InfoSet™

TELEPHONE USER GUIDE (InfoSet Phones)

OUTSIDE CALLS

PLACE
Depress idle outside line.
Lift handset.

THEN
Dial telephone number

OR

Depress SPD key and Dial 00-19 for Station Speed Dial, 20-99 for System Speed Dial or "#" key for Last Number Redial.

ANSWER
Lift handset.
Depress flashing outside line key (if needed).
Converse.

HANDS FREE
Depress Speaker key.
Replace handset.
Resume conversation.

HOLD

SET
Depress Hold key for Non-Exclusive Hold.

OR

Depress Feature key and Hold key for Exclusive Hold. (Only your station can retrieve this call.)

RETRIEVE
Lift handset.
Depress flashing held line key.

TRANSFER
Depress Transfer key.
Dial station number.
Announce call.
Replace handset.

CO/PBX LINE QUEUE
When all outside lines are busy:
Lift handset.
Dial 68 – Replace handset.

Note: Your station will ring when an outside line is available.

INTERNAL CALLS

PLACE
Press Speaker key.
Dial station number.
Voice announce after tone burst.

ANSWER
Receive voice announcement.
Ensure MIC LED is lit.
Respond hands free by pressing Speaker key.

OR

Receive voice announcement.
Lift handset.

CONFERENCE

With a call in progress:
Depress Hold key.
Place second call (internal or outside).
Announce Conference.
Depress Conf key to establish Conference.

Note: No more than 2 parties can be outside lines.

CALL FORWARD

SET
Depress Feature key.
Dial 66 – Call forward all calls.
Dial 67 – Busy/no answer:
Dial destination station number.
Depress Feature key.

CANCEL
Depress Feature key.
Dial 66 – Call Forward all.

OR

Dial 67 – Call Forward busy/no answer.
Dial 00 – Depress Feature key.

AUTOMATIC REDIAL

Receive busy tone or no answer from CO/PBX line:
Depress Speaker key and replace handset.
Depress Feature key.
Depress SPD key.

Note: Call will be reprocessed automatically up to 7 times.

CALL PICKUP

Lift handset.
Dial access code:
60 = Outside call in a different tenant group.
61 = Internal call in the same group.
(79 = Call pickup ISDN.)

PAGING

Lift handset.
Dial desired page code:
INTERNAL – Dial 70
EXTERNAL – Dial 75
ALL CALL – Dial 77.

PAGE ANSWER
(Internal/External)
Lift handset.
Dial 74.

CALL BACK REQUEST

SET
Receive call waiting tone, busy tone, or no answer:
Dial "#" key.
Listen for confirmation tone.
Replace handset.

Note: Call Back Request cannot be sent to single-line telephones.

ANSWER
Receive an LCD or LED indication:
Lift handset.
Depress "#" key.

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AUTOMATIC CALL BACK

SET
Receive call waiting tone or busy tone:
Dial 0.
Listen for confirmation tone.
Replace handset.
Station rings when called station is idle.
Lift handset, call is placed automatically.

TONE OVERRIDE SET

Receive call waiting tone:
Dial "*" key to send Tone Override.
Wait for station to answer.

Note: Tone Override cannot be sent to single-line telephones.

ANSWER
Receive Tone Override.
Depress Hold key; converse.

VOLUME CONTROL

To adjust handset receive volume with a call in progress:
Depress Volume Up/Down key.

MUTE CONTROL

To mute handset receive with a call in progress:
Depress Feature key.
Dial 2.

BACKGROUND MUSIC

SET/CANCEL
Depress Feature key.
Dial 93.
Depress Feature key.

DOOR PHONE CALLS

Receive door phone chime:
Lift handset and converse

OR

Dial access code
81 = Door Phone 1;
82 = Door Phone 2.

DOOR LOCK RELEASE
With door phone conversation in progress:
Depress Feature key.
Dial 6.

PROGRAMMING

SPEED DIAL
Depress Feature key.
Depress SPD key.
Dial desired Speed Dial Memory (00-19 for station, 20-99 for system).
Dial telephone number to be stored.
Depress Feature key.

Note: System Speed Dial must be programmed from extension 10 or 11.

DSS/SPEED DIAL
Depress Feature key.
Depress SPD key.
Depress desired Feature Access Button.
Dial 1 for direct station selection.

Dial extension number

OR

Dial 0 for Speed Dial.
Dial Speed Dial memory (00-99).
Depress Feature key.

FEATURES
Depress Feature key.
Depress SPD key.
Depress desired Feature Access Button.
Depress "#" key.
Dial Feature access code.
Depress Feature key.

Note: Unassigned line keys can be used as Feature Access Buttons.

SET DATE AND TIME

Depress Feature key.
Dial 9 and "#" key.
Use the dial pad to enter Hour and Minutes.

Depress Flash key to change AM/PM.
Depress Hold key to change to Date.
Depress Flash key to change Day of Week.
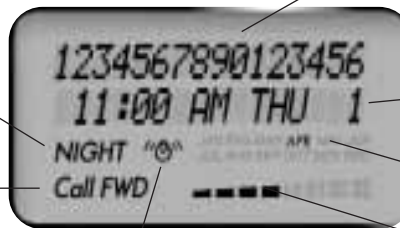Depress "#" key to move cursor to Date.
Enter Date using the Dial Pad.
Depress Flash key to change Month.
Depress "#" key to move cursor to Year.
Dial last 2 digits of Year.
Depress Feature key to save.

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Display Dialing Number (Max 16 digits)
The talking time will show when the Call Elapsed Call Timer is started. When the system recognizes the Caller ID information, the Calling Name and number (Max 16 digits) will appear. Your extension number will appear when the system is on and the telephone is idle (shifted to the right side).

Night Mode
When the system is set on Night Mode, this icon will appear.

Call Forward
When Call Forward – all calls is set, this icon will appear.

Timed Alarm
When the Timed Alarm is set, this icon will appear. When the Alarm is sent, this icon will flash until Timed Alarm is reset.

Time and Date

Month Code

Volume Level Indication
Receive volume for handset, speaker and ring.

Display readout:
```
1234567890123456
11:00 AM THU   1
NIGHT
Call FWD
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760408

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