

Issue	Release Date	Changes
1.0	12-02	Initial Release
1.1	2-03	Minor revisions for correctness & clarity.
1.2	7-03	Minor revisions for correctness & clarity.
1.3	10-03	Minor revisions for correctness & clarity.
1.4	5-04	<input type="checkbox"/> Includes Trunk-to-Trunk Transfer procedure. <input type="checkbox"/> Revises Attendant Unavailable feature to reflect increase of Attendant station capacity from 3 to 6. <input type="checkbox"/> System allows 8- and 30-button telephone instruments to be used.
1.5	8-04	<input type="checkbox"/> An In and Out Button feature is added. <input type="checkbox"/> A Page Block option is added to DND button. <input type="checkbox"/> A UCD Wrapup End feature is added. <input type="checkbox"/> A Hard-Drive-based Voice Mail Quick Reference Menu is added.
1.6	12-04	Minor revisions for correctness and clarity; deleted outdated graphics.

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FIXED FEATURE BUTTONS

- **CAMP ON** -- enables you to alert a busy party that an outside line is on hold for them.
- **CONF (CONFERENCE)** -- used to establish and build conference calls.
- **FLASH** -- lets you terminate an outside call and restore dial tone without having to hang up the handset. It is also used to transfer calls behind a PBX or Centrex within those systems.
- **FWD (FORWARD)** -- allows you to forward your calls to another station.
- **HOLD** -- enables you to place an outside caller on hold.
- **H-T-P** -- allows you to select the ICM signaling mode: Handsfree, Tone, or Privacy.
- **MSG (MESSAGE WAIT)** -- allows you to initiate a message waiting indication at a station(s) that is: Busy, Unattended, or in Do Not Disturb.

CALL FORWARDING

1. Press the FWD button or dial [640].
2. Dial the desired Call Forward Code:
[6] = All Calls [7] = No Answer
[8] = Busy [9] = Busy/No Answer
3. Dial the station number where calls are to be forwarded. Confirmation tone sounds.
4. Replace the handset or press ON/OFF button.

ESTABLISHING A CONFERENCE

>> *Only those stations that have Conference enabled will be allowed to initiate a Conference call.*

1. Lift the handset.
2. Select intercom station or dial desired outside party. When called party answers, press CONF.
3. Add the next conference party by selecting another outside line or intercom station.
4. Press CONF button again and repeat previous step in a cycle, until all parties are contacted.
5. When the last party answers, press the CONF button twice. All parties will be connected.

TERMINATING A CONFERENCE

To end a *Supervised Conference*, the conference initiator replaces the handset or presses ON/OFF.

To end an *Unsupervised Conference*, press the flashing CONF button while on-hook.

A Message Waiting Callback request that is left at your station is indicated by a flashing MSG WAIT LED.

- **MUTE** -- allows you to switch the built-in microphone on or off when using the speakerphone, or the handset microphone when using the handset.
- **ON/OFF** -- enables you to make a call without lifting the handset. It also turns the telephone on and off when using the speakerphone.
- **SPEED** -- provides you with access to speed dialing, save number redial and last number redial. This button is also used to access flexible button programming.
- **TRANS (TRANSFER)** -- lets you transfer an outside call from one station to another.
- **VOLUME BAR** -- allows you to adjust the volume for your speakerphone and handset.

UNSCREENED TRANSFER

1. Press TRANS button and dial station number.
2. When the called extension begins to signal, hang up to transfer the call.
3. Replace the handset or press ON/OFF button.

SCREENED TRANSFER

While connected to an outside line:

1. Press the station button where the call is to be transferred (*if programmed on your telephone*), -or- Press TRANS and dial desired station number. (The called extension is signaled according to their intercom signal switch position.)
2. When extension answers, announce transfer.
3. Hang up to complete the transfer.

LEAVING A MSG WAITING INDICATION

If you dial a station that is busy, unattended, or in Do Not Disturb, you can leave a message waiting indication.

1. Press the ON/OFF button.
2. Dial the desired intercom station. A busy tone or DND tone is heard.
3. Press the MSG button. The called party's MSG button LED will flash slowly.
4. Press the ON/Off button to end the call.



PLACING AN OUTSIDE LINE ON HOLD

- If your system is programmed for *Exclusive Hold Preference*, press the HOLD button once for Exclusive Hold or twice for System Hold.
- If your system is programmed for *System Hold Preference*, press the HOLD button once for System Hold or twice for Exclusive Hold.

STORING SPEED NUMBERS

1. Press the SPEED button twice.
2. Dial the speed bin location.
 - 9000 to 9019 = Station speed numbers
 - 9020 to 9099 = System speed numbers
3. Dial the desired telephone number.
4. Press the SPEED button.
5. Press ON/OFF to end programming.

To clear an existing speed bin:

1. Press the SPEED button twice.
2. Dial the speed bin location.
3. Press SPEED again. Confirmation tone sounds.

DIALING A SPEED NUMBER

1. Press SPEED and dial the speed bin location,
 - or-
 - Press the preprogrammed speed bin button.
 - 9000 to 9019 = Station speed numbers
 - 9020 to 9099 = System speed numbers
2. When the called party answers, pick up the handset or use the speakerphone.

DIRECTORY DIALING

Users with display telephones may view a list of individuals on the telephone system and have the system automatically dial that person. Directory Dialing may also be used to transfer a call from one station to another.

1. Dial the Directory List dial code [680],
 - or-
 - Press the DIRECTORY DIAL flexible button.
2. Press a button on the keypad once, twice, or three times, that represents the letter of the alphabet, to begin viewing the list of names.
3. Scroll through the Directory List to select a name; press [*] to display the next entry and [#] for the previous entry.
4. Press the SPEED button at the desired name to automatically dial the destination station or outside phone number (via Speed Dial).

To transfer a call using directory dialing:

1. Press the TRANS button.
 2. Dial the Directory Dial Code [680],
 - or-
 - Press the DIRECTORY DIAL flexible button.
 3. Press the digit associated with the person's name. When the name displays, press SPEED button to automatically dial the station.
 4. Press ON/OFF button to complete transfer.
- >> Calls can only be transferred to internal stations.

PROGRAMMING FLEXIBLE BUTTONS

1. Press the SPEED button twice.
2. Press the flexible button to be programmed.
3. Dial the desired code from the following chart. Confirmation tone sounds.
4. Press the ON/OFF button.

All Call Page (<i>Internal & External</i>)	700
Background Music	632
Call Back	622
Call Park Location (<i>System</i>)	43+[C]
Call Park Location (<i>Station</i>)	439+[XXX]
Call (Park) Pickup	#6+[XXX]
Caller ID Review (<i>Answered</i>)	659
Caller ID Review (<i>Unanswered</i>)	635
Directory Dial	680
Do Not Disturb	631
Extension Numbers	100-149
External Page Zone	761
Last Number Redial	[SPEED]+[#]
Line Queue	621
Personal Park	438
Speed Dial Access	[SPEED]+[YYYY]
Save Number Redial	[SPEED]+[*]
VM Group Pilot Numbers	44 [V]

C = Call Park Location (0-7)
V = Voice Mail Group Number (0-7)
XXX = Station Extension Numbers
YYYY = Speed Dial Bin Numbers
 (Station=9000-9019 / System=9020-9099)

To erase a flexible button:

1. Press the SPEED button twice.
2. Press the flexible button to be erased.
3. Press FLASH . Confirmation tone sounds.
4. Press the ON/OFF button.

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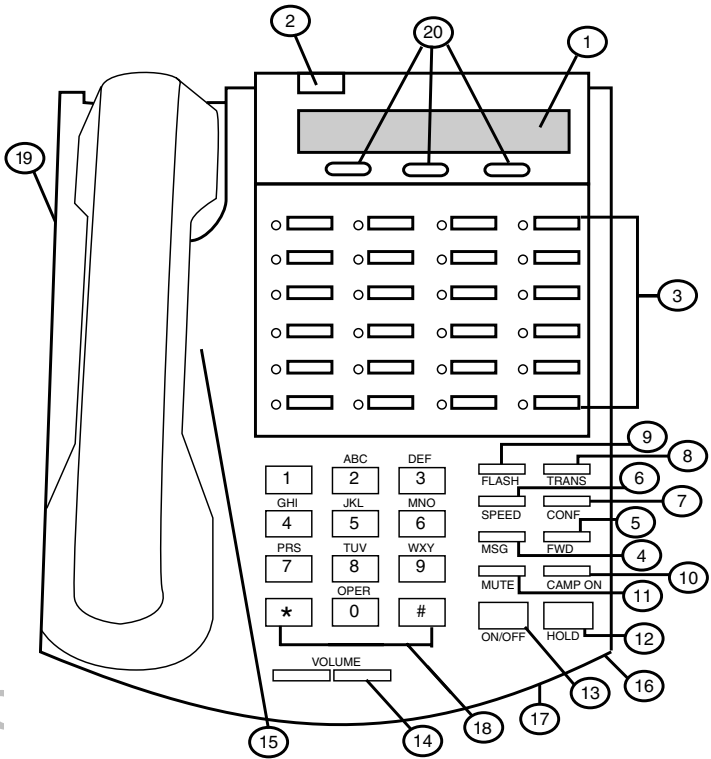
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Digital Keypad - Features & Buttons

24-Button Executive Telephone



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NUMBER	FEATURE	DESCRIPTION
1	LCD Display	Shows information about telephone status, dialing directories, and text messages.
2	Message Indicator	Programmable indication for Ring Line, Voice Mail, Message Wait, or handset operation.
3	Flexible Buttons	To access outside lines and handling calls.
4	MSG Button	For Auto-CallBack to a phone that left a text message or to access voice messages.
5	FWD Button	To forward your calls to another station or voice mail.
6	SPEED Button	To access speed dialing, save number redial, and last number redial. Button is also used to access flexible button programming.
7	CONF Button	To establish conference calls.
8	TRANS Button	To transfer an outside call from one station to another.
9	FLASH Button	To end an outside call and to restore dial tone without hanging up receiver.
10	CAMP ON Button	To alert a busy station that an outside line is on hold and waiting for them.
11	MUTE Button	To activate/deactivate MUTE function. When pressed, party on other end cannot hear you.
12	HOLD Button	To hold calls or to retrieve held calls.
13	ON/OFF Button	To make a call without lifting the handset.
14	VOLUME Button	To adjust level of tones, background music, ringing, receiver volume, and display contrast.
15	Speaker	Outputs tones and voice at your extension.
16	Microphone	To talk with other party without using the handset.
17	H P T Switch	To select mode of operation: Handsfree, Privacy, or Tone.
18	Dial Pad Keys	To place internal & external calls, and to enter programming & feature codes. <i>KEYS: 0-9, *, #</i>
19	Headset Jack	2.5 mm Headset Jack is located on the left side of the telephone.
20	Interactive Soft Keys	To work in conjunction with fixed and flexible features.

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ABOUT THIS USER GUIDE

The features described in this User Guide apply to the VODAVI *STS* Digital and Single Line Telephone Systems.

GUIDELINES

Flexible Buttons -- Most system features can be set up on a flexible button for easy one-button access. (For more details, refer to ["Flexible Button Programming" on page 47](#))

This "Flex Btn" symbol indicates those features that need a *preprogrammed* button to function properly.



- EXCEPTION -

When the "Soft Key" symbol is also present, using a *preprogrammed* button OR a Soft Key is permitted.



Flexible Numbering -- This feature will allow you to modify the system numbering plan, as well as, the length of the feature access codes (2-4 digits).

For consistency, the following programming and operating procedures refer to "3-digit" default codes.

To verify the numbering plan for your system, consult with your System Administrator.

Single Line Telephones -- A "telephone" symbol appears when the Single Line Telephone (SLT) operation differs from a Digital Telephone.



If your single line telephone does not have a FLASH key, quickly press and release the hookswitch when instructed to press the FLASH key.

911 Alert



Any station user or Attendant who programs a flexible button for 911 ALERT (feature code 608) will be alerted of internal stations placing 911 calls. The system can store the 16 most recent 911 calls. Calling information includes the time/date of the call and the station number from which the call was placed.

Initial 911 Alert indications include the following:

- » Audible ringing tone
- » Green flashing 911 ALERT flexible button LED
- » Automatic LCD display of 911 call information

E911 CALL	XX:	STA XXXX
MM/DD/YY		HH:MM

XX = Index number (01-16)

Station users and Attendants can press the flexible button as necessary to view additional 911 call information in the stored list. Once a station user or Attendant views the information for all 911 calls in the system list:

- » LEDs at all stations will change to a solid red indication.
- » Audible ringing tone at all stations ceases.
- » LCDs at all stations will revert to a normal display.

The list remains available for review by pressing the 911 ALERT flexible button until all messages are deleted.

