Toshiba CIX Telephone End User Training Reference

Legend

A. Status LED (message and ringing)   B. LCD Display
C. Softkeys   D. Programmable Feature Buttons
E. Message Waiting LED Button   F. Microphone LED Button
G. Speaker LED Button   H. Volume
 I. Hold Button   J. Microphone
K. Tilt stand

LCD

9-Line LCD Display

The LCD on the 9-Line LCD telephone (shown below) in idle state shows:

Top to Bottom

Line 1 or the top line of the LCD will display your user name (if programmed) and your extension number.

Line 2 will show the Date and time.

Line 3 will show information related to your telephone set: VM New/Saved messages, Call Forward, or if a certain feature is enabled on your telephone set.
A plus sign + on the LCD indicates there is more data to display. Press **NEXT** to advance through the information.

Lines 4~8 will indicate Programmable Feature Button labels.

Line 9 will display the Soft Keys

Shift Button
toggles between Programmable Feature Buttons 1~10 and 11~20.

Navigation Button -

Blue Button – toggles in-between call processing screen and HTML browser or programming.

Fixed Keys

SPKR   For HANDSFREE operation you can switch from your handset to speakerphone by pressing this button and placing your handset in the cradle. To revert back to handset mode, pick up your handset.

MIC   Key used on speakerphone calls to mute when the MIC key is not lit. Also used simultaneously with VOL keys to adjust LCD contrast.

HOLD   HOLD is used to place a call on hold at your phone. By pressing HOLD key twice, a call is on exclusive hold and can be picked up at your phone only. Line flashes fast.

CONF/TRN   CONF/TRN is used to transfer calls to another station by pressing key and dialing another ext and hanging up. Also used in conference by pressing key dial 9 plus phone number (for OS lines) and by pressing key again to join all parties. This can be repeated for up to 6 OS and 2 internal parties.

REDIAL   Redials last dialed number.

SPEED DIAL   Can have up to 100 per station. Assign in increments of 10.

VOLUME UP/DOWN KEY

1. While the phone is idle, pressing volume up or volume down changes the **RING VOLUME**.

2. By pressing the speaker key followed by volume up or down, this will change the **VOLUME OF SPEAKERPHONE** calls, intercom paging, and background music.

3. While on a call using your **HANDSET** you can adjust the volume. This volume level will return to the middle setting on each handset call.

4. You can adjust **KEY BEEP** volume on phones by dialing #6101 and using the volume keys.

5. **SPEAKERPHONE MIC SENSITIVITY** can be adjusted by pressing 3+6+9+hold simultaneously. Then press 0. Press your 3RD flexible key to the ON position to lower sensitivity, then press the HOLD key to save.

6. **DISPLAY CONTRAST** adjustments use the MIC key pressed with the volume up and down to change.

7. If your station stores **CALLER ID**, volume keys will scroll your display through recent calls. (The display soft key labeled page when pressed will display date, time and action.)

⬛ ☑ **MSG KEY** This is an indicator of a message left in voicemail. Pressing the key will dial into your voicemail box and prompt you for your security code. After you have finished listening to your new messages and saved or deleted them, the light will automatically shut off. Station to station messaging can also be used by dialing the ext number and pressing the MSG key, the digit 7, or the key labeled MSG in your displays soft keys. The light can be turned off manually by pressing your DN or INTERCOM button and dialing #409.

LCD CONTROL BUTTONS/SOFT KEYS

SK1-SK4 These keys may be labeled as MODE, PAGE, SCROLL, and FEATURE. When soft key prompts appear on your LCD screen you can press the soft key directly below that feature description to activate. There are features such as ABR (Automatic Busy Redial) that on an outbound call, if a busy signal is detected; this key can be pressed to automatically redial the number after a programmed time.

SK1- MODE This is used as a soft key.

SK2-PAGE This changes your display to show call forward status or user name.

SK3-SCROLL This key will advance phone through any active information.

SK4-FEATURE This key is used as a soft key.

[DN]	Represents any Directory Number button, also known as an extension or intercom number. Telephones can have multiple extensions. Incoming calls ring extensions bottom to top.
[PDN]	Represents any Primary Directory Number button (the extension number for the telephone).
[SDN]	Represents any Secondary appearance of a PDN. A PDN which appears on another telephone is considered an SDN.
[PhDN]	Represents any Phantom Directory Number button (an additional DN).

Commonly used flexible button features.

ABR   Auto Busy Redial. Once encountering a busy signal, press this key to enable the system to redial the busy destination at regular intervals. The manual code to set is CNF/TRN#441. (to cancel is #442)

ACB   Auto Call Back.   Once encountering a busy station in your system, press this key to have the system monitor that stations busy status. Once that station returns to an idle state, your station is notified and the internal call is connected. The manual code to set this feature is the number 4. (to cancel #431)

CALL FORWARD

There are two types of Call Forwarding that you can set. One is **System Call Forward** (set in system Programming) which automatically directs calls to a predefined location, such as Voice Mail. The other type is **Station Call Forwarding**. You can use Station Call Forwarding to replace your System CF destination with a custom CF setting made from your station.

> **System Call Forward** directs calls to a destination preset by an Administrator for each telephone, commonly set to voice mail.
>
> - To turn on System Call Forward for your telephone, press #620. Confirmation tone (three short tones) and "DATA PROGRAMMED" indicate the data is set.
> - To turn off System Call Forward for your telephone, press #621. Confirmation tone (three short tones) and "DATA PROGRAMMED" indicate the data is set.
>
> **Station Call Forward** enables you to assign Call Forward destinations for each extension on your telephone that will override the telephone's System CF settings. Each extension can be independently set Station Call Forward to a unique destination.
>
> The following calls to your station can be forwarded:
> - Internal calls
> - Auto Attendant calls
> - Outside lines that ring only your station
> - Transferred internal or incoming line calls

Call Forward Settings

Call Forward All Calls	Forwards all calls immediately.
Call Forward Busy/Do Not Disturb	Forwards calls immediately when your extension is busy or in Do Not Disturb (DND) mode.
Call Forward - No Answer	Forwards all calls to your station whenever you do not answer the call within a designated time (set by you when you enable the feature).
Call Forward Busy/Do Not Disturb/No Answer	Forwards all calls to your station whenever you are busy, in the DND mode, or after ringing and you do not answer the call within a designated time (set by you when you enable the feature).
Call Forward Cancel	Cancels the set Call Forward feature. Notice that each category of Call Forward has a different code for canceling.

Call Forward Any Call - Internal and Incoming Line Calls

Forwards any call, whether an internal call or incoming line call.

> All Calls to an extension.
> - Press ext. button + #6011 (tone) + dial the dest. ext. no. (tone)
>
> All Calls to outside telephone no. Busy to an ext.
> - Press ext. button + #6021 (tone) + dial the dest. ext. no. (tone) telephone no.
> - Press ext. button + #6031 (tone) + dial the dest. ext. no. + timer (08~60) (tone)
>
> Busy No Answer to an ext.
> - Press ext. button + #6041 + dial the dest. ext. no. # (tone) + timer (08~60) (tone)
> - Cancel Press ext. button + #6051 (tone)

DSS

This optional feature enables you to use a DSS button to connect directly to another station's line extension. The DSS LED shows the status (idle/busy) of the station and/or the station's primary extension. For example, a station's DSS button LED shows busy (light steady red) when the station is:

- busy on a call on any button
- idle but all appearances of the station's extension are in use by other stations.

When the station is in DND, the LED flashes red. To connect directly to another station's extension:

- When connected to a line or another station, press DSS. The original party is put on-hold. You can call a station even if the DSS LED shows busy (steady red).
- Announce the call...or transfer the call by hanging up or pressing Release. Note you can transfer the call to an idle or busy station.

PARK

The Call Park feature enables you to hold a call temporarily in a location other than your telephone. These areas are called orbits. You or another telephone user can retrieve a parked call from its orbit by specifying the orbit number. You can specify one of 20 General Park Orbits (7000~7019) or a valid extension number within the system. Once you have parked a call in an orbit, you can:

- Hang up and retrieve the parked call at a later time
- Originate another call
- Access a voice paging device to announce the parked call for pickup from another station

If you park a call and it is not retrieved, it will recall to the parking station and one of the following occurs:

- If your station is idle when the system Call Park recall timer expires, the parked call automatically recalls to your station.
- If your station is busy, the parked call camps on. If you have an LCD telephone, you can let the system automatically select an available orbit number which displays on your LCD.

Advanced Operation

Call Park Orbits park a call
1. While on a call, press Park in Orbit or Cnf/Trn + #33. The LED flashes green (consultation-hold). If you were on an extension during the call, and you have line button on your telephone, the line LED will flash until the call is picked up (depending on programming).

2. Specify the Park Orbit using one of the following:
   - Press * and the system automatically selects a General Park Orbit between 7000~7019. The chosen orbit appears on the LCD.
   - Enter a valid extension.
   - Press # and the system automatically selects your extension as the orbit.

3. Hang up. The caller's extension or line number and the orbit number are shown. If the parked call is not retrieved within a specified time, the call rings back to your telephone. When a parked call recalls your telephone, the LCD shows the line or extension that is recalling and the orbit number. To retrieve a parked call:
   - Press Park in Orbit...or press your extension button + #32.
   - Enter the Orbit Number where the call is parked or # for the extension from which you are calling. You cannot use * to retrieve a parked call. The extension LED flashes at the in-use rate when the call is retrieved.

PAGE

All Call Page
You can make an All Call Page to telephones assigned to the "All Call Page Group." Stations are assigned to the "All Call Page Group" in system programming.

To make an All Call Page
1. With the handset off-hook, press All Call Page...or dial #30. This pages all telephones in the All Call Page Group but, depending on system programming, you may or may not page external speakers.
2. Make your announcement then hang up.

PICKUP

Call Pickup

You can pick up a call that is ringing another station's extension, a call placed on hold at another station and other types of calls. When you pick up an internal call, the calling station and the called station displays on your LCD.

Group Pickup

Stations can be assigned in system programming to Pickup Groups. As many as 32 groups can be created to enable you to easily pick up incoming (new or transferred) or internal calls that are ringing stations that are in your group or in other groups. This feature does not pick up held calls.

Ringing, Page or Held Call Pickup

This feature picks up ringing or held calls, including Group Page and All Call Page calls. If these types of calls occur at the same time, the pickup priority is station-to station and then Page calls in the order of occurrence. In some systems, this feature can be applied to pick up All Call Page exclusively.

To perform Call Pickup for Ringing Calls To Pick Up:
- Press Ext. Button, then dial the access sequence below:

Directed DN

- A call ringing or held at the Extension Number. #5#6 + Ext. No.
- A call Ringing, held or parked at the Ext. No. #5#29 + Ext. No.
- Group A call ringing a member of your pickup group. #5#34

Directed Ext.
- A call ringing on any line of this Primary Ext. No. #5#5 + Primary Ext. No.

Directed Group
- A call ringing an extension in this Pickup Group. #5#32 + Group No.

Ext. No.
- A call ringing this Ext. No. only. Other lines ringing on the same phone are unaffected. #5#22 + Ext. No.

Outside Calls
- Any incoming outside line call. #5#9

VMT

The system enables you to transfer a call directly to a voice mailbox without first ringing that person's telephone. To transfer a call directly to Voice Mail (VM)

1. While on a call, press Cnf/Trn. You hear feature dial tone.
2. Enter #407. You hear entry tone.
3. Enter the VM mailbox number (usually the same as the extension number), then press #. The call transfers immediately and your extension becomes idle.

DND

If your station is in Do Not Disturb (DND) mode, internal, external and transferred calls do not ring your station and Off-hook Call Announce calls are denied. You can continue to make calls while in the DND mode. When originating a call in DND mode, you will hear a short burst of interrupted dial tone followed by continuous dial tone. You can start dialing at any time during either tone.

If you put your Primary extension into DND mode, all calls to that telephone are rejected. If your extension is set for Call Forward-Busy or Call Forward-Busy/No Answer, the call is redirected to the forwarding destination immediately.

If you put an extension other than the Primary extension into DND, only calls to that extension on your telephone will be blocked. Appearances of that extension on other telephones continue to ring.
- To activate DND on your Primary extension
- Press Do Not Disturb or #6091 (hear Success Tone). The LED lights steady red and DND mode is activated for the entire station.
- To deactivate DND
- Press Do Not Disturb or #6092 (hear Success Tone). The LED lights goes out and DND mode is de-activated.

CLID

Incoming calls with Caller ID information can be optionally recorded into a rolling list for the station where the call is ringing. The call is placed in the list along with the number, name (if provided), time and date of the call, and status of the call (answered, abandoned, or redirected). You can access this list from an LCD telephone with a flexible Caller ID button.
- To view Call History
- When your station is idle, press the Caller ID button. The Caller ID LED lights green and the latest record displays.

RECORD

While on an active call, a station user can record the conversation and store it in a Stratagy voice mailbox. Recordings can also be paused or restarted. Depending upon the options selected by your System Administrator, you are given either a manual method of recording that allows you to designate the mailbox where the recording will be sent or an auto method that automatically sends the recording to a predefined mailbox that is assigned to the phone you are using. This may be your personal mailbox.

Note: Ask your System Administrator which method to use when recording a call. This feature requires the presence of a Record and a PS/RES (Pause/Resume) button on your telephone. Feature codes are not available. Important! *Stratagy ES mailboxes have a definable time limit on the length of a message can be. If you plan on making lengthy recordings, see your System Administrator so your message recording time can be properly defined.*

To record a call
1. With a call in progress, press Record. If you are using the *auto method*, the Record LED flashes rapidly and there is approximately a one second interval (in extreme busy conditions, up to five seconds) before the recording starts and the Record LED changes to the in-use interval flash rate. You are now recording. Continue to Step 3.or if you are using the *manual method*, the Record LED flashes green rapidly. Continue to Step 2.
2. (Manual method only) If you want to record the call to the predefined mailbox associated with the phone you are using, press #. The Record LED flashes rapidly and there is approximately a one second interval (in extreme busy conditions, up to five seconds) before the recording starts and the Record LED changes to the in-use interval flash rate. You are now recording. Or if you want to record this call to another mailbox, enter the mailbox number (usually the extension number). Finish by pressing #. The Record LED flashes rapidly and there is approximately a one second interval (in extreme busy conditions, up to five seconds) before the recording starts and the Record LED changes to the in-use interval flash rate. You are now recording.
3. To stop recording, press Record. The LED turns off and the recording stops. To resume recording at this point, you need to begin a new recording, see Step 1 Notes.

The following notes apply to telephone systems that are networked. For instance, if your company is so large that some departments are connected to one system (node) and others are on another (either in the same building or in another city), the telephones on the other node are considered "remote" stations.
-   When a station that started voice recording puts a line on hold (consultation-hold or line-hold), voice recording stops and cannot be resumed.

- When a local Attendant "splits" two callers that were conferenced, voice recording stops. When a remote Attendant "splits" two callers, voice recording is unaffected.
- If a recorded call is put on Line hold, voice recording stops when that held call is picked up by another station. When the held call is in a different node, voice recording is unaffected when the held call is picked up.
- ACD or Attendant call monitoring cannot be used if voice recording is taking place. Conversely, if ACD or Attendant call monitoring is taking place, you cannot use voice recording.

Pause/Resume Recording

You can pause the recording while continuing the conversation by pressing PS/RES. The PS/RES LED flashes red. Your conversation is no longer being recorded. To resume recording as part of the same message, press the PS/RES button again. You can pause and resume indefinitely throughout the conversation. The only limit may be a message length imposed by the voice mail system.

SPEED DIAL

Storing a System/Station Speed Dial Number

1. Dial #66. The display shows "SPEED DIAL" and you hear Entry Tone.
2. Dial the Station Speed Dial number (100~199) or System Speed Dial number (200~999). The LCD shows your digits and you hear Entry Tone.
3. Dial the telephone number to be stored + #. Include any required access and area codes. The LCD shows "SPEED DIAL" + the Speed Dial Number + destination + #. You hear Success Tone.
4. Release the telephone. To enter another number, repeat the process, starting with Step 1. Refer to Table 6 below.

Example: To store a Station Speed Dial number on Index 100, dial #66 + 100 + 97432130 + #.

Feature Access Code Sequences Speed Dial (Storing a SD number)
1. Stations must be assigned/enabled Speed Dial capabilities in system programming by an Administrator
2. Station SD   #66 + nnn + Phone No.2 + # nnn = 100~199 SD bin numbers
3. System SD #66 + nnn + Phone No.2 + # nnn = 200~999 SD bin numbers

Handset Adjustment

To adjust the Handset Transmit Level for DP5000-series telephones

1. Press **3+6+9+Hold** (simultaneously).
2. Press **Redial**.
3. Set the level using FB1, FB2 and FB3.
   For Single Line Telephone, use 1,2,3 and Msg. See table below.

Handset Transmit Level		FB1	FB2	FB3
Transmit Level	SLT	Press 1 and Msg	Press 2 and Msg	Press 3 and Msg
Max. (louder)		ON	ON	ON
		OFF	ON	ON
		ON	OFF	ON
Default		OFF	OFF	ON
		ON	ON	OFF
		OFF	ON	OFF
		ON	OFF	OFF
Min. (softer)		OFF	OFF	OFF

4. Press **Hold** to set the option.
5. Go Off-hook, then on-hook to exit the program mode.

To adjust the Handset or Headset Receiver Level for DP5000-series telephones

1. Press **3+6+9+Hold** (simultaneously).
2. Press **Redial**.
3. Set the level using the buttons shown in the table below.

Handset / Headset Receiver Level		FB4	FB5	FB6
Transmit Level	9-Line LCD	FB4	FB11	FB12
	SLT	Press 1 and Msg	Press 2 and Msg	Press 3 and Msg
Max. (louder)		ON	ON	ON
		OFF	ON	ON
		ON	OFF	ON
Default		OFF	OFF	ON
		ON	ON	OFF
		OFF	ON	OFF
		ON	OFF	OFF
Min. (softer)		OFF	OFF	OFF

4. Press **Hold** to set the option.
5. Go Off-hook, then on-hook to exit the program mode.

Feature Access Codes

Feature	Feature Access Code Sequences[1]
Account Code (while on a call)	**Cnf/Trn** + **#46**, dial account code digits
Attendant Console	Ext. button + **0**
Automatic Busy Redial - On	**Cnf/Trn** + **#441**, hang up
Automatic Busy Redial - Off	Ext. button + **#442**
Automatic Callback (while on a call)	**4** when you hear busy tone
Automatic Callback Cancel	Ext. button + **#431**
Background Music	
Telephone Speaker On	Ext. button + **#490** + music source no. (1~15) + **#**
Telephone Speaker Off	Ext. button + **#491** + **Spkr**
External Speaker On	Ext. button + **#492** + music source no. (1~15) + **#**
External Speaker Off	Ext. button + **#493** + **Spkr**
Call Forward - See Table 15 on page 107.	
Call Park	
Activate (while on a call)	**Cnf/Trn** + **#33** + Orbit Number (**7000~7019**) or an Ext. No.
Retrieve (while on a call)	Ext. button + **#32** + Orbit Number (**7000~7019**) or an Ext. No.
Call Pickup	
Directed DN pickup of ringing or held calls.	Ext. button + **#5#6** + Ext. No
Directed DN pickup of ringing, held or parked calls.	Ext. button + **#5#29** + Ext. No. to be picked up
Incoming - Group Pickup	Ext. button + **#5#34** + Group Number to be picked up
Incoming - Directed Extension Pickup	Ext. button + **#5#5** + Primary Ext. No to be picked up
Incoming - Directed Group Pickup	Ext. button + **#5#32** + Group Number to be picked up
Incoming - Directed Extension Pickup	Ext. button + **#5#22** + Ext. Number
All Call Page, Group Page and/or External Page Pickup of page	Ext. button + **#5#36** + Page Zone No. (01~08)
	#5#5 + Ext. No. of another phone being paged.

Feature	Feature Access Code Sequences[1]
Call Pickup for calls on Hold	
Local Pickup (call held on this phone)	Ext. button + **#5#71**
Remote Pickup (pickup another extension)	Ext. button + **#5#72** + Primary Ext. No.
Pickup an Outside Line on Hold	Ext. button + **#5#73** + Outside Line on hold (001~128)
Pickup a an on Hold	Ext. button + **#5#74** + Ext. No. on hold
Conferencing - Three Way	**#494**
Dialing Special Characters from a Rotary Phone	
Simulate Dialing *****	Dial **441**
Simulate Dialing **#**	Dial **440**
DISA Security Code - Change	Ext. button + **#658** + old Security Code (1~15 digits) + **#** + new Security Code (1~15 digits) + **#**
Distinctive Ringing - See "Ring Tones" on page 15.	
Do Not Disturb	
Local - On	Ext. button + **#6091**
Local - Off	Ext. button + **#6092**
Remote - On	Ext. button + **#6191** + ext. no. of the phone where DND will be set + Pass Code Number + **#**
Remote - Off	Ext. button + **#6192** + ext. no. of the phone where DND will be set + Pass Code Number + **#**
Door Lock Control	Ext. button + **#12** + Door Lock Number
Door Phone Calling	Ext. button + **#15** + Door Phone No. (01~24, depending on system size)
Emergency Call	Ext. button + **#911**
Flash - Short	Ext. button + **#450**
Flash - Long	Ext. button + **#451**
LCD Language (Change)	Ext. button + **#495** + Language No.
LCR (Outgoing Call)	Ext. button + **9**
Message Waiting (MW)	
Manually turn off MW LED	Ext. button + **#409**
Retrieve a received MW	Ext. button + **#408**

Feature	Feature Access Code Sequences[1]
Activate MW at another Station without Ringing	**#63** + Ext. no. (where you want to light the MW LED)
Cancel MW at another Station without Ringing	**#64** + Ext. no. (where you want to turn off the MW LED)
Messaging - Advisory	
Advisory Message - Activation	Ext. or Phantom Ext. button + **#411** + Message No. (see table in "Advisory Messages" on page 30). Hang up.
Advisory Message - Cancellation	Ext. or Phantom Ext. button + **#412**. Hang up.
Network Access Code (Private Network)	**8** + Private Network No.
Night Ring Answer	Ext. button + **#5#39**
Off-hook Call Announce or Busy Override	Voice First: **2**; Tone First: **1**, **21**, **12**, or **5**, depending on programming for your phone.
Override	
Busy, Do Not Disturb	After reaching a busy or DND station, press **2**.
Executive	After reaching a busy station, press **3**
Paging	
Page All Groups	Ext. button + **#30**
Page Individual Groups	Ext. button + **#31** + Page Zone No. (01~08)
Emergency Page - Individual Group	Ext. button + **#38** + Group Number
Emergency Page - All Groups	Ext. button + **#37**
Answer for External Group Page	Ext. button + **#5#36** + Page Zone No. (01~08)
Repeat Last Number Dialed	Ext. button + **∗0**

Feature	Feature Access Code Sequences[1]
Speed Dial (Storing an SD number)	
Station[2]	**#66** + **nnn** + Phone No.[3] + **#** nnn = 100~199 SD bin numbers
System[2]	**#66** + **nnn** + Phone No.[3] + **#** nnn = 200~999 SD bin numbers
Speed Dial (Dialing a stored SD number)	
Station[2]	**Spdial**[4] + **nnn** nnn = 100~199 Station SD bin numbers
System[2]	**Spdial**[4] + **nnn** nnn = 200~999 System SD bin numbers
Start Application	**#18**
Travelling Class Override	
Enter Code	**#471**, then dial number (enter LCR code if required)
Change Code	**#69** + Index Number + old Code + **#** + new Code + **#**
Uniform Call Distribution	
Login from Agent Station	**#6061**
Logout from Agent Station	**#6062**
Login to Agent Station—another Station	**#6161**
Logout to Agent Station–another Station	**#6162**
User Programming Mode	**#9876**
Voice Mail (VM)	
Direct Transfer to Voice Mail	While on a call, press **Cnf/Trn** + **#407**. Dial VM mailbox number (usually Ext. Number) + **#**.
Volume Control - Beep	With handset on-hook, press **#6101**. Press **Vol** ▲ or ▼.
Volume Control - Ringing	With handset on-hook, press **#6102**. Press **Vol** ▲ or ▼.

Feature Button Codes

Feature	Code
Account Code	660
Automatic Busy Redial - On	150
Automatic Callback	160
Background Music	530
Call Forward - Any Calls	
All Call	340
Busy	350
No Answer	360
Busy No Answer	370
Call Forward - External (Outside) Calls	
All Call	380
Busy	390
No Answer	400
Busy No Answer	420
Call Park Orbit	170
Call Pickup	
Incoming - Group Pickup	430
Incoming - Directed Extension Pickup	440
Incoming - Directed Group Pickup	450
Incoming - Directed Extension Pickup	460
On hold - Local Retrieve	490
On hold - Remote Retrieve	500
On hold - Outside Line Retrieve	480
On hold - Directed Extension Retrieve	510
On hold and Incoming	520
Incoming - Any External Call	470

Feature	Code
Caller ID	580
Cancel	290
Do Not Disturb (On/Off)	180
Door Lock Cancel	540
DSS Button	610
Flash - Short	200
Flash - Long	210
Microphone Cut-off	840
One Touch Button	570
Paging	
Page All Groups	220
Page Individual Groups	230
Emerg. Page - Individ. Group	250
Emerg. Page - All Groups	240
Answer Page - All Groups	590
Phantom Extension Message Waiting	560
Privacy	320
Privacy Release	330
Night Transfer	600
Record to VM	630
Pause/Resume recording	640
Release Button	270
Release/Answer	280
Split	860
Speed Dial	260
User Programming Mode	650

Date and Time Setting

This operation is possible from the Administrator station or attendant consoles and enables you to set the date, time, and day.

➤ **To set the date**

1. With the handset on-hook, press a DN + the access code assigned in eManager.

    A confirmation tone is heard.
2. Enter the date (YYMMDD).
3. Press **#** button.

    A confirmation tone is heard.
4. Press **Spkr**.

    The telephone returns to the idle mode.

➤ **To set the time**

1. Press DN + the access code assigned in eManager, with the handset on-hook.

    A confirmation tone is heard.
2. Enter the time (HHMMSS) in the 24-hour clock format.

Note H=hour, M=minute and S=seconds. Use leading zeros: 060530 = 6:05AM and 30 seconds; 143045 = 2:30PM and 45 seconds.

3. Press **#** button.

    You hear a confirmation tone.
4. Press **Spkr**.

    The telephone returns to the idle mode.

Administrator Mode

To access Administrator Mode, your station must be enabled for administrative access.

If Mode soft key is not available when telephone is idle, the telephone set does not have Administrative access.

➤ **To enter Administrator Mode**

1. Press **Mode** soft key.

2. Press **ADMN** soft key. The "Password" prompt appears.
   Enter the password (0000 – default).

3. Press **Hold**.

Follow the steps below to perform the following Administrator functions in Administrator Mode.

Phone Name

1. Enter Administrator Mode

2. Press **Hold**.

3. Enter the DN ID number. This is the extension number (PDN) of the telephone.

4. Enter the Phone Name that corresponds with that DN ID.

5. Press **Hold** to register the name and move on to the next Phone name entry.

6. Press **RTRN** softkey.

7. Repeat steps 1~4 to program additional names.

Door Name

Door Phone should be setup and programmed within the Strata CIX before a Door Name can be assigned.

1. Enter Administrator Mode.
2. Press **Next**, display shows Door Name
3. Press **Hold**, display shows Door Phone Number.
4. Enter the Door Phone number (01~24).
5. Enter the Door Phone name
6. Press **Hold** to save the name.
7. Repeat steps 4~6 to enter another Door Phone name.

System SD/Name

1. Enter Administrator Mode.
2. Press **Next** twice until display show System SD/Name.
3. Press **Hold**, display shows IDX
4. Enter three digit Speed Dial Index (000~799).
5. Enter the Speed Dial name/label.
6. Press **Hold** to save your changes
7. Repeat steps 4~6 to label additional Speed Dials.

Station SD/ Name

1. Enter Administrator Mode.
2. Press **Next** three times, display will show Station SD/Name
3. Press **Hold**, display shows DN ID
4. Enter the DN number of the station whose speed dial you wish to label, display will show DN XXXX IDX
5. Enter the two digit Speed Dial number you wish to program, display shows DN XXXX IDX 01
6. Enter the name/label of this Station Speed Dial.
7. Press **Hold** to save your changes.
8. To label additional Speed Dials for this extension, repeat steps 5~7.
9. To label Speed Dials for another extension, press **Rtrn**, display will show DN ID and repeat steps 4~7.

CO Line Name

1. Enter Administrator Mode
2. Press **Next** four times, display will show CO Line Name.
3. Press **Hold**, display will show CO Line.
4. Enter the CO line number whose name you wish to change (001~264), if you enter 001 display will show CO Line 001
5. Enter the name/label for the CO Line
6. Press **Hold** to save your changes.
7. Repeat steps 4~6 to change addition CO Line names.

Speed Dial Number and Name Programming

1. Enter user programming mode by dialing #9876
2. Press **Spdial** key
3. Enter speed dial number personal 100-199, system 200-999
4. Enter speed dial number (9-1-800-555-1212)
5. Press speaker key to set names
6. Enter name entry
7. Press **Spdial** key to store

For questions or to set up a service call please call 309-743-2130 or email info@hughesnt.com.

User guides and video training resources are also available on our website
http://www.hughesnt.com