

# IPK

1. **TO PLACE AN OUTGOING CALL:**  
PICK UP HANDSET OR PRESS SPEAKER KEY  
DIAL "9" OR PRESS A LINE KEY
2. **TO PLACE AN INTERCOM CALL:**  
PICK UP HANDSET OR PRESS SPEAKER KEY  
ENTER EXTENSION NUMBER OR PRESS PROGRAMMED ONE-TOUCH KEY
3. **FEATURE KEY:**  
THIS KEY IS USED FOR PROGRAMMING SPEED DIAL NUMBERS AND ONE-TOUCH KEYS
4. **RECALL KEY:** PRESS TO TERMINATE ESTABLISHED CALL & RESEIZE INTERNAL DIAL TONE. *(THE NEXT OPTION ONLY WORKS WITH CENTREX LINES.)* TO TRANSFER AN INCOMING CALL TO AN OUTSIDE TELEPHONE NUMBER, SUCH AS A CELL PHONE, WITH THE CALLER ON THE LINE, PRESS RECALL KEY. WHEN YOU RECEIVE NEW DIAL TONE, DIAL THE TELEPHONE NUMBER, AWAIT ANSWER OR HANG UP WHEN RINGING. ONCE YOU HANG UP, CALLER WILL BE CONNECTED TO THE OUTSIDE PARTY. IF THE CALLER HAS NOT PICKED UP, PRESS RECALL TWICE TO RETRIEVE THE CALL.
5. **CONFERENCE CALLING:**  
ACCESS AN OUTSIDE LINE & DIAL FIRST PARTY AND AWAIT ANSWER  
PRESS CONF KEY, THIS WILL PUT THE FIRST CALLER ON HOLD. ACCESS A SECOND OUTSIDE LINE & DIAL SECOND PARTY OR INTERNEL EXTENSION NUMBER AND AWAIT ANSWER PRESS CONF KEY. ALL THREE PARTIES ARE CONNECTED!
6. **DIRECTORY KEY:** \*ADDITIONAL EQUIPMENT NEEDED FOR THIS FEATURE\* CALLER ID INFO.
7. **MESSAGE KEY:** PRESS TO ACCESS VOICEMAIL
8. **LAST NUMBER REDIAL KEY:**  
PRESS REDIAL KEY THEN PRESS \*
9. **ANSWER KEY:**  
WHILE YOU ARE ON A CALL, PRESS ANSWER KEY TO PLACE THE CURRENT CALLER ON HOLD AND AUTOMATICALLY CONNECT YOURSELF WITH THE NEXT INCOMING CALL.
10. **CALL TRANSFER:**  
WITH THE CALLER ON THE LINE, PRESS TRANSFER KEY AND DIAL THE APPROPRIATE EXTENSION, OR SIMPLY PRESS A PROGRAMMED INTERCOM KEY.  
ANNOUNCE THE CALL, IF DESIRED  
HANG UP. CALL IS TRANSFERRED.  
FOR PRIVACY PRESS 1 AFTER THE EXTENSION NUMBER OR PROGRAMMED KEY. THIS WILL FORCE THE PHONE TO RING.
11. **TO PLACE A CALL ON HOLD:**  
WITH THE CALLER ON THE LINE, PRESS HOLD KEY  
IN KEY SYSTEMS WITH DIRECT LINE APPEARANCE, CALLS CAN BE PICKED UP FROM ANY PHONE.
12. **TO PLACE A CALL ON EXCLUSIVE HOLD:**  
WITH THE CALLER ON THE LINE, PRESS THE FEATURE KEY, PRESS THE HOLD KEY.  
CALL IS NOW ON HOLD ONLY AT YOUR PHONE.

**13. GROUP LISTENING:**

WHILE ON A HANDSET CALL, PRESS SPEAKER KEY  
CONVERSATION IS NOW HEARD OVER SPEAKERPHONE  
*(CALLER DOES NOT KNOW THEY HAVE BEEN PLACED ON SPEAKERPHONE, AS THERE IS NO CHANGE IN THE SOUND QUALITY. CALLER ONLY HEARS PERSON ON HANDSET AND ANY "NORMAL" BACKGROUND NOISE).*

**14. MICROPHONE KEY:**

*(WORKS AS A MUTE FEATURE WHEN YOU ARE USING SPEAKERPHONE OR HANDSET)*  
USED TO ACTIVATE OR DEACTIVATE THE MICROPHONE.  
WHEN MIC LIGHT IS ON, CALLERS CAN HEAR YOU AND YOU CAN HEAR THEM  
WHEN MIC LIGHT IS OFF, CALLERS CANNOT HEAR YOU, BUT YOU CAN HEAR THEM

**15. PAGING:**

LIFT HANDSET & PRESS PROGRAMMED PAGE KEY, MAKE ANNOUNCEMENT AFTER TONE  
OR:

LIFT HANDSET AND ENTER ONE OF THE FOLLOWING PAGING CODES:

INTERNAL ALL <b>51</b>	EXTERNAL ALL <b>55</b>	INTERNAL & EXTERNAL ALL <b>59</b>
ZONE A <b>52</b>	ZONE A <b>56</b>	
ZONE B <b>53</b>	ZONE B <b>57</b>	
ZONE C <b>54</b>	ZONE C <b>58</b>	

MAKE ANNOUNCEMENT AFTER TONE

**16. DO NOT DISTURB:**

*(BLOCKS INCOMING CALLS, INTERCOM CALLS AND PAGES. YOU CAN STILL MAKE CALLS)*

PRESS PROGRAMMED DND KEY

OR: *(WITH HANDSET DOWN)*

TO SET: PRESS FEATURE KEY, ENTER 60, PRESS FEATURE KEY

TO CANCEL: PRESS FEATURE KEY, ENTER 69, PRESS FEATURE KEY

**17. TO PROGRAM INTERCOM BUTTONS:**

*(WITH HANDSET DOWN)*

PRESS FEATURE KEY

PRESS REDIAL KEY

PRESS THE BLANK FEATURE ACCESS KEY YOU WANT TO PROGRAM

DIAL "1" AND ENTER THE EXTENSION NUMBER OR DIAL "0" THEN "9" FOR AN OUTSIDE NUMBER.

PRESS FEATURE KEY TO SAVE

**18. TO PROGRAM SPEED DIAL ON THE ALPHABETICAL SCROLLING ROLODEX:**

*(WITH HANDSET DOWN)*

PRESS FEATURE KEY

PRESS REDIAL KEY

ENTER SPEED DIAL CODE (80-99 PERSONAL)(00-79 SYSTEM; FROM EXT. 100 ONLY)

DIAL 9

ENTER TELEPHONE NUMBER TO BE STORED

PRESS HOLD AND ENTER NAME USING DIALPAD KEYS

*(ENTER ## TO LEAVE A SPACE; ENTER # WHEN TWO CONSECUTIVE LETTERS ON SAME KEY)*

PRESS FEATURE KEY TO SAVE

**19. ACCESSING THE SPEED DIAL DIRECTORY:**

SYS = SYSTEM SPEED DIAL / STA = PERSONAL STATION SPEED DIAL

UP/DOWN SOFT KEYS ARE USED TO SCROLL THROUGH THE DIRECTORY

*(TO SKIP TO A PARTICULAR LETTER OF THE ALPHABET, PRESS SYS OR STA SOFT KEY, PRESS APPROPRIATE DIALPAD KEY UNTIL CORRECT LETTER DISPLAYS ON LCD, PRESS \*. YOU CAN THEN USE THE UP/DOWN SOFT KEYS TO SCROLL)*

LIFT HANDSET OR PRESS SPEAKER KEY TO DIAL PARTY DISPLAYED ON LCD

*(IF YOU ARE NOT USING THE SCROLLING ROLODEX, YOU CAN ACCESS SPEED DIAL NUMBERS BY PRESSING THE REDIAL KEY AND ENTERING THE 2-DIGIT CODE)*