Conference (3-party)

During a 2-party conversation, you can add a third party to make a 3-party conference. The maximum number of extensions and exchange lines in a conference can be changed by System Programming.

Establishing a conference

PT

During a 2-party conversation

CONF	phone no.		CONF	
Press CONF.	Enter the phone number of the third party.	Talk to the third party.	Press CONF.	Confirmation tone (optional)

A 3-party conference is now established.

- The CONF indicator light turns steady red.
- The corresponding line ley or INTERCOM indicator light turns green.

- You must dial the line access code (9, 0 or 81 through 86) as the first digit when calling an external party.

- The current party is placed on hold.
- The CONF indicator light flashes red slowly.

SLT

During a 2-party conversation

R	phone no.		R	3	
Press Recall.	Enter the phone number of the third party.	Talk to the third party.	Press Recall.	Dial 3.	Confirmation tone (optional)

A 3-party conference is now established.

- You must dial the line access code (9, 0 or 81 through 86) as the first digit when calling an external party.

- The other party is placed on hold.

Advanced Operations

To leave the conference

Any telephone

Hang up or press SP-PHONE.

- The other two parties may continue their conversation.
- If the other two parties are both exchange lines, they will be disconnected.

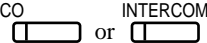*To talk to the original party while holding the third party*

SLT

Press Recall.

Confirmation tone (optional)

Talk to the original party.

To terminate one party and talk to the other

PT

CO   INTERCOM

or

Press the line key or INTERCOM of the party to remain connected.

Confirmation tone (optional)

Talk.

- A conversation with the desired party is established and the other party is disconnected.

1.7 Useful Features

!

- A conference call can also be established by "Executive Busy Override".
- When a 2-party call is changed to a 3-party call or vice versa, a confirmation tone is sent to all parties. The tone can be disabled.

PT • Pressing a line key which is not in the conference allows you to exit from the conference, leaving the other two parties connected unless they are both exchange lines.
If the other parties are both exchange lines, they will be disconnected.

PT • If the third party does not answer, press the line key or INTERCOM button to return to the second party.

PT • To change a 3-party conference to a 5-party conference, refer to "Conference (5-party)".

SLT • You can return to the original party before the third party answers by pressing the Recall button.

SLT • If "Hold-2" or "Hold-3" is assigned in System Programming, you must dial "50" after pressing the Recall button.
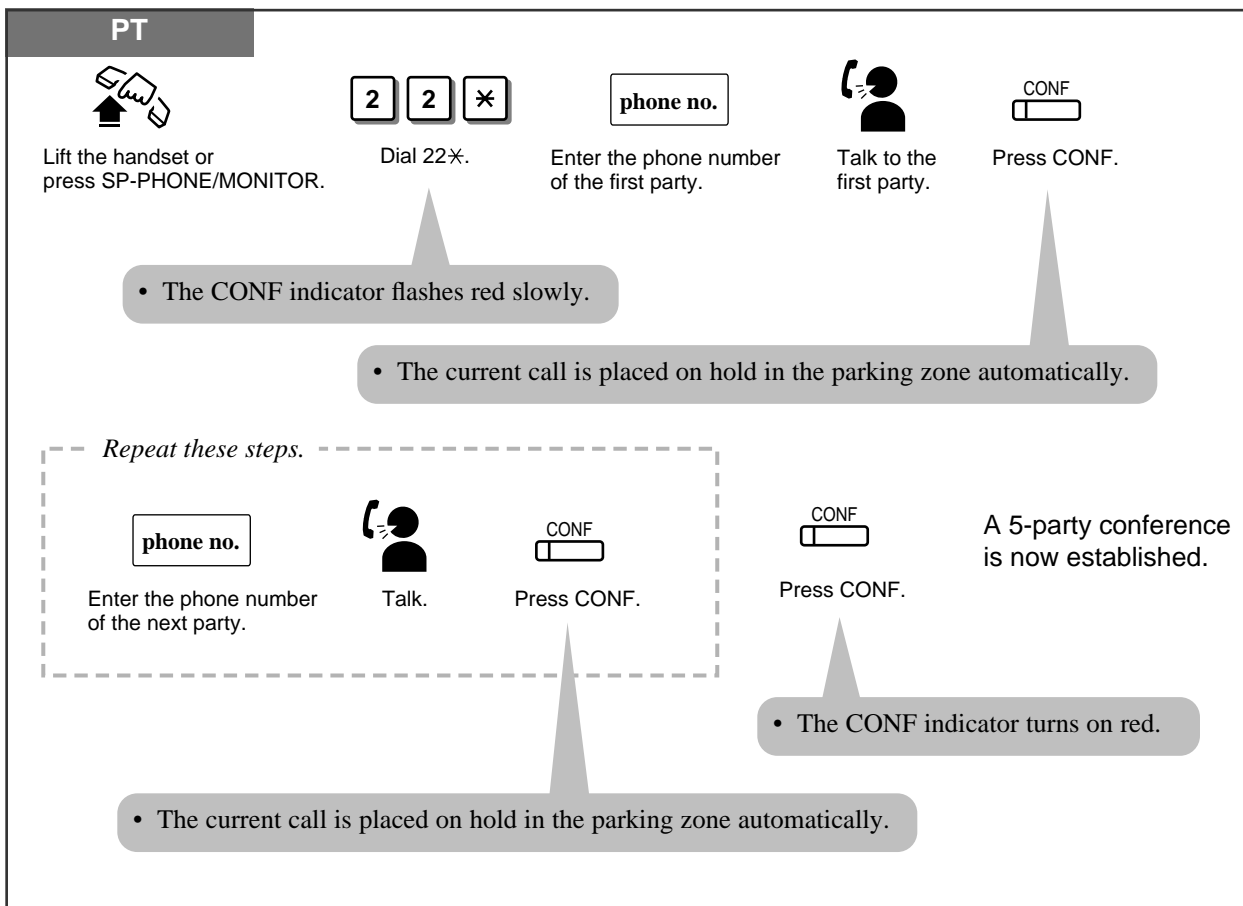
☞
- 1.2 Proprietary Telephone Settings, "Customising the Buttons on Your Telephone", CONF (Conference) Button
- 1.3 Making Calls, "Interrupting an Existing Call (Executive Busy Override)", Executive Busy Override — Extension, Executive Busy Override — Exchange Line
- See the Installation Manual, Section 3, "Conference (3-party)".

Advanced Operations
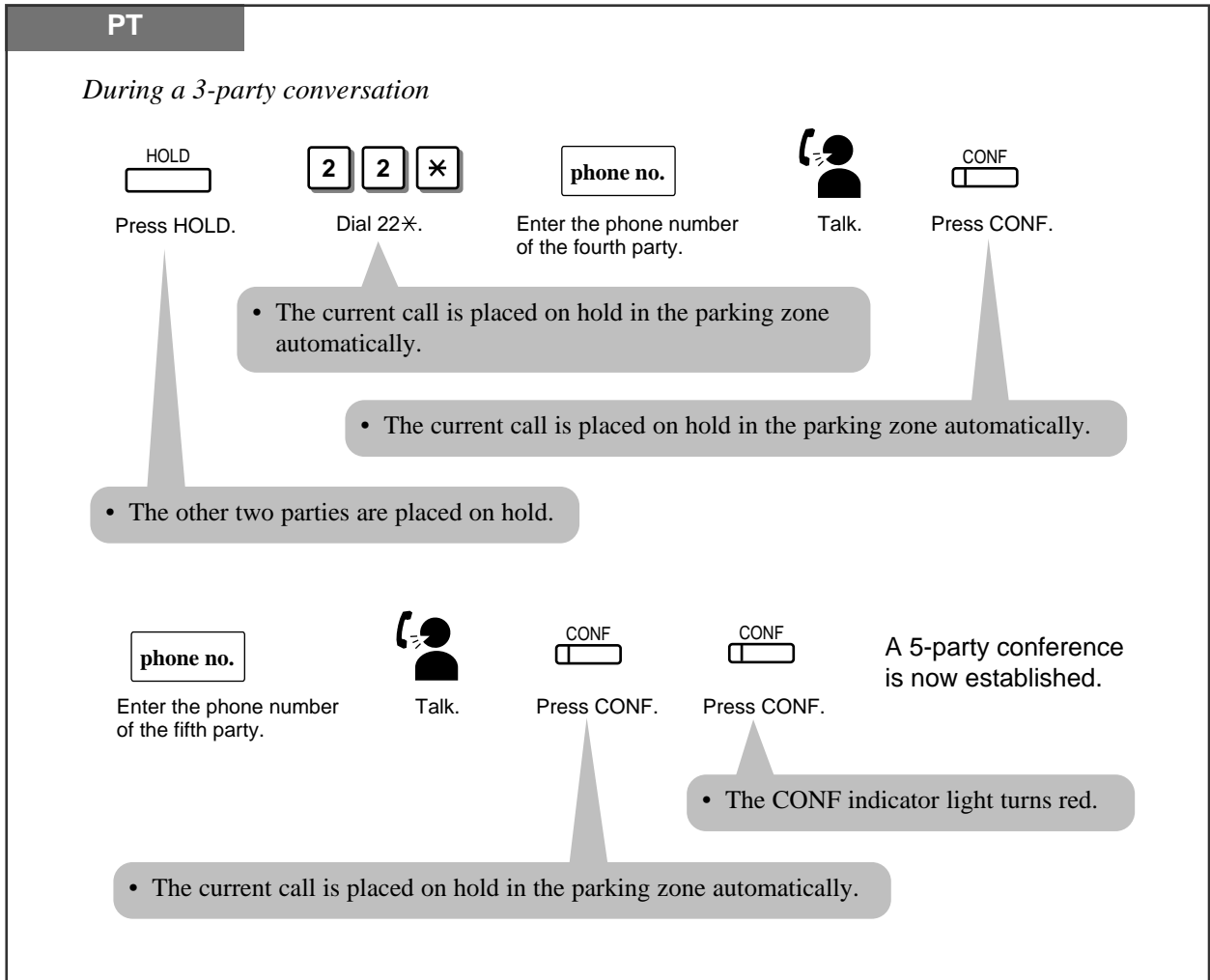
Conference (5-party)

Allows you to establish a 5-party conference. The members of a conference may be up to 5 extensions, or 3 extensions and 2 exchange lines.

Establishing a conference

PT

Lift the handset or press SP-PHONE/MONITOR.

`2` `2` `✻`
Dial 22✻.

phone no.
Enter the phone number of the first party.

Talk to the first party.

CONF
Press CONF.

- The CONF indicator flashes red slowly.

- The current call is placed on hold in the parking zone automatically.

Repeat these steps.

phone no.
Enter the phone number of the next party.

Talk.

CONF
Press CONF.

CONF
Press CONF.

A 5-party conference is now established.

- The CONF indicator turns on red.

- The current call is placed on hold in the parking zone automatically.

1.7   *Useful Features*

To change to a 5-party conference during a 3-party conference

During a 3-party conversation

HOLD	2 2 ✳	phone no.	Talk.	CONF
Press HOLD.	Dial 22✳.	Enter the phone number of the fourth party.	Talk.	Press CONF.

- The current call is placed on hold in the parking zone automatically.

- The current call is placed on hold in the parking zone automatically.

- The other two parties are placed on hold.

phone no.	Talk.	CONF	CONF	A 5-party conference is now established.
Enter the phone number of the fifth party.	Talk.	Press CONF.	Press CONF.	

- The CONF indicator light turns red.

- The current call is placed on hold in the parking zone automatically.

Advanced Operations

1.7 *Useful Features*

!

PT	• System programming is required to execute this feature.
PT	• Up to 2 exchange lines can join a conference.
PT	• When a 5-party conference is changed to a 4-party conference, a confirmation tone is sent to all parties. The tone can be disabled.
PT	• A 3-party conference between 3 extensions cannot be changed to a 5-party conference. (The HOLD button cannot be used.)
PT	• When a 5-party conference is established, a confirmation tone is sent to all parties. The tone can be disabled.
PT	• More than one 5-party conference cannot be established at the same time.
PT	• The Unattended Conference and Executive Busy Override features are not available during a 5-party conference.
PT	• During a 5-party conference, the Call Park feature cannot be used by another extension.
PT	• If parked calls are not retrieved within 5 minutes during a 5-party conference, ringing or an alarm tone will be heard (Call Park Recall).
PT	• When the extension who started the 5-party conference goes on-hook, the 5-party conference is terminated.
PT	• When an incoming call is received, a Call Waiting tone is heard. You can answer the call after leaving the conference by going off-hook.
SLT	• This feature cannot be used with a single line telephone.

☞
- 1.3 Making Calls, "Interrupting an Existing Call (Executive Busy Override)"
- 1.5 During a Conversation, "Call Waiting"
- 1.7 Useful Features, "Conference (3-party)"
- 1.7 Useful Features, "Conference, Unattended"
- See the Installation Manual, Section 3, "Conference (5-party)".

Leaving a Message (Message Waiting)

When the called extension is busy or does not answer your call, you can leave a message so that the called party may call you back.
As a message receiver, the MESSAGE button light lets you know that a call has been received. If you receive a message, you can call back the original party by a simple operation. This feature is available only for proprietary telephones with a MESSAGE button.

Leaving a message

Any Telephone

7	**0**	**1**	**extension no.**	**#**		
Lift the handset or press SP-PHONE/MONITOR.	Dial 701.		Enter the extension number where the message will be left.	Dial #.	Confirmation tone and dial tone	Hang up or press SP-PHONE/MONITOR.

• Single line telephone users can dial "0" instead of "#".

PT

If the called extension is busy or does not answer

MESSAGE		
Press MESSAGE.	Confirmation tone and dial tone	Hang up or press SP-PHONE/MONITOR.

Cancelling a message

Any Telephone

7	**0**	**2**	**extension no.**	**#**		
Lift the handset or press SP-PHONE/MONITOR.	Dial 702.		Enter the extension number where you left a message.	Dial #.	Confirmation tone and dial tone	Hang up or press SP-PHONE/MONITOR.

• Single line telephone users can dial "0" instead of "#".

Cancelling using the MESSAGE button

PT

	extension no.	MESSAGE MESSAGE		
Lift the handset or press SP-PHONE/MONITOR.	Enter the extension number where you left a message.	Press MESSAGE twice.	Confirmation tone and dial tone	Hang up or press SP-PHONE/MONITOR.

Advanced Operations

1.7 Useful Features

Checking and Selecting a message by the message receiver

If there is a message, the message waiting lamp (MESSAGE indicator) light will be on.

**PT**

When the telephone is idle and on-hook

MESSAGE

Press MESSAGE repeatedly
until the desired message appears.

- The stored messages are shown on the display in the order they were received.

Calling back the message sender

PT

Lift the handset or press
SP-PHONE/MONITOR.

MESSAGE

Press MESSAGE.

Talk.

- If you have more than one message at your extension, the line connects you to the selected message sender.

- The message is cleared after the conversation.

Clearing all messages by the message receiver

PT

Lift the handset or press
SP-PHONE/MONITOR.

7 **0** **0**
Dial 700.

#
Dial #.

Hang up or press
SP-PHONE/MONITOR.

- All messages are cleared.

!

PT • Each extension can have a maximum of 8 simultaneous messages. If you try to set the ninth message, you will hear reorder tone.

PT • If the MESSAGE indicator does not go out after returning a message, there is another message.

PT • If multiple message notifications are left at your extension, call back is executed in the order received.

PT • If you select a specific message to call back, the other call backs will be executed in the order received, starting with the one selected.
(e.g.) $5 \rightarrow 6 \rightarrow 7 \rightarrow 8 \rightarrow 1 \rightarrow 2 \rightarrow 3 \rightarrow 4$

☞ • 1.2 Proprietary Telephone Settings, "Customising the Buttons on Your Telephone", Restoring the MESSAGE Button
• See the Installation Manual, Section 3, "Message Waiting".

Calling with Account Codes (Account Code Entry)

An account code is used to identify outside calls for accounting and billing purposes. The account code is appended to the "Station Message Detail Recording (SMDR)" call record. For incoming outside calls, account codes are not required. For outgoing outside calls, account codes are often required. You can enter account codes in the following 4 modes.
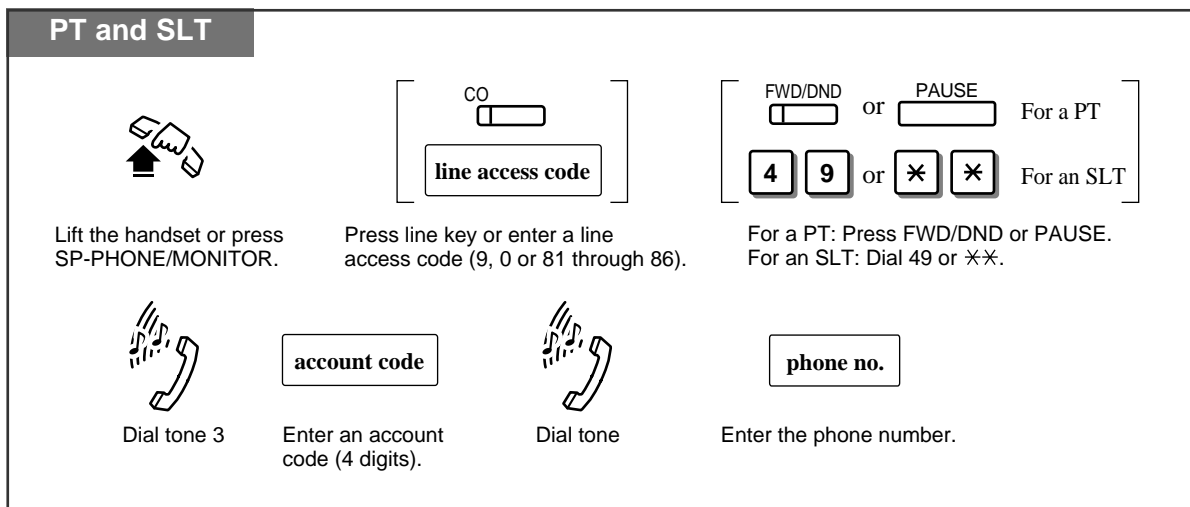
Verify - All mode: You must always enter a pre-set account code.

Verify - Toll (Call Barring) mode: You can enter a pre-set account code so that you can override call barring.

Option mode: An account code can be entered when a record of the account code is required. It can be any number.

Forced mode: You must always enter an account code. It can be any number.

Making calls with account codes except in the Option mode

PT and SLT

Lift the handset or press SP-PHONE/MONITOR.

CO
line access code

Press line key or enter a line access code (9, 0 or 81 through 86).

FWD/DND or PAUSE For a PT
4 9 or ✳ ✳ For an SLT

For a PT: Press FWD/DND or PAUSE.
For an SLT: Dial 49 or ✳✳.

Dial tone 3

account code

Enter an account code (4 digits).

Dial tone

phone no.

Enter the phone number.

Making calls with account codes in the Option mode and receiving calls

PT

During a conversation or while hearing a reorder tone after the other party hangs up (within 30 seconds)

FWD/DND

Press FWD/DND.

account code

Enter an account code (4 digits).

• You can keep talking.

!
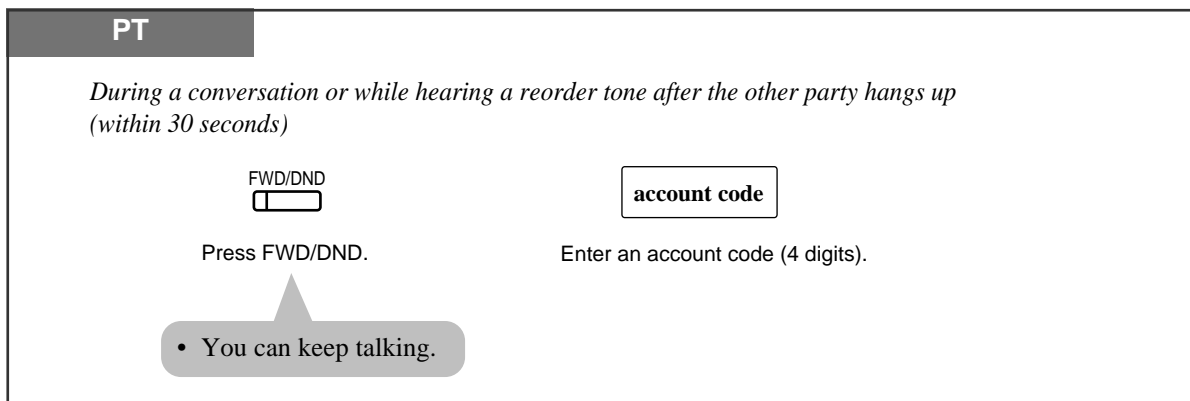
- In the Verify-All mode, you must always enter a pre-set account code when making an outside call. In the Verify-Toll (Call Barring) mode, you can enter a pre-set account code only when you need to override call barring.
- You do not need to make an account code entry when receiving incoming calls.
- You can clear and re-enter a number by pressing "✕ ✕" or the FWD/DND button while entering an account code.
- An account code can be stored into Auto Dialling ("One-Touch Dialling", "Pickup Dialling", "System/Personal Speed Dialling", "Call Forwarding — to Exchange Line"). To store an account code, "✕ ✕" must be entered before the account code.

    Example (Pickup Dialling):
    — [Off-hook] [742] [Line Access Code] [✕ ✕] [Account Code] [Phone Number] [#] [On-hook]

- If the account code entered does not match the pre-set account code in the verify-all mode, when making an outside call, reorder tone is heard.

| PT | • An account code has 4 digits (0 through 9). RECALL, PAUSE, etc. cannot be used.

☞
- See the Installation Manual, Section 3, "Station Message Detail Recording (SMDR)".
- See the Installation Manual, Section 3, "Account Code Entry".
- See the Installation Manual, Section 3, "Call Barring Override by Account Codes".

Rejecting Incoming Calls (Do Not Disturb — DND)

Allows you to prevent other
parties from disturbing you.
Your extension will not receive
intercom or outside calls.

DND TONE
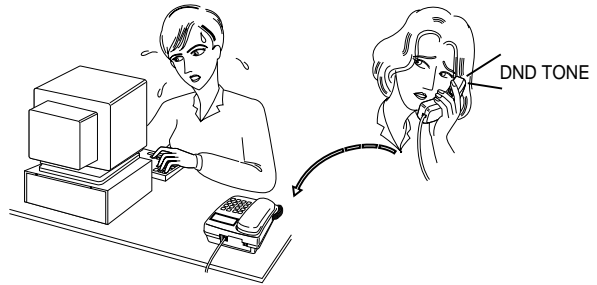
Setting / Cancelling

PT and SLT

FWD/DND   For a PT

7 1 For an SLT

4 To set.

0 To cancel.

#

Lift the handset
or press
SP-PHONE/MONITOR.

For a PT: Press
FWD/DND.
For an SLT: Dial 71.

To set: Dial 4.
To cancel: Dial 0.

Dial #.

Confirmation tone
and dial tone

Hang up or press
SP-PHONE/MONITOR.

• Single line telephone users can dial "0" instead of "#".

Advanced Operations

!
- A calling extension that has "Do Not Disturb (DND) Override" enabled can call your extension even if "Do Not Disturb (DND)" is set.
- DND also blocks paging announcements.
- If the Call Forwarding feature has already been set, setting the DND feature will cancel Call Forwarding.
- The Timed Reminder alarm and Hold Recall features override this feature.

PT • A flexible line key on a proprietary telephone which is not provided with FWD/DND button can be assigned as the FWD/DND button.

PT • If the "Do Not Disturb (DND)" mode is set, you can still answer a call by pressing the line key.

PT • The lighting patterns of the FWD/DND button are as follows.
  Off: Both functions are not set.
  Red: DND mode
  Flashing red slowly: FWD mode

☞
- 1.2 Proprietary Telephone Settings, "Customising the Buttons on Your Telephone", FWD/DND Button
- 1.6 Before Leaving Your Desk, "Forwarding a Call (Call Forwarding)"
- 1.7 Useful Features, "Calling an Extension which Has Do Not Disturb Set (Do Not Disturb Override)"
- See the Installation Manual, Section 3, "Do Not Disturb (DND)".

Calling an Extension which Has Do Not Disturb Set (Do Not Disturb Override)

Allows you to call an extension even though the "Do Not Disturb — DND" feature is set. System Programming is required to use this feature.

Any Telephone

If you make an intercom call and hear a Do Not Disturb (DND) tone

DND tone   2 Dial 2.   Wait for an answer.

!
- If you hear a reorder tone after dialling 2, the "Do Not Disturb Override" feature is not set at your extension.
- If you hear a busy tone after dialling 2, the line is busy. You can use the Automatic Callback Busy feature.

☞
- 1.7 Useful Features, "Rejecting Incoming Calls (Do Not Disturb — DND)"
- See the Installation Manual, Section 3, "Do Not Disturb (DND)".

Secret Dialling

Allows you to conceal all or part(s) of a "System Speed Dialling number" or "One-Touch Dialling number" assigned to a flexible line key, both which normally appear on the display.

PT

When storing the phone number

INTERCOM

Press INTERCOM before and after the part you wish to conceal.

<PT Display Example>

901344-853[506] — "506" is not shown on the display when you dial.

!
PT • A secret code, "[" or "]" (pressing the INTERCOM button), is counted as 1 digit.

PT • You can conceal one or more parts of a telephone number.

PT • If the phone number "901344-853[506]" has been stored, the display will show the following when the call is made.

01344-853...

PT • You can program whether to print out the concealed number(s) on the call logging through System Programming.

PT • Do not press the INTERCOM button before a line access number (9, 0 or 81 through 86).

☞ • 1.2 Proprietary Telephone Settings, "Customising the Buttons on Your Telephone", One-Touch Dialling Button
• 1.3 Making Calls, "Dialling by Simply Pressing a Button (One-Touch Dialling)"
• 1.3 Making Calls, "Dialling using System Speed Dialling (System Speed Dialling)"
• See the Installation Manual, Section 3, "Secret Dialling".

Advanced Operations

Alarm Setting (Timed Reminder)

You can receive a ringback at your telephone to remind you of a meeting or appointment. Either once or daily (everyday until cancelled) is available at a pre-set time. At home, you can also use this feature as a wake-up call.
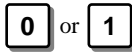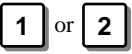
Setting

Any Telephone

Lift the handset or press SP-PHONE/MONITOR.	**7** **6** Dial 76.	**hour** Enter the hour (01 through 12).	**minute** Enter the minute (00 through 59).	**0** or **1** For AM: Dial 0. For PM: Dial 1.

1 or **2** For a one time alarm*1: Dial 1. For a daily alarm*2: Dial 2.	**#** Dial #.	Hang up or press SP-PHONE/MONITOR.

• Single line telephone users can dial "0" instead of "#".

*1 An alarm will be heard at the preset time and then the setting is cleared.
*2 An alarm will be heard daily at the preset time until the setting is changed or cancelled.

Cancelling

Any Telephone

Lift the handset or press SP-PHONE/MONITOR.	**7** **6** **2** **#** Dial 762#.	Confirmation tone and dial tone	Hang up or press SP-PHONE/MONITOR.

• Single line telephone users can dial "0" instead of "#".

1.7   Useful Features

Checking the set time (with a display PT only)

PT

Lift the handset or press
SP-PHONE/MONITOR.

| 7 | 6 | 3 | # |

Dial 763#.

Hang up or press
SP-PHONE/MONITOR.

Stopping the alarm

Any Telephone

Lift the handset.

• Pressing any key also stops the alarm.

• This tone confirms that you have a Timed Reminder.

!
• Be sure the system clock is set correctly.
• The alarm continues for 30 seconds.
• If you receive an incoming call during the alarm, ringing starts after the alarm stops.
• If the alarm is set to sound during a conversation, the alarm will start after the conversation.
• If you set a new time, the preset time will be cleared.

☞
• See the Installation Manual, Section 3, "Timed Reminder".

Advanced Operations