

2-9451



**Four-Line Business  
Phone with Intercom  
Mini User's Guide**

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# SETUP

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## CLOCK SETUP

### PROGRAMMING THE HOUR FORMAT

The clock is capable of being set to a 12- or 24-hour format.

1. Press PROGRAM.
2. Press TIME SET.
3. Press 0 for 12-hour mode, or 1 for 24-hour mode.
4. Press # to confirm.

### SETTING THE TIME

1. Press TIME SET.
2. Enter the 4-digit time. For instance, in 12-hour mode, 9:00 a.m. would be 0900.

# TELEPHONE OPERATION

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## LINE STATUS INDICATOR LIGHTS

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<i>Indicator Light Is</i>	<i>It Means</i>
Off	Line not in use.
Red	Someone else is using the line.
Flashing red fast	Incoming call.
Green	You're using the line.
Flashing green	Line on hold.
Flashing red	Line on hold by other stations.
Flashing yellow	Incoming call transfer.

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# **BASIC OPERATION**

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## **MAKING OUTSIDE CALLS**

### **USING THE HANDSET**

1. Pick up the handset and the phone will select an open line.
2. Wait for a dial tone.
3. Dial a phone number.

### **USING THE SPEAKERPHONE**

1. Press the **SPEAKERPHONE** button and the phone will select an open line.
2. Wait for a dial tone.
3. Dial a phone number.

## **USING THE HEADSET**

1. Press the HEADSET button. The HEADSET indicator blinks.
2. Press the line you want.
3. Wait for a dial tone.
4. Dial a phone number.

## **RECEIVING INCOMING CALLS**

### **USING THE HANDSET**

- Pick up the handset. The line is automatically selected.

### **USING THE SPEAKERPHONE**

- Press the SPEAKERPHONE button. The speakerphone comes on automatically and selects a line.

### **USING THE HEADSET**

- Press the line button. If the headset mode is not on, you must first press HEADSET. The HEADSET indicator blinks.

## **SWITCHING BETWEEN USING THE SPEAKERPHONE, HANDSET, AND HEADSET**

To switch to the speakerphone, press **SPEAKERPHONE**. The speakerphone indicator will come on.

To switch to the handset, pick up the handset. The speakerphone or headset will go off.

To switch to the headset, press **HEADSET**. The headset indicator will come on.

## **TIMER**

During a phone conversation, a call will be timed. To review the call timer for all 4 lines, continue pressing the **TIMER** button.

## **DO NOT DISTURB**

This feature can be set at individual telephones to disable (silence) an incoming ring signal, intercom, or page.

1. While the phone is not in use, press **PRIVACY**.
2. To cancel, press **PRIVACY** again.

## **HOLD**

### **PLACING A CALL ON HOLD**

- Press **HOLD**. The indicator for the line on hold flashes green.

### **PICKING UP A CALL ON HOLD**

1. Lift the handset, or press **SPEAKERPHONE** or **HEADSET**.
2. Press the line on hold.

## **REDIAL**

1. Pick up the handset, or press **SPEAKERPHONE** or **HEADSET**.
2. The line is automatically selected.
3. Wait for a dial tone.
4. Press **REDIAL**.

## **REVIEWING THE REDIAL BUFFER**

1. Press **REVIEW**.
2. Press **REDIAL**.

## **AUTOMATIC BUSY REDIAL**

**BUSY REDIAL** automatically redials a busy number every 30 seconds (up to 10 times)

## **WHEN YOU RECEIVE A BUSY SIGNAL**

1. Hang up the phone.
2. Press **BUSY REDIAL**.

## **T**TRANSFER

### **T**RANSFERRING A CALL TO ANOTHER STATION

1. With the caller on the line, press TRANSFER.
2. Within 5 seconds of pressing TRANSFER, press the 2-digit station location button (01-16) or memory button where you wish to transfer the call. If the transferred call is not picked up for any reason, the line will be put on hold and the transfer will be cancelled.

### **R**ECEIVING A TRANSFER FROM ANOTHER STATION

- To answer the call, press that line button.

## **P**RVACY

While in use, a line can be secured so that no one else can listen to the conversation.

## **PROVIDING PRIVACY ON A CALL**

1. While on a line, press **PRIVACY**. The indicator will come on.
2. To cancel, press **PRIVACY** again or hang up.

## **VOLUME**

### **RINGER VOLUME**

1. While the phone is on the hook, press the **VOLUME** up or down button. The phone will ring with the current setting.

### **SPEAKERPHONE, HANDSET, AND HEADSET**

#### **VOLUME**

- While the phone is in use, press the **VOLUME** up or down buttons to the desired volume.

**NOTE:** The handset and headset volumes will return to the default settings after you hang up the phone.

## CONFERENCE

### ***To connect***

1. To place a call, press the line you want.
2. Press HOLD.
3. Place a call on another line.
4. Press CONFERENCE.

### ***To disconnect one of the parties***

Simply press the line of the person you want to continue talking to.

### ***To disconnect both parties***

Simply hang up the handset or press SPEAKERPHONE.

## **INTERCOM**

### **INTERCOMING A STATION**

1. Press INTERCOM. The indicator will turn green. (Pick up the handset if you want to use it instead.)
2. Press the 2-digit station number (01-16) or memory button you want.
3. To end the conversation, hang up or press INTERCOM.

### **OVERRIDING A STATION USING DO NOT DISTURB**

1. Press INTERCOM.
2. Press the memory location for the station you want to reach. If the station is in Do Not Disturb (DND), the display will read *DND* and the PRIVACY indicator will flash.
3. To override DND, press LOWER, then PRIVACY.

## RECEIVING AN INTERCOM

The INTERCOM indicator will flash red. Press INTERCOM. (Pick up the handset if you want to use it instead.)

## PAGING ALL STATIONS

1. Lift the handset.
2. Press PAGE and listen for the beep.
3. Talk into the handset. You will have 30 seconds paging in this mode.
4. When finished, hang up.

**NOTE:** If no page group number is assigned, all stations will be paged.

## PAGING A GROUP

1. Lift the handset.
2. Press LOWER.
3. Press PAGE.
4. Press the one digit (1-9) number for the group you want to page. Press 0 to page all stations.

5. Listen for the beep. The other stations in the specified group will automatically activate their speakphones and receive your page.
6. Talk into the handset. You will have 30 seconds paging in this mode. After 30 seconds, the page will be cancelled.
7. When finished, hang up.

#### **DISABLING OR ENABLING PAGE**

1. With the handset hung up, press STORE IN.
2. Press PAGE.
3. Press 0 for disable, 1 for enable.
4. Press # to confirm.

## **MEMORY**

Each of the 16 memory buttons has the capability of storing 2 separate telephone numbers (up to 30 digits each).

### **STORING A NUMBER**

1. Press the **STORE IN** button.
2. Enter the phone number you want to store using the keypad digits.
3. Press **STORE IN** again.
4. Press the memory location button (1-16) where you want to store the number. If you want to store it in lower memory, press the **LOWER** button. Press the memory location button where you want to store the number.

5. To cancel the storing procedure at any time, press **STORE IN**. If the indicator is blinking, press it once. If it is continuously lit, press it twice.

### **CHANGING A STORED NUMBER**

If you want to change the stored number, simply enter the new number over the old number using the previous memory storing procedure.

### **STORING A CHAIN OF NUMBERS**

You can link together a dialing sequence of phone numbers in separate memory locations by combining them in a single memory location.

## ***For example***

<b><i>Location</i></b>	<b><i>Memory</i></b>
Local access number of long distance company	6
Authorization code (ID)	7
Where entire sequence is to be stored, including long distance phone number	8

## ***Storing***

1. Press STORE IN.
2. Press memory location 6.
3. Press PAUSE.
4. Press memory location 7.
5. Press PAUSE.

6. Enter long distance number.
7. Press STORE IN.
8. Press location 8, where the entire location is to be stored.

### **STORING THE LAST NUMBER DIALED**

You can quickly and easily store into memory the last number dialed by pressing the redial button. Follow steps #1-7 of "Storing a Number ", but press REDIAL instead of entering the number through the keypad.

## DIALING A STORED NUMBER

1. Pick up the handset, press **SPEAKERPHONE**, or press **HEADSET**.
2. Press the line you want.
3. Wait for a dial tone.
4. Press the memory button of the person you want to call. If the number is stored in lower memory, press the **LOWER** button first.

## CHAIN DIALING

This process allows you to dial a succession of stored numbers from separate memory locations.

### ***Using***

1. Press the line you want.
2. Press memory location 6.
3. Press memory location 7.
4. Press memory location 8.

## **REVIEWING A NUMBER STORED IN A MEMORY LOCATION**

1. Press REVIEW.
2. Press the memory location you want to review.

## **STORING A MEMO**

With this feature, you are able to temporarily store a number into memory (up to 30 digits), even while you are on the phone.

1. Press MEMO.
2. Enter the phone number you want to store using the keypad digits.
3. Press MEMO to exit.

## **REVIEWING A MEMO**

1. Press REVIEW.
2. Press MEMO.

## **STORING A MEMO INTO A PERMANENT MEMORY LOCATION**

1. Press STORE IN.
2. Press MEMO.
3. Press STORE IN.
4. Press the memory location key where you want to store the memo.

## **DATA PORT**

This phone is equipped with a DATA PORT jack for you to connect an auxiliary phone device, such as a fax machine, computer modem, answering machine, or even a cordless phone.

The DATA PORT switch on the back of the phone controls the Data Port function by enabling you to choose the line that the DATA PORT uses, either line 1, line 2, line 3, or line 4.

## **SPECIAL FEATURES**

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### **ADJUSTING THE RINGERS**

The ringers for all 4 of the lines can be set independent of one another.

1. Press STORE IN.
2. Press the desired line button.
3. Press 0-4 for different ringer sounds (0 disables).
4. Press # to confirm.

### **ADJUSTING THE CONTRAST OF THE DISPLAY**

1. Press STORE IN.
2. Press VOLUME up to increase the contrast, VOLUME down to decrease.
3. Press # to confirm.

## **SETTING THE PRIORITY LINE**

A priority line allows you to select one of the 4 lines to have precedence over the other 3 lines.

1. Press STORE IN.
2. Press LOWER.
3. Press any line button to enter Priority Line mode.
4. Press the line button you want to have priority.
5. Press # to confirm.

## **PROGRAMMING THE PAUSE DURATION**

1. Press PROGRAM.
2. Press PAUSE.
3. Press the amount for the duration (0-9); i.e. 1=100ms, 9=900ms. The default is 0 for automatic dial tone detect.
4. Press # to confirm.

## **PROGRAMMING THE FLASH DURATION**

1. Press PROGRAM.
2. Press FLASH.
3. Press the amount for the duration (1-9); i.e. 1=100ms, 9=900ms. The default is 6.
4. Press # to confirm.

## **PROGRAMMING THE EXTENSION NUMBER**

The line 3 and line 4 extension numbers are used for some of the advanced functions utilized by the system.

1. Press PROGRAM.
2. Press the line you want to set.
3. Enter the 4-digit extension number (0-9 for each digit).
4. Press # to confirm.

## **PROGRAMMING A PAGE GROUP**

Your station can be assigned to one of a total of 9 groups for the paging functions. Each station in a page group must be programmed as follows:

1. Press PROGRAM.
2. Press PAGE.
3. Press the page group number (0-9) you want to assign to your station.
4. Press # to confirm.

**NOTE:** The default is 0 for no page group assignment.

## **PROGRAMMING THE PULSE/TONE MODE**

1. Press PROGRAM.
2. Press the asterisk (\*) key.
3. Press 0 for tone, 1 for pulse.
4. Press # to confirm.

## **ADJUSTING DO NOT DISTURB**

The length of time before the Do Not Disturb feature is cancelled can be adjusted from 1 to 9 hours, or unlimited.

1. Press STORE IN.
2. Press PRIVACY.
3. Press the keypad digit (1-9) for the desired length of time, or 0 for unlimited.
4. Press # to confirm.

## **ADJUSTING THE AUTOMATIC BUSY REDIAL TIME INTERVAL**

The busy redial default for the time between call attempts is set for 30 seconds but can be adjusted in 10 second increments between 0 and 90 seconds.

1. Press PROGRAM.
2. Press BUSY REDIAL.
3. Press the keypad digit 0-9 to set the desired length of time corresponding to 0-90 seconds.
4. Press # to confirm.

## **ADJUSTING THE WAIT FOR BUSY TONE DETECT**

The time the phone waits until it receives a busy tone can also be adjusted.

1. Press PROGRAM.
2. Press LOWER.
3. Press BUSY REDIAL.
4. Press the keypad digit 0-5 to set the desired length of time corresponding to 0.5-5.5 seconds.
5. Press # to confirm.

## **SETTING AUTO INTERCOM**

The phone can be set to automatically answer in the speakerphone mode when being intercommed.

1. Press PROGRAM.
2. Press LOWER.
3. Press INTERCOM.
4. Press the digit for the desired default mode. Press 1 for automatic intercom operation during intercom, or 0 for manual intercom operation.
5. Press # to confirm.

## CHANGING A STATION ADDRESS

1. Press PROGRAM.
2. Press INTERCOM.
3. Press the new 2-digit station address (01-16) or memory location button you want.
4. Press # to confirm. The indicator will blink red while the phone checks the new station location. If it is already assigned, you will hear an error tone. You must then select another one. The INTERCOM indicator will turn off.

 **THOMSON CONSUMER ELECTRONICS**

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