

SUMMIT SURVIVAL GUIDE

Dial 9: Outside calls must begin by dialing 9 before dialing the outside number.

SOFT BUTTONS

Three Soft buttons are located at the bottom of the LCD display. The function of each button changes, subject to call status and progress. The current functions are displayed on the LCD screen, directly above each button. By pressing the relevant button the desired feature is activated.

IDLE

PICKUP: Press to pickup a call ringing at an unattended station within the same pickup group. Press the pickup soft button and then lift the handset.

CONF: Press to initiate and activate a conference call (displayed but not used in idle).

LOGS: Press to view the last (10) incoming and outgoing calls.

INTERCOM DIALING

Lift the handset and press the desired station button or dial the three-digit station number.

To change intercom dialing from hands free mode to ring mode:

1. Press the [TRANS] button and dial 13. A confirmation tone will sound.
2. Dial the desired intercom code: 1 = hands free (speaker) 2 = ring tone 3 = privacy.
3. Press [HOLD/SAVE] button.

CALL TRANSFER

With a caller on the line:

1. Press the [TRANSFER] button and then press a programmed station button OR dial the 3 digit station number.
2. To make an **Unscreened Call Transfer**: complete step one and hang up.
3. For a **Screened Call Transfer**: complete step one. When the call is answered, announce the call to the party you are transferring to and hang up.

PAGE

To make an All Call Page:

1. Lift the handset and press the [PAGE] button.
2. Press the hook switch for a clear disconnect.

PLACING A CALL ON PARK:

1. Press the [TRANSFER/PGM] button and dial Park Location (601-619).
2. Hang Up.

To retrieve a Parked Call

Lift the handset and dial the corresponding Park location (601-619).

CALL LOG

The Logs soft button enables the phone user to view a log of the last (10) incoming and outgoing calls. You can scroll through the list of stored numbers, select a number, and activate a redial to that number.

Press the LOGS soft button and select one of the following corresponding numbers:

1. RECEIVED CALLS
2. DIALED CALLS
3. LOST CALLS
4. Press the OK soft button.
5. Scroll with the volume button to the desired phone number.
6. Press the OK button when the correct number is displayed to activate a redial.

Note: BACK returns you to the previous screen.

CALL PICKUP

To pick up a call ringing at an unattended station:

Press the [PICKUP] soft button.

Lift the handset for general call pickup.

Directed call pickup:

Press 7 and dial the station number for direct call pickup.

CALL BACK/MESSAGE WAIT

When a called station is busy, Call Back can be requested:

Press the busy station button.

Press the left soft button that says call back/message.

1. For a Call Back request, press call back/message and hang up quickly. When the person receiving the call back request hangs up, both party's phones will ring and the call will connect when both parties answer their respective phone.
2. To leave a voice mail message request, press the busy station button of the person for whom you want to leave a voice mail message. Press call back/message, wait for the voicemail to answer, record the desired message and hang up.

CONFERENCE

To establish a Conference Call:

1. Establish a call then press the [CONF] button. The first call is put on hold
2. Place the second call.
3. When the second party answers, press the [CONF] button. The second call is put on hold.
4. Repeat steps 2 and 3 to add additional conference parties.
5. Press the [CONF] button twice to connect all calls.

To get out of a conference call temporarily

Press the [CONF] button; the [CONF] button will flash.

To return to a conference call

Press the flashing [CONF] button.

FORWARDING CALLS INTERNALLY OR EXTERNALLY:

1. Lift the handset.
2. Press the FWD soft button, or DND/FWD button.
3. Dial the type of forward code 1-4.

1: Unconditional (All Calls)	2: Busy
3: No answer	4: Busy/No answer

Enter station number or external phone number where call will forward.

DEACTIVATE CALL FORWARD:

1. Press the FWD soft button.
2. Press the # button to remove call forward.

DIRECTORY:

Press the SPEED button twice.

Select one of the three options:

Dial by **Intercom name**.

Dial by **Station speed dial name**.

Dial by **System speed dial name**.

Use the volume button to select the desired number.

Press the [SEND] button to make a call.

MENU OPTIONS

Press the TRANS button and watch the display.

RING TONE:

Press 1 to select a ring tone. (01-15)

Select a ring tone number to hear the ring tone. When you have selected a desired ring tone, press the HOLD/SAVE button.

HEADSET MODE:

Press the TRANS button and watch the display.

Press 6.

Select (1) Headset or Speaker Mode, or select (2) Headset ring mode.

Press OK.

SPEED DIAL NUMBERS:

Entering Station Speed dial numbers with an Outside Line Number and Name:

1. Press the TRAN/PGM button.
2. Press the SPEED Button.
3. Dial the desired **Station Speed Dial bin number [000-019]**.
4. Press 9.
5. Dial the desired phone number to be stored.
6. Press [HOLD/SAVE].
7. Enter the associated name if desired (see the chart at end of survival guide).
8. Press [HOLD/SAVE].

SYSTEM SPEED DIAL NUMBERS are entered at Attendant station 100 using Speed Dial numbers (2000-2999). Follow instructions 1-8 above.

PLACE A CALL USING A SPEED DIAL NUMBER:

1. Press the SPEED button and then press *.
2. Press OK to redial the last number called.

OR
3. Press the SPEED button twice.
4. Select Intercom, Station, or System Speed dial.
5. Select the desired speed bin number **(000-019) Station or (2000-2999) System**.
6. Press the Send soft button to dial the phone number.

ASSIGN A STATION SPEED DIAL NUMBER DIRECTLY TO A FLEXIBLE BUTTON:

Flexible buttons are programmable buttons next to the phone label.

1. Press [TRANS/PGM].
2. Press the desired flexible button.
3. Press the SPEED button.
4. Dial speed bin number.
5. Press the [HOLD/SAVE] button.

ASSIGN A FLEXIBLE BUTTON: (programmable buttons next to the phone label)

1. Press the [TRANS/PGM] button.
2. Press the desired flexible button.
3. Dial code such as station number.
4. Press the [HOLD/SAVE] button.
5. Press the flexible button one more time.

VOICE MAIL

TO SET UP A USER GREETING:

1. Press the [CALL BACK] button.
2. Press the [SHOW] soft button.
3. Enter password. (Default password is 0000)
4. Press 8 to select the option to edit the password or greeting.

TO RETRIEVE MESSAGES:

1. Press the [CALL BACK] button.
2. Select Voice Mail.
3. Press 3 if you are retrieving a voice mail.
4. Enter the password followed by #.
5. Enter Option Codes (see voicemail quick reference at the end of the guide).
6. When all desired tasks are completed, hang up.

TO TRANSFER A CALL TO A FELLOW EMPLOYEE'S VOICE MAIL:

1. Press the [TRANS] button.
2. Press the [CALL BACK] button.
3. Press programmed station button or enter the station number.
4. Hang up quickly so caller can hear the mail box greeting of the mail box owner.

TRANSFERING A FELLOW EMPLOYEE INTO THEIR VOICE MAIL WHEN THEY ARE OUT OF THE OFFICE:

1. Press the [TRANSFER] button.
2. Press the [CALL BACK] button, or dial *440.
3. Press the station button or dial the station number.
4. Hang up.
5. When the employee hears their voice mail greeting, they will press [*] to access messages.

SAMPLE GREETING

Hi, this is _____.

I'm not available to take your call right now.

Please leave me a message with your name and number.

I'll return your call as soon as possible.

Or to speak to the receptionist, press 0.

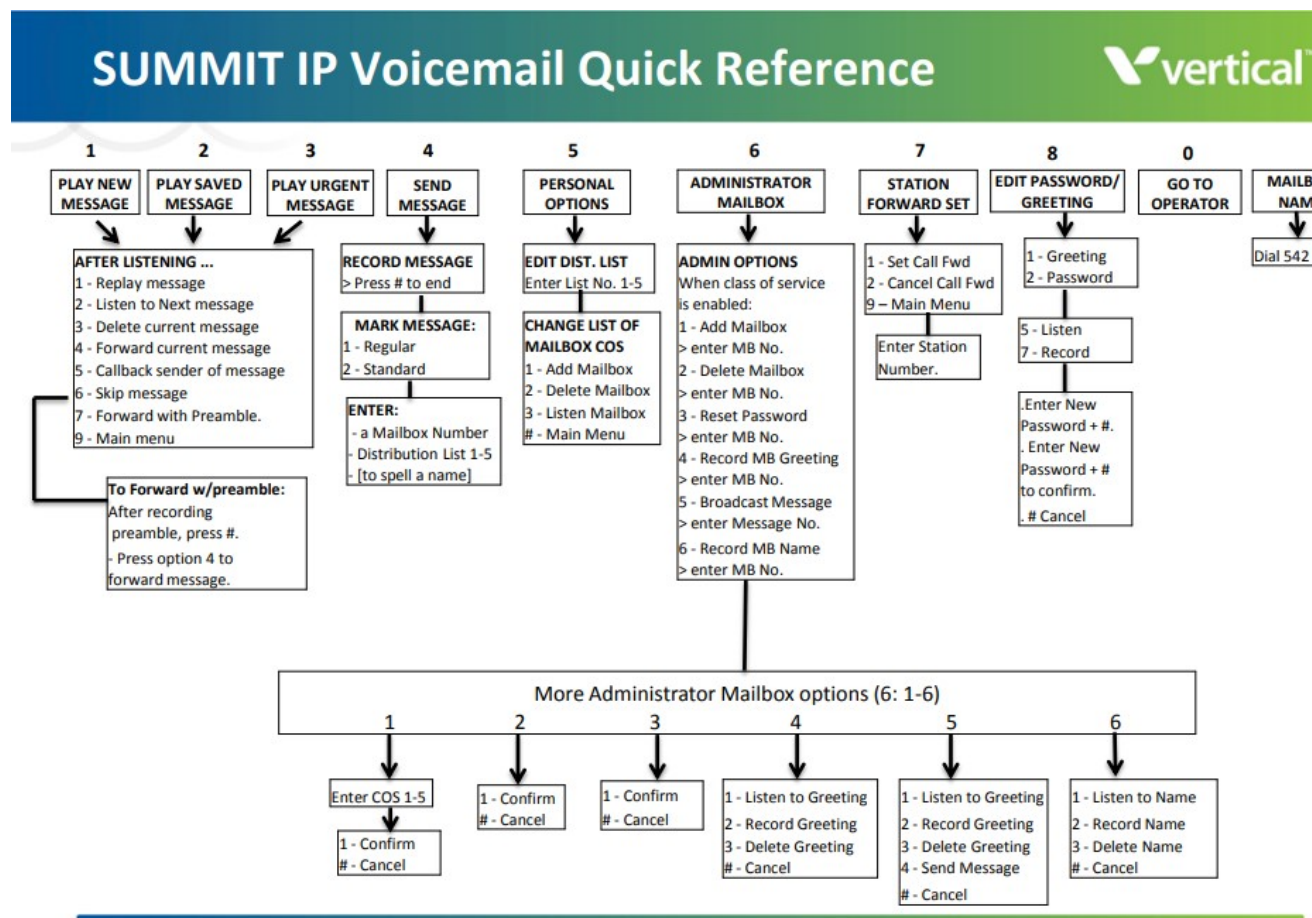
Thank You,

Alphanumeric Entry Chart

Q - 11	A - 21	D - 31
Z - 12	B - 22	E - 32
. - 13	C - 23	F - 33
1 - 10	2 - 20	3 - 30
G - 41	J - 51	M - 61
H - 42	K - 52	N - 62
I - 43	L - 53	O - 63
4 - 40	5 - 50	6 - 60
P - 71	T - 81	W - 91
R - 72	U - 82	X - 92
S - 73	V - 83	Y - 93
Q - 7*	8 - 80	Z - 9#
7 - 70		9 - 90
Blank - *1	O - 00	#
: - *2		
, - *3		

CODES:

Voice Mail 440
Park Zones #601-#619
Page 549
HTP 13



SINGLE LINE PHONE/SUMMIT

Placing an intercom Call:

1. Lift the handset.
2. Dial 9 to access an outside line.
3. Dial the desired number.

Screened Transfer:

1. While connected to an active call, press the hook switch.
2. Dial the desired extension number and wait to be answered.
3. Announce the call.
4. Hang up to complete the call transfer.

Unscreened Transfer:

1. While connected to an active call, press the hook switch.
2. Dial the desired extension number.
3. Hang up to complete the call transfer.

Call Park:

1. While connected to an active call, momentarily press the hook switch.
2. Dial a park location (#601-#619)
3. Hang up.

To retrieve a parked call:

1. Lift the handset.
2. Dial the park location (#601-#619).

Placing an outside call on Hold:

1. While connected to a call, press the hook switch.
2. Dial *560.

Retrieving a Held outside Call:

1. Lift the handset.
2. Dial *8*.

Last Number Redial:

1. Lift the handset.
2. Dial *552.

Group Call Pick UP:

1. When hearing an unattended phone ringing in your area, lift the handset.
2. Dial *566.

Page:

1. Lift the handset.
2. Dial *549.
3. Wait for the tone and make the page announcement.
4. Hang up to complete the page.

Storing Station Speed Dial Numbers:

1. Lift the handset.
2. Dial *555.
3. Dial the desired speed dial number (000-019).
4. Dial the phone number you wish to store.
5. Press the hook switch. A confirmation tone will sound.
6. Hang up.

Using Station Speed dial Numbers:

1. Lift the handset.
2. Dial *558.
3. Dial the desired speed dial number (000-019).

Recording an Auto Attendant Greeting from Station 100

From Station 100 press TRANS/PGM key

Then from the dial pad dial 0 then 6.

Enter greeting number to record ____001 day greeting and 002 is night greeting____

Press one when asked for type (1-6)

Then press the # key to start recording your Attendant greeting.

When finished hit Hold/Save.

Setting day/night/auto mode (manually)

When an outside Call comes into the system, the destination of the outside Call can be changed according to the ring mode. You can change from the day mode, to night mode or to auto mode.

To activate Day/Night/Auto mode manually:

1. Press the DND/FWD button at the attendant Station (100).
2. Select the desired mode by dialing:
1: Day, 2: Night, 5: Auto
3. Press the HOLD/SAVE button.

From Admin phone (100):

1. Press Voice Mail button and enter your password.
2. Dial 6 to hear the Administrator Menu.
3. Dial the desired option digit and follow the prompts to make the settings as below.
Administrator Mailbox Menus
 - To add a mailbox, press 1
 - To delete a mailbox press 2
 - To reset a mailbox password, press 3
 - To record a mailbox greeting, press 4
 - To record a broadcast message, press 5
 - To record a mailbox name, press 6.

SYSTEM CLOCK SET:

1. Press the [TRANS/PGM] button.
2. Dial "041", the Attendant Station Program code.
3. Dial six (6) digits for the date (MM/DD/YY) or [HOLD/SAVE] to skip the date.
4. Dial four (4) digits for the Time (HH/MM or [HOLD SAVE] to skip the time setup.
5. Press the [HOLD SAVE] button, confirmation tone is heard and Attendant station returns to idle status.

PROGRAM STATION USER NAME:

1. Press [TRANS/PGM] button.
2. Dial 071.
3. Dial Station user's extension number.
4. Enter name.
5. Press [HOLD/SAVE].

PROGRAM STATION BUTTON:

1. Press the **[TRANS/PGM]** button
2. Press the desired button to be programmed
3. Dial the extension number
4. Press the **[HOLD/SAVE]** button.

RESET A VOICE MAIL PASSWORD

From the admin phone (ext. 100)

1. Press voice mail key.
2. Enter your voice mail password when prompted.
3. Dial 6 to hear the admin menu.
4. Dial 3 to reset a mailbox password.
5. Follow the prompts.

From the phone that the password is being reset, do the following:

1. Press **[TRANS/PGM]** button.
2. Dial 33.
3. Enter extension number.
4. Enter new password.
5. Press **[HOLD/Save]** button.

To pick up a call during Night mode, dial 567 at any phone.