

Default Feature Codes

Call Back	622
Call Park (groups 1-14)	424-437
Call Park - Personal	438
Call Park - Station	439+[XXX]
Call Park Pickup - Station	#6+[XXX]
Call Pickup (reqs btn)	#0
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 Group Access Code (grp 0-23)	800-823
CO Line Group Access Code (all grps)	824
CO Line Queue	621
Conference (reqs btn)	624
Directory Dial	680
Extension/DSS Number	XXX
Flash	660
Headset Mode	634
In and Out (status) Button (reqs btn)	644
Mute	629
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
Save Number Redial	[SPEED]+[*]
Speed Dial Access	[SPEED]+[YYYY]
VM Group Pilot Number	440-447

LLL = Line Number

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)

Soft Keys

Idle State

Key 1	Key 2	Key 3
PICKUP	VM1	LNR
ANS-CALL	UA-CALL	SNR
PERS-MSG	BGM	P-PKP1
ALLPG-IN	ALLPG-EX	UNA
BIN-FWD	ALL-FWD	N/A-FWD
BUSY-FWD	B/NA-FWD	CLR-FWD
H-MODE	T-MODE	P-MODE
BKL - OFF	BKL-ON	BKL-INUSE

Misc-Tone State (Busy Tone)

Key 1	Key 2	Key 3
MSG	CALL-BK	CAMP-ON

Incoming CO Call State (Talk State)

Key 1	Key 2	Key 3
CONF	REC	FLASH

Outgoing (Busy Tone)

Key 1	Key 2	Key 3
CONF	REC	FLASH

Recording State

Key 1	Key 2	Key 3
STOP		

Conference (Active State)

Key 1	Key 2	Key 3
EXIT	END	ADD-MEM

Conference (Idle State)

Key 1	Key 2	Key 3
RE-ENTER		

ICM Call State

Key 1	Key 2	Key 3
CONF		



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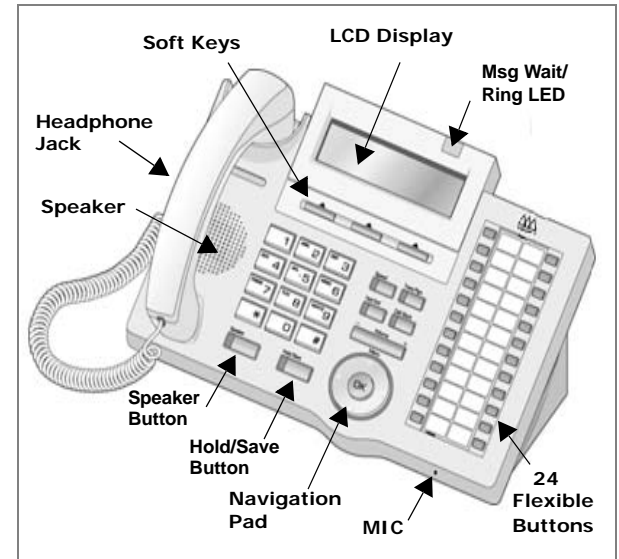
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XTS-IP & XTSc-IP

Quick Reference Guide



FIXED Feature Buttons

- » **Call Back** button - Used for Auto-Callback.
- » **Dnd** (Do not disturb) button - Used to prevent a call from ringing at your station while busy or on a call.
- » **Hold/Save** button - Used to place a call on hold. *The SAVE function is not used at this time.*
- » **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 the speakerphone and handset volume.

Navigation Keys

- » **Left/Right Scroll** key - To move up & down through the soft key displays.
- » **Menu** key - To "scroll up" in Dial-by-Name directory.
- » **OK** key - To dial selection in Dial-by-Name directory.
- » **Phonebook** key - To access Dial-by-Name list & to "scroll down" in the directory.

Default Key Map

Station 100	CO1
Station 101	CO2
Station 102	CO3
Station 103	CO4
Station 104	CO5
Station 105	CO6
Station 106	LOOP
Station 107	POOL
Station 108	CONF
Station 109	PICKUP
Station 110	MUTE
Station 111	VM

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 FLASH button. (A confirmation tone sounds.)
3. Press the SPEAKER button to end programming.

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

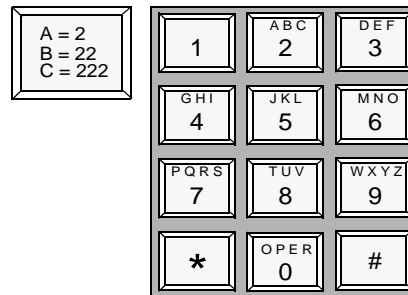
1. Press SPEED and dial the speed bin location, *OR* press the *pre-programmed* speed bin button.
2. When the called party answers, pick up the handset or use the speakerphone.

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.



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).

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

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. A 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.