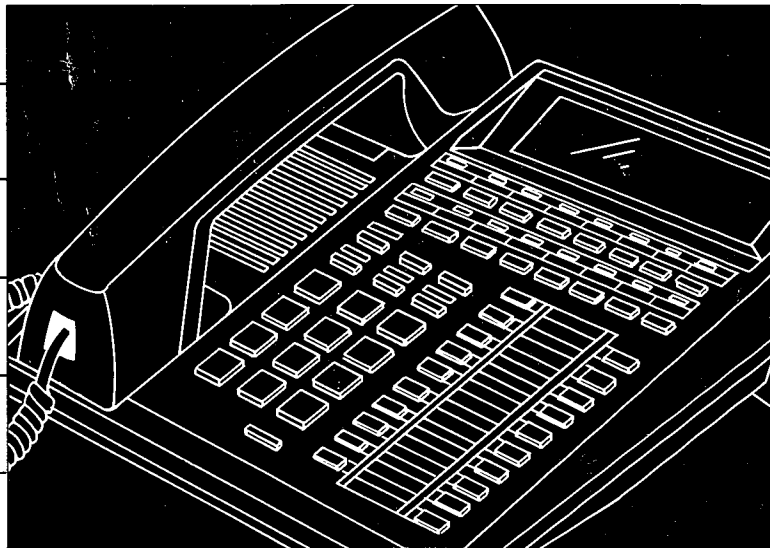
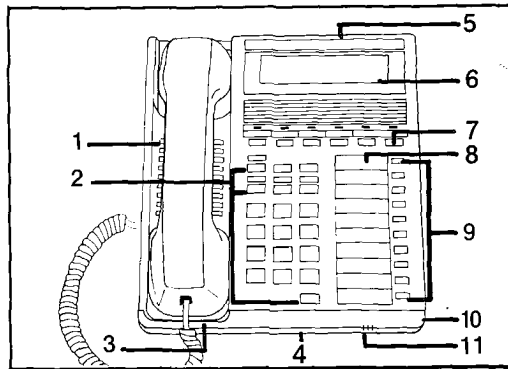

ELECTRA[®]

MARK II

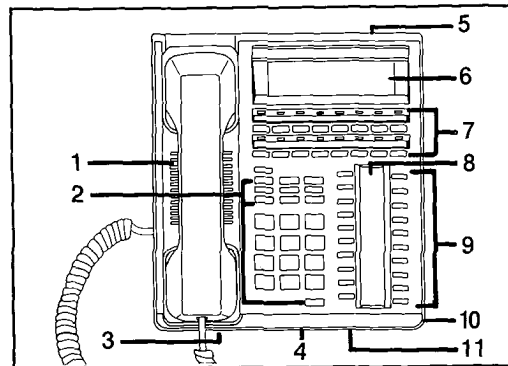


DISPLAY TELEPHONE USER GUIDE



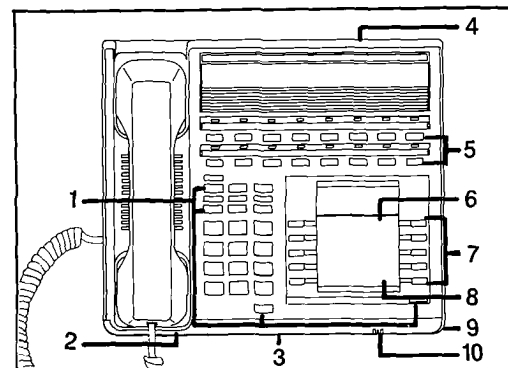
6-LINE DISPLAY TELEPHONE

- | | |
|-----------------------------|---|
| 1-SPEAKER | 7-LINE KEYS |
| 2-DEDICATED
FEATURE KEYS | 8-DIRECTORY |
| 3-SPEAKER CONTROL | 9-FEATURE BUTTONS,
DSS, SPEED
DIAL, FEATURE
ACCESS |
| 4-DIRECTORY TRAY | 10-RINGER VOLUME
CONTROL |
| 5-CONTRAST
CONTROL | 11-MIC |
| 6-ALPHA-NUMERIC
DISPLAY | |



16-LINE DISPLAY TELEPHONE

- | | |
|-----------------------------|---|
| 1-SPEAKER | 7-LINE KEYS |
| 2-DEDICATED
FEATURE KEYS | 8-DIRECTORY |
| 3-SPEAKER CONTROL | 9-FEATURE BUTTONS,
DSS, SPEED
DIAL, FEATURE
ACCESS |
| 4-DIRECTORY
TRAY | 10-RINGER VOLUME
CONTROL |
| 5-CONTRAST
CONTROL | 11-MIC |
| 6-ALPHA-NUMERIC
DISPLAY | |



16-LINE DIRECTORY TELEPHONE

- | | |
|--------------------------------|---|
| 1-DEDICATED
FEATURE BUTTONS | 7-FEATURE BUTTONS,
DSS, SPEED
DIAL, FEATURE
ACCESS |
| 2-SPEAKER CONTROL | 8-DIRECTORY |
| 3-DIRECTORY TRAY | 9-RINGER VOLUME
CONTROL |
| 4-CONTRAST
CONTROL | 10-MIC |
| 5-LINE KEYS | |
| 6-ALPHA-NUMERIC
DISPLAY | |

FEATURES

**ACCESS
CODES**

FEATURES

**ACCESS
CODES**

Account Code	# #	External Page Zone 1	561
All Call	550	External Page Zone 2	562
Attendant Call	0	External Page Zone 3	563
Automatic Callback	*1	External Page All Zones	564
Background Music-Set	49 + 1 or 2	External Page Meet Me	566
Background Music-Cancel	49	Internal Page Zone 1	551
Callback Message-Set	#	Internal Page Zone 2	552
Call Forward All Calls (set)	41XXX	Internal Page Zone 3	553
Call Forward All Calls (verify)	41	Internal Page All Zones	554
Call Forward All Calls (cancel)	41*	Internal Page/All Call Meet Me	556
Call Forward Busy/No Answer (set)	42XXX	Last Number Redial	*
Call Forward Busy/No Answer (verify)	42	Night Call Pick-Up	60
Call Forward Busy/No Answer (cancel)	42*	Station Lockout Set/Cancel	61 +
Call Forward All Calls Destination (set)	47XXX YYY	Station Speed Dial Access	Special Code
Call Forward All Calls Destination (verify)	47XXX	System Speed Dial Access	# (00-19)
Call Forward All Calls Destination (cancel)	47XXX*	Tone Override	# (20-99)
Call Forward Busy/No Answer Destination (set)	48XXX YYY	Trunk Access	*0
Call Forward Busy/No Answer Destination (verify)	48XXX	Trunk Queue	9,8,70 - 75
Call Forward Busy/No Answer Destination (cancel)	48XXX*		*1
Call Park Access	4*(0-9)		
Call Pick-Up Directed	6#XXX		
Call Pick-Up Group	6*	YYY = Extension Numbers	

- NOTES: 1. All user operations assume prime line pickup is assigned the telephones primary extension.
 2. All access codes used assume standard access codes have been maintained.
 3. The line buttons that your telephone is currently using, which have been held at your telephone and which are recalling at your telephone will have green LED illuminations. Other line buttons will have red LED illuminations.
 4. Wherever this guide says "dial access code," an alternate is to depress a programmable button that has been set for the same code.

PLACING AN OUTSIDE CALL

- Lift handset
- Dial Trunk Access Code _____

OR

- Depress **idle outside line** key

THEN

- Dial the desired telephone number
- OR** ■ Dial Station Speed Dial # (10-19) on 6-line telephone with display
- OR** ■ Depress **programmable** button with outside number stored on any display telephone
- OR** ■ Dial System Speed Dial # (20-99)
- OR** ■ Depress * button for Last Number Redial

ANSWERING AN OUTSIDE CALL

Receive incoming ringing call

- Lift handset
- Depress flashing **ANS** button*

OR

- Depress flashing **line** key*

*When ringing line preference is assigned, this step is not needed.

MONITORING A CALL

Establish handset connection as outlined above

- Depress **SPKR** button, LED lights
- Replace handset (adjust speaker volume if needed)
- Lift handset to resume conversation

PLACING AN INTERNAL CALL

- Lift handset
- Dial desired station number or "0" for the Attendant

OR

- Depress **programmable** button with the station's number stored

THEN

- Voice announce after hearing tone burst or hear ringback
- Dial 1 to change voice announce to ringing call

ANSWERING AN INTERNAL CALL

Receive ringing or voice announce call

- Lift handset
- Depress flashing **ANS** button or extension button*

OR

Receive voice announce call

- Ensure MIC button LED is lit
- Respond handsfree

*When ringing line preference is assigned, this step is not required.

HOLDING CALLS

Ask party to hold

- Depress **HOLD** button, held line key flashes

OR

- Depress **HOLD** button twice, held line key flashes at your telephone but is busy (lit steadily) at other telephones where it appears. Only your telephone can retrieve this call.

RETRIEVING HELD CALLS

- Lift handset
- Depress flashing held line key, converse

NOTE: Unretrieved held calls (both normally held and exclusively held) will recall after a preset time interval. A distinct tone and rapidly fluttering green LED indicate this recall.

TRANSFERRING CALLS

With call in progress:

- Depress **TRF** button, receive feature dial tone
- Original party is automatically held
- Dial the desired station number
- When party answers, announce transfer

OR

- Depress **TRF** button and restore handset for unannounced transfer or camp-on

ANSWERING A CAMP-ON

With call in progress:

- Receive camp-on tone on handset
- Depress flashing **ANS** button
- First call is automatically held and camp-on is answered
- By depressing **ANS** button you can alternate between both parties
- To release one party, depress **RECALL** button while connected.
Then depress **ANS** button to return to other party.

TRUNK QUEUE

SET:

After attempting to seize a CO/PBX trunk via dial access from an extension line and receiving busy tone:

- Dial Trunk Queue Access Code, *1 receive confirmation tone
- Restore handset

RECALL:

Recall tone will occur when a trunk and the station which set the queue are idle:

- Lift handset
- Depress flashing **ANS** button or **EXT** line key, receive dial tone
- Dial desired number
- Converse with party

NOTES: 1. A Trunk Queue will be automatically cancelled if the recall to the extension is not answered within a pre-programmed time interval.
2. A Trunk Queue will be cancelled by any attempt to access a CO/PBX line via dial access from any extension, by the station which set the Trunk Queue.
3. Trunk Queuing cannot be accessed by a station that is assigned LCR. If this is attempted, re-order tone will be heard.
4. Recall will not occur until the station that set the queue and its primary extension are idle.
5. Internal calls do not affect Trunk Queue.

STEP CALL

After receiving busy tone when calling a station or Call Park location:

- Dial last digit of next station number desired within the same 1's group (i.e., station 105 is busy, then dial 0-4 or 6-9 to call station 100-104 or 106-109)

CALL PARK

TO SET:

With call in progress:

- Depress **TRF** button, receive feature dial tone
- Call is placed on Consultation Hold
- Dial Call Park Access Code, 4*
- Dial Call Park Location Number (0-9), receive confirmation tone

TO RETRIEVE:

- Lift handset, receive dial tone
- Dial Call Park Access Code, 4*
- Dial Call Park Location Number (0-9) of the call to be retrieved; converse

NOTE: Any call left in Call Park for longer than a pre-programmed interval will recall on the primary extension of the station which parked the call. This recall can be picked up by other stations in the system via Directed Call Pick-up.

OR

If the Call Park Location Number dialed is Busy (Busy Tone Received):

- Use step call to advance to an idle call park location, receive confirmation tone

NOTES: 1. Conference calls on one or two Line Keys can be parked.
2. A four (4) party conference cannot be parked.

ESTABLISHING A BROKERS CALL

With a call in progress:

- Depress **TRF** button, receive feature dial tone
- Call the second party

OR

- Depress **another extension** or **outside line** key and call the second party

THEN

- By depressing **ANS** button you can alternate between both parties
- To release one party, depress **RECALL** button while connected. Then depress **ANS** button to return to other party.

NOTE: A conference can be established at any time during brokers call, by depressing **CNF** key.

ESTABLISHING A CONFERENCE

With a call in progress:

- Depress **CNF** button, receive feature dial tone
- Call the second party

OR

- Depress **another extension** or **outside line** button and call the second party

THEN

- When party answers, announce conference
- Depress **CNF** button. Three party conference is established
- Repeat procedure to add fourth party

NOTE: No more than two parties can be outside lines.

TONE OVERRIDE

TO SET:

After calling another extension and receiving call waiting tone:

- Dial ***0** to provide tone override
- Wait for called extension to become idle or to answer

TO ANSWER:

With a call in progress and receiving a tone override:

- Depress flashing **ANS** button and converse with second party
- By depressing **ANS** button you can alternate between original and second party
- To release one party, depress the **RECALL** button while connected. Then depress the **ANS** button to return to the other party.

CALL FORWARDING (CONT.)

TO SET FROM ANOTHER EXTENSION:

- Depress **SPKR** button, receive dial tone
- Dial Call Forward Access Code (47 for Forward All Calls or 48 for Forward Busy/No Answer)
- Dial the extension number whose calls you want forwarded to you
- Dial your extension number
- Receive confirmation tone

TO CANCEL:

- Depress **SPKR** button, receive dial tone
- Dial Call Forward Access Code (47 For Forward All Calls or 48 for Forward Busy/No Answer)
- Dial the extension number whose calls are forwarded to you
- Dial *
- Receive confirmation tone

CALL PICK-UP GROUP/DIRECTED

GROUP:

When hearing incoming ring within pick-up group:

- Lift handset, receive dial tone
- Dial Group Pick-up Access Code, 6*
- The incoming ringing call is picked up

DIRECTED:

When hearing incoming ring or Voice Announce:

- Lift handset, receive dial tone
- Dial Directed Call Pick-up Access Code, 6#
- Dial extension number of telephone receiving ringing or voice announce call

NIGHT CALL PICK-UP

With system in night mode and hearing incoming ring for outside call:

- Lift handset, receive dial tone
- Dial Night Call pick-up access code, 60

CALLBACK MESSAGE

TO SET:

After calling a telephone equipped with a display and receiving no answer, call waiting tone, or busy tone:

- Dial # to leave a message indication on the telephone display
- Successful attempts to leave callback messages receive confirmation tone. Denied attempts receive an error tone burst
- Restore handset

TO INSPECT/CLEAR:

With telephone idle:

- Dial 1, first callback message is displayed
- Dialing 1 again will show additional messages
- Depressing * will erase callback message which is then displayed
- Calling the station that left the callback message also clears the message

AUTOMATIC CALLBACK

TO SET:

After calling another extension and receiving call waiting tone or busy tone:

- Dial *1
- Successful attempts to set automatic callback receive confirmation tone. Denied attempts receive an error tone burst
- Restore handset

WHEN BOTH TELEPHONES ARE IDLE:

- Originating extension rings
- Depress **ANS** button*
- Lift handset*
- Call to other station occurs automatically

*When ringing line preference is assigned, this step is not necessary.

CALL FORWARDING

TO SET TO ANOTHER EXTENSION:

- Depress **SPKR** button, receive dial tone
- Dial Call Forward Access Code (41 for Forward All Calls or 42 for Forward Busy/No Answer)
- Dial the number of the extension where you want your calls forwarded
- Receive confirmation tone

TO CANCEL:

- Depress **SPKR** button, receive dial tone
- Dial call Forward Access Code (41 or 42)
- Dial *
- Receive confirmation tone

PAGING

TO PAGE:

- Lift handset, receive dial tone
- Dial desired internal paging zone
551–Zone 1, 552–Zone 2, 553–Zone 3, 554–All Zones, 550–All Call

TO ANSWER:

- Lift handset, receive dial tone
- Dial Meet-me Answer Code, 556

OR

- Dial desired external paging zone 561–Zone 1, 562–Zone 2, 563–Zone 3, 564–All Zones

SAVE AND REPEAT

TO SAVE:

After originating an outside call:

- Depress line key assigned as **Save & Repeat** button. LED lights.

TO REPEAT:

- Lift handset
- Depress lit **Save & Repeat** button. LED goes off.
- Number saved is dialed again
- This number is no longer saved unless you depress **Save & Repeat** button again.

DO NOT DISTURB

TO SET/CANCEL:

- Depress line key assigned as **DND** button, LED lights, DND is set
- Repeat above procedure to cancel

BACKGROUND MUSIC

TO SET:

- Depress **SPKR** button, receive dial tone
- Dial BGM access code 49
- Dial desired channel number (1 or 2)
- Depress **SPKR** button, BGM is heard

TO CANCEL:

- Depress **SPKR** button, receive dial tone
- Dial BGM Access Code, 49
- Depress **SPKR** button, BGM is cancelled

STATION LOCKOUT

TO SET/CANCEL LOCKOUT:

- Depress **SPKR** button
- Dial Access Code for Lockout, 61
- Dial Personal Lockout Code, receive confirmation tone
- Depress **SPKR** button
- Repeat above procedure to cancel

TO CHANGE PERSONAL LOCKOUT CODE:

- Depress **SPKR** button, receive dial tone
- Dial Access Code for Lockout Code change, 59
- Dial current Personal Lockout Code (default value is 0000000000)
- Dial *
- Dial desired Personal Lockout Code (up to 10 digits)
- Dial *, receive confirmation tone

VOICE MAIL CALL

- Lift handset, receive dial tone
- Dial Voice Mail Number
- Follow voice mail equipment instructions.

ACCOUNT CODE ENTRY

While on an outside call:

- Depress **TRF** button, receive feature dial tone
- Dial # #

OR

- Depress **programmable** button programmed for Account Code entry

THEN

- Dial Account Code
- If not automatically reconnected to outside party, depress **ANS** button

CALCULATOR FUNCTION

With the telephone idle or with an established connection:

- Depress **programmable** button set for calculator function. Display shows 0
- Use dial pad to enter numbers and feature buttons 1 (off) and 3-10 (calculator functions) to control calculation
- Calculator operation is typical of 4 function, 6 digit calculator. If the telephone goes "off-hook" while in calculator mode, calculator circuit is released and dial is used for dialing

PROGRAMMING FUNCTIONS

TO PROGRAM REMAINING 10 SPEED DIAL MEMORIES ON 6-LINE DISPLAY TELEPHONE

With terminals idle:

- Depress **CNF** button, LED flashes
- Dial speed dial memory number (10-19)
- Dial Trunk Access Code _____
- Dial desired outside number (use **TRF** button to insert pauses, use recall to insert hookflash)
- Depress **CNF** button, LED goes off

DIRECTORY TELEPHONE OPERATION

- The Directory Telephone provides a 12 page 7 line display. The first 2 lines on all pages provide the time and date. The remaining 5 lines will display the 10 entries you have programmed to appear (Two, 7 character names per line).
- The first page of the directory is normally displayed. This is the page where you program your frequently called numbers (e.g. boss, home, police, fire).
- The second page is the table of contents for the remaining pages. This page will not have telephone numbers associated with it; it is used to quickly access any other page in your directory.
- All pages with the exception of the table of contents page store entries including speed dial, feature access codes, or special features.

ACCESSING PAGES IN THE DIRECTORY

With telephone idle, first page is displayed:

- Depress **DIR**, Table of contents page is displayed
- Depress feature button on table of contents to display associated page (e.g. feature button 3 is labeled regional offices. Depress the feature button to view that page.)

PROGRAMMING THE DIRECTORY

With telephone idle, first page is displayed:

- Follow above directions to access the page to be programmed.

THEN

- Depress the **CNF** button, LED flashes
- Depress feature button to be programmed

TELEPHONE ASSIGNMENTS

With telephone idle:

- Depress **CNF** button, LED flashes
- 1st line button LED off – no off-hook ringing
 LED on – off-hook ringing
- 2nd line button LED off – voice announce provided
 LED on – tone ringing provided
- 3rd line button LED off – ringing tone #1
 LED on – ringing tone #2
- After assignments are set, depress **CNF** button, LED goes off

PROGRAMMING FUNCTIONS

STATION SPEED DIALING, DIRECT STATION SELECTION, FEATURE ACCESS, OR SPECIAL FEATURE BUTTONS ON 6-LINE AND 16-LINE DISPLAY TELEPHONES

With telephone idle:

- Depress **CNF** button, LED flashes
- Depress **programmable** feature key

OR

- For speed dial, dial Trunk Access Code and desired number
(use **TRF** button to insert pauses, **RECALL** button to insert hookflash)

OR

- For direct station selection, dial desired extension number

OR

- For feature access, dial desired Feature Access Code

OR

- For special features, depress **ANS** button and dial:
 - 02 For Account Code Entry
 - 03 For Calculator Access
 - 04 For Speed Dial Access*
 - 05 For Last Number Redial Access*
 - 06 For Boss/Secretary Ring (followed by extension number desired)
- Depress **CNF** button, LED goes off

*These are only required if * and # are not available to access these features.

TELEPHONE ASSIGNMENTS

With telephone idle:

- Depress **CNF** button, LED flashes
- 1st line button LED off – no off-hook ringing
 LED on – off-hook ringing
- 2nd line button LED off – voice announce provided
 LED on – tone ringing provided
- 3rd line button LED off – ringing tone #1
 LED on – ringing tone #2
- After assignments are set, depress **CNF** button, LED goes off

PROGRAMMING FUNCTIONS

STATION SPEED DIALING, DIRECT STATION SELECTION, FEATURE ACCESS, OR SPECIAL FEATURE BUTTONS ON 6-LINE AND 16-LINE DISPLAY TELEPHONES

With telephone idle:

- Depress **CNF** button, LED flashes
- Depress **programmable** feature key

OR

- For speed dial, dial Trunk Access Code and desired number
(use **TRF** button to insert pauses, **RECALL** button to insert hookflash)

OR

- For direct station selection, dial desired extension number

OR

- For feature access, dial desired Feature Access Code

OR

- For special features, depress **ANS** button and dial:
 - 02 For Account Code Entry
 - 03 For Calculator Access
 - 04 For Speed Dial Access*
 - 05 For Last Number Redial Access*
 - 06 For Boss/Secretary Ring (followed by extension number desired)

- Depress **CNF** button, LED goes off

*These are only required if * and # are not available to access these features.

- Use the keypad to enter the first letter of the name to be programmed. Locate the letter that is to be programmed on the keypad, and continue pressing the key until the desired letter appears in the display.

NOTE: To enter Q use "7" on the keypad, to enter Z use "9" on the keypad, spaces can be inserted by using "0" on the keypad.

- As each desired character appears, depress **ANS** to enter it.
- After the name is entered depress the **DIR** key. This enters the name in your directory.

Entering numbers into feature keys:

(If you are programming the table of contents, this section does not apply)

- For Speed Dial number, dial the Trunk Access Code and desired number. Use the **TRF** button to insert pauses. Use the **RECALL** button to insert a hookflash

OR

- For feature access, dial desired feature access code

OR

- For Direct Station Selection, dial desired extension number

OR

- For special features, depress the **ANS** button and dial:
 - 02 for Account Code Entry
 - 03 for Calculator Access
 - 04 for Speed Dial Access*
 - 05 for Last Number Redial*
 - 06 for Boss/Secretary Ring (followed by extension number desired)

*These are only required if * and # are not available.

- Depress the **CNF** button, LED flashes, number is entered. Repeat procedure for another entry on same page.

OR

- Depress the **CNF** button to exit the programming mode

USING THE DIRECTORY

With telephone idle:

- Choose a selection on the first page of your directory

OR

- Use the **DIR** button to access the Table of Contents page and select the appropriate page using the associated feature button

THEN

- Lift handset and depress feature button