

### Default Feature Codes

Call Back	622
Call Coverage - Non-Ring (reqs btn)	647+[XXX]
Call Coverage - Ringing (reqs btn)	646+[XXX]
Call Forward	640+[C]
Call Park (groups 1-14)	424-437
Call Park - Personal	438
Call Park - Station	439+[XXX]
Call Park Pickup - Station	#6+[XXX]
Call Park Pickup - System (groups 1-14)	#430-#437=grps 1-8 #424-#437=grps 1-14
Call Pickup (reqs btn)	#0
Caller ID Name/Number (reqs btn)	653
Caller ID Display (Answered)	659
Caller ID Display (Unanswered)	635
Camp On	620
Clear Call Fwd, DND, Personal Msg	662
CO Line (Idle) Direct Access or if Alternate Dial Plan	88+[LLL] 8888+[LLL]
CO Line Grp Access Code (grp 0-23)	800-823
CO Line Grp Access Code (all grps)	824
CO Line Queue	621
CO Line Queue Cancel	626
Conference (reqs btn)	624
Dial-By-Name	6*
Directory Dial	680
Do Not Disturb	631
Extension/DSS Number	XXX
Flash	660
Headset Mode	634
HTP	667

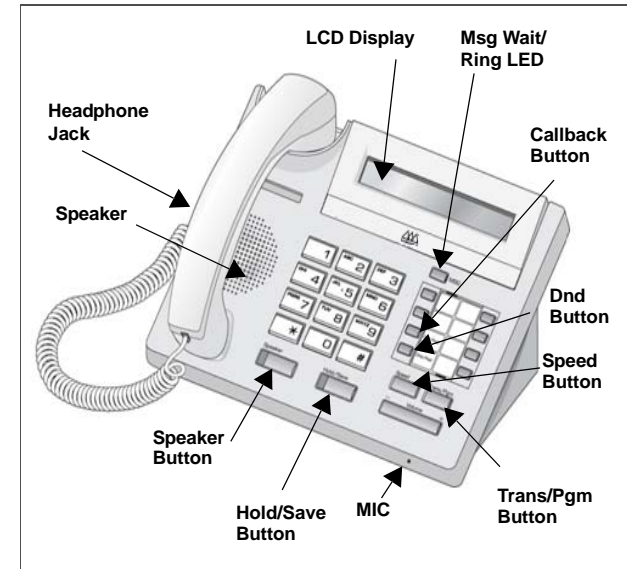
### Default Feature Codes

In and Out (status) Button - reqs btn	644
Intercom Button (reqs btn)	645
Last Number Redial	650
Loop Key (reqs btn) or if Alternate Dial Plan	89 8889
Message Wait Answer	663
Mute	629
Name in Display	690
Page - All Call (Internal & External)	700
Page - Internal Zones 1-20	701-720
Page - Internal All Call	721
Page - External All Call (XTS-IP only)	760
Page - External Zones 1 or 2 (XTSc-IP = Zone 1 only)	761 or 762
Personal Messages	633+[ZZ]
Save Number Redial	[SPEED]+[*]
Speed Dial Access	[SPEED]+[YYYY]
VM Group Pilot Number (grps1-8)	440-447
VM One Touch Record (reqs btn)	649+[VVV]
Voice Mailbox Btn (reqs btn)	460-467+[VMID]
<p>C = Call Forward Condition Code          6=All Calls/7=No Answer/8=Busy/          9= Busy/No Answer/*=Off-Net (Follow Me only)          LLL = Line Number          VVV = Voice Mail Group Number (440-447)          XXX = Station Extension Number          (XTS-IP=100-419, XTSc-IP=100-157)          YYYY = Speed Dial Bin Number          (XTS-IP=9000-9999, XTSc-IP=9000-9099)          ZZ = Personalized Messages (00-10)</p>	

## IP7008D Network Phone

# XTS-IP & XTSc-IP

### Quick Reference Guide



#### FIXED Feature Buttons

**Hold/Save** button - Used to place a call on hold. (The SAVE function is not used at this time.)

**Msg/Ring LED** - Lights when a call is received; indicates when a message has been left.

**Speaker** button - Used in place of the handset.

**Speed** button - Used to access Speed Dialing & Flexible Button programming.

**Trans/Pgm** button - Used to transfer a call. (The PGM function is not used at this time.)

**Volume** button - Allows you to adjust both speakerphone & handset volume.

#### FLEXIBLE Feature Buttons

The following functions are *pre-programmed* at the factory. Their button assignments may be modified.

**Call Back** button - For sending a callback request to a busy station, and accessing the received message menu.

**Dnd** button - To prevent an intercom call from ringing at your station.



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## Default Key Map

<b>STATION 100</b>	<b>STATION 101</b>
<b>LOOP</b>	<b>POOL</b>
<b>CALL BACK</b>	<b>PICK UP</b>
<b>DND</b>	<b>VM</b>

### Programming a Flex Button

1. Press SPEED twice, then press the flexible button to be programmed.
2. Dial desired code from "Default Feature Code" chart, *OR* enter a DSS extension number. (A confirmation tone sounds.)
3. Press the SPEAKER button to end programming.

### To Erase a Flex Button

1. Press SPEED twice, then press the flexible button to be erased.
2. Press a *pre-programmed* FLASH button (code 660). (A confirmation tone sounds.)
3. Press the SPEAKER button to end programming.

For additional user information, refer to the XTS-IP/XTSc-IP Station User Guide (P/N: 3152-00).

## Feature Operation

### Programming Speed Dials

#### STORING SPEED NUMBERS

1. Press the SPEED button twice.
2. Dial the speed bin location.
  - 9000 to 9019 = Station Speed numbers
  - 9020 to 9999 = System Speed numbers (XTSc = 9020-9099)
3. Dial the desired telephone number.
4. Press the SPEED button.
5. Press the SPEAKER button to end speed dial.

#### DIALING A SPEED NUMBER

1. Press SPEED and dial the speed bin location, *OR* press the *pre-programmed* speed bin button.
2. When the called party answers, pick up the handset or use the speakerphone.

#### DIRECTORY DIALING

1. Press the PHONEBOOK navigation key.
2. Press the UP or DOWN arrows to scroll through the Directory List.
3. Press the OK button at the desired name to automatically dial the destination station or outside phone number (via Speed Dial).

#### OPTIONAL DIRECTORY DIALING

1. Dial the Directory List dial code [680].
2. To view the list of names, press the appropriate keypad button (once, twice, or three times) that represents the desired letter of the alphabet.

A = 2 B = 22 C = 222	1	ABC 2	DEF 3
	GHI 4	JKL 5	MNO 6
	PQRS 7	TUV 8	WXYZ 9
	* OPER	0	#

3. Scroll through the Directory List to select a name using [\*] or [#] for the next or previous entry.
4. Press the SPEED button at the desired name to automatically dial the destination station or outside phone number (via Speed Dial).

## Feature Operation

#### CALL FORWARDING

1. Press the FWD button, *OR* dial feature code [640].
2. Dial the desired Call Forward code:
  - [6] = All Calls [7] = No Answer [8] = Busy
  - [9] = Busy/No Answer [\*] = Off-Net
3. Dial the station number where calls are to be forwarded. Confirmation tone sounds.
4. Replace handset or press the SPEAKER button.

#### ESTABLISHING A CONFERENCE CALL

1. Lift the handset and select an intercom station, or dial desired outside party.
2. When called party answers, press the CONF button.
3. Add the next conference party by selecting another outside line or intercom station.
4. If the next conference party is an outside line and a busy or wrong number is encountered, press one of the conference parties on hold. This drops the busy or wrong number party. Press the conference button again and repeat Step 4.
5. When the last party answers, press CONF twice.

*To terminate a Conference*, the conference initiator who is actively in the conference must replace the handset or press the ON/OFF button to OFF.

#### PLACING AN OUTSIDE LINE ON HOLD

- If your system is programmed for Exclusive Hold Preference ... press HOLD once for Exclusive Hold, or twice for System Hold.
- If your system is programmed for System Hold Preference ... press HOLD once for System Hold, or twice for Exclusive Hold.

#### TRANSFER - Unscreened

1. Press TRANS and dial desired station number.
2. When the called extension begins to signal, hang up to transfer the call.
3. Replace handset or press the SPEAKER button.

#### TRANSFER - Screened

While connected to an outside line:

1. Press the station button where the call is to be transferred (if programmed on your phone), *OR* press TRANS and dial the station number. (The called extension signals according to the intercom signal switch position.)
2. When extension answers, announce transfer.
3. Hang up to complete transfer.