



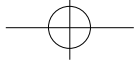
# DCS

DIGITAL COMMUNICATIONS SYSTEM

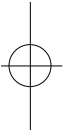


LCD 24B LCD 12B  
STD 24B STD 12B  
6B BASIC

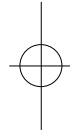
**KEYSET USER GUIDE**



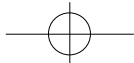
**LCD 24B LCD12B  
STD24B STD12B  
6B BASIC/ENHANCED  
KEYSET USER GUIDE**

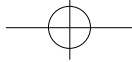


**SAMSUNG**  
DIGITAL COMMUNICATION SYSTEM



**NOVEMBER 1995**



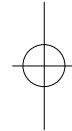
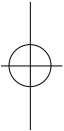


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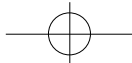
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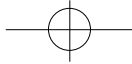


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Nov/95





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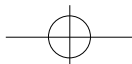
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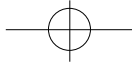
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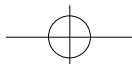
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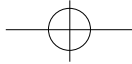
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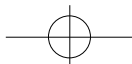
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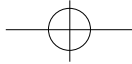
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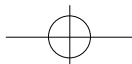
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# THINGS YOU SHOULD KNOW

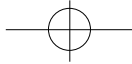
## USER ORIENTATION

DCS telephones are called "keysets". They contain buttons or "keys" that are used to access or activate the many features of your office phone system. The keys with paper designation strips are programmable keys. This means they can be programmed for a specific function on your keyset and that same button can be something different on another keyset. See the system manager to get your most frequently used features assigned to your programmable keys. When changes are made, be sure that your programmable keys are relabeled properly.

Lines from the telephone company are "C.O. lines". Calls on these lines are referred to as "outside calls". Your system can have individual C.O. line keys or lines may be assigned to groups. When they are in a group, you access a line by dialing an access code or pressing a route button. For example: dial **9** or press the **LOCAL** key to get a local outside line. If Least Cost Routing is used, pressing the **LCR** key will automatically select a preprogrammed C.O. line according to what digits are dialed. Each line in the system is numbered, beginning with 701, then 702, 703, etc.

Direct Station Selection (DSS) keys are programmed to ring specific stations. You can press a DSS key instead of dialing the extension number. A DSS key will light red when that station is busy (Busy Lamp Indication).





DCS provides distinctive ring patterns to your keyset:

- Outside calls have a single ring tone repeated.
- Internal calls have a double ring tone repeated.
- Door phone calls and alarm/appointment reminders have a short ring tone repeated very quickly.

## CALL INDICATIONS

The keys on your phone have light emitting diodes (LEDs). Some of these are tri-coloured LEDs that light green, red or amber (green and red together). Some of the keys can only light red.

Intercom calls, also called internal calls, always appear on your **CALL** buttons. They will always light green. You can have up to eight **CALL** buttons, but two are recommended.

Outside calls appear on individual line keys if they are assigned. When an individual line is not assigned to its own key, it will appear on a **CALL** button. Your outside calls will light green on your keyset and red on other keysets.

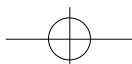
You never lose sight of your calls while they are on hold. They stay right where you put them and are identified with a green flashing light.

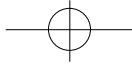
Some simple rules to remember:

- Any steady LED indicates the line or feature is in use.
- A fast flashing green LED indicates a new call ringing in.
- A slow flashing green or red LED indicates a call is on hold.
- A slow flashing amber LED indicates a recall to your keyset.

## SPEAKERPHONE

Pressing the **ANS/RLS** key will answer or release a call on the speaker phone. Switching from the handset to the speakerphone is easy. Press the **SPK** key and hang up the handset.





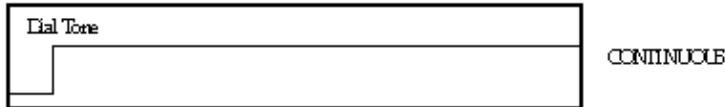
## VOLUME CONTROLS

DCS keysets use the UP & DOWN keys to adjust the ringer volume while the keyset is ringing, the speaker volume while the speakerphone is in use and the handset volume while you are listening. These three levels will be stored in memory until changed. If background music is turned on at your keyset, the volume keys will also control the level of music. The volume of pages heard through the speaker of keyset can be adjusted during a page announcement by using the volume keys. There are 16 levels for each volume setting. The volume of off-hook ring is controlled by a user-programmable setting.

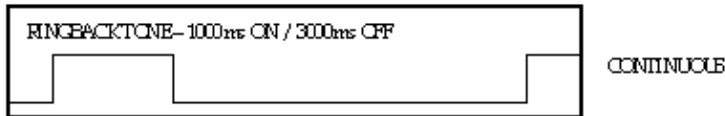
## SYSTEM TONES

The system provides several tones to assist you. Some of these tones are already familiar to you.

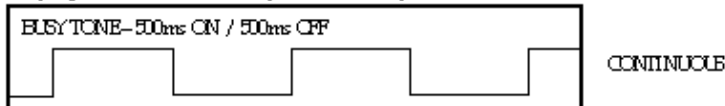
Intercom Dial Tone - A steady tone that indicates you can begin dialling.



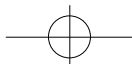
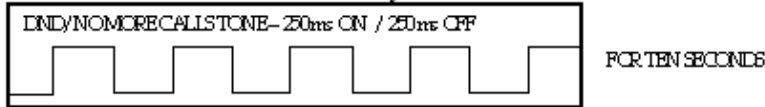
Ringback Tone - Indicates the station you dialled is ringing.

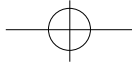


Busy Signal - indicates the station you dialled is busy.

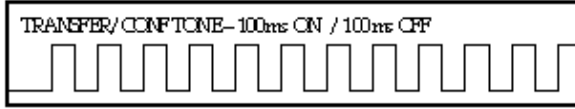


DND/No More Calls Tone - Fast busy tone advises you the station you dialled is in the Do Not Disturb mode or cannot receive any more calls.





Transfer/Conference Tone - Indicates your call is being held and you can dial another party.



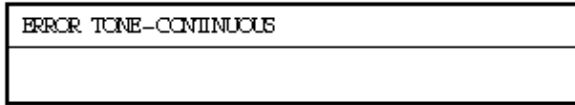
CONTINUOUS

Confirmation Tone - Very short beeps followed by dial tone indicate you have correctly set or cancelled a system feature.

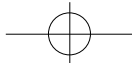
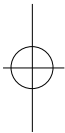


FOR TWO SECONDS

Error Tone - A distinctive two-level beeping tone indicates you have done something incorrectly. Try again.



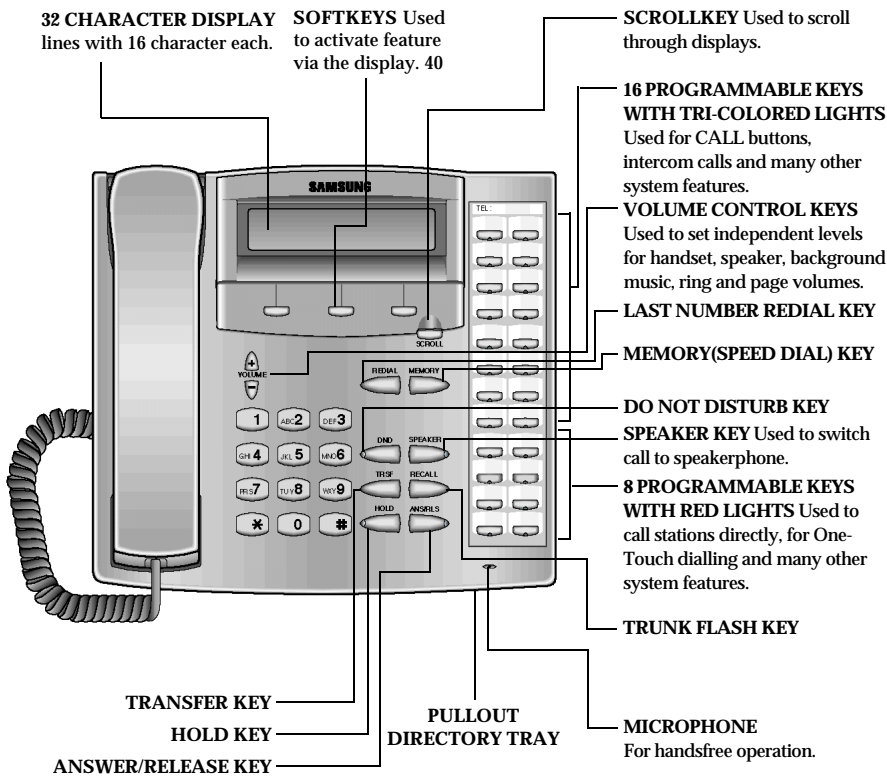
FOR TWO SECONDS



# LCD 24B KEYSSET LAYOUT

## LABELING PROGRAMMABLE KEYS

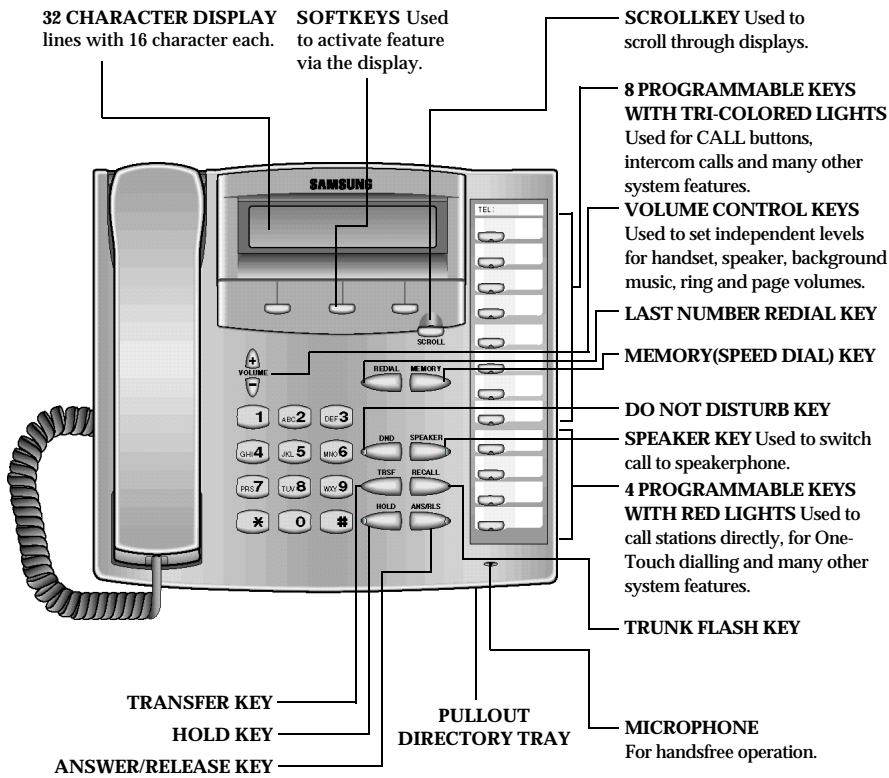
Insert the end of a paper clip into the notch of the clear cover. Push the cover sideways. Lift the cover and remove the designation strip. Label the designation strip. Replace the strip and cover.



# LCD 12B KEYSSET LAYOUT

## LABELING PROGRAMMABLE KEYS

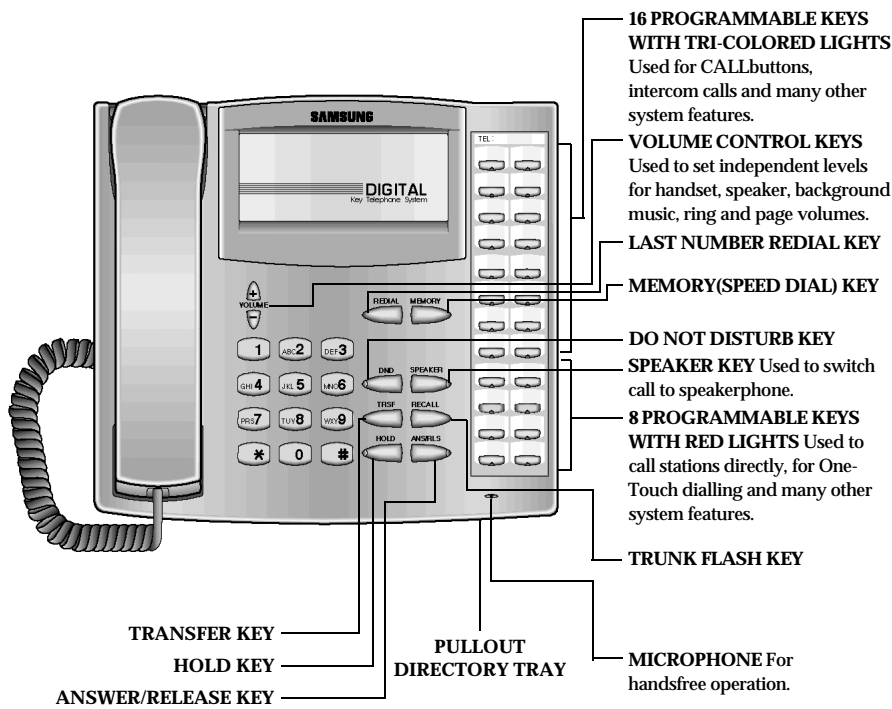
Insert the end of a paper clip into the notch of the clear cover. Push the cover sideways. Lift the cover and remove the designation strip. Label the designation strip. Replace the strip and cover.



# STD 24B KEYSSET LAYOUT

## LABELING PROGRAMMABLE KEYS

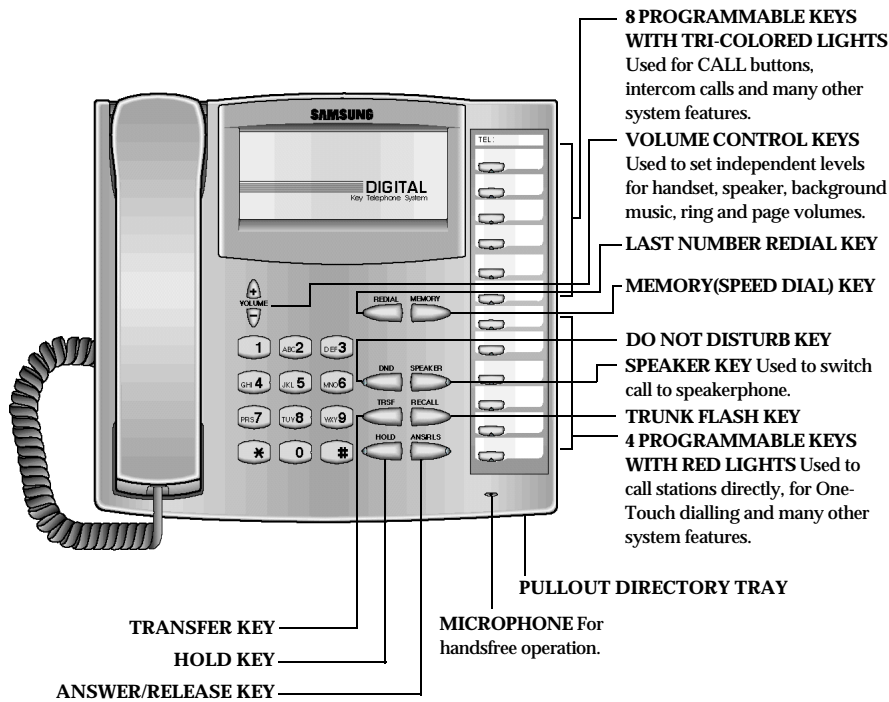
Insert the end of a paper clip into the notch of the clear cover.  
 Push the cover sideways. Lift the cover and remove the designation strip. Label the designation strip. Replace the strip and cover.



# STD 12B KEYSSET LAYOUT

## LABELING PROGRAMMABLE KEYS

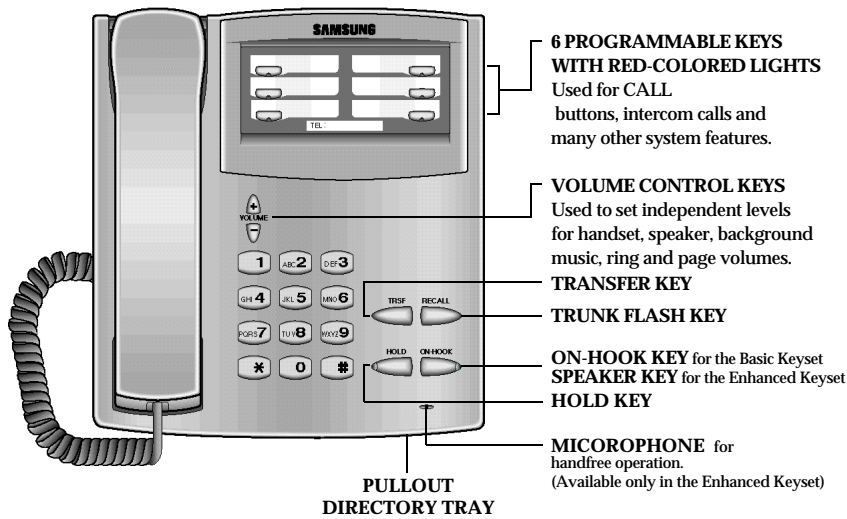
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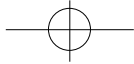
# 6B BASIC/ENHANCED KEYSSET LAYOUT

## LABELING PROGRAMMABLE KEYS

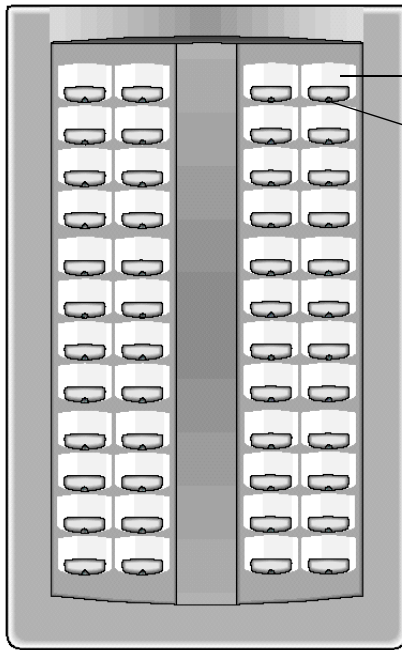
Insert the end of a paper clip into the notch of the clear cover. Push the cover sideways. Lift the cover and remove the designation strip. Label the designation strip. Replace the strip and cover.



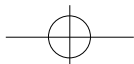
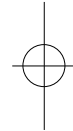
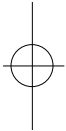


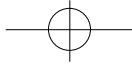


# ADD-ON MODULE (AOM) LAYOUT



FLEXIBLE FEATURE  
CONTRL KEY  
RED LED INDICATOR





# OUTSIDE CALLS

## MAKING AN OUTSIDE CALL

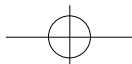
- Lift the handset and press an idle outside line button, line group button or dial a line access code to receive dial tone - **OR** - to use the speakerphone, press an idle outside line button, line group button or dial a line access code to receive dial tone through the speaker - **OR** - press **SPK**, receive intercom dial tone and dial a line access code.
- Dial the telephone number
- Finish the call by placing the handset or pressing the **ANS/RLS** key.

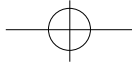
NOTE: You will receive No More Calls tone when you attempt to make a call and there is no key available for that line.

- If Least Cost Routing is enabled on your phone system, this button may be labeled **LCR** or accessed by dialing an access code.
- If your system is programmed to require an authorization code before making a call, dial \* plus a valid code before selecting a C.O. line.
- If your system is programmed to require an account code before making a call, press **ACCT** button or dial **47** plus a valid account code. Press the **ACCT** button again and then select a C.O line.

For more information on authorization and account codes, see your system administrator.

NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before dialing.





## ANSWERING AN OUTSIDE CALL

- Lift handset and you are automatically connected to the ringing call. See *Ring Preference* under *Customizing Your Keypad* - **OR** - press the **ANS/RLS** key to automatically answer on the speakerphone.

NOTE: If a call is flashing at your keypad but not ringing, you must press the flashing button to answer.

## UNIVERSAL ANSWER DEVICE

Outside lines can ring over the paging system or to a loud ringer. To answer calls ringing in night service to this device, dial **67** or press the **UA** key. This device can operate in the Day or Night mode.

NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before dialing.

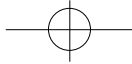
## RECALL DIAL TONE

Press the **NEW** button to disconnect your existing call, wait for dial tone and then make a new call on the same line.

NOTE: If this button does not appear on your keypad, the **FLASH** key may be programmed to recall dial tone.

## SENDING A FLASH

While on an outside call, press the **FLASH** key to send a flash to the telephone company. This is required for some custom calling features or **CENTREX** use.

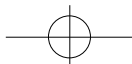
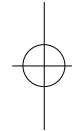
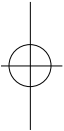


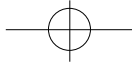
## BUSY LINE QUEUING WITH CALL-BACK

If you receive a busy signal when you are selecting an outside line, this means that the line or group of lines is busy.

- Press the **CALLBACK** key or dial **44**. You will hear confirmation tone.
- When the line becomes free the system will call you back.
- Lift the handset or press **ANS/RLS** key to answer, wait for dial tone and dial the telephone number or speed dial number again.

- NOTES:
1. A callback will be canceled if not answered within 30 seconds. If you have set a call back, your **CBK** key will light.
  2. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before dialing.





# INTERCOM CALLS

## CALLING OTHER STATIONS

- Dial the extension number or group number.
- Wait for the party to answer. If you hear a brief tone burst instead of ringback tone, the station you called is set for Voice announce or Auto answer. Begin speaking immediately after the tone.
- Finish the call by replacing handset or press **ANS/RLS** key.

NOTES: 1. If you have a DSS key assigned to an extension or station group, you may press this key instead of dialing the number.

2. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

## ANSWERING INTERCOM CALLS

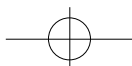
- When your keyset rings, simply lift the handset - OR- press the **ANS/RLS** key to be connected to the calling station.
- Finish call by replacing handset or pressing **ANS/RLS** button.

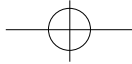
See *Ring Preference* under *Customizing Your Keypad*.

## VOICE ANNOUNCE MODE (INTERCOM CALLS ONLY)

When another station calls you, your keyset will sound a brief attention tone and you will hear the caller's announcement.

- Press **ANS/RLS** to turn on microphone and speak handsfree - **OR** - lift the handset to reply.
- To finish the call, replace the handset or press the **ANS/RLS** key.





## AUTO ANSWER MODE (INTERCOM CALLS ONLY)

When another station calls you, your keyset will sound a brief attention tone and then automatically answer the call.

- Your microphone and speaker are turned on and you can speak handsfree. For privacy, use the handset.
- To finish the call, replace the handset or press the **ANS/RLS** key.

## BUSY STATION CALLBACK

When you call another station and receive a busy signal:

- Press the **CBK** key or dial **44**.
- When the busy station becomes free, your keyset will ring.
- Lift the handset or press **ANS/RLS** to call the now idle station.

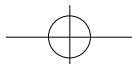
NOTES: 1. A callback will be canceled if not answered within 30 seconds. If you have set a callback, your **CBK** key will light.

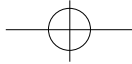
2. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before dialing.

## BUSY STATION CAMP-ON

When you call another station and receive a busy signal but you do not want to wait for a callback:

- Press the **CAMP** key or dial **45**.
- The called station will receive off-hook ring tone repeated every few seconds and its first available **CALL** button will flash green to indicate your call is waiting.
- Wait for the called party to answer.
- The called station must hold or release their first call before answering your camp-on.



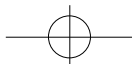
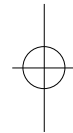
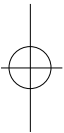


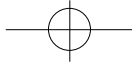
- NOTES:
1. If you receive No More Calls tone, that station has no available key to accept your call. Hang up or leave a message.
  2. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

## CALLING YOUR SYSTEM OPERATOR

- Dial 0 to call your system operator or group of operators.
- If you want to call a specific operator, dial that person's extension number.

NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.





# CALL PROCESSING

## SYSTEM HOLD

- When you are connected to any call, press **HOLD**. The call will flash green at your keyset. If this call appears on a line key at other keysets, it will flash red at those keysets.
- To take the caller off hold, press that key and the green flashing light will go steady green again. Resume conversation.

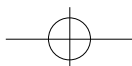
**NOTE:** While on a call, pressing a line key, route key or a flashing **CALL** button will automatically put your first call on hold and connect you to the new call. See **Automatic Hold** under **Customizing Your Keyset**.

## EXCLUSIVE HOLD

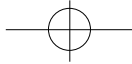
To place an outside call on hold at your phone so that other users cannot get it:

- Press the **HOLD** button twice. The call will flash green on your keyset and this line will show a steady red light on other keysets.
- To retrieve the call, press the flashing green line button.

**NOTE:** Intercom calls will always be placed on exclusive hold.







## HOLD RECALL

If you leave a call on hold longer than the hold timer, it will recall your station. The button that the call appears on will have a slow flashing amber light.

- When your phone rings, lift the handset or press the **ANS/RLS** key to answer the recall.
- If you do not answer this recall within a pre-programmed period of time, it will go to the system operator.

## CONSULTATION HOLD

When you are talking on an outside line and it is necessary to consult with another extension:

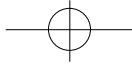
- Press the **TRSF** key; receive transfer dial tone. Your call is placed on transfer hold.
- Dial the extension number.
- Consult with the internal party.
- Press **TRSF** to return to the outside party or hang up to transfer the call.

**NOTE:** Repeatedly pressing the **TRSF** key will toggle between the outside and inside party and internal extension.

## RETRIEVING CALLS HELD AT ANOTHER STATION

When a line is on hold and it appears on your keyset, press the line button with the red flashing light.

When a line is on hold and it does not appear on your keyset, dial 12 plus the line number or the extension number of the station that placed the call on hold.



NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press the **SPK** key before you begin dialing.

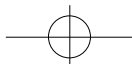
## TRANSFERRING CALLS

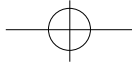
Transfer is used to send any call to another extension in one of two ways. You can do a screened transfer by informing the other extension who is calling or you can do a blind transfer without notification.

- While on a call, press the **TRSF** key and dial an extension number or group number. Your call is automatically put on transfer hold.  
**OR**  
Press a **DSS** key or station group key. Your call is automatically put on transfer hold.
- Hang up when you hear ringing (this is an unscreened or blind transfer).  
**OR**
- Wait for the called party to answer and advise him/her of the call and hang up. If the transfer is refused, you will be reconnected to the outside line when the called station hangs up or you can press **TRSF** to return to the outside party. If you wish to send the call to another extension without waiting for the first station to hang up, simply press another **DSS** button.  
**OR**  
Press the **CALL** button or **C.O.** line key to return to the outside party and begin the transfer press again.

When you are transferring a call to a keyset set for Voice Announce or Auto Answer, the transferred call will always ring.

- NOTES:
1. After the inside party answer, you may alternate back and forth between the parties by pressing the **TRSF** key.
  2. If you receive No More Calls tone, that station has no key available to receive another call. Press **TRSF** to return to the other party.





3. You cannot transfer an intercom call by pressing a DSS key. You must press the TRSF key and dial the destination extension number.

## TRANSFER WITH CAMP-ON

When you are transferring a call to another station and you receive a busy signal, you may camp the call on to this station. Simply hang up when you hear the busy signal. The called party will be alerted that a call is waiting for them.

**NOTE:** If you receive No More Calls tone, that station has no key available to receive another call. Press **TRSF** to return to the outside caller.

## CALL WAITING

If an outside call has been camped on to your phone or another station has camped-on to you:

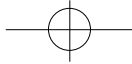
- Your keyset will ring and the call that is waiting for you (camped-on) will flash green.
  - Press the flashing button to answer; your other call will go on hold automatically if your station has the Automatic Hold feature set. If not, you must press **HOLD** and then the flashing button.
- OR**
- Finish the first call and hang up; the waiting call will ring.
- Lift handset or press **ANS/RLS** key to answer.

**NOTE:** Intercom calls will not go on Automatic Hold.

## CONFERENCE CALLS

You may conference up to five parties (you and four others) in any combination of outside lines and internal stations in any order.

- While engaged in a conversation, press the **CONF** key (or dial **TRSF 46**) and receive conference tone.



- Make another call, either intercom or outside, press the **CONF** key (or **TRSF**) and receive conference tone.
- Make another call or press the **CONF** key (or **TRSF**) to join all parties.
- Repeat last step until all parties are added.

**NOTE:** When attempting to add another party to the conference and you are not able to reach the desired person, hang up. Simply press the **CONF** key again to return to your previous conversation.

To drop a party from your conference call:

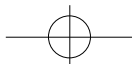
1. Press **CONF** and dial the extension or line number that is to be dropped.
2. Press **CONF** again to reestablish the conference.

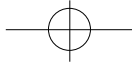
**NOTE:** To leave the conference, hang up. Control is passed to the next internal station. If there are no internal stations and you wish to leave outside lines connected together in a trunk to trunk conference, press the **CONF** key plus the **CALL** button that the call appears on or follow the instructions to drop a party and use your extension number. When they hang up, the lines will release automatically. Press **CONF** to rejoin a trunk to trunk conference.

## FORWARDING CALLS

You may forward your calls to another station, group of stations or an external telephone number. Program a destination for the type of forwarding you want as detailed below. If you have **FWD ALL**, **FWD BUSY**, and **FWD NO ANSWER** keys, press one to turn that forward feature on. A steady red light reminds you what forward condition is activated.

You can clear all call forwards set at your station by lifting the handset and dialing **600**.





## FORWARD ALL CALLS

To forward all your calls under any condition to another station:

- Dial **601** plus the extension or group number.
- Receive confirmation tone and hang up.

NOTES: 1. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

2. The station that receives a Forwarded call can transfer the call back to the forwarding station. This is useful when you are expecting an important call but you do not wish to be distributed by other calls.

3. When a station user places his/her keyset in Forward All mode and he/she does not have a **FWD ALL** key, the **TRSF** key will light to indicate Forward All has been set and calls to this station have been transferred elsewhere.

## FORWARD BUSY

To forward calls to another station when you are on the phone:

- Dial **602** plus the extension or group number.
- Receive confirmation tone and hang up.

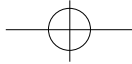
NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

## FORWARD NO ANSWER

To forward calls to another station when you do not answer:

- Dial **603**.
- Receive confirmation tone and hang up.

NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.



## FORWARD BUSY/NO ANSWER

If you have both a Forward on Busy destination and a Forward No Answer destination programmed, you may set both of these at the same:

- Dial **604**.
- Receive confirmation tone and hang up.

NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

## FORWARD FOLLOW ME

When you want all calls to your extension forwarded to the extension where you are now:

- Dial **605** plus your extension number.
- Receive confirmation tone and hang up.

If you want a specific extension's calls forwarded to your phone (Remote Call Forward):

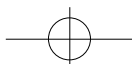
- Dial **605** plus the desired extension number.
- Receive confirmation tone and hang up.

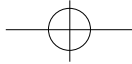
NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

## FORWARD TO AN EXTERNAL NUMBER

To forward outside calls to a number outside of your business, you must have a **FWD EXTERNAL** button on your keyset.

- While on-hook, dial **TRSF** and then dial **102**.
- Dial **5**.





- Dial the trunk or trunk group access code followed by the telephone number that you want.
- Press **TRSF** to store.
- Press **FWD EXTERNAL** to turn the feature on and press it again to turn the feature off.

- NOTES:
1. External Call Forward will cancel all other call forwarding instructions.
  2. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

## STATION CALL PICKUP

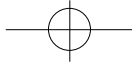
To pick up (answer) a call ringing at another station, lift the handset and dial **65** plus the extension number of the ringing phone.

NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing

## GROUP CALL PICKUP

To pick up (answer) a call ringing in any pickup group, lift the handset and dial **66** plus the desired group number **01-20** or press the flashing **GROUP PICKUP** key if available.

- NOTES:
1. A group pickup key can have an extender for a specific pickup group.
  2. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before dialing the access code.
  3. Station and group pickup features cannot be used to answer recalls to a station, only new ringing calls and operator recalls.



# DIALING FEATURES

## SPEED DIALING

You can dial a preprogrammed telephone number stored in the system-wide speed dial list of numbers 500-999 or from your personal list of numbers 00 – 49:

- With handset on-hook, press **SPD** or dial **16**.
- Dial the desired speed dial number.
- The telephone number is automatically dialed for you.

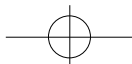
NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

## PROGRAMMING PERSONAL SPEED DIAL NUMBERS

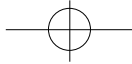
You can program frequently dialed telephone numbers in a personal speed dial list. A station may be assigned up to fifty numbers, **00-49**. See your system administrator to determine the amount assigned to your station.

- While on-hook, press **TRSF** and then dial **105**.
- Dial a speed dial number (**00-49**).
- Dial a line or line group access code.
- Dial the telephone number to be stored (18 digits maximum). It can include #, \*, FLASH or PAUSE.
- Press **TRSF** to store number.

NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.







For the purposes of programming speed dial numbers, the last 6 programmable keys of the right hand row are known as **A**, **B**, **C**, **D**, **E** and **F** and are defined below.

- The **A** key is not used.
- The **B** key inserts a flash.
- The **C** key inserts a pause.
- The **D** key is used for pulse to tone conversion. If your system uses rotary (or pulse) dialing C.O. lines, pressing **D** while entering a speed dial number causes all subsequent digits to be sent as DTMF tones.
- The **E** key is used to hide digits. Display keyset users may want to hide some speed dial numbers so that they will not show in the display. When you are entering a telephone number, press **E**. All subsequent digits will be hidden. Press **E** again to begin displaying digits.
- The **F** key is used to enter a name. See *Personal Speed Dial Names* under *Display Features*.
- Use the **HOLD** key to clear a speed dial number.

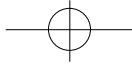
## ONE TOUCH SPEED DIALING

You may assign any speed dial number to an already existing one touch speed dial button for quick and easy dialing of frequently used numbers.

- While on-hook, press **TRSF** and then dial **107**.
- Press a One-touch speed dial button.
- Dial the speed dial number (**00-49** or **500-999**) that you want assigned to this button.
- Press **TRSF** to store your selection.

To call this telephone number, just press the One-touch speed dial button.

**NOTE:** If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.



## LAST NUMBER REDIAL

To redial the last telephone number you dialed, press the **LNR** key or dial **19**.

- NOTES:
1. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.
  2. Redial does not apply to intercom calls.

## SAVE NUMBER WITH REDIAL

To save the number you just dialed for later use, press the **SNR** key before hanging up. To redial this saved number at any time, press the **SNR** key or dial **17**. The same line will be selected for you.

- NOTES:
1. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.
  2. The saved telephone number is stored in memory until you save another.
  3. Redial does not apply to intercom calls.

## CHAIN DIALING

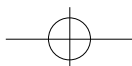
You may manually dial additional digits following a speed dial number or chain as many speed dial numbers together as required:

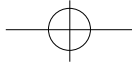
- After the first speed dial number is dialed, press **SPD** again and dial another speed number **OR** manually dial additional digits following a speed dial number.

## AUTOMATIC REDIAL/RETRY

When you are making an outside call and you receive a busy signal, the system can automatically redial the number for you. It will automatically redial at a pre-programmed interval for up to 15 attempts.

- When you hear a busy signal, press the **RETRY** button.





- The system will reserve the line and automatically redial the same number for you. You will hear the call being made through the handset speaker.
- When the called party answers, you can begin speaking.

NOTES: 1. If you make another call, auto-redial is canceled.  
2. To cancel a retry, lift and replace the handset.

## PULSE TO TONE CHANGEOVER

When making an outside call on a dial pulse line, press #. All digits dialed after the # will be sent as tones.

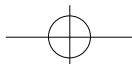
## VOICE DIALLER

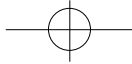
Voice Dialler gives you the ability to record a voice pattern into a digital format and store it to an addressable location. When the Voice Dialler feature is activated, it will identify, retrieve and process the associated stored data. This latest technology has been applied to the area of personal speed dialing. It allows the calling party to speak a name into the handset and have the system place a call. This feature can be used by all types of stations.

NOTE: The Voice Dialler feature requires the optional VDIAL card.  
Please see your service and installation company for details.

To use Voice Dialler:

- Change your station passcode (see *Change Your Passcode*).
- You must be assigned to a channel of the VDIAL card. Check with your system administrator or the installation and service company.
- Assign personal speed dial numbers (see *Programming Personal Speed Dial Numbers*). If you are using a non-display keypad, have your system administrator program them for you.





## RECORDING A VOICE DIALLER NAME

- Lift the handset.
- Press the **VREC** key or dial **682**.
- Enter your station passcode.
- Enter the personal speed dial bin number, e.g., **05**.
- After the short tone burst, begin speaking the name into the mouthpiece of the handset.

NOTE: Say the name as one word (e.g., Saint Cho, pronounced SaintCho). Avoid like names such as Ted, Red and Fred.

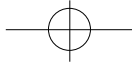
- If you are successful, you will hear a short tone burst confirming the name recording. If you hear error tone, record the name following the above procedure.

## PLACING A VOICE DIALLER CALL

- Lift the handset.
- Press the **VDIAL** key or dial **681**.
- Speak the desired name into the mouthpiece of the handset.
- If you are successful, the call will be placed. If you hear error tone, repeat the procedure.

## POSSIBLE CAUSES FOR VOICE DIALLER FAILURE

- The desired name is not recorded.
- The personal speed dial bin you have selected is empty.
- All trunks or trunk group are busy.
- You are denied access to the Voice Dialler feature.
- Background noise interfered when the name was recorded or when the name was spoken to place the call.



# PAGING AND MESSAGING

## MAKING AN INTERNAL PAGE

To make an announcement through the keyset speakers:

- Lift the handset.
  - Press **PAGE** key or dial **55**.
  - Dial the desired zone number **1, 2, 3** or **4**.
- OR**
- Dial **0** to page all internal zones.
  - After the attention tone, make your announcement.

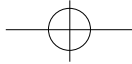
**NOTE:** If you have a dedicated page zone key, it is not necessary to press **PAGE** and dial a zone number.

## MAKING AN EXTERNAL PAGE

To make an announcement through the external paging speakers:

- Lift the handset.
  - Press **PAGE** key or dial **55**.
  - Dial the desired zone number **5, 6, 7** or **8**.
- OR**
- Dial **9** to page all external zones.
  - After the attention tone, make your announcement.

**NOTE:** If you have a dedicated page zone key, it is not necessary to press **PAGE** and dial a zone number.



## ALL PAGE

To page all designated keysets and external speakers at the same time:

- Lift the handset.
- Press the **PAGE** key or dial **55**.
- Dial **\*** or press the **ALL PAGE** key.
- After the attention tone, make your announcement.

NOTE: The LED on the **PAGE** key will only light when an All Page is in progress.

## MEET ME PAGE

- Lift the handset.
- Press the **MEET ME PAGE (MMPG)** key or dial **54**.
- Dial the desired zone number.
- After the attention tone, instruct the paged person to dial **56**.
- Press **WAIT** or **TRSF**.
- Remain off-hook until the person dials **56** from any phone.
- The paged person will be automatically connected with you.

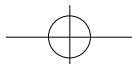
## CALL PARK AND PAGE

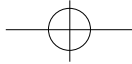
When you have a call for someone who is not at his/her desk, you can park the call and page the requested party:

- While in conversation, press the **PAGE** button. Your call is automatically parked at your station.
- Dial the desired page zone and announce "park" and your extension number or the line number. Hang up.

To retrieve a parked call:

- Dial **10** plus the number that was announced. If you have a **PARK** key, press it and dial the number that was announced.
- You will be connected to the parked call.





- NOTES: 1. If the parked call is not received within a pre-programmed period of time, it will recall your keyset and have a slow flashing amber light. You cannot park and page intercom calls.
2. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

## SETTING A MESSAGE INDICATION

When you are calling another station or station group and no one answers or you receive a busy signal, you can leave a message indication:

- Press the **MSG** key or dial **43** and receive confirmation tone.
- Hang up. The **MSG** key(s) on the called station or on all of the stations in the group will light. Standard telephones receive special dial tone as a message indication.

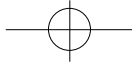
- NOTES: 1. A station can have up to five message indications.
2. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

## CANCELING MESSAGES

To cancel a message indication that you left at another station. Dial **42** plus the extension number of the station at which you left a message.

To cancel all message indications left at your keyset, dial **42** plus your extension. Your **MSG** light will go out.

NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.



## RETURNING MESSAGES

- Press the **MSG** key or dial **43**. The first station that left you a message will be called automatically. If that station does not answer, your message light will stay on.
- Repeat until all messages have been returned in the order received.
- Your **MSG** button light will turn off when all messages have been returned.

- NOTES:
1. Display keyset users can view message indications and return them in any order. See *Viewing Message Indications* under *Display Features*.
  2. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.
  3. If a message has been left at your keyset by a keyset in Auto Answer, you must manually cancel the message after it has been returned.

## PROGRAMMED MESSAGES

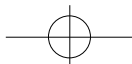
When you will be away from your phone for any length of time, leave a programmed station message. Display stations calling you will see this message and be informed of your status or follow your instructions.

- Dial **48** plus any of the message codes **01–20** listed on the back of this user guide.
- To cancel this message, dial **48** plus **00**.

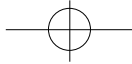
NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

You can have multiple programmed message keys and each one can have a different message code:

- Press any programmed message key. The message is set and the key will light red. Press again to turn off.
- Pressing another programmed message key will turn the previous one off and set a new programmed message.







# CONVENIENCE FEATURES

## DO NOT DISTURB

Use this feature when you want to block calls to your keyset.

- While on-hook, press the **DND** key or dial **401**. The **DND** key flashed to remind you of this mode.
- To cancel DND, press the **DND** key again or dial **400**. The **DND** light turns off. You can make calls while in the DND mode.

NOTES: 1. If you place your keyset in DND mode and you do not have a **DND** key, your **ANS/RLS** key will flash to indicate DND status.

2. If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

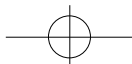
## ONE TIME DND

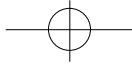
This feature requires a **DND** key. If you are on a call and you do not wish to be interrupted while on that call, you can press the **DND** key and place your station in DND. When you hang up at the end of the call, DND will be automatically canceled and your keyset will be able to receive new calls.

## MUTE

You can mute the handset transmitter or the microphone during any conversation:

- Press **MUTE** key. It will light red.
- To resume speaking, press the **MUTE** button again. The light turns off.





## BACKGROUND MUSIC

When a music source is supplied, you may listen to music through the speaker in your keyset:

- While on-hook, press the **HOLD** button to hear music.
- Press the **HOLD** button again to turn music off.

You can set the level for background music by using the **VOL** keys while listening to the music. This does not affect the speaker phone level.

## APPOINTMENT REMINDER/ALARM CLOCK

This feature works like an alarm clock. Use it to remind yourself of an appointment later in the day (**TODAY ONLY**) or as a daily reminder every day (**DAILY**). You can set up to three alarms. Each one can be either a **TODAY ONLY** or a **DAILY** alarm.

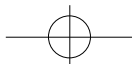
When the alarm rings, you will hear three short rings repeated three times. Lift the handset to answer the alarm. If you do not, the alarm will alert you two more times at five minute intervals.

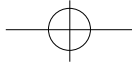
To set alarms:

- Dial **TRSF 112** and then dial **112**.
- Dial the alarm number **1, 2** or **3**.
- Dial the time you want the alarm to sound. Enter the time as **HHMM** (hours & minutes) using a 24 hour clock.
- Dial **0** (**NOT SET**), **1** (**TODAY ONLY**) or **2** (**DAILY**) to select alarm type.
- Press **TRSF** to save.
- Repeat for each alarm if needed.

To cancel individual alarms:

- Press **TRSF** and then dial **112**.
- Dial alarm number **1, 2** or **3**.
- Press the **HOLD** key.





NOTE: Display keysets can have a reminder message. See *Alarm Reminder Messages* under *Display Features*.

## ANSWERING THE DOOR PHONE

When you are programmed to receive calls from a door phone:

- You will receive three short ring repeated.
- Lift the handset or press **ANS/RLS** and you are connected to the door phone.
- If an electric door lock release is installed, dial **13** to unlock the door.

## CALLING THE DOOR PHONE/ROOM MONITOR

You may call the door phone and listen to what may be happening outside or in another room.

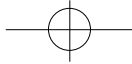
- Dial the extension number of the door phone
- You will be connected to the door phone and you can listen or have a conversation.
- If an electric door lock release is installed, dial **13** to unlock the door.
- You will be connected to the door phone and you can listen or have a conversation.

NOTE: If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

## EXECUTIVE/SECRETARY HOT LINE

If programmed, an executive and a secretary can have a hot line between them. When the executive station is in the DND mode, all of its calls will ring the secretary station.

- Either person can press the **HOT LINE** key to make a voice call to the other station.
- Using the hot line will override DND at the other station. This key will light red when the other station is in use.



## GROUP LISTENING

When engaged on a call and using the handset, you may want other people to hear the distant party's voice over the speaker:

- Press the **LISTEN** key to turn on the speaker. The microphone is not in use, so the distant party does not hear other parties present in your office.
- Press **LISTEN** again to turn the speaker off and resume private conversation.
- Repeat if necessary.

NOTE: Depending on speaker volume and the acoustics of your office, it may be advisable to turn the group listening feature off before hanging up. This will eliminate a momentary squeal.

## ACCOUNT CODES

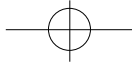
When equipped with optional equipment, your SAMSUNG DCS system will allow calls to be charged to a specific account:

- During any outside C.O. call, press the account (**ACCT**) key.
- Enter the account code (maximum 12 characters including \* and #). Press the **ACCT** key again. Your conversation will not be interrupted.

NOTE: If you make an error before you complete the account code, press the **ACCT** key twice and redial the correct code. Only the last account code dialed will be printed.

## LOCKING YOUR KEYSSET

You can allow/disallow incoming/outgoing calls from your keyset using this option. There are three possible levels, Unlocked, Locked all and Locked out. Unlocked means you can use your keyset without restriction, while Locked all level is to prevent other people from making or receiving calls from your keyset while you are away. The Locked out



level is to restrict from accessing a C.O line, and initiating an external call. You can unlock it when you return.

- While on-hook, press **TRSF** and then dial **100**.
- Dial your four digit station passcode.
- Dial **0** to make change as Unlock,  
**1** to make change as Locked out,  
**2** to make change as Locked all,
- Press **TRSF** to store your selection.

NOTE: According to the status of your keyset, indication may be as follows:

Unlock as normal

Locked out the **HOLD** key will flash with 30 IPM.

Locked all the **HOLD** key will be steady on

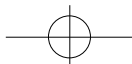
## OFF-HOOK VOICE ANNOUNCING (OHVA)

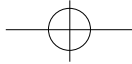
Keysets may receive a voice announcement while on another call. The calling station must have an **OHVA** key. When you are in DND, you cannot receive OHVA calls. The OHVA feature will work with intercom and transferred calls.

To make an off-hook voice announcement:

- Dial the extension number or press the **DSS** key.
- When you receive a busy signal, press the **OHVA** key.
- After the attention tone, begin speaking.
- Finish the call by replacing handset or pressing the **ANS/RLS** key.

NOTES: 1. When you are voice announcing to a station close to you, use the handset to avoid an echo effect.  
2. You cannot off-hook voice announce to single line telephones.  
3. Upon initiating OHVA, your original receiving voice channel is blocked and you will receive an announcement through it, while your transmitting is still effective to the original party.





When you receive an off-hook voice announcement, you will hear the announcement in the handset receiver or over the keyset speaker while continuing to speak to the original party.

- Press the flashing **CALL** button on your keyset. This will place the original party on hold and allow you to talk to the announcing party.
- To return to your first party, press the key corresponding to your original call. This will disconnect the OHVA call.

## OHVA BLOCK

Your keyset can be programmed with an OHVA Block (OHBLK) key. Pressing this key will prevent anyone from making and OHVA to you until you press the button again and cancel the blocking.

## OHVA REJECT

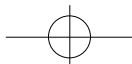
Your keyset can be programmed with an OHVA Reject (REJECT) key. Pressing this key while receiving an OHVA call will disconnect the voice announcing party and return you to your original call.

## IN GROUP/OUT OF GROUP

If your keyset is assigned to a station ring group, you can remove your keyset from the group and then put it back in. While you are out of the group, you can receive calls to your extension number but not calls to the group number. If you have an IN/OUT key:

- Press the **IN/OUT** key. It will light red when your keyset is in the group.
- Press the **IN/OUT** key again to exit the group and turn the light off. Repeat as necessary.

If you do not have an IN/OUT key:

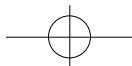
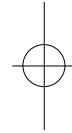
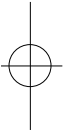


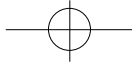


- Dial **53** plus the group number, e.g., 503, plus **0** to exit the group or **1** to enter the group.
- Repeat as necessary.

**NOTE:** If the Hot Keypad feature has been turned off, you must first lift the handset or press **SPK** before you begin dialing.

The **IN/OUT** key can include an extender to indicate the specific group that this key will affect. This means that if you are in multiple groups, you can decide for which groups you will receive calls.





# CUSTOMIZING YOUR KEYSSET

## SELECT RING TONE

Each keyset user can select any one of eight ring frequencies:

- While on-hook, press **TRSF** and then dial **111**.
- Dial **1–8** or press the **UP** and **DOWN** keys to hear each tone.
- When you hear the tone that you prefer, press **TRSF** to save it.

## CHANGE YOUR PASSCODE

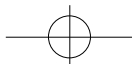
From the factory, your station passcode is 1234. You can change your station passcode whenever you desire.

- While on-hook, press **TRSF** and then dial **101**.
- Dial your old passcode.
- Dial a new passcode (must be four characters). You can use **0–9**, **\*** and **#**.
- Redial new passcode to verify. If successful, you will hear two beeps. Four beeps indicate an incorrect code. (enter the code again.)
- Press **TRSF** to store new passcode.

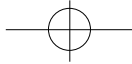
## SET ANSWER MODE

You can receive internal calls in one of three modes (see *Answering Intercom Calls* under *Intercom Calls* for descriptions):

- While on-hook, press **TRSF** and then dial **103**.
- Dial **0** for Ringing, **1** for Auto Answer or **2** for Voice Announce.
- Press **TRSF** to store your selection.







## AUTOMATIC HOLD

While on a outside call, pressing a line key, route key or a flashing **CALL** button will automatically put your call on hold and connect you to the next call. This feature can be turned on or off at your keyset.

- With the handset on-hook, press **TRSF** and then dial **110**.
- Dial **01** to turn Automatic Hold on or **00** to turn it off.
- Press **TRSF** to store your selection.

## HEADSET OPERATION

Keyset users can switch between headset mode and handset mode. When using headset mode, press the **ANS/RLS** key to answer and release calls.

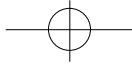
- With the handset on-hook, press **TRSF** and then dial **110**.
- Dial **21** to use the headset or **20** to use the handset.
- Press **TRSF** to store your selection.

NOTES: 1. When you are in headset mode, your speaker phone is disabled.  
2. When you place your keyset in headset mode, the **ANS/RLS** key will light steady to indicate that your station is in headset mode.

## HOT KEYPAD

On the DCS, your keyset's keypad can be made "live" or "hot" so that it is not necessary to lift the handset or press **SPK** before you begin dialing. Calls can be made and features activated by simply dialing the C.O. line number, trunk group access code, intercom number or feature access code. To activate this feature.

- With handset on-hook, press **TRSF** and then dial **110**.
- Dial **31** to turn the Hot Keypad on or **30** to turn it off.
- Press **TRSF** to store your selection.



## KEY CONFIRMATION TONE

You can hear a short beep (confirmation tone) each time you press a button on the dial pad. This tone can be turned on or off.

- While on-hook, press **TRSF** and the dial **110**.
- Dial **40** to turn tones off or **41** to turn tones on.
- Press **TRSF** to store your selection.

## REJOINING A PAGE

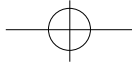
This feature allows keyset users to hear the remaining portion of an ongoing internal page after you return your keyset to idle. To enable this feature:

- With the handset on-hook, press **TRSF** and then dial **110**.
- Dial **51** to turn this feature on or **50** to turn it off.
- Press **TRSF** to store your selection.

## RING PREFERENCE

This feature automatically answers ringing calls when you lift the handset or press the **ANS/RLS** key. This method will always answer calls in the order they arrived at your keyset. When you turn ring preference off, you must press the flashing button to answer a call, allowing you to answer calls in the order you choose.

- With the handset on-hook, press **TRSF** and then dial **110**.
- Dial **61** to turn ring preference on or **60** to turn it off.
- Press **TRSF** to store your selection.



# DISPLAY FEATURES

## INTERACTIVE DISPLAY KEYS

The three keys below the display are substitutes for dedicated feature keys and access codes. Pressing one of these keys has the same effect as pressing a programmable key. These keys are called soft keys as their functions are not fixed. They change to present you with the best options for that call condition. The use of soft keys allows the programmable keys to be used for more DSS and speed dial keys.

The **SCROLL** key is used to display options available to the user at a particular time or during a specific procedure. Press this key once while in the idle state to view the three main categories available.

201: STN NAME  
CALL OTHER ANS

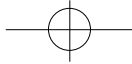
**ANSWER** : Guides you through the options to answer calls.

**OTHER** : Guides you through features other than making or answering calls.

**CALL** : Guides you through the options to make a call.

Select one of the main categories: **CALL**, **OTHER** or **ANS (ANSWER)**. Press the **SCROLL** key to display additional options available under each of the three main categories. The symbol °Ê displayed as the last character on the lower line of the display indicated that there are additional options. Press the **SCROLL** key to display these additional options.

User instructions will be displayed in lower case letters. Options assigned to soft keys are in upper case letters.



## DIRECTORY INFORMATION

An 11 character directory name can be assigned to each extension number. Display keysets can view the name of the called or calling station before answering.

Each outside line can have an 11 character directory name. Incoming calls can be easily identified and answered with different greetings.

Outside and internal calls ringing to a station group will display [CALL FOR XXX] where XXX is the station group number. This allows you to answer calls directed to you differently than calls directed to your group.

## DIAL BY DIRECTORY

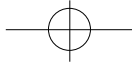
Each station or speed dial number can have an associated directory name. A station or speed dial number can be selected by scrolling alphabetically through a directory name list. This on-line "phone book" allows the user to look up and dial any station or speed dial number in seconds.

To dial by directory:

- Press the **DIR** key (DIRECTORY).
- Select the directory you wish to use: **PERS** (personal speed dial numbers), **SYS** (system speed dial numbers) or **STN** (station names).
- Dial the key on the keypad that corresponds to the first letter of the name you wish to search for.
- Use the **UP** and **DOWN** arrows to scroll through the names.
- Press the **DIAL** soft key to dial number.

## CALL PROGRESS DISPLAYS

During everyday call handling, your keyset display provides information that is helpful and in some cases invaluable. Displays like



[CALL FROM 203], [TRSF TO 202], [701 RINGING], [TRANSFER FM 203], [708 busy], [Camp on to 204], [Recall from 204 ], [Call for 501], [message frm 204] and [FWD ALL to 204] keep you informed of what is happening and where you are. In some conditions you are prompted to take an action and in other cases you receive directory information.

## DISPLAY NUMBER DIALLED

Display keysets begin showing digits as they are dialled. They will stay in the display until the call duration timer comes on automatically or the **TIMER** button is pressed. If the call duration timer is not used, the number dialled is displayed until the call is released, transferred or put on hold.

## CALL DURATION TIMER

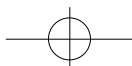
The system can be set to automatically time outside calls. A few seconds after you dial a telephone number, the timer will appear in the display. It appears immediately for incoming calls. The call timer continues for the duration of the call. Call duration times are displayed in minutes and seconds. If a call lasts longer than 99 minutes, the timer restarts.

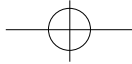
You can press the **TIMER** key to manually begin timing a call. Press it again to stop timing. If you press it while automatic timer is on, the call duration time is restarted.

## AUTO TIMER

Display keyset users may have the timer automatically start when they answer incoming calls or after a short delay on an outgoing call.

- With the handset on-hook, press **TRSF** and then dial **110**.
- Dial **11** to turn the auto timer on or **10** to turn it off.
- Press **TRSF** to store your selection.





## TIMER FUNCTION

Display phone users may use this feature as a simple stopwatch.

- When the keyset is idle, press the **TIMER** button to start timing.
- Press the **TIMER** button again to stop timing.
- Read the elapsed time in the display.
- Lift the handset and replace it. The display will return to date and time.

## CALL COST

Display keyset users may have the call charge automatically displayed as soon as the central office sends the metering pulse.

- With the handset on-hook, press **TRSF** and then dial **110**.
- Dial **71** to turn the call cost on or **70** to turn it off.
- Press **TRSF** to store your selection.

## VIEWING MESSAGE INDICATIONS

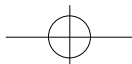
You can view all your message indications before you return them:

- With the handset on-hook, press the **MSG** key with the red flashing light.
- The first station that left a message indication is displayed.
- Press the **UP** and **DOWN** arrows to scroll through the stations that left message indications. Use the soft keys to reply, clear or advance to the next message.
- Press the **ANS/RLS** key to return your keyset to the idle condition.

## ALARM REMINDER MESSAGES

When you use the alarm/apointment reminder feature, you can create a 16 character reminder message. When the alarm rings, your message will appear instead of [ALARM REMINDER].

To program reminder messages:



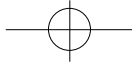
- Press **TRSF** and then dial **116**.
- Dial the alarm number **1, 2** or **3**.
- Dial the time you want the alarm to go off. Enter the time as **HHMM** (hours & minutes) using the 24 hour clock.
- Dial **0** (NOT SET), **1** (TODAY) or **2** (DAILY) to select alarm type.
- Write your message using the dial pad keys. Each press of a key selects a character. Pressing the next key moves the cursor to the next position. For example: if your message is "TAKE MEDICATION", press 8 once to get the letter "T" Press 2 once to get the letter "A". Press 5 twice to get "K". Continue selecting characters from the following table to complete your message.
- Press the **TRSF** key to store the alarm and reminder message.
- Repeat for each alarm if needed.

COUNT	1	2	3	4	5
DIAL 0	Q	Z	.	)	0
DIAL 1	space	?	,	!	1
DIAL 2	A	B	C	@	2
DIAL 3	D	E	F	#	3
DIAL 4	G	H	I	\$	4
DIAL 5	J	K	L	%	5
DIAL 6	M	N	O	^	6
DIAL 7	P	R	S	&	7
DIAL 8	T	U	V	*	8
DIAL 9	W	X	Y	(	9
DIAL*	:	=	[	]	*

The # key can be used for the following special characters: #, space, &, !, :, ?, ,, %, \$, -, /, [, ], @, ^, ,, \_, +, {, }, ;, |, " and ~.

**NOTE:** When the character you want appears on the same dial pad key as the previous character, press **UP** to move the cursor one space to the right.

To cancel an individual alarm and reminder message:



- Press **TRSF** and then dial **112**.
- Dial alarm number **1, 2** or **3**.
- Press the **HOLD** key.
- Press the **TRSF** key.

## PERSONAL SPEED DIAL NAMES

Each personal speed dial number can have a ten character name assigned to it. This name is used to select the speed dial bin when you are dialling by directory. To program speed dial names:

- Press **TRSF** and then dial **106**.
- Dial the speed dial bin number **00–49**.
- Write your message using the procedure described in *Alarm Reminder Messages*.
- Press the **TRSF** key to store the speed dial name.
- Repeat for each speed dial bin if needed.

## STATION NAMES

You can assign an 11 character name to your keyset. This allow other display keyset users to call you using the directory dial feature. To program a station name

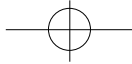
- Press **TRSF** and then dial **104**.
- Enter the 11 character name using the procedure described in alarm reminder messages.
- Press **TRSF** to store the name.

## MANAGING KEY ASSIGNMENTS

You can view your key assignments and add extenders to some of your programmable keys for easy one touch operation of frequently used features.

- While on-hook, press **TRSF** and then dial **107**.
- Use the **VOL** keys to scroll through all of your programmable keys.





## OR

Press the programmable key to which you want to add the extender.

- When you reach a key listed below, dial the corresponding extender.
- Press **TRSF** to store and exit programming.

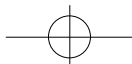
KEY	EXTENDER
<b>BOSS</b>	Boss and Secretary (1 - 4)
<b>DP</b>	Direct Pickup (extension or station group number)
<b>DS</b>	Any extension or station group number
<b>FWRD</b>	Call Forward (0 - 5) GPIK Group Pick-up (01 - 20)
<b>IG</b>	In/Out of Group (501 - 529)
<b>MMPG</b>	Meet Me Page (0 - 9, *)
<b>PAGE</b>	Page (0 - 9, *)
<b>SPD</b>	Speed Dial (00 - 49, 500 - 999)
<b>FSMG</b>	Programmable Message (01 - 20)
<b>DIR</b>	SYS (0), PERS (1) or STN (2)
<b>SP</b>	UCD supervise (UCD group number)

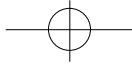
NOTE: Confirm that the cursor is placed correctly before you enter the extender.

## SELECTING YOUR CLIP DISPLAY

You can decide if you want to see the CLIP name or CLIP number in the display. Regardless of which one is selected, you can press the **NND** key to view the other pieces of CLIP information. To select the type of CLIP information you wish to view first:

- With the handset on-hook, press **TRSF** and dial **119**.
- Dial **0** if you do not wish to view CLIP information, **1** to view the **NUMBER** first or **2** to view the **NAME** first.
- Press **TRSF** to store your selection.





## VIEWING THE NEXT CLIP CALL

In the event that you have a call waiting or a camped-on call at your keyset, you can press the **NEXT** key to display the **CLIP** information associated with the call in queue at your keyset. Either the **CLIP** name or number will show in the display depending on your **Name/Number** selection.

To view **CLIP** information for calls that have been camped-on to your keyset, press the **NEXT** key. If your keyset does not have a **NEXT** key, press the **CLIP** key and then the **NEXT** soft key.

## SAVING THE CLIP NUMBER

At any time during an incoming call that provides **CLIP** information, you may press the **SAVE** key to save the **CLIP** number. If your keyset does not have a **SAVE** key, press the **CLIP** key, the **SCROLL** key and then the **SAVE** soft key.

## REDIALLING A SAVED CLIP NUMBER

To redial a number that has been saved, press the **SAVE** key or dial 19.

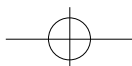
**NOTE:** If the Hot Keypad feature has been turned off, you must lift the handset or press **SPK** before you begin dialing.

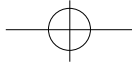
## STORING A CLIP NUMBER

At any time during an incoming call that provides **CLIP** information, you may save the **CLIP** number as a speed dial number in your personal speed dial list.

To store a **CLIP** number in a personal speed dial bin:

- Press the **STORE** key. The system displays the speed dial bin in which the number was stored.





**OR**

- Press the **CLIP** key and then press **SCROLL** key.
- Press the **STORE** soft key.
- The system displays the speed dial bin in which the number was stored.

## INQUIRE CLIP PARK/HOLD INFO

If you are informed that an incoming call is on hold or has been parked for you, you may view the **CLIP** information before you retrieve the call. This will influence how you choose to handle the call.

From an idle keyset:

- Press the **INQUIRE** key.

**OR**

Press the **CLIP** key and then dial the **INQUIRE** soft key.

- Dial the trunk number.
- You may now answer the call by pressing **ANS**.

**OR**

You may use **NND** to view more information about this call.

**OR**

You can return to the idle condition by pressing **IGNORE**.

If you are on a call:

- Press the **INQUIRE** key. Your existing call will go on hold.

**OR**

Press the **CLIP** key and then the **INQUIRE** soft key to place the first call on hold.

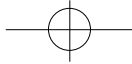
- Dial the trunk number.
- You may now answer the call by pressing **ANS**.

**OR**

You may use **NND** to view more information about this call.

**OR**

You can return to the idle condition by pressing **IGNORE**.



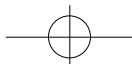
- NOTES: 1. If you are on an intercom call or you have Automatic Hold turned off, you must finish the existing call or place it on hold before inquiring.
2. If you are inquire about an outgoing call, you will receive a [call no longer available] display.

## REVIEWING PAST CLIP CALLS

This feature always you to review CLIP information for calls sent to your keyset. This list can contain 10-50 calls in a first-in, first-out basis. The list includes calls that you answered and calls that rang your keyset but that you did not answer. When reviewing this list, you can pass one button to dial the person back. To access the CLIP information stored in your REVIEW list:

- Press the **REVIEW** key.  
**OR**  
Press the **CLIP** key and then dial the **REVIEW** soft key.
- If you have entries in your review list, the oldest call will be shown first.
- You can now **CLEAR** this entry.  
**OR**  
Use **NND** to view more information about this call.  
**OR**  
Press **DIAL** to call this person back.  
**OR**  
Press **SCROLL** and then press **STORE** to save this number in a personal speed dial bin.

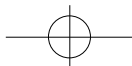
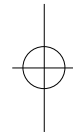
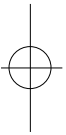
NOTE: Each keyset defaults with 10 review bins. Please see your system administrator to determine the number of bins assigned to your keyset.





## LCR WITH CLEAR

When you are making an outside call using LCR and dial an incorrect digit, you can press the CLEAR soft key to reenter the telephone number. You do not need to redial 9 to reaccess LCR.

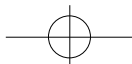
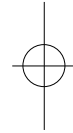
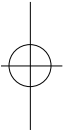


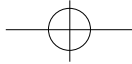


# ADD-ON MODULE

## WITH KEYSSET

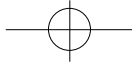
The add-on module (AOM) is used when you need more programmable keys. The extra programmable keys are used exactly as are the ones on your keyset. Make them DSS/BLF keys, C.O. line keys, One Touch Speed Dial buttons or any combination of these and other feature keys. A maximum of two AOMs can be added to any keyset.





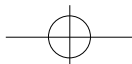
## PERSONAL SPEED DIAL NUMBERS

CODE	NAME	TELEPHONE NUMBER
00	_____	_____
01	_____	_____
02	_____	_____
03	_____	_____
04	_____	_____
05	_____	_____
06	_____	_____
07	_____	_____
08	_____	_____
09	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____
18	_____	_____
19	_____	_____
20	_____	_____
21	_____	_____
22	_____	_____
23	_____	_____
24	_____	_____

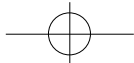
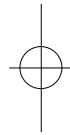
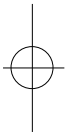
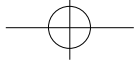


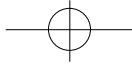
## PERSONAL SPEED DIAL NUMBERS

CODE	NAME	TELEPHONE NUMBER
25	_____	_____
26	_____	_____
27	_____	_____
28	_____	_____
29	_____	_____
30	_____	_____
31	_____	_____
32	_____	_____
33	_____	_____
34	_____	_____
35	_____	_____
36	_____	_____
37	_____	_____
38	_____	_____
39	_____	_____
40	_____	_____
41	_____	_____
42	_____	_____
43	_____	_____
44	_____	_____
45	_____	_____
46	_____	_____
47	_____	_____
48	_____	_____
49	_____	_____









## SYSTEM ACCESS CODES

The DCS telephone system has the following preset (default) feature access codes. These codes can be used if a key is not available for the feature you want to use. Standard telephone users must always dial these codes.

0	Call attendant or system operator	55 + 1	Page internal zone 1
10 + xxx	Retrieve parked calls	55 + 2	Page internal zone 2
11	Put calls on and take calls off hold	55 + 3	Page internal zone 3
12 + xxx	Retrieve calls on hold at another station	55 + 4	Page internal zone 4
13	Door lock release	55 + 5	Page external zone 1
16 + xxx	Make speed dial calls	55 + 6	Page external zone 2
17	Save number and redial it	55 + 7	Page external zone 3
18	Recall dial tone for new call	55 + 8	Page external zone 4
19	Last number redial	55 + 9	Page all external zones
2xx	Extension numbers	55 + *	All Page
3xx	Extension numbers	56	Meet Me Answer
400	Cancel Do not Disturb	57	Alarm sensor clear
401	Set Do Not Disturb	58	DISA alarm clear
41	Set Message No Ring	59	Walking class of service
42 + xxx	Cancel message	600	Cancel all call forwarding
43	Set/return messages	601 + xxx	Set Forward All Calls
44	Busy station/line callback	602 + xxx	Set Forward Busy
45	Busy station camp-on	603 + xxx	Set Forward No Ans
46	Set up a conference	604 + xxx	Set Fwd Busy/No Ans
47	Enter account code	605 + xxx	Set Fwd Follow me
48	Set programmed station message	65	Directed call pickup
49	Send flash to outside line	66	Group call pickup
500	Station hunt group	67	Universal Answer
to		681	Voice Dialler
529	Station hunt group	682	Voice Dialler Record
53+grp+0	Out of group	7xx	Individual line numbers
53+grp+1	In group	8x	Trunk groups
54+zone	Meet Me Page	9	Trunk group 9 (Local)
55 + 0	Page all internal zones		

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