

# InfoSet™

## TELEPHONE USER GUIDE (Elite Phones)

### OUTSIDE CALLS

#### PLACE

Depress idle outside line.  
Lift handset.

#### THEN

Dial telephone number

#### OR

Depress Redial key and  
Dial 00-19 for Station  
Speed Dial, 20-99 for  
System Speed Dial or "\*" for  
Last Number Redial.

#### ANSWER

Lift handset.

Depress flashing outside  
line key (if needed).  
Converse.

#### HANDS FREE

Depress Speaker key.  
Replace handset.

#### HOLD

##### SET

Depress Hold key for  
Non-Exclusive Hold.

##### OR

Depress Feature key and  
Hold key for Exclusive Hold.  
(Only your station can  
retrieve this call.)

#### RETRIEVE

Lift handset.  
Depress flashing held line key.

#### TRANSFER

Depress Transfer key.  
Dial station number.  
Announce call.  
Replace handset.

#### CO/PBX LINE QUEUE

When all outside lines  
are busy:  
Lift handset.  
Dial 68 – Replace handset.

Note: Your station will ring when  
an outside line is available.

### INTERNAL CALLS

#### PLACE

Press Speaker key.  
Dial station number.  
Voice announce after tone burst.

#### ANSWER

Receive voice announcement.  
Ensure MIC LED is lit.  
Respond hands free by  
pressing Speaker key  
OR

Receive voice announcement.  
Lift handset.

### CONFERENCE

With a call in progress:  
Depress Hold key.  
Place second call  
(internal or outside).  
Announce Conference.  
Depress Conf key to  
establish Conference.

Note: No more than 2  
parties can be outside lines.

### CALL FORWARD

#### SET

Depress Feature key.  
Dial 66 – Call forward  
all calls.  
Dial 67 – Busy/no answer:  
Dial destination station  
number.  
Depress Feature key.

#### CANCEL

Depress Feature key.  
Dial 66 – Call Forward all.  
OR  
Dial 67 – Call Forward  
busy/no answer:  
Dial 00 – Depress Feature key.

### AUTOMATIC REDIAL

Receive busy tone or no  
answer from CO/PBX line:  
Depress Speaker key and  
replace handset.  
Depress Feature key.  
Depress Redial key.

Note: Call will be reprocessed  
automatically up to 7 times.

### CALL PICKUP

Lift handset.  
Dial access code:  
60 = Outside call in a  
different tenant group.  
61 = Internal call in the  
same group.  
(79 = Call pickup ISDN.)

### PAGING

Lift handset.  
Dial desired page code:  
INTERNAL – Dial 70  
EXTERNAL – Dial 75  
ALL CALL – Dial 77.

#### PAGE ANSWER

(Internal/External)  
Lift handset.  
Dial 74.



### CALL BACK REQUEST

#### SET

Receive call waiting tone,  
busy tone, or no answer:  
Dial "#" key.  
Listen for confirmation tone.  
Replace handset.

Note: Call Back Request cannot be  
sent to single-line telephones.

#### ANSWER

Receive an LCD or LED  
indication:  
Lift handset.  
Depress "#" key.

## **AUTOMATIC CALL BACK**

### **SET**

Receive call waiting tone or busy tone:

Dial 0.

Listen for confirmation tone.

Replace handset.

Station rings when called

station is idle.

Lift handset; call is placed automatically.

## **VOLUME CONTROL**

To adjust handset receive volume with a call in

progress:

Depress Volume

Up/Down keys.

## **MUTE CONTROL**

To mute handset receive with a call in progress:

Depress Feature key.

Dial 2.

Note: Repeat procedure to return to normal or terminate call.

## **BACKGROUND MUSIC**

### **SET/CANCEL**

Depress Feature key.

Dial 93.

Depress Feature key.

## **DOOR PHONE CALLS**

Receive door phone chime:

Lift handset

OR

Dial access code

81 = Door Phone 1;

82 = Door Phone 2.

### **DOOR LOCK RELEASE**

With door phone conversation in progress:

Depress Feature key.

Dial 6.

## **PROGRAMMING**

### **SPEED DIAL**

Depress Feature key.

Depress Redial key.

Dial desired Speed Dial Memory (00-19 for station, 20-99 for system).

Dial telephone number to be stored.

Depress Feature key.

Note: System Speed Dial must be programmed from extension 10 or 11.

### **DSS/SPEED DIAL**

Depress Feature key.

Depress Redial key.

Depress desired Feature Access Button.

Dial 1 for direct station selection.

Dial extension number.

OR

Dial 0 for Speed Dial.

Dial Speed Dial memory (00-99).

Depress Feature key.

## **FEATURES**

Depress Feature key.

Depress Redial key.

Depress desired Feature Access Button.

Depress "\*" key

Dial Feature access code.

Depress Feature key.

Note: Unassigned line keys can be used as Feature Access Buttons.

## **SET DATE AND TIME**

Depress Feature key.

Dial 9 and "\*" key.

Use the dial pad to enter Hour and Minutes.

Depress Recall key to change AM/PM.

Depress Hold key to change to Date.

Depress Recall key to change Day of Week.

Depress "\*" key to move cursor to Date.

Enter Date using the Dial Pad.

Depress Recall key to change Month.

Depress "\*" key to move cursor to Year.

Dial last 2 digits of Year.

Depress Feature key to save.

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