



## Speed Dials

### To Program Speed Dials

1. Press [PGM].
2. Press [SPEED].
3. Dial the desired Speed Bin No:
  - Sta=00-19, Sys=20-200 for *STD* system
  - Sta=000-099, Sys=100-2000 for *EXP* system
4. Press a {CO/IP} button, {LOOP} button, or {POOL} button, or dial a CO/IP line / group access code: 88xx (*STD*), 88xxx (*EXP*), 8xx, or 9.
5. Dial the number to be stored and press [SAVE].
6. Enter a name for the speed dial, if desired, using the Keypad codes.

*Keypad letter codes for entering speed dial names and station names ...*

			Other Codes		
1	A-21 B-22 C-23	D-31 E-32 F-33	1 = 10	6 = 60	Space = *1
G-41 H-42 I-43	J-51 K-52 L-53	M-61 N-62 O-63	2 = 20	7 = 70	, = *3
P-71 R-72 S-73 Q-7*	T-81 U-82 V-83	W-91 X-92 Y-93 Z-9#	3 = 30	8 = 80	: = *2
			4 = 40	9 = 90	. = 13
*	OPER 0	#	5 = 50	0 = 00	* = 0*

### To Use Speed Dials

Using the [SPEED] button:

- Press [SPEED] + [SPEED] + [2] for STA speed bins,
- Press [SPEED] + [SPEED] + [3] for SYS speed bins.

To program a flex button for a station speed dial:

Press [PGM] + {Flex} + [SPEED] + Station Speed Dial bin number + [SAVE].

### To Use Dial By Name

1. Press [SPEED] twice.
2. Dial the desired directory, [1]: Intercom, [2]: User Speed Dial, [3]: System Speed Dial. Confirmation tone sounds and the LCD displays the first two names, in alphabetical order.
3. Search the name database by entering characters (two dial pad entries) or scroll using the [VOL UP/DOWN] button.
4. Press [SAVE] to place the call.



## Keyset User Programming Codes

### To Assign a Flexible Button

*EXAMPLE: One-Touch Record (aka: Two-Way Record)*  
[PGM] + {FLEX} + [PGM] + *fixed code* [80] + [SAVE]

Flexible Feature Codes	
Answering Machine Emulation	564
Call Coverage Button	67+[XXX]
Call Forward	554[A]+[XXX]
Call Parking Locations	601-610 ( <i>STD</i> ) 601-619 ( <i>EXP</i> )
Last Number Redial	552
Page - All Call (Internal/External)	549
Speed Dial Access (Station)	[SPEED]+[XX] or [SPEED]+[XXX]
Speed Dial Access (System)	[SPEED]+[XXX] or [SPEED]+[XXXX]

- Several features must be enabled in Station Programming.

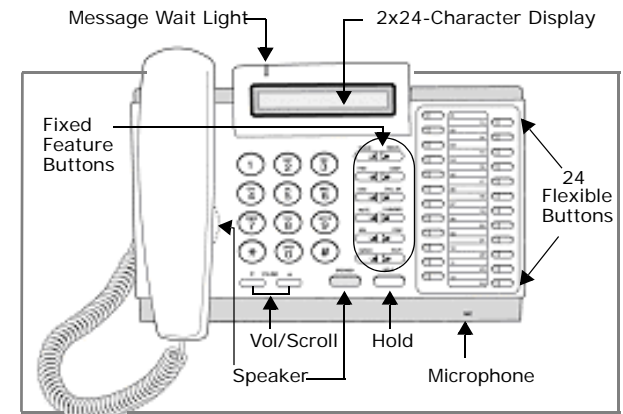
Fixed Feature Codes	
Background Music Source (x=0-2)	[PGM] + [73] + [x]
Call Coverage	[PGM] + [67]
Camp On	[PGM] + [88]
Differential Ring Type - CO (x=1-8)	[PGM] + [12]+ [x]
Differential Ring Type - Sta (x=1-8)	[PGM] + [11] + [x]
Erase Wakeup Time	[PGM] + [42]
Headset/Speaker Ring Mode	[PGM] + [62]
Headset/Speakerphone Mode (On/Off)	[PGM] + [61]
Hot Desk Login	[PGM] + [*] + [0]
Hot Desk Logout	[PGM] + [*] + [*]
Intercom Ans Mode (1:H, 2:T, 3:P)	[PGM] + [13]
OHVO Announcement	[PGM] + [8] + [#]
Push-To-Talk	[PGM] + [99]
Record - with Voice Mail	[PGM] + [80]
Set Wakeup Time	[PGM] + [41]
Station Ring Download (x=0-9)	[PGM] + [15] + [x]

*For a complete list of feature codes, refer to the TeleniumIP Station User Guide available on CD (P/N: 3850-14).*

## IP 24-DH Network Phone



## Quick Reference Guide



### FIXED Feature Buttons

**CONF** - to conference with up to 3 parties.

**DND** (do not disturb) - to prevent calls from ringing at your station when you are on a call or busy.

**FLASH** - to end an outside call and to restore dial tone without hanging up the receiver.

**FWD** - to send unanswered calls to another station, hunt group, or voice mailbox.

**HOLD** - to hold calls & retrieve held calls.

**ICM** - to answer intercom calls or place on Hold.

**MSG/CALLBK** - for Auto-Callback to a phone that has left a message or to access voice messages.

**MUTE** - to activate/deactivate MUTE function. When activated, party on other end cannot hear you.

**PGM** - activates the User Programming Menu.

**REDIAL** - to dial last number dialed (ACNR) or one of last 10 dialed (LNR).

**SAVE** - to preserve changes made to settings; also for SNR.

**SPEAKER** - to use in place of the handset.

**SPEED** - to access speed dial bins; also to return to the previous level when used in Admin programming.

**TRANS** - to transfer intercom or outside calls from one station to another.

**VOL UP / VOL DWN** - to adjust tone levels for receiver volume/ringing/background music, and to scroll through programming options.



## Feature Operation

>>> [SP/HS] refers to Speaker and/or Handset <<<  
 >> STD refers to Standard 70-station System <<  
 > EXP refers to Expanded 250-station System <

### ACD Group Login/Logout

ACD Login Code 581 (Pri) or 583 (Sec) + ACD grp nbr + Agent ID

ACD Logout Code 582 (Pri) or 584 (Sec) + ACD grp nbr + Agent ID

### Answering Machine Emulation

To assign an {AME} button:

Ring Mode = [PGM] + {FLEX} + 564 + 0 + [SAVE]

Speaker Mode = [PGM] + {FLEX} + 564 + 1 + [SAVE]

To screen a call in Ring mode:

Press flashing {AME} button.

IN SPEAKER MODE:

To stop voice broadcast and leave caller in Voice Mail:

Press illuminated [SPEAKER] button.

To talk with caller and record conversation in Voice Mail:

Press illuminated [MUTE] button.

To answer call and cancel voice message:

Press illuminated {AME} button.

### Call Forward

[SP/HS] + [Fwd] soft key + code 1-5 + Sta or Grp nbr  
 1=All, 2=Busy, 3=No Answer, 4=Busy/No Answer, 5=OffNet

To deactivate Call Forward from your phone:

While off-hook, select [Fwd] soft key menu; press [#].

### Call Park

[TRANS] + Park location (default 601-619) + hangup

To retrieve parked call ... [SP/HS] + Park location

### Call Pick Up

DIRECTED = [HS] + [7] + extension number

GROUP = [HS] + Group Call Pick Up code [566]

### Conference (Soft Key function)

To set up a conference:

Call 1st party and press [CONF] soft key ... call 2nd party and press [CONF] soft key ... then press [CONF] soft key again to connect all parties.

To place a conference on hold,

Press [HOLD] + [CONF].

To retrieve a held conference,

Press [SP/HS] + [CONF].



## Feature Operation

### Headset Mode/Ringing

To change to Headset Mode:

[PGM] + code [61] + [0] + [SAVE]

To change ringing to Headset:

[PGM] + code [62] + [3] + [SAVE]

### Hold

To place an outside line on Hold:

Press [HOLD] once or twice to activate Exclusive or System Hold (based on Hold Preference programming).

### Hot Desk Login

[SP/HS] + [\*] + [0] + user's station number + user's authorization code

To logout: [PGM] + [\*] + [\*] + [VOL UP/DOWN] button to select desired action

### Intercom Calls (Handsfree / Privacy / Tone)

H - Call announcing with handsfree answer-back

P - Call announcing with privacy

T - Tone ringing

To change ICM Signaling Mode:

[PGM] + code [13] + ICM Signaling Mode code [1] for H, [2] for T, [3] for P + [SAVE]

### Paging

[HS] + Page Zone Access Code + [SAVE]

Intl Page Zones: 501-510 (STD) / 501-535 (EXP)

Intl All Call Page: 543

Extl Page Zones: 545-546

Extl All Call Page: 548

All Call Page: 549

Meet Me Page Answer: 544

### Push-To-Talk Group Login

To assign a {PTT} Flex button:

[PGM] + {FLEX} + [PGM] + 99 + [SAVE]

To log-in to a PTT group:

[#0] + PTT group number (1-9, 0=all grps)

To logout:

[#0] + PTT Log-in/out code + [\*]

### Voice Mail

To retrieve Voice Mail:

[SP/HS] + [CALLBK] + voice mail type:

[3] = VS: Built-in Voice Mail

[4] = VM: External Analog Voice Mail

[5] = FS: PathFinderIP

+ [CALLBK] + enter password

OR use pre-programmed Flex btn to access VM group.

-- NOTE: Some features must be programmed by the -- System Administrator in order to function as described.



## Custom Messages

### Custom Messages

To assign a {CUSTOM MESSAGE} flexible button:

[PGM] + {FLEX} + [PGM] + [51] + [SAVE]

To activate Custom Display Message:

[PGM] + [51] + msg code (00 or 11-20) + [SAVE]

To program a Custom Message (00) at a Station:

[PGM] + [52], enter message + [SAVE]

To use a Custom Message for Silent Text Messaging:

Press {CUSTOM MESSAGE} flexible button after another caller interrupts your current call with an Off-Hook Voice Over. The OHVO caller receives your Silent Text Messaging response on their LCD.



## Pre-selected Messages

### Pre-selected Messages

To assign a {PRE-SELECTED MSG} flexible button:

[PGM] + {FLEX} + [PGM] + [51] + [SAVE]

To assign a {ONE-TOUCH PRE-SELECTED MSG} flex button:

[PGM] + {FLEX} + [PGM] + [51] + msg code + [SAVE]

To activate a Pre-selected Message:

[PGM] + [51] + msg code (01-10)

01: LUNCH, RETURN AT hh:mm

02: ON VACATION / RETURN AT DATE mm:dd

03: OUT OF OFFICE / RETURN AT TIME hh:mm

04: OUT OF OFFICE / RETURN AT DATE mm:dd

05: OUT OF OFFICE / RETURN UNKNOWN

06: CALL: (Telephone No: Up to 17 digits)

07: IN OFFICE: STA xxxx

08: IN A MEETING / RETURN AT TIME hh:mm

09: AT HOME

10: AT BRANCH OFFICE

To cancel active Pre-selected Message:

[HS] + [559] OR a flex btn = {FLEX} + [#] + [SAVE]



## SMS Messages

### Short Message Service (SMS)

To send a new message:

[PGM] + [36] + [2] + STA range + enter msg (use dial pad chart on reverse side) + [SAVE]

To retrieve SMS Messages:

[MSG/CALLBK] + [6] + msg nbr + [#] + action code:

[1] YES - delete msg

[2] NO - view 1st line of msg

[3] ALL - delete all SMS msgs

NOTE -- Use [VOL UP/DOWN] to scroll thru messages.