NEC

DS1000/2000

Soft Key Glossary

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This manual has been developed by NEC Unified Solutions, Inc. It is intended for the use of its customers and service personnel, and should be read in its entirety before attempting to install or program the system. Any comments or suggestions for improving this manual would be appreciated. Forward your remarks to:

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Soft Key	**Definition**
EXIT	Press this Soft Key to exit your current set of options.
MORE	Press this Soft Key to display additional options for your call.
CNCL	Press to return your telephone to the idle mode.

While Your Telephone Is Idle		
Soft Key	**Feature**	**Definition**
Use Directory Dialing to select a call from a list of names		
DIR	Press to access Directory Dialing, Paging and Meet Me Conference	
INT	Directory Dialing	
ICM Directory		**VOL ▲** or **VOL ▼** + **DIAL** key to select co-worker from a list of extension names.
EXT		
PERS		**VOL ▲** or **VOL ▼** + **DIAL** key to select one of your Personal Speed Dial bins.
CMPY		**VOL ▲** or **VOL ▼** + **DIAL** key to select a System Speed Dial bin.
PAGE	Paging	
Dial a page zone		Dial a zone (1-7) or press **ALL** for All Call.
MT11 or MT12	Meet Me Conference	Press key to set up a Meet Me Conference.

Section 1: Keyset Soft Keys

While Your Telephone Is Idle		
Soft Key	**Feature**	**Definition**
Set up Call Forwarding, Distinctive Ringing, Speed Dial, Volume Controls and Intercom voice-announcements		
PGM		Press to set up Call Forwarding, Programmable Function Key ringing, Speed Dial, Do Not Disturb, and Intercom voice-announcements.
CFWD	Call Forwarding	
IMM		Press to set up Immediate Call Forwarding.
Enter DSS or EXT		Dial co-worker's extension, 0 (operator) or press **MW** (Voice Mail) key + **ALL** to forward all calls or **TRNK** for outside calls only.
RNA		Press to set up Ring No Answer Call Forwarding.
Enter DSS or EXT		Dial co-worker's extension, 0 (operator) or press **MW** (Voice Mail) key + **ALL** to forward all calls or **TRNK** for outside calls only.
BNA		Press to set up Busy/No Answer Call Forwarding.
Enter DSS or EXT		Dial co-worker's extension, 0 (operator) or press **MW** (Voice Mail) key + **ALL** to forward all calls or **TRNK** for outside calls only.
OFFP		Press to set up Off Premise Call Forwarding.
BIN		Enter Speed Dial bin number + **HOLD** key + **ALL** to forward all calls or **TRNK** for outside calls only.
NUM		• Follow Speed Dial Programing to enter number + **ALL** to forward all calls or **TRNK** for outside calls only. • If you already have a numbers stored, press **YES** (to override the stored number) or **NO** (to leave the currently stored number unchanged).
VIEW		Press to view number stored + **SPK** key.
AME		Press to set up Personal Answering Machine Emulation (AME).
ALL		Press to have AME intercept all calls.
TRNK		Press to have AME intercept just outside calls.
MSG		Press to set up Selectable Display Messaging.
ENTER MESSAGE NUM:		Dial the message number (01-16) or **VOL ▲** or **VOL ▼** keys to select message + **HOLD** key + Dial any additional digits + **HOLD** key.
NONE		Press to cancel Call Forwarding.
SPD	Speed Dial	Enter bin (200-299 for System, 701-720 for Personal) + **HOLD** key+ Dial line (e.g., 1), Line group (90-98) or **ICM** key + **HOLD** key + Number + **HOLD** key + Name + **HOLD** key + **SPK** key.
VANN	Intercom	
ON		Press to enable voice-announcements for incoming Intercom calls.
OFF		Press to have all incoming Intercom calls ring (i.e., disable voice-announce).

While Your Telephone Is Idle		
Soft Key	**Feature**	**Definition**
HFRP	Microphone Mute	
ON		Press to turn <u>on</u> your telephone's Handsfree microphone for incoming Intercom calls.
OFF		Press to turn <u>off</u> your telephone's Handsfree microphone for incoming Intercom calls.
RING	Distinctive Ringing	Press to set up Distinctive Ringing.
ASGN		Press to select the Extension Override option.
DAY		Press to select the ringing mode for day mode calls.
"A"		For the type of calls selected (day, night, or delay), press to select ring type A.
"B"		For the type of calls selected (day, night, or delay), press to select ring type B.
"C"		For the type of calls selected (day, night, or delay), press to select ring type C.
LINE		For the type of calls selected (day, night, or delay), press to select the system default ring type.
NGT		Press to select the ringing mode for night mode calls, then choose from "A", "B", "C" or LINE above.
DLY		Press to select the ringing mode for delay ring calls, then choose from "A", "B", "C" or LINE above.
CNFG		Press to select the Distinctive Ring Configuration option.
ICM		Press to change the sound of your Intercom ringing.
TONE		For the type of ring selected (Intercom, Ring Group, recall, "A", "B", or "C"), press to change the ringing pitch.
CDNC		For the type of ring selected (Intercom, Ring Group, recall, "A", "B", or "C"), press to change the ringing cadence.
CNCL		Press to return to the previous Distinctive Ringing screen.
SAVE		After selecting a new cadence and/or tone, press to save your entry.
RGRP		Press to change the sound of your Ring Group ringing.
RCL		Press to change the sound of your Hold, Park, and Transfer Recall ringing.
"A"		Press to change the sound of your type "A" ringing.
"B"		Press to change the sound of your type "B" ringing.
"C"		Press to change the sound of your type "C" ringing.
DFLT		Press to select one of the 3 default ringing setups (1-3) and cancel your custom settings.
KEY		Press to select the Key Ring Override option.

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While Your Telephone Is Idle		
Soft Key	**Feature**	**Definition**
CCK	Distinctive Ringing	• If the Key Ring Override option is enabled, press a lit Call Coverage key and then select the key's ring type (1="A", 2="B", 3="C", 0=default). • Press the lit Call Coverage key repeatedly to select the key's ringing mode (day, night, delay, or lamp only).
PKUP		• If the Key Ring Override option is enabled, press a lit Group Call Pickup key and then select the key's ring type (1="A", 2="B", 3="C", 0=default). • Press the lit Group Call Pickup key repeatedly to select the key's ringing mode (day, night, delay, or lamp only).
LINE		• If the Key Ring Override option is enabled, press a lit line key and then select the key's ring type (1="A", 2="B", 3="C", 0=default). • Press the lit line key repeatedly to select the key's ringing mode (day, night, delay, or lamp only).
VOL	Volume Control	Press to access the Volume Control feature.
RING		Press to select the ringing volume control, then **VOL ▲** or **VOL ▼** keys to adjust the volume.
OFHK		Press to select the off-hook ringing volume control, then **VOL ▲** or **VOL ▼** key to adjust the volume.
PAGE		Press to select the Paging volume control, then **VOL ▲** or **VOL ▼** key to adjust the volume.
Call Your Mailbox		
VM00	Voice Mail	Press to call your Voice Mail mailbox. The numbers after **VM** show the number of new messages in your mailbox.
Use Caller ID Logging		
CL00	Caller ID Logging	Press to review your Caller ID log. The numbers after **CL** show the number of logged calls.
ALL		Press to review all your Caller ID logs.
UNAN		Press to review the records just for calls that rang your phone but were unanswered in the system.
DEL*	Caller ID Logging	Press to delete all Caller ID records logged at your phone.
YES		After you press **DEL***, press to confirm the deletion.
NO		After you press **DEL***, press to cancel the deletion.
EXIT		Press to exit Caller ID Logging and return to the idle display.

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Outside Calls		
Soft Key	**Feature**	**Definition**
After you get trunk dial tone for a new call (but before you dial the outside number)		
ALND	Last Number Redial	Automatically redial the last outside number you called.
DLSV	Save Number Dialed	Automatically redial the stored Save Number Dialed number.
RLS		Hang up (disconnect) the call and return to Intercom dial tone.
ACCT	Account Code	Press to start and complete Account Code entry.
After you answer or place an outside call		
ALND	Last Number Redial	Automatically redial the last outside number you called.
PARK	Park	
SYS		Enter system orbit (0-9).
PERS		Enter co-worker's extension number.
TRF	Transfer	Enter co-worker's extension number. (Press **MW** key after extension number to send call to co-worker's mailbox.)
DIR		Use Directory Dialing to Transfer call to co-worker.
ICM Directory		**VOL** ▲ or **VOL** ▼ keys + **DIAL** key to select co-worker from a list of extension names.
MBOX		Send call to co-worker's mailbox.
RING		Change your voice announcement to ringing.
RTRV		Retrieve call (instead of Transferring).
PKPG		Park the call at the extension selected and make a Page.
PAGE		Broadcast a Page before setting up a Meet Me Conference.
Dial a page zone		Dial a zone (1-7) or press **ALL** for All Call.
MT11 or MT12		Press key to set up a Meet Me Conference.
RTRV		Retrieve the call you just transferred.
CONF	Conference	
DIR		Use Directory Dialing to set up the Conference with a co-worker.
ICM Directory		**VOL** ▲ or **VOL** ▼ keys + **DIAL** key to select co-worker from a list of extension names.
PAGE		Broadcast a Page before setting up a Meet Me Conference.
Dial a page zone		Dial a zone (1-7) or press **ALL** for All Call.
MT11 or MT12		Press key to set up a Meet Me Conference.
RTRV		Retrieve the call you just transferred.
REC	Voice Mail	Record the active call in your Voice Mail mailbox (if allowed in your Class of Service).

Outside Calls		
Soft Key	**Feature**	**Definition**
SAVE	Save Number Dialed	Save the number you just dialed. Not used for incoming calls.
TIME	Call Timer (Manual)	Turns the Call Timer on and off. Turning the timer off resets it to 00:00:00.
ACCT	Account Code	Press to start and complete Account Code entry.
After you press ICM to Transfer your outside call, or CONF to set up a Conference		
DIR	Transfer	Use Directory Dialing to Transfer the call to your co-worker.
ICM Directory		**VOL ▲** or **VOL ▼** keys + **DIAL** key to select co-worker from a list of extension names.
(After ICM)		
MBOX		Send call to co-worker's mailbox.
RING		Change your voice announcement to ringing.
RTRV		Retrieve call (instead of Transferring).
PKPG		Park the call at the extension selected and make a Page.
(After CONF)	Conference	
MSG		Leave message in co-worker's mailbox
RING		Change your voice announcement to ringing.
RLS		Hang up (disconnect) the call and return to Intercom dial tone.
PAGE	Paging	Broadcast a zone or All Call Page.
Dial a page zone		Dial a zone (1-7) or press **ALL** for All Call.
MT11 or MT12		Press key to set up a Meet Me Conference.
RTRV		Retrieve the call.
When you press a busy line key		
CLBK	Trunk Queuing / Trunk Callback	Leave a Callback for the busy trunk.
BARG	Barge In	Barge In on the busy trunk (if allowed in your Class of Service).
RLS		Hang up (disconnect) the call and return to Intercom dial tone.
DISC	Forced Trunk Disconnect	Disconnect the call on the trunk (if allowed in your Class of Service).

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Intercom Calls		
Soft Key	**Feature**	**Definition**
After a co-worker answers your Intercom call		
MSG	Message Waiting Voice Mail	• If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker. • If your system has Voice Mail, this allows you to leave a voice message in their mailbox.
RING (Voice-announced calls only)	Intercom	Change your voice announcement to ringing.
RLS		Hang up (disconnect) the call and return to Intercom dial tone.
After you call a co-worker and hear busy tone		
MSG	Message Waiting Voice Mail	• If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker. • If your system has Voice Mail, this allows you to leave a voice message in their mailbox.
CAMP	Call Waiting / Camp-On	Send Camp On tones to your busy co-worker. If you hang up, your Camp On converts to a Callback.
CLBK	Callback	Leave a Callback for busy co-worker.
BARG	Barge In	Barge In on busy co-worker (if allowed in your Class of Service).
MON	Monitor / Silent Monitor	Monitor your co-worker's call (if allowed in your Class of Service).
After you call a co-worker and hear busy/ring tone		
MSG	Message Waiting Voice Mail	• If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker. • If your system has Voice Mail, this allows you to leave a voice message in their mailbox.
VOVR	Voice Over	Initiate a Voice Over with your busy co-worker.
BARG	Barge In	Barge In on your busy co-worker (if allowed in your Class of Service).
MON	Monitor / Silent Monitor	Monitor your co-worker's call (if allowed in your Class of Service).
After you call a co-worker and hear Do Not Disturb tone		
MSG	Message Waiting Voice Mail	• If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker. • If your system has Voice Mail, this allows you to leave a voice message in their mailbox.
OVRD	Do Not Disturb	Override an extension's Do Not Disturb (if allowed in your Class of Service).
RLS		Hang up (disconnect) the call and return to Intercom dial tone.
After you answer an Intercom call		
CONF	Conference	Set up a Conference with your caller.

Section 1: Keyset Soft Keys

Intercom Calls		
Soft Key	**Feature**	**Definition**
RLS		Hang up (disconnect) the call and return to Intercom dial tone.
After you place or answer a Door Box call		
OPEN	Door Box	Press to activate (open) the system relay associated with the Door Box door strike (if programmed and installed).
CLOSE		After pressing **OPEN** above, press **CLOSE** to deactivate (close) the system relay associated with the Door Box door strike (if programmed and installed).
RLS		Hang up (disconnect) the call and return to Intercom dial tone.

Section 2:
Super Display Soft Keys

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Global Navigation Soft Keys You May See At Any Time		
Soft Key	**Feature**	**Definition**
EXIT	Press this Soft Key to exit your current set of options.	
MORE	Press this Soft Key to display additional options for your call.	
CANCEL	Press to return your telephone to the idle mode.	

While Your Telephone Is Idle		
Soft Key	**Feature**	**Definition**
Use Directory Dialing to select a call from a list of names		
DIRECTORY	Press to access Directory Dialing	
INTERCOM	Directory Dialing	
ICM Directory		**VOL ▲** or **VOL ▼** keys + **DIAL** key to select co-worker from a list of extension names.
PERSONAL		**VOL ▲** or **VOL ▼** keys + **DIAL** key to select one of your Personal Speed Dial bins.
COMPANY		**VOL ▲** or **VOL ▼** keys + **DIAL** key to select a System Speed Dial bin.
Set up Call Forwarding, Distinctive Ringing, Speed Dial, Volume Controls and Intercom voice-announcements		
PROGRAM	Press to set up Call Forwarding, Programmable Function Key ringing, Speed Dial, Do Not Disturb, and Intercom voice-announcements.	
CALL FWRD	Call Forwarding	
IMMEDIATE		Press to set up Immediate Call Forwarding.
Enter DSS or EXT		Dial co-worker's extension, 0 (operator) or press **MW** (Voice Mail) key + **ALL** to forward all calls or **TRUNK ONLY** for outside calls only.
RING/NO ANS		Press to set up Ring No Answer Call Forwarding.

While Your Telephone Is Idle		
Soft Key	**Feature**	**Definition**
Enter DSS or EXT	Call Forwarding	Dial co-worker's extension, 0 (operator) or press **MW** (Voice Mail) key + **ALL** to forward all calls or **TRUNK ONLY** for outside calls only.
BUSY/NO ANS		Press to set up Busy/No Answer Call Forwarding.
Enter DSS or EXT		Dial co-worker's extension, 0 (operator) or press **MW** (Voice Mail) key + **ALL** to forward all calls or **TRUNK ONLY** for outside calls only.
OFF-PREMISE		Press to set up Off Premise Call Forwarding.
SPEED DIAL BIN		Enter Speed Dial bin number + **HOLD** key + **ALL** to forward all calls or **TRUNK ONLY** for outside calls only.
NUMBER		• Follow Speed Dial Programing to enter number + **ALL** to forward all calls or **TRUNK ONLY** for outside calls only. • If you already have a numbers stored, press **YES** (to override the stored number) or **NO** (to leave the currently stored number unchanged).
VIEW		Press to view number stored following **NUMBER** option above + **SPK** key.
ANS MACHINE		Press to set up Personal Answering Machine Emulation (AME).
ALL		Press to have AME intercept all calls.
TRUNK ONLY		Press to have AME intercept just outside calls.
MESSAGE		Press to set up Selectable Display Messaging.
ENTER MESSAGE NUM:		Dial the message number (01-16) or **VOL** ▲ or **VOL** ▼ keys to select message + **HOLD** key+ Dial any additional digits + **HOLD** key.
NONE		Press to cancel Call Forwarding.
SPEED DIAL	Speed Dial	Enter bin (200-299 for System, 701-720 for Personal) + **HOLD** key + Dial line (e.g., 1), Line group (90-98) or **ICM** key + **HOLD** key + Number + **HOLD** key + Name + **HOLD** key + **SPK** key.
VOICE ANNOUNCE	Intercom	
ON		Press to enable voice-announcements for incoming Intercom calls.
OFF		Press to have all incoming Intercom calls ring (i.e., disable voice-announce).
HF REPLY	Microphone Mute	
ON		Press to turn <u>on</u> your telephone's Handsfree microphone for incoming Intercom calls.
OFF		Press to turn <u>off</u> your telephone's Handsfree microphone for incoming Intercom calls.
RING		Press to set up ringing Distinctive Ringing.
ASSIGN	Distinctive Ringing	Press to select the Extension Override option.
DAY RING		Press to select the ringing mode for day mode calls.
RING "A"		For the type of call selected (day, night or delay), press to select ring type A.

While Your Telephone Is Idle		
Soft Key	**Feature**	**Definition**
RING "B"	Distinctive Ringing	For the type of call selected (day, night or delay), press to select ring type B.
RING "C"		For the type of call selected (day, night or delay), press to select ring type C.
CO LINE		For the type of call selected (day, night, or delay), press to select the system default ring type.
NIGHT RING		Press to select the ringing mode for night mode calls, then choose from RING "A", RING "B", RING "C", or CO LINE above.
DELAY RING		Press to select the ringing mode for delay ring calls, then choose from RING "A", RING "B", RING "C", or CO LINE above.
CONFIG		Press to select the Distinctive Ring Configuration option.
INTERCOM		Press to change the sound of your Intercom ringing.
RING TONE		For the type of ring selected (Intercom, Ring Group, recall, "A", "B", or "C"), press to change the ringing pitch.
CADENCE		For the type of ring selected (Intercom, Ring Group, recall, "A", "B", or "C"), press to change the ringing cadence.
CANCEL		Press to return to the previous Distinctive Ringing screen.
SAVE		After selecting a new cadence and/or tone, press to save your entry.
RING GROUP		Press to change the sound of your Ring Group ringing.
RECALL		Press to change the sound of your Hold, Park, and Transfer Recall ringing.
RING "A"		Press to change the sound of your type "A" ringing.
RING "B"		Press to change the sound of your type "B" ringing.
RING "C"		Press to change the sound of your type "C" ringing.
DEFAULT		Press to select one of the 3 default ringing setups (1-3) and cancel your custom settings. Also provides access to the Administration (ADMIN) feature.
KEY		Press to select the Key Ring Override option.
CALL COVERAGE		• If the Key Ring Override option is enabled, press a lit Call Coverage key and then select the key's ring type (1="A", 2="B", 3="C", 0=default). • Press the lit Call Coverage key repeatedly to select the key's ringing mode (day, night, delay, or lamp only).
PICKUP		• If the Key Ring Override option is enabled, press a lit Group Call Pickup key and then select the key's ring type (1="A", 2="B", 3="C", 0=default). • Press the lit Group Call Pickup key repeatedly to select the key's ringing mode (day, night, delay, or lamp only).

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While Your Telephone Is Idle		
Soft Key	**Feature**	**Definition**
LINE	Distinctive Ringing	• If the Key Ring Override option is enabled, press a lit line key and then select the key's ring type (1="A", 2="B", 3="C", 0=default). • Press the lit line key repeatedly to select the key's ringing mode (day, night, delay, or lamp only).
VOLUME	Volume Control	Press to access the Volume Control feature.
RING		Press to select the ringing volume control, then **VOL ▲** or **VOL ▼** keys to adjust the volume.
OFF-HK RING		Press to select the off-hook ringing volume control, then **VOL ▲** or **VOL ▼** keys to adjust the volume.
PAGE		Press to select the Paging volume control, then **VOL ▲** or **VOL ▼** keys to adjust the volume.
Call Your Mailbox		
V-MAIL 00	Voice Mail	Press to call your Voice Mail mailbox. The numbers after **VM** show the number of new messages in your mailbox.
Use Caller ID Logging		
CALLS 00	Caller ID Logging	Press to review your Caller ID log. The numbers after **CL** show the number of logged calls.
VIEW ALL		Press to review all your Caller ID logs.
VIEW UNANS		Press to review the records just for calls that rang your phone but were *unanswered* in the system.
VIEW ANS		Press to review the records just for calls that rang your phone that were *answered* in the system.
DELETE ALL		Press to delete all Caller ID records logged at your phone.
YES	Caller ID Logging	After you press **DELETE ALL**, press to confirm the deletion.
NO		After you press **DELETE ALL**, press to cancel the deletion.
EXIT		Press to exit Caller ID Logging and return to the idle display.
Page a Co-worker		
PAGE	Paging	Press to access Paging options.
ALL		Make an All Call Page.
MEET ME 11 or 12		Press to set up Meet Me Conference with code 11 or 12.
ZONE 1 thru ZONE 7		Page into zone selected (1-7).
MEET ME 11 or 12		Press to set up Meet Me Conference with code 11 or 12.
Press a single key for your Personal Speed Dial numbers		
SP DIAL 1	Speed Dial	Provides one-touch access to Personal Speed Dial bins 701-710. After pressing
(Names for bins 701-710)		**SP DIAL 1**, the names for bins 701-710 display.

While Your Telephone Is Idle		
Soft Key	**Feature**	**Definition**
SP DIAL 2		Provides one-touch access to Personal Speed Dial bins 711-720. After pressing **SP DIAL 2**, the names for bins 711-720 display
(Names for bins 711-720)		

Outside Calls		
Soft Key	**Feature**	**Definition**
After you get trunk dial tone for a new call (but before you dial the outside number)		
AUTO REDIAL	Last Number Redial	Automatically redial the last outside number you called.
DIAL SAVE	Save Number Dialed	Automatically redial the stored Save Number Dialed number.
RELEASE		Hang up (disconnect) the call and return to Intercom dial tone.
ACCT CODE	Account Code	Press to start and complete Account Code entry.
After you answer or place an outside call		
AUTO REDIAL	Last Number Redial	Automatically redial the last outside number you called.
PARK	Park	
PERSONAL		Enter co-worker's extension number for Personal Park.
ORBIT 0-9		Select a system orbit (0-9).
TRANSFER	Transfer	Enter co-worker's extension number. (Press **MW** key after extension number to send call to co-worker's mailbox.)
DIRECTORY		Use Directory Dialing to Transfer call to co-worker.
ICM Directory		**VOL** ▲ or **VOL** ▼ keys + **DIAL** key to select co-worker from a list of extension names.
TRANSFER TO MAILBOX		Send call to co-worker's mailbox.
RING		Change your voice announcement to ringing.
RETRIEVE		Retrieve call (instead of Transferring).
PARK AND PAGE		Park the call at the extension selected and make a Page.
PAGE		Broadcast a Page before setting up a Meet Me Conference.
Dial a page zone		Dial a zone (1-7) or press **ALL** for All Call.
MEET ME 11 or 12		Press either key to set up a Meet Me Conference.
RETRIEVE		Retrieve the call you just transferred.
CONFERENCE	Conference	
DIRECTORY		Use Directory Dialing to set up the Conference with a co-worker.
ICM Directory		**VOL** ▲ or **VOL** ▼ keys + **DIAL** key to select co-worker from a list of extension names.

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Outside Calls		
Soft Key	**Feature**	**Definition**
PAGE	Conference	Broadcast a Page before setting up a Meet Me Conference.
Dial a page zone		Dial a zone (1-7) or press **ALL** for All Call.
MEET ME 11 or 12		Press key to set up a Meet Me Conference.
RETRIEVE		Retrieve the call you just transferred.
RECORD	Voice Mail	Record the active call in your Voice Mail mailbox (if allowed in your Class of Service).
SAVE	Save Number Dialed	Save the number you just dialed. Not used for incoming calls.
TIMER	Call Timer (Manual)	Turns the Call Timer on and off. Turning the timer off resets it to 00:00:00.
ACCT CODE	Account Code	Press to start and complete Account Code entry.
After you press ICM to Transfer your outside call, or CONF to set up a Conference		
DIRECTORY	Transfer	Use Directory Dialing to Transfer the call to your co-worker.
ICM Directory		**VOL ▲** or **VOL ▼** keys + **DIAL** key to select co-worker from a list of extension names.
(After ICM)		
TRANSFER TO MAILBOX		Send call to co-worker's mailbox.
RING		Change your voice announcement to ringing.
RETRIEVE		Retrieve call (instead of Transferring).
PARK AND PAGE		Park the call at the extension selected and make a Page.
(After CONF)	Conference	
LEAVE MESSAGE		Leave message in co-worker's mailbox
RING		Change your voice announcement to ringing.
RELEASE		Hang up (disconnect) the call and return to Intercom dial tone.
PAGE	Paging	Broadcast a zone or All Call Page.
ALL		Make an All Call Page.
MEET ME 11 or 12		Press to set up Meet Me Conference with code 11 or 12.
ZONE 1 thru ZONE 7		Page into zone selected (1-7).
MEET ME 11 or 12		Press to set up Meet Me Conference with code 11 or 12.
RETRIEVE		Retrieve the call.
When you press a busy line key		
CALLBACK	Trunk Queuing / Trunk Callback	Leave a Callback for the busy trunk.

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Outside Calls

Soft Key	Feature	Definition
RELEASE		Hang up (disconnect) the call and return to Intercom dial tone.
BARGE IN	Barge In	Barge In on the busy trunk (if allowed in your Class of Service).
FORCED DISCONNECT	Forced Trunk Disconnect	Disconnect the call on the trunk (if allowed in your Class of Service).

Intercom Calls

Soft Key	Feature	Definition
After a co-worker answers your Intercom call		
LEAVE MESSAGE	Message Waiting Voice Mail	• If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker. • If your system has Voice Mail, this allows you to leave a voice message in their mailbox.
RING	Intercom	Change your voice announcement to ringing.
RELEASE		Hang up (disconnect) the call and return to Intercom dial tone.
After you call a co-worker and hear busy tone		
LEAVE MESSAGE	Message Waiting Voice Mail	• If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker. • If your system has Voice Mail, press to leave a voice message in their mailbox.
CAMP ON	Call Waiting / Camp-On	Send Camp On tones to your busy co-worker. If you hang up, your Camp On converts to a Callback.
CALLBACK	Callback	Leave a Callback for busy co-worker.
BARGE IN	Barge In	Barge In on busy co-worker (if allowed in your Class of Service).
SILENT MONITOR	Monitor / Silent Monitor	Monitor your co-worker's call (if allowed in your Class of Service).
After you call a co-worker and hear busy/ring tone		
LEAVE MESSAGE	Message Waiting Voice Mail	• If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker. • If your system has Voice Mail, this allows you to leave a voice message in their mailbox.
VOICE OVER	Voice Over	Initiate a Voice Over with your busy co-worker.
BARGE IN	Barge In	Barge In on your busy co-worker (if allowed in your Class of Service).
SILENT MONITOR	Monitor / Silent Monitor	Monitor your co-worker's call (if allowed in your Class of Service).

Intercom Calls		
Soft Key	**Feature**	**Definition**
After you call a co-worker and hear Do Not Disturb tone		
LEAVE MESSAGE	Message Waiting Voice Mail	• If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker. • If your system has Voice Mail, this allows you to leave a voice message in their mailbox.
DND OVERRIDE	Do Not Disturb	Override an extension's Do Not Disturb (if allowed in your Class of Service).
RELEASE		Hang up (disconnect) the call and return to Intercom dial tone.
After you answer an Intercom call		
CONFERENCE	Conference	Set up a Conference with your caller.
RELEASE		Hang up (disconnect) the call and return to Intercom dial tone.
After you place or answer a Door Box call		
OPEN DOOR	Door Box	Press to activate (open) the system relay associated with the Door Box door strike (if programmed and installed).
CLOSE DOOR		After pressing **OPEN DOOR** above, press **CLOSE DOOR** to deactivate (close) the system relay associated with the Door Box door strike (if programmed and installed).
RELEASE		Hang up (disconnect) the call and return to Intercom dial tone.

Section 3:
Soft Key Index

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- Following is an alphabetical index of your telephone's soft keys.

Soft Key	Feature	Phone Type	Definition
"A"	Distinctive Ringing	Keyset	Press to select ring type A.
ACCT	Account Code	Keyset	Press to start and complete Account Code entry.
ACCT CODE		Super Display	
ALL	Call Forwarding	Keyset	Press to have Call Forwarding intercept all calls.
		Super Display	
ALL	Caller ID Logging	Keyset	Press to review all your Caller ID logs.
ALL	Page	Keyset	Make an All Call Page.
		Super Display	
ALND	Last Number Redial	Keyset	Automatically redial the last outside number you called.
AME	Call Forwarding	Keyset	Press to set up Personal Answering Machine Emulation (AME).
ANS MACHINE		Super Display	
ASGN	Distinctive Ringing	Keyset	Press to select the Extension Override option.
ASSIGN		Super Display	
AUTO REDIAL	Last Number Redial	Super Display	Automatically redial the last outside number you called.
"B"	Distinctive Ringing	Keyset	Press to select ring type B.
BARG	Barge In	Keyset	Barge In on a busy trunk.
BARGE IN		Super Display	
BIN	Call Forwarding	Keyset	Enter the Speed Dial bin number that is the Call Forwarding Off Premise destination.
BNA	Call Forwarding	Keyset	Press to set up Busy /No Answer Call Forwarding.
BUSY/NO ANS		Super Display	

Soft Key	Feature	Phone Type	Definition
"C"	Distinctive Ringing	Keyset	Press to select ring type C.
CAMP	Call Waiting / Camp On	Keyset	Send Camp-On tones to a busy co-worker.
CAMP ON		Super Display	
CCK	Distinctive Ringing	Keyset	Press lit Call Coverage key to select key's ring type and ringing mode.
CALL COVERAGE		Super Display	
CDNC	Distinctive Ringing	Keyset	Press to change the ringing cadence.
CADENCE		Super Display	
CFWD	Call Forwarding	Keyset	Access Call Forwarding options.
CALL FWD		Super Display	
CL00	Caller ID Logging	Keyset	Press to review your Caller ID log.
		Super Display	
CLBK	Callback Trunk Queuing and Trunk Callback	Keyset	Leave Callback for a busy trunk or co-worker.
CALLBACK		Super Display	
CLOSE	Door Box	Keyset	Press to Deactivate (close) the system relay associated with the Door Box door strike (if programmed and installed).
		Super Display	
CMPY	Directory Dialing	Keyset	Access your company's System Speed Dial bins.
COMPANY		Super Display	
CNCL	N/A	Keyset	Return to idle.
CANCEL		Super Display	
CNCL	Distinctive Ringing	Keyset	Press to return to the previous Distinctive Ringing screen.
CANCEL		Super Display	
CNFG		Keyset	Press to select the Distinctive Ring Configuration option.
CONFIG		Super Display	
CO LINE		Super Display	Press to select the system default ring type.
CONF	Conference	Keyset	Set up a Conference.
CONFERENCE		Super Display	
DAY	Distinctive Ringing	Keyset	Press to select the ringing mode for day mode calls.
DAY RING		Super Display	
DEL*	Caller ID Logging	Keyset	Press to delete all Caller ID records logged at your phone.
DELETE ALL		Super Display	
DFLT	Distinctive Ringing	Keyset	Press to select one of the 3 default ringing setups (1-3) and cancel your custom settings.
DEFAULT		Super Display	

Soft Key	Feature	Phone Type	Definition
DIAL LAST NUMBER	Last Number Redial	Super Display	Automatically redial the last outside number you called.
DIR	Conference Directory Dialing Transfer	Keyset	Access Directory Dialing, Paging and Meet Me Conference.
DIRECTORY		Super Display	
DISC	Forced Trunk Disconnect	Keyset	Disconnect the call on the trunk.
DLSV	Save Number Dialed	Keyset	Redial the number saved by Save Number Dial.
DIAL SAVE		Super Display	
DLY	Distinctive Ringing	Keyset	Press to select the ringing mode for delay ring calls.
DELAY RING		Super Display	
DND	Do Not Disturb	Keyset	Enable or disable Do Not Disturb.
		Super Display	
DND OVERRIDE		Super Display	Override an extension's Do Not Disturb.
ENTER MESSAGE NUM:	Call Forwarding	Keyset	Enter (or scroll to) the message number when setting up Selectable Display Messaging.
		Super Display	
Enter DSS or EXT		Keyset	Enter the Call Forwarding destination (extension, operator, or press **MW** key for Voice Mail).
		Super Display	
EXIT	N/A	Keyset	Back up to the previous set of options.
		Super Display	
EXIT	Caller ID Logging	Keyset	Press to exit Caller ID Logging and return to the idle display.
		Super Display	
EXT	Directory Dialing	Keyset	Access Personal and System Speed Dial bins.
FORCED DISCONNECT	Forced Trunk Disconnect	Super Display	Disconnect the call on the trunk.
HFRP	Microphone Mute	Keyset	Press to mute or unmute the microphone.
HF REPLY		Super Display	
ICM Directory	Conference Directory Dialing Transfer	Keyset	Select a co-worker from a list of names.
		Super Display	
ICM	Distinctive Ringing	Keyset	Press to change the sound of your Intercom ringing.
INTERCOM		Super Display	
IMM	Call Forwarding	Keyset	Press to set up Immediate Call Forwarding.
IMMEDIATE		Super Display	
INT	Directory Dialing	Keyset	Access Intercom Directory Dialing.
INTERCOM		Super Display	

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Soft Key	Feature	Phone Type	Definition
KEY	Distinctive Ringing	Keyset	Press to select the Key Ring Override option.
		Super Display	
LEAVE MESSAGE	Message Waiting Voice Mail	Super Display	Leave Message Waiting or message in Voice Mail mailbox.
LINE	Distinctive Ringing	Keyset	Press to select the system default ring type.
LINE		Keyset	Press lit line key to select key's ring type and ringing mode.
		Super Display	
MBOX	Transfer	Keyset	Send a call to your co-worker's mailbox.
MON	Monitor / Silent Monitor	Keyset	Monitor your co-worker's call.
MORE	N/A	Keyset	Display additional options.
		Super Display	
MSG	Message Waiting Voice Mail	Keyset	Leave Message Waiting or message in Voice Mail mailbox.
MSG	Call Forwarding	Keyset	Press to set up Selectable Display Messaging.
MESSAGE		Super Display	
MT11	Conference Meet Me Conference Transfer	Keyset	Set up a Meet Me Conference on circuit 11.
MEET ME 11		Super Display	
MT12		Keyset	Set up a Meet Me Conference on circuit 12.
MEET ME 12		Super Display	
NGT	Distinctive Ringing	Keyset	Press to select the ringing mode for night mode calls.
NIGHT RING		Super Display	
NO	Caller ID Logging	Keyset	After you press **DEL*** or **DELETE ALL**, press to cancel the deletion.
		Super Display	
NONE	Call Forwarding	Keyset	Press to cancel Call Forwarding.
		Super Display	
NUM	Call Forwarding	Keyset	Follow Speed Dial Programming to enter the Off Premise Call Forwarding destination number.
NUMBER		Super Display	
OFF	Intercom	Keyset	When programming Voice Announce, press to have all incoming Intercom calls ring.
		Super Display	
OFF	Microphone Mute	Keyset	When programming Handsfree Reply, press to turn off your telephone's Handsfree microphone for incoming Intercom calls.
		Super Display	
OFFP	Call Forwarding	Keyset	Press to set up Off Premise Call Forwarding.
OFF-PREMISE		Super Display	

Soft Key	Feature	Phone Type	Definition
OFHK	Volume Control	Keyset	Press to select the off-hook ringing volume control.
OFF-HK RING		Super Display	
ON	Intercom	Keyset	When programming Voice Announce, press to have all incoming Intercom calls voice announce.
		Super Display	
ON	Microphone Mute	Keyset	When programming Handsfree Reply, press to turn on your telephone's Handsfree microphone for incoming Intercom calls.
		Super Display	
OPEN	Door Box	Keyset	Press to activate (open) the system relay associated with the Door Box door strike (if programmed and installed).
		Super Display	
ORBIT	Park	Super Display	Select a System Park Orbit (0-9).
OVRD	Do Not Disturb	Keyset	Override an extension's Do Not Disturb.
PAGE	Conference Paging Transfer	Keyset	Select Paging options.
		Super Display	
PAGE	Volume Control	Keyset	Press to select the Paging volume control.
		Super Display	
PARK	Park	Keyset	Access your Park options.
		Super Display	
PERS	Directory Dialing	Keyset	Access your Personal Speed Dial bins.
PERSONAL		Super Display	
PERS	Park	Keyset	Park a call at a co-worker's extension.
PERSONAL		Super Display	
PGM	Various	Keyset	Set up Call Forwarding, Programmable Function Key ringing, Speed Dial, Do Not Disturb, and Intercom voice-announcements.
PROGRAM		Super Display	
PKPG	Park	Keyset	Park call at a co-worker's extension and do an All Call Page.
PARK AND PAGE		Super Display	
PKUP	Distinctive Ringing	Keyset	Press lit Group Call Pickup key to select key's ring type and ringing mode.
PICKUP		Super Display	
RCL	Distinctive Ringing	Keyset	Press to change the sound of your Hold, Park, and Transfer Recall ringing.
RECALL		Super Display	
REC	Voice Mail	Keyset	Record the active call in your Voice Mail mailbox.
RECORD		Super Display	
RGRP	Distinctive Ringing	Keyset	Press to change the sound of your Ring Group ringing.
RING GROUP		Super Display	

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Soft Key	Feature	Phone Type	Definition
RING	Various	Keyset	When programming key ringing, set up Call Coverage, Group Call Pickup and line keys.
		Super Display	
RING	Transfer	Keyset	Change your voice announcement to ringing.
RING	Volume Control	Keyset	Press to select the ringing volume control.
		Super Display	
RING "A"	Distinctive Ringing	Super Display	Press to select ring type A.
RING "B"			Press to select ring type B.
RING "C"			Press to select ring type C.
RING TONE		Super Display	Press to change the ringing pitch.
RLS	Various	Keyset	Hang up (disconnect) the call and return to Intercom dial tone.
RELEASE		Super Display	
RNA	Call Forwarding	Keyset	Press to set up Ring No Answer Call Forwarding.
RING/NO ANS		Super Display	
RTRV	Conference Transfer	Keyset	Retrieve call (instead of transferring it).
RETRIEVE		Super Display	
SAVE	Distinctive Ringing	Keyset	After selecting a new cadence and/or tone, press to save your entry.
		Super Display	
SAVE	Save Number Dialed	Keyset	Save the number you just dialed.
		Super Display	
SILENT MONITOR	Monitor / Silent Monitor	Super Display	Monitor your co-worker's call.
SP DIAL 1	Speed Dial	Super Display	Select keys for Personal Speed Dial bins 701-710. After pressing **SP DIAL 1**, the names for bins 701-710 display.
SP DIAL 2		Super Display	Select keys for Personal Speed Dial bins 711-720. After pressing **SP DIAL 2**, the names for bins 711-720 display.
SPD		Keyset	Press then enter your Speed Dial data (bin, etc.).
SPEED DIAL		Super Display	
SPEED DIAL BIN	Call Forwarding	Super Display	Enter the Speed Dial bin number that is the Call Forwarding Off Premise destination.
SYS	Park	Keyset	Select a system Park orbit (0-9).
TIME	Call Timer (Manual)	Keyset	Start and stop the Call Timer.
TIMER		Super Display	
TONE	Distinctive Ringing	Keyset	Press to change the ringing pitch.

Soft Key	Feature	Phone Type	Definition
TRF	Transfer	Keyset	Transfer a call to a co-worker.
TRANSFER		Super Display	
TRANSFER TO MAILBOX		Super Display	Send call to co-worker's mailbox.
TRK	Call Forwarding	Keyset	Press to have Call Forwarding intercept just outside calls.
TRUNK ONLY		Super Display	
UNAN	Caller ID Logging	Keyset	Press to review the records just for calls that rang your phone but were unanswered in the system.
VANN	Intercom	Keyset	Access the Intercom voice-announce options.
VOICE ANNOUNCE		Keyset	
VIEW	Call Forwarding	Keyset	Press to view the stored Off Premise Call Forwarding number.
		Super Display	
VIEW ALL	Caller ID Logging	Super Display	Press to review all your Caller ID logs.
VIEW ANS		Super Display	Press to review the records just for calls that rang your phone.
VIEW UNANS		Super Display	Press to review the records just for calls that rang your phone but were unanswered in the system.
VM00	Voice Mail	Keyset	Call your Voice Mail mailbox. The numbers after **VM** show the number of new messages in your mailbox.
V-MAIL 00		Super Display	
VOL	Volume Control	Keyset	Press to access the Volume Control feature.
VOLUME		Super Display	
VOVR	Voice Over	Keyset	Initiate a Voice Over.
VOICE OVER		Super Display	
YES	Caller ID Logging	Keyset	After you press **DEL*** or **DELETE ALL**, press to confirm the deletion.
		Super Display	
ZONE 1-7	Paging	Super Display	Page into zone selected (1-7).

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Section 4:
Call States

- Following is a list of the available soft keys based on the telephone's call state.

Call States		
State	**Phone Type**	**Keys**
Idle		
	Keyset	**DIR PGM VM00 CL00**
	Super Display	**DIRECTORY PROGRAM V-MAIL 00 CALLS 00 PAGE SP DIAL 1 SP DIAL 2**
Intercom Dial Tone		
From Idle (after pressing ICM)	Keyset	**DIR PAGE PKUP**
	Super Display	**DIRECTORY PAGE PICKUP**
From trunk talk state		
After pressing ICM	Keyset	**DIR PAGE RTRV**
	Super Display	**DIRECTORY PAGE RETRIEVE**
After pressing CONF	Keyset	**DIR PAGE RTRV PKUP** (from Conference call only)
	Super Display	**DIRECTORY PAGE RETRIEVE PICKUP** (from Conference call only)
From Intercom talk state		
After pressing ICM	Keyset	**DIR PAGE PKUP**
	Super Display	**DIRECTORY PAGE PICKUP**
After pressing CONF	Keyset	**DIR PAGE RTRV**
	Super Display	**DIRECTORY PAGE RETRIEVE**

Call States

State	Phone Type	Keys
After calling an extension		
From idle		
If called extension answers using Handsfree Answerback	Keyset	**MSG RING RLS**
	Super Display	**LEAVE MESSAGE RING RELEASE**
If called extension is ringing	Keyset	**MSG RLS**
	Super Display	**LEAVE MESSAGE RELEASE**
If called extension is busy	Keyset	**MSG CAMP CLBK MORE BARG MON MORE**
	Super Display	**LEAVE MESSAGE CAMP ON CALLBACK BARGE IN SILENT MONITOR**
If called extension is in Do Not Disturb	Keyset	**MSG OVRD RLS**
	Super Display	**LEAVE MESSAGE DND OVERRIDE RELEASE**
If you hear busy/ring	Keyset	**MSG VOVR BARG MON**
	Super Display	**LEAVE MESSAGE VOICE OVER BARGE IN SILENT MONITOR**
After using ICM key to Transfer (but before destination answers)		
If called extension answers announcement using Handsfree Answerback	Keyset	**MBOX RING RTRV PKPG**
	Super Display	**TRANSFER TO MAILBOX RING RETRIEVE PARK AND PAGE**
If called extension is ringing	Keyset	**MBOX RTRV PKPG**
	Super Display	**TRANSFER TO MAILBOX RETRIEVE PARK AND PAGE**
If called extension is busy	Keyset	**MBOX RTRV PKPG**
	Super Display	**TRANSFER TO MAILBOX RETRIEVE PARK AND PAGE**
If called extension is in Do Not Disturb	Keyset	**MSG OVRD RTRV PKPG**
	Super Display	**TRANSFER TO MAILBOX DND OVERRIDE RETRIEVE PARK AND PAGE**
If you hear busy/ring	Keyset	**MBOX VOVR RTRV PKPG**
	Super Display	**TRANSFER TO MAILBOX VOICE OVER RETRIEVE PARK AND PAGE**
After using CONF to set up a Conference (but before destination answers)		
If called extension answers announcement using Handsfree Answerback	Keyset	**MSG RING RLS**
	Super Display	**LEAVE MESSAGE RING RELEASE**
If called extension is ringing	Keyset	**MSG RLS**
	Super Display	**LEAVE MESSAGE RELEASE**

Call States		
State	**Phone Type**	**Keys**
If called extension is busy	Keyset	**MSG CAMP CLBK MORE BARG MON MORE**
	Super Display	**LEAVE MESSAGE CAMP ON CALLBACK BARGE IN SILENT MONITOR**
If called extension is in Do Not Disturb	Keyset	**MSG OVRD RLS**
	Super Display	**LEAVE MESSAGE DND OVERRIDE RELEASE**
If you hear busy/ring	Keyset	**MSG VOVR BARGE MON**
	Super Display	**LEAVE MESSAGE VOICE OVER BARGE IN SILENT MONITOR**
Door Box calls in the talk state		
After placing or answering a Door Box call	Keyset	**OPEN RLS**
	Super Display	**OPEN DOOR RELEASE**
After pressing OPEN to release the door strike	Keyset	**CLOSE RLS**
	Super Display	**CLOSE DOOR RELEASE**
Outside calls before talk state (interdigit time) set up		
After pressing line key from idle	Keyset	**ALND DLSV RLS ACCT**
	Super Display	**AUTO REDIAL DIAL SAVE RELEASE ACCT CODE**
After pressing ICM while on an outside call	Keyset	**System drops trunk.**
	Super Display	**System drops trunk.**
After pressing CONF while on an outside call	Keyset	**N/A**
	Super Display	**N/A**
Outside calls in the talk state		
Outgoing or Incoming	Keyset	**ALND PARK TRF MORE CONF REC SAVE MORE TIME ACCT MORE**
	Super Display	**AUTO REDIAL PARK TRANSFER CONFERENCE RECORD SAVE TIMER ACCT CODE**
While in a Conference		
	Keyset	**N/A**
	Super Display	**N/A**
Intercom call		
Answered	Keyset	**CONF RLS**
	Super Display	**CONFERENCE RELEASE**

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Call States		
State	**Phone Type**	**Keys**
Paging		
While receiving a Page broadcast	Keyset	**N/A**
	Super Display	**N/A**
While Meet Me Paging is active	Keyset	**N/A**
	Super Display	**N/A**