

● Redial

Last number Redial: Press **redial**.

Caller number redial: Search the correct Caller ID number on display, press **redial**.

Auto Retry of Busy number: Off Hook, press DSS button + **save** or On Hook, press **save**, the system will automatically retry the same number.

● Release Calls

1. With Handset: Replace handset.
2. Handsfree: Press **spk**.
3. Flash Function: During external call dialing press **trf/fl** to terminate call and retain the same CO line. DSS CO LED will remain ON.

● Speed Dial

1. System Speed Dial (This function should be programmed on the console stations. These numbers can be accessed by any handset):

Programming: Press **func** + **spd** + **1**. Enter a 3-digit **100** ~ **699** (depending on programming) and **0** + **0**. Enter telephone number, and press **save**.

Operation: Press **spd** and select Speed Dial Code **100** ~ **699** (depending on programming).

2. Personal Speed Dial:

Programming: Press **func** + **spd** + **2**, and DSS button **DSS1~DSS8** or dial Speed Dial Number **0~9** and telephone number + **save**.

Operation: Press **spd** and select **DSS1~DSS8** or dial Speed Dial Number **0~9** (as programmed).

● Volume/Frequency Control (Dynamic Control)

Ringing Volume Level: During Ringing, press **▲** / **▼** button to adjust Volume Level.

Speaker Volume Level: During hearing audio from Speaker, press **▲** / **▼** button to adjust Volume Level.

Handset Volume Level: During hearing audio from Handset, press **▲** / **▼** button to adjust Volume Level.

● Volume/Frequency Control (Static Control)

Press **func** + **8** + **code** (refer code 1 ~ 4 below), use indicators on Volume **▲** / **▼** to adjust volume level or ringing frequency and then press **save**.

- 1 = Ringing Volume Level Selection (1~8 levels)
- 2 = Speaker Volume Level Selection (1~8 levels)
- 3 = Handset Volume Level Selection (1~8 levels)
- 4 = Ringing Frequency Selection (1~9 levels)



Quick Reference User Guide

● Answering Calls

Lift handset or **spk** on handsfree models.

● Call Forward

From own station (handset on Hook): Press **fwd** button or **func** + **2** + **Call Forward Code** + Destination Station number. To cancel, press **func** + **2** + **1** + own Station number.

Call Forward Code:

- 1 = Call Forward All,
- 2 = Call Forward Busy,
- 3 = Call Forward No answer,
- 4 = Call Forward Busy and No Answer
- 5 = Call Follow me.
- 6 = Call Forward External
- 7 = CFWD to Vmail,
- 8 = System wide ON /OFF

● Call Transfer

Unannounced Transfer: Lift handset, press **hold**, dial transferred station number, press **trf/fl**, then replace handset.

Announced Transfer: Lift handset, press **hold**, dial transferred

Smart Phone

station number, wait for answer, then press **trf/fl** and replace handset.

● Conference Calls

Lift handset, dial Party A, place Party A on hold, Dial Party B. When answered, press **conf**.

Note: Not applicable to DV-22 system.

● Do Not Disturb

Press **dnd** to enable or disable.

Note: **dnd** LED will flash when Do Not Disturb is enabled.

● Door Phone

Call Door Phone:

- (1) Press **spk** + **#** + **6** + **1** (for Door Phone 1) or **spk** + **#** + **6** + **2** (for Door Phone 2).
- (2) Press **door** button on DSS panel to talk to Door 1.

Door Lock Release: When on door Phone call, press **0** to release Door Lock.

Note: When **door** button remains ON, it means the door was not closed.

● Force Account Code(s)

Press **fac** button or **func** + **1**, then on entry of account number, system will automatically access a free CO line.

● Hold Call

Normal Call Hold: Lift handset and answer call, press **hold** button and replace handset. To retrieve the CO line on hold, press **hold** or the DSS button on hold.

Exclusive Call Hold: Lift handset and answer call, press **hold** button twice and replace handset. To retrieve the CO line on hold, press **hold** or the DSS button on hold.

● Individual Alarm / Morning Call

On Console Stations: Press **func** + **9** + **9**, and HH : MM 01 + **save**.

On Common Stations: Press **func** + **9**, and HH : MM 01 + **save**.

To cancel Individual alarm: Set HH : MM 01 = 00 : 00 01

● Intercom Call

Normal Call: Lift handset or **spk**, dial station number or **DSS** button.

Call Operator: Lift handset or **spk**, dial **0** or **9** to call operator.

● Lock / Unlock Your Telephone

1. Lock/Unlock: Press **func** + **3**, key in security number (for programming function Zone 248). When programmed, press **save**.
2. Temporary Unlock: Press **func** + **4**, key in security number. This will provide CO access for one call.

● Message Lamp ON

Call an internal station which is engaged or not answer, press DSS button assigned for **mw** button. Once the called station presses the **mw** button and recall to the station which leaves the message, these 2 stations can talk each other.

● Night Lamp Function

Press **spk** + **#** + **8670** + **spk** to enable or disable Lamp indicator on handset.

● Outgoing Call

1. Off Hook: Lift handset, press **0** or **9** (depending on programming) and dial required telephone number.
2. On Hook: Press **0** or **9**; or press **spk** + **0** or **9** and dial required telephone number.
3. CO Access through DSS: Handset on/off hook. Press any defined CO DSS button, and dial required telephone number.
4. Press **#** + **Line Representative Codes**, and dial required telephone number.

● Outgoing Calls Search

Off Hook and press **OUT** and **6** / **▲** to scroll forward or **3** / **▼** to scroll backwards. Press **redial** to make this number call. Press **4** to delete this number.

● Paging

General Paging: Lift handset, press **#** + **Paging Code**.

Paging Codes:

- 0 = all Internal and External Zone Paging.
- 1 = All Internal Zone Paging.
- 2 = 2 + Internal Zone 1 ~ 8
- 3 = 3 + External Zone 1 ~ 8
- 9 = All External Zone Paging

Quick Paging: Lift handset, and press **page** on handset

● Pick Up

1. All Groups: Lift handset + **#** + **0** or press **pick up**.
2. Own Group: Lift handset + **#** + **1** or press **pick up**.
3. Defined Groups: Lift handset + **#** + **2** + Group Code.
4. Defined Station: Lift handset + **#** + **3** + Defined Station.
5. Defined CO Lines: Lift handset + **#** + **4** + **Line Representative Codes**.