD Operation for an explanation of how to use these buttons.)

# LED Indicators

Each line and feature button has a LED next to it which indicates the status of the line or feature associated with that specific button. Line LEDs light and/or flash at varying rates to indicate call status (see Table 21).

**Table 21** LED Indicators

Use	Your Station	Other Station (Red)
	Interval Rates	
<b>CO In-Use</b> (access outside line)	2 seconds on, 1/8 second off— 1/8 second ON/OFF	steady
<b>Incoming Call</b> (while ringing)	1 second on at 10 pulses/ second—1 second OFF	one second ON/OFF
<b>Hold</b> (outside line)  <b>Note</b> If using Pooled Line, the hold indication is only at the station that places the call on hold.	4 pulses/second for 1/8 second ON/OFF	1/2 second ON/OFF
<b>Hold – Consultation</b> (during consultation/transfer to another station)	10 pulses/second	steady
<b>Hold – Exclusive</b> (outside line)	10 pulses/second	steady
<b>Hold – Recall</b> (when held call recalls your idle station)	1 second at 2 pulses/second, 1 second at 10 pulses/second	flashes
<b>Hold – Exclusive Recall</b>	1 second at 2 pulses/second, 1 second at 10 pulses/second	steady
<b>Internal Call</b> (while station ringing)	Your [DN] flashes 10 pulses/ second—1 second off	
<b>Busy Station Transfer</b> (outside call transferred to your busy station from a designated station or AA)	4 pulses/second, 1/8 second ON/OFF	3/4 second on, 1/8 second OFF
After disconnecting first call...	10 pulses/second	2 pulses/second
<b>Alert Signal</b>	.5 seconds	4 seconds
<b>Conference</b>	10 pulses/second	steady

# On-hook/Off-hook

Some procedures in this user guide instruct you to perform a step while “on-hook” or “off-hook.” These terms refer to the position of the handset. “Off-hook” indicates that the handset should be lifted off of the telephone cradle. “On-hook” indicates that the handset should remain in the cradle and should not be lifted off.

# Volume Controls

Voice and ring volume levels are controlled by separate adjustable slides located at the bottom of the front panel. The right **VOL** control adjusts the speaker volume for dial tone, station Background Music, Off-hook Call Announce, and voice. The left **RING** control adjusts the ring tone and handsfree voice announcement levels.

The method for changing the volume varies (see Table 22 and Table 23).

**Table 22**     **Using VOL**

Feature	Phone Status	Slide	Comments
Ring Tone Volume/Incoming Handsfree Answerback and Speaker OCA	On-hook, Idle	<b>RING</b> control	Adjusting the ring tone volume also changes the volume level of incoming Handsfree Answerback and Speaker OCA calls before they are answered by pressing a [DN].

**Table 23**    **Using VOL with Additional Buttons**

Feature	Phone Status	Press	Comments
Background Music (BGM) over Telephone Speakers	On-hook, Idle	<b>BGM</b> ...or [DN] + <b>#481</b> and <b>SPKR</b>	BGM is activated over your telephone speakers.
Background Music (BGM) Volume	On-hook, Idle	[DN] and slide the <b>VOL</b> control	You hear dial tone after pressing the button. Adjust the volume of the BGM while listening to the dial tone. The dial tone volume should be the same as the BGM after you have adjusted it.  Press <b>SPKR</b> after setting the volume level.

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This chapter lists all the electronic telephone features in alphabetical order beginning on Page 18. These features apply to all EKTs connected to UST DK Systems, but does not apply to digital telephones (DKTs).

Features which require a telephone equipped with a speakerphone are noted.

## Before You Begin

If you are a new user of the UST DK electronic telephone, you need to determine if your telephone has been set up for Automatic Line Selection and Ringing Line Preference. You also need to know if your telephone has Tone or Voice First signaling when an internal call is received. The differences between Tone First and Voice First signaling are:

- ♦ Tone First signaling rings.
- ♦ Voice First signaling does not ring, but sends a long tone, then the caller's voice.

Each of these features are enabled in system programming and determine how you make and answer calls on your telephone.

## Automatic Line Selection

You *have* Automatic Line Selection, if you go off-hook and hear dial tone and the [DN], CO, or Pooled Line (PL) LED lights steady. The LCD displays the station number (**201**) and the seized CO Line (11).

<b>NO. 201</b> <b>USING LINE 11</b>
--

### ➤ To make a call when you have Automatic Line Selection

- Lift the handset or press **SPKR**.

You do *not* have Automatic Line Selection, if you have to press an available [DN] or CO Line before dialing.

### ➤ To make a call when you do not have Automatic Line Selection

- Press the [DN] or **CO** first before using the handset or **SPKR**.

## Ringling Line Preference

You *have* Ringling Line Preference, if you can answer a **CO** ringing your station by lifting the handset or pressing **SPKR**.

You do *not* have Ringling Line Preference, if you have to press the button associated with the ringing call (flashing LED) to answer the call.

## Signaling

If you hear a long tone, followed by a caller's voice, you have *Voice First* Signaling. If you hear repetitive ring tones, you have *Tone* Signaling.

### ➤ To answer a call if you have Voice First Signaling

- Talk in the direction of your telephone, or answer the call as you normally would using either the handset or **SPKR**.

### ➤ To answer a call if you have Tone First Signaling

- Lift the handset or press **SPKR** or press the flashing button.

**Note** You can change to the alternate signaling method when making a call on a call-by-call basis by pressing **1** after dialing an internal telephone number.

## Quick Reference

The following is a quick reference chart for using your telephone's standard features.

### Making an Internal Call

1. Lift the handset ...or press <b>SPKR</b>  ...or a [DN] if you do not have Automatic Line Selection.	You hear dial tone.	
2. Dial a directory number ( <b>201</b> ).	Your LCD displays the called number and your number.	<div>NO. 203 201</div>
3. Hang up ...or press <b>SPKR</b> .		

### Making an Outside Call

1. Lift the handset or press <b>SPKR</b> ...or press <b>CO</b> if you do not have Automatic Line Selection  ...or <b>PL</b>  ...or [DN], then enter a CO Line or line group access code.	You hear dial tone and your LCD displays the line number.	<div>NO. 203 USING LINE 6</div>
2. Dial the telephone number.	See "CO Line Access Codes" on Page 99.  The LED flashes and the digits are displayed as you dial (shown at right).	<div>NO. 203 5551374</div>

- 3. Hang up  
...or press **SPKR**.

The display automatically changes from dialed number to elapsed time after a programmed period. After you hang up, elapsed time is displayed for 15 seconds and then changes to date/time display.

NO. 203  
00: 13: 23

### On-Hook Dialing

---

- 1. Press **SPKR** if you have Automatic line selection.
- 2. Access an outside **CO** and dial a telephone number.
- 3. Lift the handset when the called party answers.
- 4. Hang up  
...or press **SPKR**.

**Note** If you have a full speakerphone, you do not have to lift the handset.

### Answering Calls

When you receive an incoming call, the LCD displays either the CO Line (10)  
... or the station [PDN] (210).

NO. 203  
LINE 10 RINGING

NO. 203  
210 CALLING

### ► To answer the incoming call

- Lift the handset  
...or press **SPKR**  
...or the flashing  
[DN], **CO**, or **PL** and  
lift the handset (if you  
do not have Ringing  
Line Preference).

The LED changes from incoming call rate to the in-use rate.  
Your LCD displays the answered line.

For information on Caller ID/ANI/DNIS LCD displays for  
incoming calls, see “LCD Operation” on Page 73.

## Incoming Call Notification

Muted ringing while you are on a call indicates an incoming call. If another call comes in during the first call, you can release, transfer, or place the call on hold, then answer the second call.

### ► To answer the incoming call

- Press **RLS/ANS**, or hold down the hookswitch for approximately one second.

## Calling a Forwarded [DN]

When you call a [DN] that is forwarded (**203**), the [DN] you called is shown first. The display changes to the [DN] where your call forwarded (**210**).

NO. 203 210
----------------

## Receiving a Forwarded Call

When a call is forwarded to your [DN] (**210**), the calling [DN] (**205**) is displayed on the left and the [DN] called is displayed on the right (**203**).

NO. 201 205 CALL 203
-------------------------

# Account Code Calls

Entered before or after a call, Account Codes can be used for a variety of reasons including billing, tracking, and line restriction applications. Account Codes are recorded by the system and can, along with the details of the calls, be printed on a Station Message Detail Recording (SMDR) report.

## Forced Account Codes (Verified/Non-Verified)

Some applications require that you enter a Forced Account Code before dialing a telephone number. There are Verified and Non-Verified Account Codes. If the system is set for Verified Account Codes, you must enter specific verified codes or the call does not execute. Verified Account Codes are established in system programming or by designated stations.

You can bypass Forced Account Code requirements with three emergency numbers, including 911. See your System Administrator for these numbers.

► **To use a Forced Account Code**

1. Access a CO Line.	You hear dial tone after accessing the line.
2. Enter the Forced Account Code.	<b>Note</b> If you used LCR, you will not hear dial tone.  Dial tone stops after entering the first digit. If the account Code is valid, you hear dial tone again. If the code is invalid, you hear a busy tone.
3. Dial a telephone number.	

## Voluntary Account Codes (Verified/Non-Verified)

Voluntary Account Codes are optional and are used to track calls for client billing purposes. They can be entered after accessing a CO Line or during a call. An exception is a code which is required to change the Toll Restriction classification of your station. This voluntary code gives you access to telephone numbers outside your usual dialing area and must be entered *prior* to dialing the telephone number. For example, if your station is restricted to local area calls, you can make out-of-state calls by using a Voluntary Account Code set in system programming.

If the system is set for Verified Account Codes, you must enter specific verified codes when entering the Voluntary Account Code or the code is not validated for the SMDR report.

► To use a Voluntary Account Code

1. After accessing a CO Line, press **ACCNT**

...or **SDS + 50**

...or **SDS + 050**  
(RCTU E/F)

...or **\*50** if your telephone does not have a **SDS** button.

2. Enter the Account Code.

Your conversation is not interrupted.

**Note** If the Voluntary Account Code is not required to dial out, the account code can be entered during a call.

**NO. 204**  
**ENTER ACCT CODE**

When your station is set for Verified Account Codes, you hear a half-second confirmation tone if the code is valid.

**NO. 204**  
**CODE VERIFIED**

The outside party is not able to hear any confirmation tones when the Account Code digits are being entered. If your station is programmed not to verify Account Codes, you do not hear a confirmation tone.

If the code is invalid, you hear two short tones.

**NO. 204**  
**CODE NOT VALID**

3. Repeat Steps 1 and 2 to enter more codes.

The last code entered is recorded.

4. Dial a telephone number.

Any digits dialed after the code is entered in Step 2 is treated as part of a telephone number.

# Alarm Reset

Your UST DK system can be connected to a facility alarm system. All telephones produce a startling tone whenever this alarm is activated.

- **To reset the alarm**
  - Press **ALRM**.

# Alert Signaling

Alert Signaling enables you to send an alert sound to a designated station or partner by pressing a single button. This feature is based on the “buzz” key, where, for example, a manager might alert an administrative assistant to enter the office.

You can have as many as four Alert Signals to send or receive to/from other telephones. An Alert Signal is sent even if the alerted telephone is busy (on/off-hook) or in the DND or Call Forward mode.

- **To send an Alert Signal**
  - Press **ALERT** and an alert tone sounds at the designated station.

# Attendant Console Calling

Up to four Attendant Consoles can be installed per system. There can be up to three ways to call the Attendant Console depending upon system programming.

- **To call any attendant console**

1. Press a [DN] + <b>0</b> .	The call rings the Attendant Console <b>0</b> button.
2. Dial <b>0</b> .	The calls rotate between the consoles, if more than one console is installed.



➤ **To call a specific console**

- Press a [DN] + the console [DN].

The call rings the console **In-DN** (incoming [DN] button).

**Note** Your System Administrator can provide the Attendant Console **In-DNs**.

➤ **To call all consoles for an emergency**

Press [DN] + **#400**.

The call rings the **Emgr** button on all attendant consoles.

## Automatic Busy Redial (ABR)

After reaching a busy outside number, you can activate ABR so that the UST DK system automatically redials the number at regular intervals. If the system redials an outside number that is still busy, ABR resets and tries again. This feature may not be allowed on some (or all) lines in your system—depending on the telephone line type connected.

ABR is not attempted while your station is busy, but continues to time-out. The system inserts a pause (**P**) on your LCD before redialing the number.

<b>NO. 202</b> <b>P555 3700</b>
------------------------------------

➤ **To activate ABR**

1. Press **ABR**  
...or **CONF/TRNS** + **#44**.
2. Hang up  
...or press **SPKR**.

The LED flashes red.

You hear confirmation tone.

The system redials, up to 15 times, every 30 or 60 seconds depending on system programming.

<b>NO. 202</b> <b>ABR SET</b>
----------------------------------

Your telephone receives ring tone, when ABR dials the number if it is available.

The [DN] or CO and SPKR LEDs flash.

3. Lift the handset or press **SPKR** and wait for the party to answer.

If you do not pick up the handset or press **SPKR** within 30 seconds after a connection is made, you hear a muted ring for another 30 seconds, then the call disconnects.

➤ **To cancel ABR**

- Press **ABR**  
...or [DN] + **#44**.

# All Call Voice Page

You can make an All Call Page to electronic telephones assigned to the “All Call Page Group.” Stations are assigned to the “All Call Page Group” in system programming.

➤ **To make an All Call Page**

1. Press **AC**  
...or [DN] + **#39**.
2. Make your announcement in a normal voice level and repeat it.
3. Hang up.

The **AC** button pages “All Call Page” telephones, but does not access external page speakers.

**Note** **#39** may also Page external speakers as well as “All Call Page” telephones depending on system programming.

# Automatic Callback (ACB)

After reaching a busy/DND station, you can set ACB to have the system call you when the called station becomes available. You can also set ACB to place you in a queue for an available CO Line, if you reach a line group in which all lines are busy.

► To set ACB

1. Press <b>ACB</b> ...or <b>4</b> .	You hear a busy tone, followed by dial tone for two seconds, then busy tone.	<div>NO. 204 INT 210 ACB SET</div>
	When you set ACB at a busy line group, its access code number ( <b>801</b> ) is displayed.	<div>NO. 204 INT 801 ACB SET</div>
2. Hang up ...or press <b>SPKR</b> .	You can make other calls while waiting for the called station/line to become available.	
	Your telephone rings at a fast rate when the called station or CO Line becomes idle.	<div>NO. 204 210 ACB</div>
	The busy or DND station LED flashes (incoming call) and its number ( <b>210</b> ) is displayed when it becomes available.	<div>NO. 204 LINE 3 ACB</div>
3. Press [DN] to answer the call within three rings.	The CO Line LED from which you attempted to first access the line flashes red (incoming call rate). The seized line number ( <b>3</b> ) is displayed.	
	After you answer, you hear a single tone, and the LED flashes.	
	If you hear a busy tone after answering a callback, the called party is already on another call or the line has been seized. Your request is not cancelled. You are called again the next time the line is idle.	

If the original call was made using LCR, the telephone number is automatically dialed. If you did not use LCR, you have to redial the telephone number.

➤ To cancel ACB to a busy or DND station

- Press **ACB** or [DN] + **#43**.

# Automatic Hold

Automatic Hold enables you to automatically place a call on hold by pressing another outside **CO** or [DN] button—there is no need to press **HOLD**. Your telephone must be programmed for this feature, otherwise existing calls drop if you do not press **HOLD** before answering or making another call.

➤ To use Automatic Hold

- |                              |  |
|------------------------------|--|
| ➤ Press a <b>CO</b> or [DN]. | You can make or receive a new call while on another call. The LED of the accessed CO flashes (in-use), and your first call is put on hold (LED flashes on-hold). |
|------------------------------|--|

➤ To switch between calls

- |   |   |
|---|---|
| ➤ Press the <b>CO</b> or [DN] of the held call. | The LED of the CO just accessed flashes (in-use), and the LED of the CO or [DN] placed on hold flashes (on-hold). |
|---|---|

# Background Music (BGM)

If BGM is enabled, you can turn it ON/OFF for your individual station speaker.

➤ To enable/cancel BGM on your telephone speaker

- |  |                     |
|--|---------------------|
| ➤ Press <b>BGM</b>                       | Toggles BGM ON/OFF. |
| ...or [DN] + <b>#481</b> + <b>SPKR</b> . | Turns BGM ON.       |

- 
- |  |                |
|--|----------------|
| ➤ Press [DN] + <b>#480</b> +<br><b>SPKR.</b> | Turns BGM OFF. |
|--|----------------|

**Note** Ignore busy tone after dialing **#481** and **#480**.

**Note** BGM over external speakers is controlled by the System Administrator.

## Call Forwarding

If your telephone has been system programmed for a **Call Forward** button, you can use one of the following **Call Forward** buttons to set the feature for a [PDN]: **Call Forward All Calls (CFAC)**, **Call Forward Busy (CFB)**, **Call Forward No Answer (CFNA)**, **Call Forward Busy/No Answer (CFB/NA)**, **Call Forward External (CF-EXT)**, and **Call Forward Fixed (CFF)**.

If your telephone has more than one [DN], you can assign Call Forward destinations for each [DN] on your telephone (one [PDN] and up to eight [PhDNs]). Each [DN] can be independently set for a different Call Forward feature.

Call Forward must be set before the call is received and has priority over the Station Hunt feature. To set call forward from a [PDN] or [PhDN], you must set the call forward from your telephone, and it must be programmed as the owner of the [PDN] or [PhDN].

**Note** If you hear a re-order tone when following any of the Call Forward steps, your telephone is not the owner of the [PDN]/[PhDN].

After Call Forward is set, the following calls to your station are forwarded except in Call Forward-External mode:

- Internal calls (handsfree and OCA calls optionally may or may not).
- Auto Attendant calls.
- CO Line calls that ring only on your station.
- Transferred CO Line or station calls.

**Note** CO lines that ring more than one station do not forward.

## Access Codes

If your telephone has not been programmed for **Call Forward** buttons or you are forwarding a [PhDN], you must use access codes to set the Call Forward feature.

## LCD Telephones

The LCD on your telephone provides you with call forwarding information. The LCD examples shown in the following sections are identical to those on your telephone LCD. At times, the entries on the display scroll off the LCD and only portions of the entries remain.

## Call Forward–All Calls

This feature enables you to forward all calls automatically to another station. Your station does not ring.

### ► To activate Call Forward–All Calls

1. Press <b>CFAC</b> ...or [PDN]/[PhDN] + <b>#601</b> .	The LED flashes red. You hear confirmation tone after <b>#601</b> is dialed.	NO. 201 CALL FORWARD TO
2. Enter the destination [DN].		NO. 201 CALL FORWARD TO 203
3. Press <b>CFAC</b> ...or <b>SPKR</b> (if access code used).	The LED is steady red and calls forward to the stored directory number ( <b>203</b> ).	CF-A 201-203 JAN 01 TUE 12: 19

### ► To cancel a Call Forward–All Calls

- Press **CFAC** + **SPKR**  
...or [PDN] + **#601** + **SPKR**

## Call Forward–Busy

Call Forward–Busy forwards calls immediately when your station, [PDN], or [PhDN] is busy or in the DND mode. On “Tone First” systems, if your [PDN] appears on more than one button on your telephone, Call Forward Busy forwards calls only when all [PDN] buttons are in use; if there is an idle [PDN], it flashes or rings when called. On “Voice First” systems, Call Forward Busy forwards all calls any time your telephone is in use.

### ► To activate Call Forward–Busy

1. Press <b>CFB</b> ...or [PDN]/[PhDN] + <b>#602</b> .	The LED flashes red. You hear confirmation tone after <b>#602</b> is dialed.	NO. 201 CALL FORWARD TO
---	---	----------------------------

2. Enter the destination [DN].

NO. 201  
CALL FORWARD TO 203

3. Press **CFB**  
...or **SPKR** (if access code used).

The LED is steady red and calls forward to the stored directory number (**203**).

CF-B 201-203  
JAN 01 TUE 12: 19

► **To cancel a Call Forward–Busy**

- Press **CFB** + **SPKR**  
...or [PDN] + **#602** + **SPKR**

**Call Forward–No Answer**

This feature forwards all calls to your station if you fail to answer within a designated time (set by you when you enable the feature). Your station can be programmed to bypass Call Forward–No Answer when receiving Voice First (handsfree). Callers can activate ring first by dialing **1** during their voice announcement.

1. Press **CFNA**  
...or [PDN]/[PhDN] + **#603**.

The LED flashes red.  
You hear confirmation tone after **#603** is dialed.

NO. 201  
CALL FORWARD TO

2. Enter the destination [DN].

NO. 201  
CALL FORWARD TO 203

3. Press **SDS**  
...or **\*** if your telephone does not have the **SDS** button.

Skip this step, if you pressed **CFNA** in step 1.  
The pre-set time delay for calls forwarding is 12 seconds.

NO. 201  
CALL FORWARD TO 203\*

4. Enter the time delay (**08~60**) seconds.

The LCD displays the amount of time entered (**16**).

NO. 201  
CALL FORWARD TO 203\*16

**Note** Skip this step if you do not want to change the time.



5. Press **CFNA**  
...or **RDL**, then  
**SPKR** (if access code  
was used in step 1).  
...or **#** if your  
telephone does not  
have the **RDL** button.

The LED lights steady red and calls forward to the stored directory number (**203**).

CF-NA 201-203  
JAN 01 TUE 12: 19

➤ **To cancel a Call Forward–No Answer**

- Press **CFNA + SPKR**  
...or [PDN] + **#603 + SPKR**

## Call Forward–Busy/No Answer

This feature forwards all calls to your station immediately whenever you are busy, in the DND mode, or after ringing and you do not answer the call within a designated time (set by you when you enable the feature). Your station can be programmed to bypass Call Forward/No Answer when receiving Voice First (handsfree). Callers can activate ringing and Call Forward by dialing **1** during their voice announcement.

On “tone-first” systems, if your [PDN] appears on more than one button on your telephone, Call Forward Busy forwards calls only when all [PDN] buttons are in use; if there is an idle [PDN], it flashes or rings when called. On “voice-first” systems, Call Forward Busy forwards all calls any time your telephone is in use and/or any time all of your [PDNs] are in use by other telephones.

1. Press **CFB/NA**  
...or [PDN]/[PhDN] +  
**#604**.
2. Enter the destination  
[DN].

The LED flashes red.  
You hear confirmation tone after  
**#604** is dialed.

NO. 201  
CALL FORWARD TO

NO. 201  
CALL FORWARD TO 203

3. Press **SDS**  
...press **\*** if your telephone does not have the **SDS** button.

The pre-set time delay for calls to ring before forwarding is 12 seconds.

NO. 201  
CALL FORWARD TO 203\*

**Note** Skip this step, if you pressed **CFB/NA** in step 1.

4. Enter the time delay (**08~60**) seconds.

The LCD displays the amount of time entered (**16**).

NO. 201  
CALL FORWARD TO 203\*16

**Note** Skip this step, if you do not want to change the time.

5. Press **CFNA**  
...or **RDL**, then **SPKR**  
(if access code used in step 1).  
...or **#** if your telephone does not have an **RDL** button.

The LED lights steady red and calls forward to the stored directory number (**203**).

CF-BN 201-203  
JAN 01 TUE 12: 19

➤ **To cancel a Call Forward–Busy/No Answer**

- Press **CFB/NA** + **SPKR**  
...or [PDN] + **#604** + **SPKR**

**Call Forward–Fixed**

Call Forward–Fixed forwards calls immediately to a station or voice mail device set in system programming all internal, private or DID CO Line calls to your station. Your station does not ring when called. Your station must be assigned with a **CFF** button in system programming to activate this feature.

- Press **CFF**  
...or **CFF** a second time to cancel the feature.

The LED lights steady red and all calls forward to a station [PDN] or voice mail device set in system programming.

## Call Forward–External

This feature forwards new incoming calls directed to your [PDN] to a destination outside of the system. [PhDNs] assigned to your telephone do not call forward to external destinations. Internal calls and transferred calls to your [PDN] also do not forward to external destinations.

Only incoming calls over CO lines dedicated to immediately ring your [PDN], the private **CO** button, and/or DID line, call forward externally. Any of the other Call Forward modes can be set for your [PDNs] or [PhDNs] simultaneously with Call Forward-External.

1. Store the destination number at Station Speed Dial location Code 49.

Only perform Step 1 the first time CF-EXT is set or when you change the destination. It is not necessary to store the destination each time; it remains in system memory.

2. Press **CF-EXT**  
...or the [PDN]/  
[PhDN] + **#670**.

The Call Forward-External destination can be a telephone number over a CO Line, a station over a tie line, or a station within your UST DK system. If the destination is over a CO Line, the CO Line must only ring at your station.

See “Speed Dial–Advanced Features” on Page 59 for detailed storage procedures. When forwarding to an outside destination include the CO line (or CO line group) access code before the telephone number. Example: 8015833700

801 = CO Line group access code  
5833700 = Telephone number

See Table 29 on Page 100 for CO Line/Line Group access codes. The LCR access code “9” cannot be used.

Incoming calls forward to the destination stored at Station Speed Dial Location 49.

### ► To cancel a Call Forward–External

- Press **CF-EXT**  
...or [PDN] + **#670** + **SPKR**.

# Call Forward Remote Destination Change

If Call Forward-External mode is set at your station, you can change the forwarding destination from a telephone outside of the system.

➤ **To change the destination number from outside your system**

1. Call into the DK system over a CO Line programmed for the DISA feature.	<p>You hear ringback tone signal, then internal dial tone for 10 seconds.</p> <p>Try again if you hear busy tone.</p> <p><b>Note</b> See the System Administrator for DISA telephone numbers.</p>
2. Press <b>#670</b> then dial your [PDN] after you receive dial tone.	<p>You hear a confirmation tone.</p> <p>If a number is not dialed, the system automatically makes the DISA CO Line ring as a normal incoming call. Then, if the call is not answered within 15 seconds after the ringing starts, it disconnects.</p>
3. Enter the Remote Call Forward-External security code.	<p>You hear a confirmation tone. See the System Administrator for the security code which is assigned to your telephone in system programming.</p>
4. Enter the new destination number.  You can enter an internal number, Voice Mail number, or a CO Line access code plus an external telephone number. With some systems, you can dial a line group code instead of a CO Line number access code. (See Appendix A, Table 29 on Page 100.)	<p><b>Notes</b></p> <ul style="list-style-type: none"><li>• LCR access code “9” cannot be used as the CO Line access code.</li><li>• When entering CO line access codes (<b>#7XXX</b>), enter <b>447XXX</b> instead of <b>#7XXX</b>.</li></ul>
5. Press <b>#</b> .	<p>You hear a confirmation tone.</p>

## Call Park Orbits

The Call Park feature enables you to hold a call temporarily in an orbit (the area where the call is held). Anyone can retrieve the call from the orbit using the same or a different station. There are 20 General Park Orbits for the system and 1 Personal Park Orbit for each station.

Once you have parked a call in an orbit, you can:

- ♦ Hang up and retrieve the parked call at a later time.
- ♦ Originate another call.
- ♦ Access a voice paging device to announce the parked call for pickup from another station.

If you park a call, and it is not retrieved the following occurs:

- ♦ If your station is idle when the system Call Park recall timer expires, the parked call automatically recalls to your station.
- ♦ If your station is busy, the parked call camps-on.

If you have an LCD telephone, you can let the system automatically select an available orbit number which displays on your LCD. To monitor the calls parked at your station, see “Call Park Orbit List Display” in Chapter 3 – LCD Operation.

### ► To park a call

1. Press <b>PARK</b> while on a call  ...or <b>CONF/TRNS + #332</b> .	The LED flashes (consultation-hold).	ENTER ORBIT NO RTRN
2. Enter a General Orbit Number ( <b>900~919</b> )  ...or a valid [PDN]  ...or if you have an LCD, press <b>999</b> .	The call is parked and the CO Line flashes (hold), or the [DN] LED turns OFF.  The system parks the call on the lowest vacant Orbit Number.	
3. Hang up.	The calling extension or line number and the orbit number are shown.	6793 PK ORBIT 900

If the parked call is not retrieved within a specified time, the call rings back to your phone.

LN 2 ORBIT 900

When a parked call recalls your phone, the LCD shows the line or [DN] that is recalling and the orbit number.

L 2 PK ORBIT 900

► To retrieve a parked call

1. Press **PARK**  
...or [DN] + **#332**.
2. Enter the Orbit Number where the call is parked.

[DN] can be [PDN], [SDN] or [PhDN].

The [DN] LED flashes at the in-use rate when the call is retrieved.

# Call Park and Page

You can use the Park feature in conjunction with the Page feature. This operation can be programmed on a **SD** button for one-touch activation (See “Feature Access Codes” on Page 60.)

► To park and page a call

1. Press **CP/PG** while on a call  
...or **CONF/TRNS+ #331**.
2. Enter a General Orbit Number (**900~919**) or a valid [PDN]  
...or if you have an LCD, press **999**.

The LED flashes (consultation-hold).

HOLD LINE 2  
ENTER ORBIT NO.

The call is parked and the CO Line flashes (hold), or the [DN] LED turns OFF.

The system parks the call on the lowest vacant Orbit Number.

3. Enter a [DN] or a Page Group or Zone access code (see Table 30 on Page 101 and Table 31 on Page 101).

After you enter an Orbit Number, a short burst of dial tone prompts you to enter the Page access code.

The LCD shows the **999** Auto Park entry.

<b>HOLD LINE 2</b> <b>999</b>
----------------------------------

The LCD shows the line being held and its orbit number. Example: **Line 2** is held on orbit **900**.

<b>HOLD LINE 2</b> <b>L 2 ORBIT 900</b>
--

4. Make your announcement (include the Orbit Number).
5. Hang up to free the paging device.

If the parked call is not retrieved within a specified time, the call rings back to your phone.

<b>PARK ORBIT 900</b> <b>HOLD</b>
--------------------------------------

When a parked call recalls your phone, the LCD shows the line or [DN] that is recalling and the orbit number.

<b>L 2 PK ORBIT 900</b>
-------------------------

## Call Pickup

You can pick up a call that is ringing another station [PDN] or [PhDN], a call placed on hold at another station, and other types of calls.

When you pick up an internal call, the calling station (**200**) displays on the left and the called station (**201**) displays on the right.

<b>NO. 204</b> <b>200 CALL 201</b>
---------------------------------------

If your call is picked up by another station, the LCD shows that your call to station (**200**) was picked up by station (**201**).

<b>NO. 204</b> <b>200 PICKUP 201</b>
---

➤ To use call pickup

<p>➤ Press <b>PKUP</b> ...or [DN] + <b>#5#2</b> + [PDN] ...or [PhDN].</p>	<p>Picks up the [DN] or CO Line that has the ringing or held call. (This feature is not available on all systems.)</p>
---	--

➤ To pick up a ringing CO Line in a tenant system

<p>➤ Press <b>PKUP (1~4)</b> ...or [DN] + <b>#59</b>.</p>	<p>You are connected to an incoming CO Line call for a Tenant Group (1~4).</p> <p><b>Notes</b></p> <ul style="list-style-type: none"><li>• In non-tenant systems, <b>PKUP1</b> picks up any ringing CO Line.</li><li>• This feature does not pickup held lines or transferred CO lines that are ringing; use Pickup.</li></ul>
---	--

# Group Pickup

Stations can be assigned in system programming to pickup groups. As many as 20 groups can be created to enable easy pickup of incoming (new or transferred) or internal calls that are ringing stations in your group or in other groups. This feature does not pickup held calls. You may belong to more than one group. See your System Administrator for group assignments.

➤ To pickup calls ringing within your group

- Press **GRP/PKUP** or a [DN] + **#5#34**.

➤ To pickup calls ringing to other groups

<p>1. Press [DN].</p>	<p>You hear dial tone.</p>
<p>2. Enter <b>#5</b>, then the access code (<b>#320~#339</b>) of the group to which the station belongs.</p>	<p>You are connected to the call. If the called station belongs to more than one group, any of the Group Pickup codes associated with those groups pickup the call.</p>



# Call Transfer with Camp-on

You can transfer calls to idle or busy [DNs], Hunt Group Numbers, ACD Group [DNs], etc. You cannot transfer (or camp-on) to a station [PDN] or [PhDn] if the station is in the DND mode, unless the station [PDN] or [PhDN] appears on other stations.

## ► To transfer a call

1. Press <b>CONF/TRNS</b> .	The CO or [DN] LED flashes (conference rate). You hear internal dial tone.
2. Dial the [DN] where the call is be transferred.	The CO Line rings the called station. If you hear a single tone, you can then announce the call over the called telephone's speaker. (If you hear ringing tone, the call was made with Tone Signaling.)
3. Announce the call and hang up if the station is idle	
...or if the station is busy or does not answer, hang up	The CO LED flashes (on-hold). If you transferred the call from a [DN], the [DN]'s LED turns off. The CO Line or [DN] camps onto the called station and the called station receives a warning tone. The camped-on call rings when you hang up.
...or to reconnect to the transferred line before it is answered, press the flashing <b>CO</b> or [DN] + <b>#42</b> .	<p>The CO LED is a steady red when the called station answers the transferred call.</p> <div data-bbox="1118 947 1386 1015" data-label="Text"> <p><b>NO. 204</b> <b>CAMP-ON 4</b></p> </div> <p>If the call is not answered after a specified Recall time set in system programming, Camp-on is cancelled. The transferred call returns to your station if your station or [DN] is idle, sends a two-tone burst if your telephone is busy.</p> <div data-bbox="1118 1137 1386 1204" data-label="Text"> <p><b>HOLD LINE 2</b> <b>LN 2 RECALL 203</b></p> </div> <p>The LCD shows the CO Line number and the station number (<b>203</b>) where it was originally transferred.</p>

# Call Waiting

You can answer a call that is transferred to your station, even when your station is busy. When another call is camped onto your station, you hear two camp-on tone beeps and the [DN] or CO LED flashes red (on-hold).

If a call is sent to your station when busy, and your station does not have a [DN] or **CO** button available to receive the call, two camp-on tone beeps are sent to your telephone. You must disconnect or transfer the existing call to answer the waiting call.

➤ **To answer a waiting call by placing the current call on hold**

<p>➤ Press <b>HOLD</b></p> <p>...or if your telephone has the Auto Hold feature, just press the flashing [DN] or <b>CO</b>.</p>	<p>The existing call is placed on hold. The camped-on line rings your station (the CO LED flashes to indicate an incoming call).</p> <p>You are connected to the transferred call. The [DN] or CO LED flashes (in-use).</p> <p><b>Note</b> See your System Administrator to find out if you have Auto Hold.</p>
---	---

➤ **To answer a waiting call by disconnecting or transferring the current call**

<p>➤ Hang up or transfer the existing call</p> <p>...or press the flashing [DN] or <b>CO</b>.</p>	<p>The camped-on line rings your telephone, and the CO LED flashes (incoming call).</p> <p>This disconnects the current call and connects you to the transferred call. The [DN] or CO LED flashes (in-use).</p>
---	---

# Conference Calls

This feature enables you to add other parties to an existing call. The following conferencing configurations are possible:

- ◆ Up to two stations and two CO lines.
- ◆ Up to three stations and one CO Line.
- ◆ Up to four stations.

► **To make a conference call**

1. Press <b>CONF/TRNS</b> .	You hear dial tone and the [DN] or line LED flashes (conference-rate).
2. Dial a [DN] or access a CO Line and dial the telephone number to be conferenced.	If you receive a busy tone or no answer, press <b>CONF/TRNS</b> to return to the original connection.
3. Press <b>CONF/TRNS</b> , when the called party answers.	All parties are conferenced. If the second call was placed on a [DN] or CO Line that appears on your telephone, the LED also flashes (in-use rate).  Repeat the procedure to add other CO lines or [DNs], remembering not to exceed the allowed number.

The new station is not conferenced unless its user lifts the handset or presses a [DN] to answer.

# Date/Time/Day Adjustment

This feature is performed from a designated station. See the *System Administrator's Guide* for instructions.

# Direct Inward System Access (DISA)

Outside callers with telephones that send Dual-tone Multi-frequency (DTMF) tones can call on CO lines programmed for DISA and dial a [DN] or outgoing CO Line without going through an attendant or operator. See the System Administrator for this number.

➤ **To make an internal DISA Call**

1. Dial the DISA CO Line telephone number.	<p>You hear a ringback tone signal, then an internal dial tone for 10 seconds.</p> <p>If you do not dial within 10 seconds, the system automatically causes the DISA CO Line to ring a telephone or group of telephones designated in system programming. Then, if the call is not answered within 15 seconds after the ringing starts, it disconnects.</p>
2. Dial a [DN].	<p>You hear ring tone. When the station answers, you are connected.</p> <p><b>Note</b> If the call is not answered after 6 rings or 24 seconds, (whichever comes first) you hear busy tone.</p>
3. Press * anytime you hear busy tone and repeat step 2 to make another call.	<p><b>Note</b> To call another station after completing a DISA station call, the internal party must transfer you. Station and System Page cannot be accessed on DISA calls.</p>

➤ **To make an external DISA Call**

1. Call the DISA CO Line telephone number.	<p>You hear a ringback tone signal, then an internal dial tone for 10 seconds.</p> <p>If you do not dial within 10 seconds, the system automatically rings the DISA CO Line as a normal incoming call. Then, if the call is not answered within 15 seconds after the ringing starts, it disconnects.</p>
2. Dial a CO Line or CO Line access code when you hear dial tone	<p>If you do not hear dial tone, you must also dial a DISA security code. See Table 29 on Page 100 for CO Line Access Codes.</p>

...or dial a CO Line or CO Line access code and then a DISA security code.	You hear dial tone.
3. Dial a telephone number.	<p><b>Note</b> See the System Administrator for the DISA security code number. If the correct code is not entered, the call disconnects.</p> <p>If set in system programming, both parties hear a warning tone approximately 4, 10, or 20 minutes after the call was made. Press <b>0</b> to reset the timer each time the tone sounds (for an additional 4, 10, or 20 minutes). If you do not press <b>0</b>, the call disconnects approximately one minute after the tone.</p>

# Direct Station Selection (DSS)

This optional feature enables you to use a **DSS** button to connect directly to another station. The LED of the button shows the status (idle/busy) of the station and/or the station's [PDN].

For example, a station DSS LED shows busy (light steady red) when the station is:

- ♦ Busy on a call on any button or is in the DND mode.
- ♦ Idle, but all appearances of the [PDN] are in use by other stations.

## ► To connect directly to another station [PDN]

1. Press <b>DSS</b> , while connected to a CO Line or another station.	The original party is put on hold. You can call a station even if the DSS LED shows busy (steady red).
2. Announce the call ...or transfer the call by hanging up ...or transfer the call by pressing <b>RLS/ANS</b> .	<p><b>Note</b> You can transfer the call to an idle or busy station.</p>

# Do Not Disturb (DND)

If your station is in the DND mode, internal, external and transferred calls do not ring your station and OCA calls are denied. You can continue to make calls while in the DND mode.

If your [PDN] or [PhDN] appears on other stations, the calls flash on your station and flash or ring the other stations. Other stations can answer your calls or you can, even while your station is in the DND mode.

Your “alert partner” telephone can override your DND and signal your telephone by pressing **ALERT (1~4)**. Telephones with DND Override can also call your telephone.

➤ **To activate/deactivate DND**

➤ Press <b>DND</b>  ...or press it again to deactivate the feature.	The LED lights steady red and DND mode is activated.
---	--

**Notes**

- Calls forward from your station immediately, while in the DND mode, if it is set for Call Forward-Busy or Call Forward-Busy/No Answer.
- If you press **DND** while a call is ringing, the ringing stops, but the LED continues to flash.

# Door Lock

Your telephone may have up to five **DRLK (0~4)** buttons, which enables you to unlock a door.

Door Lock Button	Location
Unlock Door 0	
Unlock Door 1	
Unlock Door 2	
Unlock Door 3	
Unlock Door 4	

➤ To unlock a door

- Press **DRLK**.

The door unlocks for three or six seconds (set in system programming). The Unlock Door LED is lit while the door is unlocked.

Door Phones

Door phones are used to call digital/electronic telephones selected in system programming. When a door phone calls, you hear a distinctive ringing tone, one or five times (set in system programming). You can also call a door phone and monitor the surrounding area.

The number of possible door phones vary by UST DK system, with up to 12 as the maximum for larger systems.

LCD telephones display the door phone ID when calls are made to/ from door phones (e.g., door phone 1A). The ID enables you to know the door phone [DN]. For example, door phone 1A corresponds to Door Phone [DN] **#151**, 1B to **#152**, etc. Door phone IDs and the corresponding [DNs] are shown in Table 24.

NO. 204  
DOOR PHONE 1A

Table 24 Door Phone Lock IDs/Locations

Door Phone [DNs]	Door Phone ID	Location	Door Phone [DNs]	Door Phone ID	Location
#151	1A		#157	3A	
#152	1B		#158	3B	
#153	1C		#159	3C	
#154	2A		#161	4A	
#155	2B		#162	4B	
#156	2C		#163	4C	

➤ To answer a door phone call

- Lift the handset.

If you lift the handset while the door phone is still ringing, the [DN] LED flashes (in-use) and you are connected to the door phone. If you are not connected, dial the door phone [DN].

If you have an LCD telephone, see Table 24 for the [DN].

➤ **To pick up a door phone call ringing at another telephone**

➤ Press [DN] + <b>#5#30</b> .	The [DN] LED flashes (in-use) and you are connected to the door phone.  <b>Note</b> <b>#5#30</b> access is a system option that may not be turned on for your system.
-------------------------------	---

➤ **To call/monitor a door phone**

1. With the handset off-hook, press a [DN].	You hear dial tone and the LED flashes (in-use).
2. Dial the [DN] for the desired door location.	If you have an LCD telephone, see Table 24 for the [DN]. A two-way talk-path exists between your telephone and the called door phone. You can audibly monitor the area around the door phone.  <b>Note</b> Door phone [DNs] can be stored on <b>SD</b> buttons. See “Speed Dial and Feature Access Codes” on Page 59.

# DTMF Tone Dialing with \* and #

You may have to send **\*** and **#** DTMF tones to some devices or services, such as a voice mail device or computer output service. DTMF tones are automatically enabled on stations with **RDL** and **SDS**. If you do not have **SDS** and **RDL**, you must first dial **\***, **#** to enable these tones.

This feature disables the Speed Dial feature during the call. Speed Dial is restored when you complete the call or place it on hold.

➤ **To output \* and # DTMF tones on a telephone without a SDS/RDL button**

➤ Press <b>*</b> , then <b>#</b>	You can now output <b>*</b> and <b>#</b> , DTMF tones, and digits <b>0~9</b> for the duration of the outside call. This procedure must be repeated on each call when you require such output.
----------------------------------	---



# Group Listening

This feature enables you and people near your telephone to hear the called party over your speaker, but the called party cannot hear you. You can alternate between parties as long as the handset is off-hook.

➤ **To activate group listening**

➤ When your telephone is off-hook on a call, hold down <b>SPKR</b> .	The SPKR LED lights red.  The person to whom you are talking can be heard through the telephone speaker. The person cannot hear you.
--	--

➤ **To deactivate group listening**

➤ Release <b>SPKR</b> .	The SPKR LED turns OFF. You can talk to the party through the handset.
-------------------------	--

# Handsfree Answerback

You can talk back to internal or incoming tie-line calls without lifting the handset.

➤ **To receive a handsfree internal call**

➤ Press <b>MIC</b> .	When the call comes into your station, do not lift the handset; speak toward the telephone in a normal voice level. You hear a single long tone, followed by the caller's voice.  The LED flashes (incoming call). The MIC LED lights steady red, indicating your microphone is active. The SPKR LED flashes red.
----------------------	---

If you have a speakerphone, the performance is better if you press the called [DN] button first.

Notes

- A [DN] must be pressed or the handset must be taken off-hook to actually answer the call. This is necessary before transferring or placing an internal call on hold.
- You can press **VOL** to control the volume of the Handsfree Answerback caller’s voice and ring tone (see “The Grand Tour” on Page 1 for more information).

# Handsfree Monitoring

Calls placed on hold by an outside party may be monitored handsfree. This feature frees you from having to hold the handset to your ear until the outside party returns to the call.

➤ To use handsfree monitoring

1. Press and hold <b>SPKR</b> .	The SPKR LED lights red.
2. Place the handset on-hook.	The SPKR LED stays on and you can hear the other party through your telephone speaker.
3. Release <b>SPKR</b> .	For privacy, press <b>MIC</b> to turn the microphone off, otherwise, your conversations may be heard.
4. Lift the handset when the party returns.	<b>Note</b> Your telephone’s <b>MIC</b> can be set in system programming to switch ON/OFF with one touch, to switch OFF only while pressed and held, or to be either ON/OFF at the start of handsfree dialing. See your System Administrator if you want the setting changed.

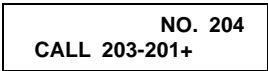
# Message Waiting

All telephones have a standard MW/FL LED for receiving/retrieving messages left by callers who called a busy or non-answering [PDN]. Telephones that own [PhDNs] can also have up to four additional (flexible) message waiting [PhDN/MW] buttons and LEDs. The fourth message waiting button is reserved for the Message Center.

The MW/FL LED at the called station flashes to notify you that someone called while you were busy on another call or away from your office. You can call the other party back by pressing the **MW/FL** button. Voice mail devices, as well as people, can leave message waiting indications.

If you have an LCD telephone, up to four message waiting displays may be stored on the LCD per each [DN]. The LCD can show up to three stations that have left messages for your [PDN] and three for each of your [PhDNs]. The fourth message waiting button is reserved for the Message Center.

In the example shown at the right, the display indicates that station DN [203] received a message signal from DN [201]. The “+” indicates additional messages. Press **SCRL** to display them.



➤ To answer a Message Waiting on your [PDN]

1. Press <b>MW/FL</b> and lift the handset.	Your phone rings the station or voice mail device that set the indication. The LED continues to flash red.  If you reach a station that is busy or does not answer, go on-hook and press <b>MW/FL</b> again. The system rotates to the next message sender.
2. Place the handset on-hook, after retrieving the message.	If the MW/FL LED continues to flash, you have more messages—repeat the steps to retrieve them. Voice mail devices may cancel the indication after a short delay.

➤ To cancel the Message Waiting on your [PDN]

➤ Press <b>MW/FL</b> and lift the handset	Your MW/FL LED turns OFF when the called party answers.  <b>Note</b> The called party must answer by either going off-hook or by pressing <b>SPKR</b> for the call to be cancelled automatically.
---	---

...or [DN] + <b>#409</b> to cancel the light. This must be done for each message recorded.	Your MW/FL LED turns OFF without calling the telephone or VM device.
--	--

➤ To retrieve a Message Waiting on your [PhDN]

- |  |  |
|--|--|
| 1. Press the flashing red MW/FL LED.   | Your phone rings the station or voice mail device that left the message. If the called party or voice mail device answers, the message waiting indication is cancelled automatically.  |
| 2. Press <b>SPKR</b> after receiving the message<br>...or place the handset on-hook. | If there is no answer, hang up and try at a later time. The red MW/FL LED on your phone continues to flash.<br><br>If you have more messages, the MW/FL LED continues to flash (red). To answer the next message. Repeat this procedure. |

➤ To cancel the Message Waiting on your [PhDN]

- |                         |  |
|-------------------------|--|
| 1. Press <b>MW/FL</b> . | You hear a steady dial tone.   |
| 2. Enter <b>#409</b> .  | The dial tone stops.   |
| 3. Press <b>SPKR</b> .  | The MW/FL LED turns OFF indicating that the message has been canceled. |

➤ To set the Message Waiting LED on another telephone

- |  |  |
|--|--|
| 1. Press [DN] and dial an internal number. | You hear ringback or busy tone.  |
| 2. Press <b>MW/FL</b> or <b>7</b> .        | The MW/FL flashes red at the called telephone. The MW/FL LED lights steady red at your telephone. The LCD displays the station ( <b>203</b> ) where you set a message waiting light. |

NO. 201  
INT 203 MW SET

3. Press **SPKR**.

The MW/FL LED on your telephone turns OFF. The MW/FL LED on the called telephone flashes until the called party presses the flashing LED .

<p>SENT 203 JAN 01 SUN 12: 19</p>
---------------------------------------

➤ **To cancel a Message Waiting light set on another station**

- Press [DN] and dial **#64** + [PDN] or [PhDN].

## Microphone Cut-Off

This feature prevents callers from monitoring the sounds near your telephone when your telephone receives a handsfree call or cuts-off the telephone microphone. The MCO LED lights steady red and the MIC and SPKR LEDs do not light when your telephone is called. When the feature is OFF, the MCO LED is not lit and your microphone works. The **MCO** functions on Handsfree Answerback and speaker OCA calls for privacy.

➤ **To enable/disable the microphone**

- Press **MCO** to toggle Microphone ON/OFF.

## Off-hook Call Announce (OCA)

This feature enables you to call and speak through the handset or speaker of a busy, off-hook telephone. The called station must be set in system programming for this feature to work. The calling station can be set in system programming for OCA to occur automatically when calling a busy station or by dialing an access code after receiving busy tone. Automatic OCA only functions on Voice First Signaling systems.

Your telephone can receive Speaker Off-hook Call Announce (SP-OCA) calls which enables callers to make an announcement through the speaker of your telephone when it is off-hook. Your telephone must be equipped with optional hardware.

When you receive an OCA call while you are on another call, you hear a short warning tone followed by an announcement through your telephone speaker.

Stations in the DND mode cannot receive OCA calls unless the calling station is programmed for DND Override.

NO. 204  
210 BUSY OVRD

While on a speaker OCA call, **MIC** and **MCO** can be used to prevent an OCA caller from listening to your conversation with the original party (see “Microphone Cut-Off” on Page 49).

**Voice First Signaling**

➤ **To make an OCA call**

1. Lift the handset and dial the [DN].	You hear a single tone (optional) or nothing and can talk to the station (Automatic OCA).
2. Press <b>2</b> to OCA the station and talk, if you receive a busy tone.	An optional tone is heard at the busy station, indicating that you are connected on an OCA call.

NO. 203  
205 BUSY OVR

**Tone Signaling**

➤ **To make an OCA call**

1. Lift the handset and dial the [DN].	You may hear busy or ring tone.
2. Press <b>21</b> if you hear busy tone and speak to the called station  ...or <b>12</b> if you hear a ring tone and speak to the called station.	If you hear busy or ring tone after dialing the first digit (2 or 1), disregard the tone and dial the second digit to OCA the called telephone.  If you still hear a busy tone after dialing 21 or 12, the called telephone is either busy on a speakerphone call or does not have the OCA option set in system programming. Either condition blocks OCA.

## SP-OCA

### ➤ To answer an SP-OCA call

- |  |  |
|--|--|
| ➤ Speak toward the microphone of your phone. | You may want to hold your hand over the handset mouth piece to prevent the other party from hearing you. |
|--|--|

### ➤ To disconnect an SP-OCA call to your station

- |                       |   |
|-----------------------|---|
| ➤ Press <b>SPKR</b> . | The SP-OCA call made to your station disconnects. |
|-----------------------|---|

## Override Calls

The available override features are:

- ♦ **Busy Override**—enables you to send a muted ring tone to a busy station to indicate that a call is waiting. The muted ring is programmed for each station as two muted rings only or continued muted rings until the call is answered. This option applies to the station receiving the muted ring. The muted ring can be sent to the telephone speaker or to the telephone handset/headset and speaker.
- ♦ **Do Not Disturb Override**—enables you to send a tone to an idle or busy station in the DND mode to indicate that a call is coming in. Your telephone can be programmed to block DND Override. The LCD shows that the station you called (**210**) is in the DND mode.

<b>NO. 204</b> <b>INT 210 DND</b>
--------------------------------------

OCA is possible to DND stations from stations that are programmed for DND Override.

- ♦ **Executive Override**—enables you to enter an established conversation. Your phone can also be programmed to block Executive Override from other phones. The **PRIV** does not block this feature.
- ♦ **Privacy Override**—enables you to enter an established call on a private common CO Line; it does not operate on common [DNs] which are always private (see “Conference Calls” on Page 39 which allow up to four parties to talk on a [DN] button).

Up to two station users can enter an existing CO Line-to-station call (i.e., up to three stations can be connected to a CO Line). You can also use this feature if the station that is already connected to the CO Line is in the Privacy Release mode. Station users with **PRV RLS** can allow stations to enter their conversations, even if the station entering the conversation is not programmed for Privacy Override.

Privacy Override is blocked by DND.

- ♦ **Toll Restriction Override**—enables toll restriction on individual stations. Each station can be allowed or denied specific area and office codes, long distance information calls, international calls, and/or operator-assisted calls. You can completely override Toll Restriction at selected stations or you can change the station Toll Restriction class. The station resumes its normal class at the conclusion of the call.

➤ **To override a Busy station**

➤ Press <b>2</b> .	A muted tone is heard at the busy station, indicating that a call is waiting. The station number ( <b>210</b> ) displays.	NO. 203 210 BUSY OVR
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➤ **To override the Do Not Disturb**

➤ Press <b>2</b> .	A tone signal is heard at the DND station, indicating a call is coming in. On your station, the LCD shows the station number ( <b>210</b> ) you have overridden.	NO. 204 210 DND OVR
	Your LCD displays <b>DND OVR DENY</b> , if the station you called denies your override.	NO. 204 DND OVR DENY

➤ **To override conversation (Executive Override)**

➤ Press <b>3</b> .	You enter the conversation. The called parties may hear an optional tone signal prior to your entering the conversation.	
	The overridden station number ( <b>210</b> ) displays on your LCD until the call is ended.	NO. 204 210 EXEC OVRD
	The overriding station number ( <b>204</b> ) displays on the called station LCD until the override is disconnected.	NO. 210 204 EXEC OVRD



➤ **To override a Privacy Override**

<p>➤ Press <b>CO</b>.</p>	<p>Connected parties may hear an optional tone signal before you are connected. Your station LCD displays the CO Line identification (<b>CO 03</b>).</p> <p>The overridden station LCD displays your station number (<b>204</b>).</p>	<div data-bbox="1116 248 1392 317">NO. 204 LINE 03 PRV OVRD</div> <div data-bbox="1116 413 1392 482">NO. 205 204 PRV OVRD</div>
---------------------------	---	---

➤ **To override a toll restriction**

<p>1. Access a CO Line.</p> <p>2. Press <b>CONF/TRNS</b> + <b>#47</b>.</p> <p>3. Enter the Toll Restriction Override Code (four digits).</p> <p>4. Dial a telephone number.</p>	<p>You hear dial tone and the LED flashes at the in-use rate.</p> <p>You no longer hear dial tone and your LCD prompts you to enter a code.</p> <p>You hear dial tone. For security reasons, the override codes are only available on a selected basis. See your System Administrator.</p> <p>The toll call is connected.</p>	<div data-bbox="1116 631 1392 701">NO. 204 OVERRIDE CODE</div>
---	---	--

# Page Announcements

Station users can make page announcements to telephones and external speakers.

➤ **To make a page announcement**

<ol style="list-style-type: none"><li>1. Press [DN], lift the handset, and enter a paging access code.</li><li>2. Use a normal voice level to make your announcement, then repeat it.</li><li>3. Hang up.</li></ol>	Each of the page access codes (including the [PDN] button) can be stored on an <b>SD</b> button. See Table 30 on Page 101 and Table 31 on Page 101.
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You can make an All Call Page to electronic telephones assigned to the “All Call Page Group.” Stations are assigned to the “All Call Page Group” in system programming.

➤ **To make an All Call Page**

<ol style="list-style-type: none"><li>1. Press <b>AC</b> ...or [DN] + <b>#39</b>.</li><li>2. Make your announcement in a normal voice level and repeat it.</li><li>3. Hang up.</li></ol>	<p>The <b>AC</b> button pages “All Call Page” telephones, but does not access external page speakers.</p> <p><b>Note</b> <b>#39</b> may also Page external speakers as well as “All Call Page” telephones, depending on system programming.</p>
--	---

## Privacy On-Line

With this feature, you can block Privacy Override from being used on your CO Line. The button does not block Busy or Executive Override.

### ► To set/cancel privacy

► Press <b>PRIV</b>	The LED lights steady red. Others are blocked from entering your CO Line calls when they press a common <b>CO</b> Line button.
...or <b>PRIV</b> again to cancel the feature.	The LED turns OFF.

## Privacy Release

This feature enables others to enter your call on a common CO Line just by pressing **CO** on their telephone. It only works on common CO lines (appearing on more than one telephone). Privacy Release cannot be used on single appearing CO lines or multiple [DN] buttons. Calls on common [DNs] are always private and cannot be accessed by more than one telephone.

Similar to conference calls, up to three stations can be connected to a CO Line.

### ► To use Privacy Release

► Press <b>PRV RLS</b> .	<p>The LED lights red. The CO Line flashes at all appearances. When another station user enters the CO call by pressing a common CO Line, the Privacy Release LED turns OFF.</p> <p>To add a third station, press <b>PRV RLS</b> again and the process is repeated.</p>
--------------------------	---

# Release and Answer

This feature enables you to automatically disconnect or transfer an active call and answer a new call using a button, instead of the hookswitch. When you receive the new call, the LED flashes red and you hear a muted, Busy Override or Camp-on busy tone.

➤ To release an active call and answer an incoming call

➤ Press <b>RLS/ANS</b>	Releases the original call and answers the new incoming call.
...or <b>CONF/TRNS</b> and dial a “transfer to” destination. Then press <b>RLS/ANS</b>	<b>Note</b> You can press <b>Hold</b> before <b>Release and Ans</b> if you do not wish to release the original call.  Transfers the original call and answers the new call.
...or <b>DSS</b> of a “transfer to” destination, then press <b>RLS/ANS</b> .	Transfers the original call and answers the new call.

# Saved Number Redial

This feature enables you to store a dialed telephone or station number, then redial that number with the touch of a button.

➤ To save a telephone/station number

➤ Press <b>SAVE</b> .	The last number you dialed is saved for automatic redial the next time you press this button.
-----------------------	---

# Speakerphone

All electronic telephone users can answer internal calls handsfree (on-hook), but only users with a speakerphone can make and receive calls without lifting the handset. Any electronic telephone model with an “S” in the model name is equipped with a speakerphone.

## ➤ To change from handset to speakerphone

1. Press and hold <b>SPKR</b> .	The call is handsfree (on-hook).
2. Return the handset on-hook.	
3. Release <b>SPKR</b> .	

## ➤ To change from speakerphone to handset

➤ Lift the handset.	Your call is now heard through the handset.
---------------------	---

## ➤ To make a call (on-hook dialing)

1. Access a CO Line ...or press a [DN].	You hear dial tone and the CO or [DN] LED flashes (in-use).
2. Dial a telephone number.	You hear ringback tone or busy tone, if busy.
3. Speak in a normal voice level toward the telephone.	<b>Note</b> Your <b>MIC</b> button must be set in system programming to ON at the start of a call. If not, you must press the <b>MIC</b> button before talking.
4. Press <b>SPKR</b> .	Your call is disconnected.

## ➤ To answer an incoming call using speakerphone

1. Press the <b>CO</b> or [DN] with the flashing LED with the handset on-hook.	The CO or [DN] LED flashes (in-use) and you are connected to the call.
--	--

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>2. Speak at a normal voice level toward the telephone.</li><li>3. Press <b>SPKR</b> to disconnect the call.</li></ol> |  |
|---|--|

# Speed Dial

Speed Dial enables you to call a telephone number with a two- or three-digit access code. There are two types of Speed Dial numbers:

- ♦ **Station**—assigned by individual station users to their own station and can only be dialed from the station that assigns it.
- ♦ **System**—assigned only from attendant consoles or a designated station (typically the System Administrator station), and can be used by other stations. (See *System Administrator User Guide* for storing instructions.)

**Important!** *If you do not perform the following procedures within a specified time (set in system programming for either one or three minutes) when storing speed dial numbers, the operation times out and your telephone returns to idle mode.*

➤ **To store/replace a telephone number on a Station Speed Dial button**

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1. Press <b>RDL</b> (or <b>#</b>) with the handset on-hook.</li><li>2. Press <b>SD</b> to store the telephone number on ...or <b>SDS</b> (or <b>*</b>) and enter the Speed Dial code that you want to use for the telephone number</li><li>3. Enter the telephone number (max. 20 digits).</li><li>4. Press <b>RDL</b> (or <b>#</b>)</li></ol> |  |
|--|--|

**SD** buttons are assigned in system programming.

See Table 32 on Page 102—Speed Dial Access Codes.

To store longer dialing strings, see “Speed Dial Number Linking” on Page 62. To insert a pause or flash signal in the number, see “Speed Dial Pause” on Page 62.

The number is stored.

➤ **To clear a telephone number on a Station SD button**

- Repeat the above procedure, skipping step 3.

➤ **To program one-touch telephone number dialing**

- |   |  |
|---|--|
| ➤ In Step 3 above, press [PDN] + CO Line access code before the telephone number. | See “CO Line Access Codes” on page 99. |
|---|--|

➤ **To make a call using a SD button or access code**

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. Access a CO Line.</li><li>2. Press <b>SD</b><br/>...or <b>SDS</b> (or <b>*</b>) + access code.</li></ol> | <p>The system dials the telephone number assigned to the button/code. See Table 32 on Page 102—Speed Dial Access Codes.</p> <p><b>Note</b> If your <b>SD</b> button is “one-touch,” as explained above, skip Step 1.</p> |
|---|--|

## Speed Dial—Advanced Features

### Speed Dial and Feature Access Codes

You can program Speed Dial buttons with feature access codes for a single feature or a sequence of features as long as the keyed dial pad characters do not exceed 20 digits. To determine how many digits you have, count 2 digits for **CONF/TRNS**, [PDN] and **HOLD** feature buttons and 1 digit for all other dial pad characters.

See Table 25 on Page 60 for a list of feature access codes. Your System Administrator can tell you which features can be programmed on your telephone.

➤ **To store a feature with a specific SD button**

- |  |  |
|--|--|
| ➤ Press <b>RDL</b> (or <b>#</b> ) + <b>SD</b> + Feature Access Code + <b>RDL</b> (or <b>#</b> ). | See Table 25 on Page 60 for Feature Access code sequences. |
|--|--|

► **To store a feature with a specific access code**

- Press **RDL** (or **#**) + **SDS** (or **\***) + Speed Dial Access Code + Feature Access Code + **RDL** (or **#**).

**Important!**

- Do not lift the handset while entering the sequence.
- If you do not enter the entire sequence within a specified time (set in system programming for either one or three minutes), the operation times out and your telephone returns to idle mode.
- [PDNs] can be stored in speed dial sequences, but [PhDNs] and [SDNs] cannot.

**Table 25**      **Feature Access Codes**

Features	Feature Access Code Sequence
Account Code <sup>1</sup> (Frequently used codes)	<b>CONF/TRNS + 4446</b> + Account code digits
Automatic Callback	<b>4</b>
Background Music <sup>2</sup> (External Speakers ON)	[PDN] + <b>44481</b>
Background Music <sup>2</sup> (External Speakers OFF)	[PDN] + <b>44480</b>
Call Forward—All Calls (To Station or VM)	[PDN] + <b>44601</b> + Directory Number
Call Forward—Busy (To Station or VM)	[PDN] + <b>44602</b> + Directory Number
Call Forward Cancel	[PDN] + <b>44601</b>
Call Forward—No Answer	[PDN] + <b>44603</b>
Call Forward External	[PDN] + <b>44670</b>
Call Forward External Cancel	[PDN] + <b>44670</b>
Door Phone Calling	[PDN] + door phone Directory Number
Hookflash Signal <sup>1</sup>	<b>CONF/TRNS + 4445</b>
Off-hook Call Announce (Manual Mode)	Voice First: <b>2</b> ; Tone First: <b>1, 2 1</b> , or <b>1 2</b>
Overrides (Busy, DND)	<b>2</b>
Overrides (Executive)	<b>3</b>
Page Access <sup>4</sup>	<b>Hold + [PDN] + 44XXX</b> where: <b>44XXX</b> = Page Access code - see “Paging Access Codes” on Page 101.



**Table 25**    **Feature Access Codes** *(continued)*

Features	Feature Access Code Sequence
Park Call/Access Page The existing call is parked, and you are automatically connected to the Page.	<b>CONF/TRNS + 44331 + [X X X] + [Y Y Y]</b> where: [X X X] <sup>3</sup> = 900~919 or 999 park zone number; [Y Y Y] = page group/zone (See Tables 30 and 31 on Page 101.)
Pickup <sup>4</sup> (To station, new, or transferred call)	<b>HOLD + [PDN] + 445 + station number [PDN]</b>
Pickup a held or ringing [PDN] or [PhDN] (not available on all systems)	[PDN] + <b>445442 + [X X X X]</b> where: [X X X X] = [PDN] or [PhDN] to be picked up
Pickup <sup>4</sup> any ringing CO Line (new call only)	<b>HOLD + [PDN] + 4459</b>
Pickup Station Page or Ringing Door Phone <sup>4</sup>	<b>HOLD + [PDN] + 4454430</b>
Pickup <sup>4</sup> External Page	<b>HOLD + [PDN] + 4454435</b>
Pickup Line on Hold (lines 1~99) <sup>5</sup>	[PDN] + <b>445 + 4470(01~99)</b>
Pickup Line on Hold (lines 100~200) <sup>6</sup>	[PDN] + <b>445 + 447(100~200)</b>
One-touch Voice Mail Access	[PDN] + Voice Mail [DN]
Outgoing Calls	[PDN] + CO Line access code (See Table 29 on Page 100.)

1. These codes can be used during a CO Line call.
2. Background music speakers can only be turned ON/OFF from Station 200.
3. XXX = Auto Park Orbit 9 9 9 (access the next available park orbit), or General Park Zones 900~919, or [PDN] on which the call should be parked. Only use 999 with LCD telephones.
4. This feature holds an existing call when the button is pressed. If the button is pressed when not on a call, pickup or page can still be accessed. These codes can be used during a CO Line call.
5. After pressing the feature button, the user dials the line number (01~99) to pickup the line.
6. After pressing the feature number, the user dials the line number (100~200) to pickup the line.

### Speed Dial Pause

Some Speed Dial numbers may require that a pause (long or regular) or hookflash be included (e.g., tone delay requires a pause at the beginning of a Speed Dial number).

Hookflash	Regular Pause	Long Pause
The <b>MW/FL</b> is programmed to allow a 0.5 or 2 seconds long (set in system programming) CO line hookflash when inputting Speed Dial numbers. It is displayed on the LCD as “F-”.  Press <b>MW/FL</b>  ...or enter the hookflash dial code ( <b>CONF/TRNS + #45</b> ).	The pause is either 1.5 or 3 seconds (set in system programming). The LCD displays “P-”.  Press <b>PAU</b> .	Ten-second pause, which can be entered anywhere in the Speed Dial number. The LCD displays “L-”.  Press <b>PAU/L</b> .
<b>Note</b> Your telephone must have a <b>PAU</b> key to allow <b>MW/FL</b> to be used to store a hookflash in Speed Dial.		

### Speed Dial Number Linking

You can link any of the Station Speed Dial numbers to System Speed Dial codes or to any of the optional buttons associated with these codes. This enables up to 36 digits to be stored under one Station **Speed Dial** button or code. Typically, long, frequently used access numbers are stored as part of this digit string. The System Speed Dial number dials out first, then the number linked to it.

**Note** A designated station can be used to link System Speed Dial codes. See the *System Administrator’s User Guide*.

**Important!** *Before linking Speed Dial Numbers, make sure the System Administrator has stored the desired number in the System Speed Dial that you are planning to use.*

➤ **To link station/system speed dial numbers**

1. Press <b>RDL</b> (or <b>#</b> ).  2. Press <b>SD</b>  ...or <b>SDS</b> (or <b>*</b> ) + a  Station Speed Dial Access Code.	See Table 33 on Page 102 for Station Speed Dial Access Codes.
--	---



- Press **RDL** (or **#**) + **SDS** (or **\***) + **10** + **SDS** (or **\***) + **69058769374** + **RDL** (or **#**).  
**10** is the Station Speed Dial Code.  
**690** is the System Speed Dial Code being linked to Speed Dial Code 10.  
**5876-9374** is the local Tokyo telephone number.

➤ **To use the new link**

➤ Press the <b>SD</b> ( <b>10</b> ) ...or <b>SDS</b> (or <b>*</b> ) + <b>10</b> .	Your telephone automatically dials <b>9</b> to access a CO Line, the international dialing sequence (011813), and the local telephone number (58769374).
---	--

**Chain Dialing Speed Dial Numbers**

You can call two or more Speed Dial numbers during one call. This enables you to add additional parties (conference calls) to your conversation. Chain Dialing also allows dialing of a stored code, such as a credit card number, to send to a far-end computer.

➤ **To chain dial Speed Dial numbers**

1. Access a CO Line.	See Table 29 on Page 100 for CO Line Access Codes.
2. Press <b>SDS</b> (or <b>*</b> ) and dial the Speed Dial code for the telephone number to be dialed.	See Table 32 on Page 102 for Speed Dial Codes.
3. To dial another telephone number, press <b>CONF</b> and repeat steps 1 and 2.	

# Timed Reminders

You can set five separate reminders at your station. At the time (hour and minute) set by you, your telephone beeps. If your phone has an LCD, the message is also displayed. You can set the reminder to occur once or on a daily basis.

► To set a timed reminder

1. Press a [DN] and dial a timed reminder number ( <b>#605~#609</b> ).		#605 TIMER SET
2. Enter the time you want to be reminded.	Use a 24-hour clock format (HHMM).	#605 TIMER SET 0800
3. Press <b>0</b> for the reminder to be repeated every day, or <b>1</b> for a one-time reminder only.		#605 TIMER SET 08001
4. Enter desired LCD message number, station ( <b>10~19</b> ) or system ( <b>60~99</b> ), or <b>00</b> .	Enter <b>00</b> if your telephone does not have an LCD or if you do not want a message to display when the time reminder tone sounds.	#605 TIMER SET 0800110
5. Press <b>RDL</b> .	The time is recorded in memory and you should hear a beeping tone (along with the displayed message) for 30 seconds at the set time. To cancel the beeping/message prior to 30 seconds, press <b>MODE + 0</b> or take the phone off-hook.	DATA PROGRAMED

**► To cancel a Timed Reminder**

- |   |   |
|---|---|
| 1. Press [DN], then the number of the timed reminder ( <b>#605~#609</b> ) you want to cancel. | You can only cancel one reminder at a time. |
| 2. Press <b>RDL</b> .   | The reminder is cancelled.                  |

## Tone/Pulse Dialing

With some older Central Offices, you may have to make calls on CO lines that are programmed for rotary dial pulses. This feature enables you, while on these lines, to switch to tone dial in order to access remote equipment (such as an answering machine) requiring DTMF tones.

**► To change to Tone Dialing**

- |   |  |
|---|--|
| 1. Access a CO Line.                    | Although the CO Line is programmed for rotary dial pulses, access the CO Line and dial the telephone number like any other call.             |
| 2. Dial a telephone number.             |  |
| 3. Press <b>TONE</b> while on the call. | The Tone LED lights steady red, and you are able to send DTMF tones with your dial pad. The feature is cancelled when the call is completed. |

# Two (Tandem) CO Line Connection

This feature enables a station user to connect two CO lines, then drop out of the conversation. On some systems, both **CO** buttons (or **PL** buttons) must appear on your telephone to allow Tandem connections to be established from your telephone.

► To connect two outside lines using a [DN] button

1. Press <b>CONF/TRNS</b> while talking on an outside call using a [DN] button.	You hear dial tone. The [DN] LED flashes (conference rate).
2. Dial a CO Line access code and then the outside telephone number.	See Table 29 on Page 100—CO Line Access Codes. Ask your System Administrator for the proper code to use for this type of call.
3. Press <b>CONF/TRNS</b> after the party answers.  ...or [DN] to return to the original connection if you receive a busy tone/no answer.	The [DN] LED flashes (in-use rate), and all parties are conferenced.
4. Press <b>CONF/TRNS</b> and hang-up.	<div>You hear dial tone before you hang-up. The [DN] LED flashes (exclusive-hold rate) and the two lines are connected. <b>N1</b> and <b>N2</b> identify the connected CO lines.</div> <div>TRK-TRK N1 N2 JAN 10 THU 11: 57</div> <div>The LED turns OFF when the parties hang-up.</div> <div><b>Note</b> If the public telephone company provides auto disconnect, the connection may release automatically when the parties hang up. If not, the lines must be supervised to be disconnected. See “To connect two outside lines (using a CO button)” on Page 68.</div>

► To connect two outside lines (using a **CO** button)

1. Press <b>CO</b> ...or <b>PL</b> and dial a telephone number.	You hear dial tone.
2. After the party answers, press <b>CONF/TRNS</b> .	You hear dial tone. The CO LED flashes (conference rate). The new CO LED flashes (in-use rate).
3. Press another <b>CO</b> ...or <b>PL</b> and dial a telephone number.	On some systems, you can press <b>CONF/TRNS</b> and dial a CO Line access code in step 3 and then dial a telephone number. It is not necessary to have both <b>CO</b> buttons on your telephone.
4. Press <b>CONF/TRNS</b> after the party answers.  ...or the original <b>CO</b> button if you receive a busy tone/no answer.	The CO LEDs both flash (in-use rate) and all parties are conferenced.
5. Press <b>CONF/TRNS</b> and hang up.	<div><p>You hear dial tone. Both CO LEDs continue to flash (exclusive-hold rate) and the two lines are connected. <b>N1</b> and <b>N2</b> identify the connected CO lines.</p><p>The LED turns OFF when the parties hang-up.</p><p><b>Note</b> If the public telephone company provides auto disconnect, the connection may release automatically when the parties hang up. If not, the lines must be supervised to be disconnected.</p></div> <div><div>TRK-TRK N1 N2</div><div>JAN 10 THU 11: 57</div></div>



► **To supervise a tandem call and release it**

<ol style="list-style-type: none"> <li>1. Press [DN] ...or <b>CO</b> ...or <b>PL</b>.</li> <li>2. Go back on-hook if the parties have hung up ...or press <b>CONF/</b> <b>TRNS</b> and hang-up if the parties are still talking.</li> </ol>	<p>You are connected to both CO lines. Both CO LEDs flash (in-use rate). <b>N1</b> and <b>N2</b> identify the connected CO lines.</p> <p>Both CO LEDs turn OFF, and the connection is released.</p>	<div style="border: 1px solid black; padding: 5px;"> <b>TRK-TRK N1 N2</b>  <b>JAN 10 THU 11: 57</b> </div>
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## Voice Mail Integration

This section explains how to program your telephone to forward and retrieve messages when using a Teleco Voice Mail System with your UST DK system. Refer to the appropriate Teleco Voice Mail User Guide for more information:

- ♦ *Contact-DK Voice Processing User Guide*
- ♦ *Perfect Voice User Guide*

To direct forwarded calls to your mailbox—your personal storage space for voice messages—and to ensure that callers receive your personal greeting, you must store a Voice Mail (VM) Identification (ID) code. You need to store the ID code only once.

Once the ID code is stored, whenever a call is forwarded from your station, it is automatically sent to voice mail and to your mailbox. Your [PDN] and up to four [PhDNs] can be set up for unique (or the same) mailbox numbers. Telephones must be programmed as the owners of a [PhDN] to be able to use this feature.

➤ **To assign a voice mail message mailbox number**

This procedure is required for the initial storage of VM ID code to the Teleco Voice Mail system. Once programmed, these digits remain in memory until changed. To change the code, repeat this procedure.

1. Press [DN] + <b>#656</b> .	You hear confirmation tone.	656 ID CODE SET
2. Enter the voice mail ID code and the voice mailbox [DN], plus any required pauses (up to 16 characters).	Example: for Teleco voice mail systems, enter <b>91</b> + the mailbox number.  <b>203</b> = mailbox number of the [DN] you pressed in Step 1.	91203
3. Press <b>RDL</b> (or <b>#</b> ).	You hear a confirmation tone. The LCD confirms the data storage.	DATA PROGRAMED

➤ **To cancel the mailbox number**

➤ Press [DN] + <b>#656</b> + <b>RDL</b> (or <b>#</b> ).	Your mailbox number is canceled.
---	----------------------------------

You can program a flashing **MW/FL** to automatically retrieve your voice mail messages when it is pressed. Storing the message retrieval sequence in Steps 1~4 below is required only once. It remains in memory unless cancelled or changed.

➤ **To assign the message retrieval sequence**

1. Press [DN] + <b>#657</b> .	You hear a confirmation tone.	657 ID CODE SET
-------------------------------	-------------------------------	-----------------

2. Enter the voice mail system code and the voice mailbox [DN], plus any required pauses (up to 16 characters).

Example: for Teleco voice mail systems, enter **92** + the mailbox number.

92203

**203**= mailbox number.

3. Enter your security code.

By storing your security code, you avoid having to enter your code every time you access your mailbox; however, this also allows anyone to retrieve your messages from your phone. If a security code is not desired, do not include it.

4. Press **RDL** (or #).

You hear confirmation tone. The LCD confirms the data storage.

DATA PROGRAMMED

#### ➤ To retrieve messages with MW/FL button

- Press the MW/FL flashing LED.

Message is retrieved.

#### ➤ To cancel automatic retrieval

- Press [DN] + **#657** + **RDL** (or #).

Automatic retrieval is canceled.

#### ➤ To retrieve multiple messages (LCD Telephones)

1. Press **MW/FL** with the flashing LED.
2. Press **SCRL** to rotate through more message waiting sources.

The displayed station is called.

When a message waiting voice mail is displayed, a **V** follows the station number. If a + sign is displayed, you have message waiting indications from more than one source (voice mail or stations).

**NO. 203**  
**CALL 200 216V+**

By setting Call Forward to the Teleco Voice Mail System on your telephone, callers are automatically connected to your voice mailbox.

**Note** Call Forward buttons can only be used to Call Forward [PDNs]; access codes can be used to Call Forward [PDNs] or [PhDNs].

➤ **To forward calls to voice mail**

1. Press <b>CFAC</b> , <b>CFB</b> , <b>CFB/NA</b> , <b>CFNA</b> , or <b>CFF</b>  ...or a [PDN] or [PhDN] + access code.	The LED flashes.  <b>Note</b> Select the button that reflects the type of call you want to forward to voice mail (e.g., forward all calls, forward busy/no answer calls, or forward no answer only).  You hear a confirmation tone after entering the access code. The Call Forward access codes are:  Call Forward-All Calls: <b>#601</b> Call Forward-Busy: <b>#602</b> Call Forward-No Answer: <b>#603</b> Call Forward-Busy-No Answer: <b>#604</b>
2. Dial the Voice Mail System Directory number_____.	See your System Administrator for the correct voice mail [DN]. After dialing, you hear confirmation tone.
3. Press <b>CF</b>  ...or <b>SDS</b> (or <b>*</b> ) + <b>RDL</b> (or <b>#</b> ) + <b>SPKR</b> .	If your phone has <b>CF</b> assigned, its LED lights steady red.

➤ **To cancel Call Forward**

➤ Press <b>CF</b>  ...or a [PDN] or [PhDN] + <b>#601</b> , then hang up.	The Call Forward LED turns off.  You hear a confirmation tone, and Call Forward is cancelled.
--	---

This chapter covers the LCD, its buttons and displays. Special features available only with the LCD are described in detail and step-by-step instructions on using them are given. (For electronic telephone standard features, see Chapter – The Grand Tour.)

## Control Buttons

The **MODE**, **PAGE** and **SCRL** buttons are active when your telephone is idle. Table 26 lists button functions.

Table 26 Control Button Definitions

Button	Definitions	
<b>MODE</b>	Cancels the beeping tone when using timed reminders and enables you to enter/exit the following mode functions.	
	<b>0</b>	Used to exit another mode and return to clock/calendar display (see “To exit from any mode” on Page 75).
	<b>1</b>	Busy Lamp Field (BLF) display (see “Busy Lamp Field (BLF) Display” on Page 75).
	<b>2</b>	Busy station messaging (see “Silent Messaging (Busy Station)” on Page 87).
	<b>4</b>	Called station messaging (see “Notification Station Messaging” on Page 84).
	<b>5</b>	Displays LCD message number NN, where NN can be personal messages or system messages. Mode <b>5</b> only displays the selected message. It cannot be used to edit or create a new message.

Table 26 Control Button Definitions (continued)

Button	Definitions	
<b>MODE</b> (continued)	<b>8</b>	Speed dial number check and memo dialing (see “Retrieve and Auto Dial Lost Calls” on Page 78).
	<b>60</b>	Caller ID/ANI/DNIS information mode OFF (see “Caller ID/ANI/DNIS Information Mode” on Page 76).
	<b>61</b>	Caller ID/ANI/DNIS information mode ON (see “Caller ID/ANI/DNIS Information Mode” on Page 76).
	<b>62</b>	Caller ID/ANI/Lost Call stored information display (see “Retrieve and Auto Dial Lost Calls” on Page 78).
	<b>64</b>	View Call Park Orbit list (see “Call Park Orbit List Display” on Page 77).
	<b>94</b>	Remote called station messaging (see “Group Notification Station Messaging” on Page 86).
	<b>95</b>	Remote calling station messaging (see “Notification Station Messaging” on Page 84).
<b>PAGE</b>	<div>✦ Changes Busy Field groups.</div> <div>✦ Changes displays (date/time, elapsed time, message, call forward, dialed number).</div> <div>✦ Scrolls through speed dial numbers when in Mode 8.</div>	
<b>SCRL</b>	<div>✦ Scrolls through message waiting numbers.</div> <div>✦ Scrolls through the speed dial digits (if more than 16 digits) when in Mode 8.</div>	

NO. 204  
MAY 24 MON 12:05

➤ To exit from any mode

1. Press <b>MODE</b> .		MODE NO. ?
2. Press <b>0</b> .	The LCD displays date/day/time.	JUNE 03 TUE 03:54

# Busy Lamp Field (BLF) Display

This feature displays when a station is busy or ringing on any type of [DN] or CO Line. If one or all telephone [PDNs] are in use on another telephone, the telephone shows busy on the BLF, even though it may be idle. If a telephone is in the DND mode, the telephone BLF appearance displays busy.

Starting with the number entered, the BLF displays a group of 10 [PDNs] per line; a total of 20 for the LCD. Pressing **PAGE** scrolls the display. The BLF mode stops all other displays from appearing on your LCD.

➤ To display the BLF

1. Press <b>MODE + 1</b> .		BLF NO. ?
2. Press <b>#</b> if [PDNs] are two digits ...or enter the first digit of a three-digit [PDN] ...or enter the first two digits of a four-digit [PDN].	For example, if you enter 2# for 200, the list of telephone [DNs] beginning with the <b>200</b> display. The sample LCD (shown at right) indicates that stations <b>200</b> , <b>205</b> , and <b>217</b> are in use or DND mode.	200 0 . . . . 5 . . . . 210 . . . . . 7 . . .
3. Press <b>#</b> .		

4. Press **PAGE** to rotate BLF groups.

The **200/210** group changes to **210/220**.

210	.....	7	...
220	..	2	. 4 . . . . . 9

# Caller ID/ANI/DNIS Information Mode

Automatic Number Identification (ANI) information cannot co-exist on the same telephone LCD with Dialed Number Identification Service (DNIS) information. If your system is programmed to receive both ANI and DNIS information on incoming calls, press **PAGE** while the call is ringing to alternate between DNIS and ANI/Caller ID LCD displays. After you answer the call, you cannot alternate between displays.

## DNIS

Incoming DNIS telephone numbers can be correlated in the system database with assigned DNIS names. These names, up to 16 alphanumeric characters, display on your telephone's LCD, enabling incoming calls to be instantly identified and appropriately answered. Table 27 on Page 77 shows DNIS samples.

## ANI/Caller ID

If your telephone is programmed to receive Caller ID names and numbers, the calling party name displays. To display the number while the call is ringing, press **PAGE**. Table 27 on Page 77 shows ANI samples. If Caller ID was activated, then the caller name and/or number would appear on the first line.

MR. JONES
LINE 3 RINGING

- **To activate the Caller ID/ANI or DNIS display mode**
  - Press **MODE + 61**. The system default is ON.
- **To deactivate the Caller ID/ANI or DNIS display mode**
  - Press **MODE + 60**.



Table 27 DNIS/ANI Samples

Function	ANI/Caller ID Number*	DNIS/Caller ID Name
Incoming Call	CN: 7145556782 LINE 3 RINGING	TELECO LINE 3 CALLING
Incoming ACD Call		TELECO LINE 3 RINGING
Answered incoming or transferred call. Display changes to call duration.	CN: 7145556782 ANSWERED LINE 3	TELECO ANSWERED LINE 3
Call placed on-hold.	HOLD LINE 3 SEP 9 TUES 18:30	
Held call recalls your station.	CN: 7145556782 LINE 3 RECALL	TELECO LINE 3 RECALL
Station <b>201</b> is transferring a call to you (station <b>200</b> ).	NO. 200 201 CALLING	
Transferred station ( <b>201</b> ) hangs up.	CN: 7145556782 LN 3 TRANS 201	TELECO LINE 3 TRANS 201
Transferred call recalls your station ( <b>201</b> ).	CN: 7145556782 L 3 RECALL 201	TELECO L 3 RECALL 201
Call forwarded to your phone.		TELECO LINE 3 CALL 201

\*Caller ID numbers do not display **CN:** before the number, whereas ANI does.

## Call Park Orbit List Display

This feature enables you to monitor (view) the calls that are parked at your station.

- Press **MODE + 64** while your phone is idle.

...or **Orbit List**.

LCD shows the CO Line number (**003**) and the orbit number where the call is parked (**900**).

LN 3 ORBIT 900+

To scan the Orbit List, press **SCRL**.

# Retrieve and Auto Dial Lost Calls

The system automatically saves the numbers for all calls that ring at your telephone, but are unanswered (lost calls). This feature enables you to view the stored information, view the time and date, delete the information without returning the call, and/or Auto Dial the saved numbers.

➤ To view lost calls

1. Press <b>MODE</b> + <b>62</b> .	The phone number and caller name are displayed on your LCD. ANI/ Caller ID numbers always include area codes.	MR. JONES 7145553700
2. Press <b>SCRL</b>	The next lost call is displayed.	MR. SMITH 7145568725
...or <b>*</b>	The lost call prior to the call displayed after pressing <b>SCRL</b> is displayed.	MS. DOE 7143723546
...or <b>PAGE</b> .	You can toggle between the phone number and caller name screen and the date and time screen.	MR. JONES 7145553700
	<b>Note</b> <b>CN:</b> Identifies ANI calls as opposed to Caller ID calls which do not display <b>CN</b> .	06/02 17: 46 CN: 7145553700

➤ To delete lost call

1. Press <b>MODE</b> + <b>62</b> .	The first lost call phone number and caller name are displayed on your LCD. ANI/Caller ID numbers always include area codes.	MR. SMITH 7145568725
2. Press <b>SCRL</b>	The next lost call is displayed.	

...or **\***

The lost call prior to the call displayed after pressing **SCRL** is displayed.

**MS. DOE**  
7143723546

...or **#**.

The lost call information is deleted without auto dialing the call.

### ► To Auto Dial the lost call

1. Press **MODE + 62**.

The phone number and caller name are displayed on your LCD. ANI/ Caller ID numbers always include area codes.

**MR. SMITH**  
7145568725

2. Press **SCRL**

The next lost call is displayed.

...or **\***.

The lost call prior to the call displayed after pressing **SCRL** is displayed.

**MS. DOE**  
7143723546

3. Press **CO**

You hear dial tone.

...or a [DN] + CO  
Line access code.

4. Press **LCAD**.

The DK System auto dials the digit “1” before dialing the saved, outgoing telephone number.

## Messages

The LCD on your telephone can be used to send or receive messages to/from other LCD telephone users (sample shown at right). It can also display the names/numbers of the person calling your telephone or the name of the person you are calling. Names and memos can also be set to display with speed dial numbers and timed reminders.

**BACK AT 2-PM-CALL**  
**MEETING FOR 3PM**

You can write or edit a station message (10~19), “fill in the blanks” of system messages 62~64, enter a name/title that you want to display when other stations call your station (see “Name/Number Display” on Page 91), or enter a Speed Dial (see “Speed Dial Memos” on Page 88) or Timed Reminder memo (see “Timed Reminders” on Page 65).

System messages 65~99, if available, are written by the System Administrator and cannot be edited by the user

➤ **To enter LCD characters**

<div>1. Access message/ memo/name display.</div> <div>2. Enter the message/ name/memo (up to 32 alphanumeric characters), using the following dial pad keys (dial pad shown at right): <b>1</b> – moves right <b>*</b> – moves left <b>#</b> – toggles between alphanumeric mode (dial pad defaults to numeric mode) <b>0</b> – scrolls the alpha/ special characters.</div> <div>3. To blank out any portion of a message, press <b>1</b> (in alpha mode) and move the cursor to the right.</div>	<div>A cursor (—) appears at the first character in the display.</div> <div>See Table 28 on Page 80 for dial pad key equivalents.</div> <div><div><div>Move Right (Alpha mode only)</div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>*</div><div>0</div><div>#</div></div><div>Move Left</div><div>2358</div><div>Toggles between alphanumeric characters</div><div>Scrolls alpha/ special characters</div></div></div> <div>Each character the cursor transverses is deleted.</div>
--	--

**Table 28**      **Dial Pad Key Equivalents**

Letter	Key Equiv.	Letter	Key Equiv.	Letter	Key Equiv.	Symbol	Key Equiv.
A	<b>2</b>	J	<b>5</b>	S	<b>700</b>	:	<b>1000</b>
B	<b>20</b>	K	<b>50</b>	T	<b>8</b>	–	<b>10000</b>
C	<b>200</b>	L	<b>500</b>	U	<b>80</b>	+	<b>100000</b>
D	<b>3</b>	M	<b>6</b>	V	<b>800</b>	/	<b>1000000</b>

**Table 28**    **Dial Pad Key Equivalents** (*continued*)

Letter	Key Equiv.	Letter	Key Equiv.	Letter	Key Equiv.	Symbol	Key Equiv.
E	<b>30</b>	N	<b>60</b>	W	<b>9</b>	<b>Note</b>	Symbols shown above must be made in alpha character mode on the dial pad.
F	<b>300</b>	O	<b>600</b>	X	<b>90</b>		
G	<b>4</b>	P	<b>7</b>	Y	<b>900</b>		
H	<b>40</b>	Q	<b>10</b>	Z	<b>100</b>		
I	<b>400</b>	R	<b>70</b>				

There are three basic LCD message functions:

- ♦ **Advisory messaging** enables you to store an informative message for LCD telephones that call your phone.
- ♦ **Silent messaging** enables you to write a message that you can send to busy LCD telephones. Silent messaging lets you communicate visually to someone who is occupied on the telephone.
- ♦ **Notifications** enable you to send your station number and message indication to another LCD station. Responding to the message, the called station receives your message.

There are two types of messages—station and system.

### System Messages 60~64

System messages 60~64 are standard messages. You can “fill in the blanks” of messages 62~64 (see below). Example: Message 64 can be edited to read **RETURN ON JAN. 4**. This message is displayed to callers with LCD phones.

System Message Number	Preprogrammed message (Max. 32 digits per message)
60	OUT TO LUNCH
61	IN A MEETING
62	CALL _____
63	BACK AT _____
64	RETURN ON_____

System Messages 65~99

System messages 65~99 can only be programmed or permanently changed at the Administrator’s telephone. Any messages programmed at Administrator’s telephone remain in memory until canceled from Administrator’s telephone or until the system is reinitialized.

Station Messages

You can create up to 10 station messages (10~19). Once entered, a message can never be deleted; only overwritten. This is a station option that is enabled in system programming.

► To enter/store a station message

1. Press <b>LCD M</b> ...or [PDN] + <b>#68</b> .	The LCD M or [PDN] LED flashes.	<div>MSG NO. ?</div>
2. Enter the two-digit message number (10~19) to be stored.	The current message, if any, is displayed.	
3. Enter the message. (See “To enter LCD characters” on Page 80.)	The LCD M or [PDN] LED lights, and the message displays. The message is now stored in system memory.	
4. Repeat Steps 1~3 for any additional messages you want to store.		

5. Press **LCD M**  
...or **SPKR**.

The message displays on your LCD as an Advisory Message (see below). To cancel the message display, press [PDN] and dial **#68** or press **LCD M**.

➤ **To set an advisory message for incoming calls**

1. Press <b>LCD M</b> ...or a [PDN] + <b>#68</b> .	The LCD M or [PDN] LED flashes.	MSG NO. ?
2. Enter the desired message number: <b>10~19</b> (station) ...or <b>60~99</b> (system)	The selected message displays. This assumes the message has already been stored in memory.	MSG NO. 10
3. Press <b>LCD M</b> ...or <b>SPKR</b> .	The message displays on your LCD. The LCD M [PDN] LED lights continuously. The selected message is sent to LCD phones when they call your [PDN] or any [PhDN] owned by the telephone.	
4. Press <b>PAGE</b> to display the message instead of the CF display if you have Call Forward set.		

➤ **To cancel an advisory message that has been set at your station**

➤ Press <b>LCD M</b> ...or [PDN] + <b>#68</b> + <b>SPKR</b> .	The LED goes out. If a station message was sent, this procedure does not erase it.
--	--

➤ **To set an advisory station message for a remote station**

1. Press <b>MODE + 95</b> while your telephone is idle.	MODE 95 DEST EKT NO.?
---	--------------------------

2. Dial the destination [PDN].

**207** = the destination [PDN]

MODE 95 DEST EKT  
EKT NO. 207

3. Press **PAGE**.

MW TO ST123  
MSG NO?

4. Enter the message number (station **10~19**; system **60~99**).

This assumes the message is already stored in memory.

MW TO STXXX  
MSG NO?10

5. Press **PAGE**.

Remote calling station messaging allows you to set a calling station message for only one station at a time.

6. Press **MODE**.

**207** = the [PDN] where the message is to appear.  
**010** = the message number.  
**M** = message is set.

CALL 207-010M

Called Station

7. Press **0**.

Your LCD shows the time and date. The message is displayed at station **207**. LCD telephones calling station **207** receives the message.

SENT 207

Your Station

## Message Notification

With an LCD telephone, you can set short messages (up to 32 characters) that display to callers with LCD telephones. Any station can record a message; however, only stations with an LCD are able to see the stored messages.

## Notification Station Messaging

Your station number and a message indication can be sent to another LCD station. When that station responds, it receives the message.

### ► To set a notification station message

1. Press [PDN] and dial the station DN.

Station does not answer or is busy.



2. Press **MODE + 4**.

MW TO STXXX  
MSG NO.?

3. Enter the message number.

Station message (10~19), system message (60~99). The LCD displays the message. This assumes that 'the message has already been stored in memory.

4. Press **MSG W**.

MSG W LED flashes on the called station and the LCD displays:

CALL 204-207M

Called Station

**204** = the called [DN]

**207** = the [PDN] of the station that sent the message

**M** = message has been sent.

Your LCD displays:

**204** = the called [DN]

**SENT** = message has been sent.

SENT 204

Your LCD

5. Press **SPKR** or hang up to release.

➤ **To receive a notification station message**

➤ Press **MSG W** when the LED flashes.

➤ **To cancel the message from the telephone that has the message set**

➤ Press [PDN] and dial **#64XXX**.

XXX is the [PDN] of the telephone that has the message set.

## Group Notification Station Messaging

This feature enables a station to set a Called Station Message for a group of stations.

➤ **To set a group notification station message**

1. Press <b>MODE + 94</b> .	Prompted for the destination number.	<div>MODE 94 DEST EKT NO.?</div>
2. Dial the destination [DN]  ...or press <b>#30</b> for all call page stations,  ...or enter a group code ( <b>#31~#38</b> ).	Station groups correspond to the same stations that are in respective Page groups assigned in system programming.  <b>207</b> =destination [DN] or group number.  <b>#31~#38</b> for Page Group 1~8 respectively.	<div>MODE 94 DEST EKT NO. 207</div>
3. Press <b>PAGE</b> .		<div>MODE 94 ORG EKT NO.?</div>
4. Dial the originating [PDN].	This can be your number or another station number.	<div>MODE 94 ORG EKT NO. XXX</div>
5. Press <b>PAGE</b> .		<div>MSG NO.?</div>
6. Enter the message number (station <b>10~19</b> ; system, <b>60~99</b> ).	The LCD displays the message. In this example, system message 60 was entered. This assumes the message is already stored in memory.	<div>OUT TO LUNCH</div>
7. Press <b>PAGE</b> .		<div>MSG NO.?</div>

8. Press **MODE**.

MODE NO.?

9. Press **0**.

At the destination station, the LCD displays the originating station number and the **MSG W** LED flashes.

SENT 207M

➤ **To receive a notification message**

- Press **MSG W**.

➤ **To cancel the message from the telephone that has the message set**

- Press [PDN] and dial **#64XXX**.

XXX is the [PDN] of the telephone that has the message set.

## Silent Messaging (Busy Station)

An audible tone and an LCD message can be sent to an LCD station that is busy. The busy station can return a message to the calling station LCD. The two stations may continue this procedure to carry on a “silent” conversation.

➤ **To send a silent message to a busy station**

1. Press **MODE + 2** when you receive a busy tone.

The called number is displayed, **210**=[DN], and you are prompted for the message number.

OVER TO ST210  
MSG NO?

2. Enter the message number.

Station message (10~19) and system message (60~99). The LCD displays the message. This assumes the message is already stored in memory.

3. Press **PAGE**.

The destination station beeps four times and the message displays for 30 seconds or until you hang up.

Your LCD confirms the message was sent.

MSG SENT

➤ To return to a busy station message after receiving a busy station message

1. Press **MODE** + **2**.

You are prompted for the message number.

OVR TO ST210  
MSG NO?

2. Enter the message number.

Station message (10~19) and system message (60~99). The LCD displays the message. This assumes the message is already stored in memory.

3. Press **PAGE**.

Your LCD confirms the message was sent.

MSG SENT

# Memos

## Speed Dial Memos

You can store names (12 characters maximum) for each of 40 station speed dial numbers. The memo pad of names can be scrolled to select the appropriate party. The station must be enabled via system programming for LCD message memory.

➤ To program Speed Dial names and numbers

1. Press **RDL** (or **#**), then **SDS** (or **\***).
2. Dial a station speed dial code.

See Table 32 on Page 102 for speed dial codes.

# \* 10 SPEED DIAL

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>3. Press <b>MODE</b>.</li> </ol>                                       | <p>If a name was previously stored on this code, it appears on the top line.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> <p><b>*10 NAME</b><br/><b>SPEED DIAL</b></p> </div> |
| <ol style="list-style-type: none"> <li>4. Enter the name or memo (12 characters maximum).</li> </ol>          | <p>The name appears on the bottom line as you enter it. (See “To enter LCD characters” on Page 80.)</p>   |
| <ol style="list-style-type: none"> <li>5. Press <b>MODE</b>.</li> </ol>                                       |   |
| <ol style="list-style-type: none"> <li>6. Enter a phone number (16 characters maximum).</li> </ol>            | <p>The number displays on the top line as you enter it.</p>   |
| <ol style="list-style-type: none"> <li>7. Press <b>RDL</b> (or <b>#</b>) to record data in memory.</li> </ol> |   |

➤ **To display the SD number and memo**

- |   |  |
|---|--|
| <p>➤ Press <b>MODE</b> + <b>8X~X</b>.</p> | <p>X~X is the speed dial number to be displayed.</p> |
|---|--|

➤ **To dial a SD number**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Press <b>MODE</b> + <b>8</b> when your phone is idle.</li> </ol>                    |   |
| <ol style="list-style-type: none"> <li>2. Enter Station Speed Dial Code<br/>...or System Speed Dial Code.</li> </ol>          | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> <p><b>SPEED DIAL NO. 10</b></p> </div> |
| <ol style="list-style-type: none"> <li>3. Press <b>PAGE</b> to see more of the directory of numbers/memos.</li> </ol>         |   |
| <ol style="list-style-type: none"> <li>4. Press an available <b>CO</b> ...or [DN] and enter a CO Line access code.</li> </ol> | <p>The number is dialed.</p>  |

► To check a SD number

1. Press <b>MODE + 8</b> when phone is idle.		MODE NO.? 8
2. Dial a speed dial number.	<b>Teleco</b> is the memo (up to 12 characters). <b>714 583 3700</b> is the number (up to 16 digits).	*11 TELECO 7145553700
3. Press <b>PAGE</b> to scan the directory for the appropriate number/memo.	If the number is longer than 16 digits, a “+” appears in the far right corner of the display.	
4. Press <b>SCRL</b> to display any remaining digits.		

Timed Reminders

See “Timed Reminders” on Page 65.

# Name/Number Display

This feature enables you to enter a name/title, telephone number, location, etc. in system memory. This name/title (e.g., LOBBY) displays on your LCD while it is idle, and on other station LCDs when you call them or they call you.

Name display information for non-LCD telephones or voice mail/auto attendant devices may be entered by the System Administrator for display on other stations LCDs when called.

When this feature is set, your Name/Number displays during direct, forwarded, and hunted calls. The name/number is not displayed on overridden or OCA calls.

► To enter name/number information

1. Press [DN] + <b>#621</b> .	You are prompted for your name.	<div>USER NAME ?</div>
2. Enter the new information (up to 16 characters can be entered, e.g., your name and station number). See “To enter LCD characters” on Page 80.		
3. Press <b>SPKR</b> .	The information is stored and appears on the top line of your station LCD.	<div>TELECO EXT. 200 DATE DAY TIME</div>
	When you call a station, the name/title displays on the bottom of the called station LCD.	<div>NO. 213 TELECO EXT. 200</div>

► To clear name/number display

1. Press [DN] + <b>#620</b> .	You hear confirmation tone, then busy tone.
2. Press <b>SPKR</b> .	<div>During the clear, the message on the right is displayed.</div> <div>NO. 213 USER NAME RESET</div> <div>After the clear, a name is displaced by message and call forward settings if they are set.</div> <div>NO. 213 DATE DAY TIME</div> <div><b>Note</b> This procedure does not erase the name/number. To restore the display, press [DN] + <b>#621</b>.</div>

► To erase name/number display

1. Press [DN] + <b>#621</b> .	<div>Current information displays on the lower line of the LCD. You are asked for the user name.</div> <div>USER NAME ?</div>
2. Press <b>1</b> in the alpha mode to enter blanks.	Blank characters replace the information.
3. Press <b>SPKR</b> .	The information is erased and the [PDN] of the telephone is displayed.

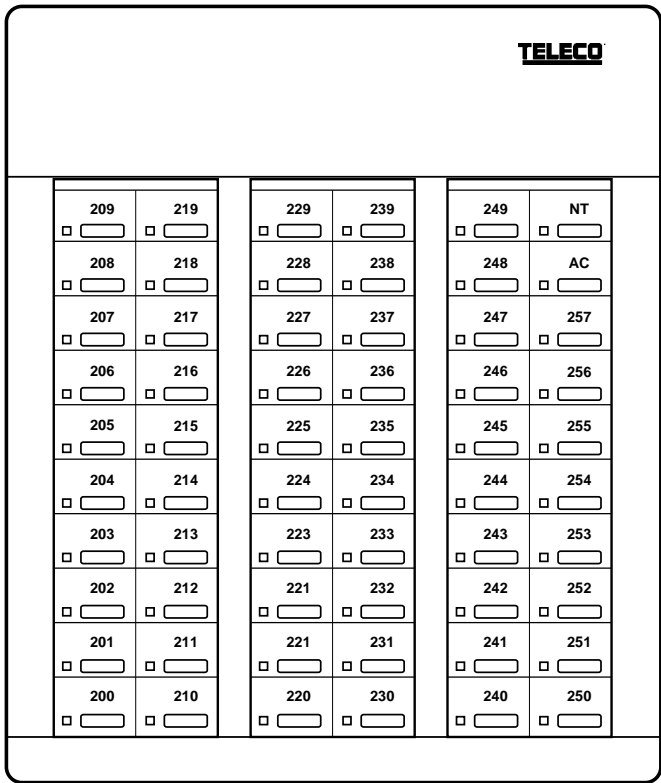


This chapter provides an overview of the Direct Station Selection (DSS) Console that is available for system operators who do not have an attendant console. It describes the features buttons and their associated LEDs. It applies to the DSS Console models HDSS2060 (see Figure 8 on Page 94), HDSS1060, and HDSS6560.

The DSS Console operates alongside of a electronic telephone to provide the telephone with 60 additional feature buttons. The buttons can be programmed for:

- ♦ **CO** Line access
- ♦ **All Call Page**
- ♦ **Night Transfer**
- ♦ **Station** and/or **System Speed Dial**

LEDs on the HDSS2060, HDSS1060, and HDSS6560 models light or flash red. For the HDSS2060 and HDSS1060 models, the CO and [DSS] LEDs act in the same manner as the electronic telephone and other LEDs on both of these models is red when activated.



Notes

- The button numbers shown in this figure are examples only and may not reflect the numbers on your particular station equipment.
- Not available on UST 1014DK systems.

Figure 8 Example Button Assignments

## [DSS] Buttons

Each [DSS] button is associated with a particular station in your telephone system. It can be used to transfer an outside call to the associated station or to make a direct call to the associated station. The [DSS] LED lights steady red when the station associated with the [DSS] is ringing, busy on a call, or in the DND mode. When the associated station is idle, but all appearances of the station [PDNs] are busy or in-use by other stations, the [DSS] LED lights steady red.

**Note** [DSS] buttons cannot call stations [PhDNs], Distributed Hunt Groups [DNs], or ACD Groups.

## Features

The LED color indications described in the following feature descriptions apply specifically to the DSS Console models HDSS2060 and HDSS1060. Flash conditions described here apply to all DSS Console models.

### Calling a Station

To call a station [PDN] from a DSS Console, press the [DSS] associated with the station. A station call with a [DSS] button can be made on-hook or off-hook and with Voice First or Tone signaling. After pressing the button, treat the call like any other station call made from a electronic telephone.

[DSS] LEDs indicate whether the associated station is idle or busy. The LED is steady red if the station is busy or ringing, and is not lit if idle. If all the station's PDN buttons are being used by other stations, the [DSS] LED of the station is lit steady red, but the station may be idle. If the station is in the DND mode, its [DSS] LED lights steady red.

## Transferring a Call

You can transfer internal or outside calls to an idle station from a DSS Console. You can transfer a call to a busy station from your DSS Console. Use the [DSS] to transfer the call, even though the [DSS] LED associated with the station you are transferring to is red.

➤ **To transfer a call to an idle station**

1. Press the [DSS] button associated with the called station.	The call is automatically placed on hold. The CO or [DN] LED flashes at double the on-hold rate, and the [DSS] LED flashes. You hear a single-ring tone. If using the tone signaling mode, you hear successive ring tones.
2. Announce the call.	With tone signaling, you have to wait for the called station to answer before announcing the call.
3. Hang up.	<p>The call rings the called station when you hang up. While the called station is ringing, the [DSS] LED is steady red, and the CO LED flashes at the on-hold rate or if on a [DN] button, it goes idle.</p> <p>When the called station answers the call, the [DSS] LED stays steady red, and the CO LED becomes steady red.</p> <p>If the station does not answer before a period set in system programming, the call recalls your station.</p>

➤ **To transfer call with camp-on to a busy station**

1. Press [DSS] corresponding to the busy station.	You may hear a busy tone. The original caller is placed automatically on hold. The CO or [DN] LED flashes at double the on-hold rate, and the [DSS] LED remains steady red.
2. Hang up.	<p>The call rings the called station once with the camp-on tone. While the called station is receiving this tone, the CO LED on your telephone flashes (on-hold rate) or if you are on a [DN] button, it goes idle. The [DSS] LED remains steady red.</p> <p>When the called station answers the transferred call, the CO LED becomes steady red. The [DSS] LED remains steady red.</p> <p><b>Note</b> If the busy station is in the DND mode, the call is not transferred, but recalls your telephone immediately.</p>

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If the call is not answered after a specified recall time set in system programming, camp-on is cancelled and the transferred call rings back.

## Answering a (CO Line)

If your DSS Console is equipped with a **CO** button, you can answer CO Line calls from the console as you would from an electronic telephone. See Chapter 2 – Features, beginning on Page 18 for detailed information.

### ► To answer an incoming CO Line call

- Press the flashing **CO**.

## Speed Dial

Your DSS Console may be equipped with **SD** buttons that can be programmed to dial telephone numbers or to access features. **SD** buttons on the console function like **SD** buttons on electronic telephones. See Chapter 2 – Features, beginning on Page 18 for detailed information.

## Paging

You can make an announcement page to a group of station telephone speakers selected in system programming with **AC** on the DSS Console. **SD** (if programmed) can be used for page announcements. See “All Call Voice Page” on page 22.

## Call Forward Override

Either the [DSS] buttons on your DSS Console or the dial pad on the associated telephone can be set in system programming to ring stations that are in the Call Forward mode instead of being forwarded. Usually the console’s telephone is the unit activated to perform this function. Among other applications, this feature can be used to notify a person who forgets to deactivate the Call Forward feature after returning to the office.

**Important!** *DSS buttons cannot override Call Forward.*

### ► To override call forward with your DSS associated telephone

- 
1. Press **CONF/TRNS** or [PDN].

2. Dial the station number set for call forward.

Make the call as you would from any other station. This procedure assumes your station has a typical program setting.

➤ **To override call forward with your DSS Console**

- Press the station [DSS] set for call forward.

## **Night Transfer**

You can use the DSS Console to make the system ring different telephones for incoming calls during different times of the day.

This appendix contains access codes for outside Speed Dial (SD) numbers, CO lines, Paging Group and Paging Zone Codes.

## CO Line Access Codes

CO lines are used when you dial an outside number. If your telephone does not have a **CO** button, you can enter the appropriate code listed in Table 29 to access an outside line.

You can also store the code on a **SD** button for one-touch access. If you are storing a CO Line access code onto a Speed Dial code, enter **44** before the CO access code (e.g., to store code **#7001**, enter **447001**).

In some systems, **9** is used as a general group code or to access Least Cost Routing (LCR). System users are required to dial **9** in order to access an outside line. If you press **9** in a system programmed with LCR, you may not hear internal dial tone, depending on system programming.

See your System Administrator for the code which applies to your telephone.

### ► To access a line

- Press [PDN] + CO Line Access Code.

**Table 29 CO Line Access Codes**

System	CO Line Access Codes
UST 1014DK	<b>9</b> or <b>801~804</b> or <b>#7001~#7004</b>
UST 1024DK	<b>9</b> or <b>801~808</b> or <b>#7001~#7008</b>
UST 1040DK	<b>9</b> or <b>801~808</b> or <b>#7001~#7012</b>
UST 1424DK (RCTUA)	<b>9</b> or <b>801~808</b> or <b>#7001~#7016</b>
UST 1424DK (RCTUBA/BB)	<b>9</b> or <b>801~808</b> or <b>#7001~#7048</b>
UST 1424DK (RCTUC/D)	<b>9</b> or <b>801~816</b> or <b>#7001~#7144</b>
UST 1424DK (RCTUE/F)	<b>9</b> or <b>801~816</b> or <b>#7001~#7200</b>

**Notes**

- ✦ **9** accesses LCR or general line group.
- ✦ **801~816** accesses line groups 1~16, respectively.
- ✦ **#7001~#7200** accesses individual lines 1~200, respectively.

## Feature Access Codes

See Table 25 on Page 60 and Page 61.

## Paging Access Codes

Your telephone can be assigned to page groups. Telephones can be a member of more than one group and each group can have as many as 120 stations. Station users can access each group separately by dialing an access code (Tables 30~31).

- **To enter a paging group access code**
  - Press [PDN] + Access Code.



**Table 30**    **Paging Groups**

Paging Group	Access Code	Paging Group	Access Code
Station Group A	<b>#311</b>	Station Group E	<b>#315</b>
Station Group B	<b>#312</b>	Station Group F	<b>#316</b>
Station Group C	<b>#313</b>	Station Group G	<b>#317</b>
Station Group D	<b>#314</b>	Station Group H	<b>#318</b>

**Table 31**    **External Paging Zones**

External Paging Zone	Access Code	External Paging Zone	Access Code
<b>UST 1014DK/UST 1040DK/UST 1424DK (all processors)</b>			
Paging All Call Page Zone	<b>#30</b>	Paging All Call, External Page Zone	<b>#39</b>
<b>UST 1040DK/UST 1424DK (RCTUA, RCTUBA/BB, RCTUC/D)</b>			
Zone A	<b>#35</b>	Zone C	<b>#37</b>
Zone B	<b>#36</b>	Zone D	<b>#38</b>
<b>UST 1424DK (RCTUE/F)</b>			
Zone A	<b>#351</b>	Zone E	<b>#355</b>
Zone B	<b>#352</b>	Zone F	<b>#356</b>
Zone C	<b>#353</b>	Zone G	<b>#357</b>
Zone D	<b>#354</b>	Zone H	<b>#358</b>

## Speed Dial Access Codes

The number of station and system speed dial numbers available to you depends on the size of your company's telephone system. Check with your System Administrator to find out which codes apply to your system.

Once you store a telephone number on any of the codes listed below, you can dial the number by entering the code, such as **\*10** or **SD + 10**.

**Table 32      Speed Dial Access Codes**

Telephone System Size	Station Speed Dial Codes	System Speed Dial Codes
Small System (UST 1014DK/UST 1024DK/UST 1040DK/RCTUA)	<b>10~49</b>	<b>60~99</b>
Medium System (RCTUBA/BB and RCTUC/D)	<b>10~49</b>	<b>600~699</b>
Large System (RCTUE/F)	<b>100~139</b>	<b>200~999</b>

**Table 33      Speed Dial Number Linking**

System	System Speed Dial Codes that can be Linked to other Speed Dial Codes
UST 1014DK, UST 1024DK, UST 1040DK, RCTUA	<b>90~99</b>
RCTUBA/BB, RCTUC/D	<b>690~699</b>
RCTUE/F	<b>990~999</b>

Your system may be equipped with the Centrex Application, which enhances its feature capability when installed behind a Centrex or PBX system. Your telephone may have access to one or more of the enhanced Centrex features listed below.

## Flexible Directory Numbering

A station [PDN] can be three or four digits. It is, therefore, possible to match a station [PDN] and Centrex line extension number. Dial the entire station number when indicated.

**Note** Some access code numbers may have been changed to avoid system numbering plan conflicts.

## Centrex Feature Buttons

You can access some Centrex features by pressing a preprogrammed flexible button on your telephone, instead of dialing a Centrex access code. The Centrex access code, including the necessary flash and/or pause sequence, is activated when the button is pressed. See your Centrex or PBX operations manual for specific details.

## Ringling Repeat

The distinctive ring patterns available in your Centrex system are automatically repeated with your electronic telephone enabling you to answer appropriately for either outside, inside or callback calls.

## **Delayed Ringing**

CO or Centrex line(s) can be programmed for a 12-second and/or 24-second ring delay at stations to permit alternate answering conditions. Answer the line when your telephone is ringing.

## Flexible Buttons

All flexible buttons must be programmed for your telephone in system programming and vary for individual telephones. If a button does not appear on your display or telephone keypad label, see your System Administrator for button assignments.

**Table 34**     **Feature Button Definitions**

Button Label	Definitions
<b>ABR</b>	Automatic Busy Redial Button- Press to set up Automatic Busy Redial after receiving a busy tone on a dialed CO line call (not available on tie or DID CO lines).
<b>AC</b>	All Call Voice Page Button- Press to page all of the digital and electronic telephones in the All Call Page group.
<b>ACB</b>	Automatic Callback Button- Press to recall a busy station or station in the Do Not Disturb (DND) mode as soon as that station becomes idle or deactivates DND. Also used for CO line queuing.
<b>ACCNT</b>	Account Code Button- Press to enter a Voluntary Account Code anytime during a Central Office (CO) line call without interrupting the conversation.
<b>ALERT (1~4)</b>	Alert Signaling Buttons- Press to alert with a distinctive sound and to indicate a pre-arranged meaning and visual indication to a predesignated station. Up to four Alert Signal buttons can be assigned to a telephone.

**Table 34**    **Feature Button Definitions** *(continued)*

Button Label	Definitions
<b>ALRM</b>	Alarm Reset Button- Press to turn off a telephone alarm connected to a facility alarm mechanism.
<b>BGM</b>	Background Music Button- Press to turn Background Music ON or OFF over your station speaker.
<b>CFAC</b>	Call Forward-All Calls Button- Press to forward all calls to another station or voice mail device.
<b>CFB</b>	Call Forward-Busy Button- Press to forward calls immediately to another station or voice mail device when your station is busy or in the DND mode.
<b>CFB/NA</b>	Call Forward-Busy/No Answer Button- Press to forward calls immediately to another station or voice mail device when your station is busy or in DND mode. Also forwards calls when your station is not answered after 8~60 seconds (set at your station).
<b>CFNA</b>	Call Forward-No Answer Button- Press to forward calls to another station or voice mail device when your station is not answered after 8~60 seconds (set at your station).
<b>CF-EXT</b>	Call Forward-External Button- Press to forward Private or DID line calls to an external or internal telephone number.
<b>CFF</b>	Call Forward-Fixed Button- Press to forward all calls to a station or voice mail device assigned in system programming.
<b>CO</b>	Line Button- Press to answer or access an outside Central Office (CO) line.
<b>CONF/TRNS</b>	Conference/Transfer Button- Press to set up conference and transfer calls.
<b>CPD</b>	Park Orbit Display Button - LCD Telephones Only- Press to display call(s) parked in orbit. If there are multiple parked calls, a + sign appears on the LCD.

**Table 34** Feature Button Definitions (*continued*)

Button Label	Definitions
<b>CP/PG</b>	Park/Page Button- Press to park internal or outside call in orbit and announce to other telephones or paging speakers to retrieve the parked calls.
<b>[DN]</b>	Directory Number Button- Press to answer a call to the Directory Number [DN] or to initiate a phone call. The [DN] is also known as an Extension Number or Intercom Number. You can have multiple [DN] buttons on your telephone, including DNs belonging to another telephone [SDN]. See "Directory Button Definitions" on Page 5 for more information.
<b>DND</b>	Do Not Disturb Button- Press to lock your station in or out of the DND mode.
<b>DRLK (0~4)</b>	Door Lock Buttons- Press to unlock a door lock mechanism.
<b>DSS</b>	Direct Station Selection Button(s)- Press to ring a preselected station. The LED associated with each DSS button provides the status (idle/busy) of the station assigned to the button.
<b>FLASH</b>	Flash Button- Press to perform the following functions: Disconnect and recall dial tone on a CO line; access Centrex or PBX features; enter a pause or flash signal when programming speed dial numbers.
<b>GRP/PKUP</b>	Group Pickup Button- Press to pick up a call that is ringing a station that belongs to a Pickup Group that your station is a member of.
<b>HOLD</b>	Hold Button (Fixed)- Press to hold internal or outside calls.
<b>LCD M</b>	Message Select Button- Press to allow system and personal messages to be displayed on the optional 32-character Liquid Crystal Display (LCD).
<b>LCAD</b>	Unanswered (Lost) Call Automatic Dial Button- Press to automatically dial the stored ANI (Automatic Number Identification) or Caller ID number shown on the LCD. Unanswered calls will be stored on this button and on the LCD.

**Table 34** Feature Button Definitions (*continued*)

Button Label	Definitions
<b>MCO</b>	Microphone Cutoff Button- Press to turn the microphone off/on while idle, providing privacy when you receive handsfree internal calls. Also functional when your station receives calls—the Mic button controls the microphone when you originate calls.
<b>MIC</b>	Microphone Button (Fixed)- Press to turn the microphone off/on while telephone is in use.
<b>MODEM</b>	Modem Button- Press to reserve a modem from a pool. The LED of the button indicates the status of the modem pool. See the <i>UST DK PC/Data Interface User Guide</i> .
<b>MSG W</b>	Additional Message Waiting Buttons- Phantom Directory Numbers allow multiple Message Waiting buttons with LED indications for up to four different Directory Numbers [DNs] other than your Primary Directory Number [PDN]. It performs the same Message Waiting functions as the MW/FL button.
<b>MW/FL</b>	Message Waiting/Flash Button- The MW/FL LED flashes to indicate that a message is waiting. Press the MW/FL button to call back the station or voice mail device that activated the LED. This button performs the following functions: Disconnect and recall dial tone on a CO line; access Centrex or PBX features; enter a pause or flash signal when programming speed dial numbers.
<b>NT</b>	Night Transfer Button- Press to control the system's CO line ringing pattern for after-hours incoming calls.
<b>NT (1~4)</b>	Tenant Night Transfer Buttons- Press the appropriate button to control the system's CO line ringing patterns for after hours incoming calls for either of the tenants that share a single UST DK system.
<b>NT L (1~4)</b>	Night Transfer Lock Buttons- Initiates entry of the NT Lock password. NT L LED will be on when the system ring mode (Day/Day2/Night) is locked.
<b>PARK</b>	Park Button- Press to park internal or outside calls in an orbit. Call retrieval can be made locally from the same parking telephone or remotely from a different telephone.



**Table 34** Feature Button Definitions *(continued)*

Button Label	Definitions
<b>PAU/L</b>	Pause (Long) Button- Press to insert a 10-second pause when programming Speed Dial numbers.
<b>PAU</b>	Pause Button- Press to set either a one-half or two-second pause when programming Speed Dial numbers. (The pause time is set in system programming).
<b>[PDN]</b>	Primary Directory Number Button- Press to answer a call to the [PDN] or to initiate a phone call. The [PDN] is your Extension Number or Intercom Number. Your telephone can have up to four [PDN] buttons with your number. See “Directory Button Definitions” on Page 5 for more information.
<b>[PhDN]</b>	Phantom Directory Number Button- Up to eight [PhDN]s can be dedicated to a station or shared by a group of stations. See “Directory Button Definitions” on Page 5 for more information.
<b>PKUP</b>	Call Pickup Button- Press to initiate a Directed Call Pickup of CO line, [DN], and page calls.
<b>PKUP (1~4)</b>	Tenant Call Pickup Buttons- If the system is shared by tenants, the Directed Pickup 1~4 buttons pick up ringing CO line calls for Tenants 1~4 respectively.
<b>PL</b>	Pooled Line Button- Press to access an available CO line from a group of lines appearing under one button.
<b>PRIV</b>	Privacy Button- Press to block Privacy Override on common CO line buttons. This button does not block Busy Override or Executive Override.
<b>PRV RLS</b>	Privacy Release Button- Press to release privacy on common CO line buttons, enabling other station users to enter your conversations on those buttons. Privacy release does not apply to common [DN] buttons which are always private.
<b>RDL</b>	Redial Button- Press to have the system redial the last telephone number you dialed or begin to store a speed dial number. If RDL is not programmed on your telephone, you can substitute the # key for any of its referenced procedures.

**Table 34** Feature Button Definitions *(continued)*

Button Label	Definitions
<b>RLS/ANS</b>	Release and Answer Button- Press to disconnect or complete the transfer the current CO or [DN] call and automatically answer the new incoming CO or [DN] call. Operational for Pooled Lines, [DN], and CO line buttons.
<b>RLS</b>	Release Button- Press to disconnect or complete the transfer of the current CO or [DN] call and to place your station in the idle condition.
<b>SAVE</b>	Save Button- After dialing an outside or internal directory number, press to “save” the number. Later, you can have the system automatically redial the number for you when you press the button after accessing an internal or outside line.
<b>SD</b>	Speed Dial Button- Press to Speed Dial a telephone number or feature access codes. SD buttons can be used as either System Speed Dial numbers or Station Speed Dial numbers.
<b>SDS</b>	Speed Dial Select Button- Press to store and access Speed Dial number. If SDS is not programmed on your telephone, you can substitute the * key for any of its referenced procedures.
<b>SPKR</b>	Speaker Button (Fixed)- Press to turn the speaker on and off. This button also selects a line or an internal [PDN] if programmed for auto preference in system programming. Also used to disconnect on-hook speakerphone calls.
<b>TONE</b>	Tone Button- Press to change the outgoing dialing of the CO line in use from dial pulse to tone signaling.

UST DK Electronic Telephone

End of manual.

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