

# **TDS 600**

## **Digital Series**

**Station User Guide**  
**Digital Telephone Sets**  
**DK1 / DK2 / DK3 / DK6**



## **NOTIFICATION**

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## **IMPORTANT SAFETY INSTRUCTIONS**

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When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on the product.
3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool.
5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
6. Slots and openings in the cabinet and the back or bottom are provided for ventilation, to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on the bed, sofa, rug or other similar surfaces. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
7. This product should be operated only from the type of power source indicated on the marking label. If you are not sure of the type of power supply to your home or office, consult your dealer or local power company.
8. The product is equipped with a three wire grounding type plug, a plug will only fit into a grounding type power outlet. Contact your

electrician to replace your obsolete outlet. Do not defeat the safety purpose of the grounding type plug.

9. Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by persons walking on it.
10. Do not overload wall outlets and extension cores as this can result in the risk of fire or electric shock.
11. Never push objects of any kind into this product as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
12. To reduce the risk of electric shock, do not disassemble this product, but take it to a qualified service technician when service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.
13. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - A. When the power supply cord or plug is damaged or frayed.
  - B. If liquid has been spilled into the product.
  - C. If the product has been exposed to rain or water.
  - D. If the product does not operate normally by following the operating instructions. Adjust only those controls that are covered by the operating instructions because improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - E. If the product has been dropped or the cabinet has been damaged.
  - F. If the product exhibits a distinct change in performance.
14. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
15. Do not use the telephone to report a gas leak in the vicinity of the leak.

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## **SAVE THESE INSTRUCTIONS**



## TransTel TDS Series Digital Telephone Set User Guide

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## **Introduction**

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Congratulations on your purchase and welcome to the TransTel Digital Series Key Telephone Set. The TransTel Digital Telephone Sets were specifically designed with you in mind to help make you more productive in communicating with customers, vendors, and fellow business associates. We at TransTel believe that you should not require extensive training to effectively use your telephone set, and as such, have taken great care in developing one of the most "user friendly" telephones available in the market today. Please take a moment to review this guide. Just as each person's job function differs, so do their telephone requirements. Pay particular attention to those features which will be most helpful for you. Since each telephone can be customized for your specific needs, your TransTel Authorized Dealer will be happy to make sure your telephone set is configured to your requirements.

### **Accessories**

For your reference and convenience the following accessories and replacement parts are available from your Authorized TransTel Dealer.

Item	Part Number	Description
DK1-HND/I DK1-HND/G	30001083 30001084	Standard Handset for all DK1 model sets. Specify Ivory or Charcoal.
TD-HNDC/I TD-HNDC/G	30001085 30001086	Handset Cord (10 Ft.) Ivory Handset Cord (10 Ft.) Charcoal
DK1-Label Kit/DS	30001090	Label Kit for Display and Speakerphone models. DK1-D and DK1-S
DK1-Label Kit/B	30001091	Label Kit for Basic model. DK1-B
DK2-HND/I DK2-HND/G	30001087 30001088	Standard Handset for all DK2 model sets. Specify Ivory or Charcoal.
DK2 Label Kit	30001092	Label Kit for DK2
DK3 Label Kit	30001093	Label Kit for DK3

## Telephone Layout DK1, DK2 & DK3 Models

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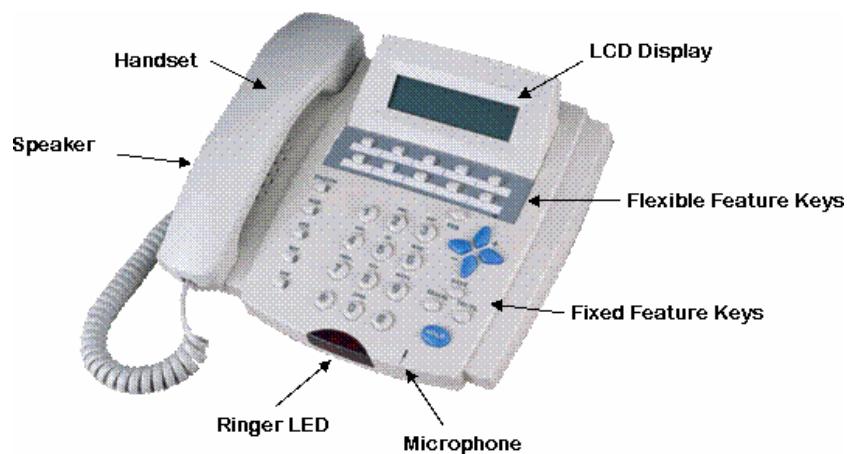
## DK1 Layout



## DK6 Layout



**DK2 Layout**



**DK3 Layout**

## **Setting Up Your Telephone Set**

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**Description:** Take a moment to familiarize yourself with the telephone set features and various keys. Start by programming the telephone to your desired settings. The volume of the Ringer, Speaker, and Handset as well as other features may be programmed for each digital station. The volume settings may also be changed for individual calls without affecting the programmed levels.

**Adjustments:**

- |                                  |                        |
|----------------------------------|------------------------|
| 1. Ring Volume                   | 5. Ring Frequency      |
| 2. Speaker Volume                | 6. Microphone Level    |
| 3. Handset Volume                | 7. Camp On Tone Volume |
| Level                            |                        |
| 4. Increase Ring Level Gradually |                        |

**Permanent Programming:**

1. While your station is idle, press **[PRG], [6]**.
2. If your station is equipped with LCD,  
the display will show:  
**Set: 1:Ring 2:Spk  
3:Handset More:#**
3. Select the item that you want to program, **(1, 2, or 3)** or press the # key for more options. (See adjustments above)
4. Press **[VOL↑]** to increase the volume or **[VOL↓]** to decrease.
5. Press **[SAVE]** to save the programming and exit to idle status.

**Note:** Each setting has eight discrete levels. LCD sets will show the level number in the lower right corner of the LCD display. You will also hear an audible indication to allow you to select the most desireble level. It is suggested to leave the microphone level at default.

**Temporary Volume Adjustment:**

1. While you are using your handset, your speaker, or your telephone is ringing, you may:
2. Press **[VOL↑]** to increase the volume or press **[VOL↓]** on the device (handset, speaker, ringer) that is operational.
3. If you are using your handset or speaker, the levels will revert to permanent programming as soon as you hang up or turn off the speaker. Ringing volume will revert to permanent programming on the next call.

## **Account Codes - Client**

---

**Description:** During a conversation you may enter an account code for billing purposes. The system will output a call record to an external device for tracking purposes of billable time spent with a specific client.

**During a conversation**

1. Press [SAVE] followed by [MSG]
2. Enter Account Code (up to 8 digits)
3. Press [SPK] to end.

## **Advisory Messages**

---

**Description:** Digital Telephones equipped with LCD displays have the capability to leave Advisory Messages that can be read by other stations. These are most often placed on stations during temporary absences from telephone locations.

Some messages may be appended with a time or date indicator to show your expected return time or date.

### **Setting up a message:**

1. Press **[PRG],[MSG]**. LCD will display:

**Message Select  
0 to 9 or Cancel**

2. Enter the number of the message that you want to display (See list below).

**Note:** You may scroll forward through the messages by pressing **[VOL↑]** or scroll backwards through the messages by pressing **[VOL↓]**.

3. If appropriate, enter the time or date that you expect to return. Press \* to enter a colon (:) or # to enter a backslash.
4. Press **[SAVE]**. Your telephone will provide confirmation tone.
5. To return your telephone to the idle state, press **[SPK]**.
6. Your LCD will display your selected message. Any station that calls your station will have the message echoed to its display.

### **Turn off a message:**

1. Press **[PRG], [MSG]**. LCD will display:

**Message Select  
0 to 9 or Cancel**

2. Press **[Save]**. The message will clear from your display.

### **Messages:**

- |                 |                     |
|-----------------|---------------------|
| 0. On Vacation  | 5. Leave Voice Mail |
| 1. Will Be Back | 6. Call STN         |
| 2. At Lunch     | 7. Gone For The Day |
| 3. In a Meeting | 8. Out Of Town      |
| 4. Call         | 9. (Blank display)  |

## Answering Calls

---

**Description:** There are several ways that you may answer calls at Your telephone. Depending on the particular type of call and the system programming, calls may require different actions in order to answer them.

### **Intercom Calls**

Voice Announce Call:

If the system is programmed for Voice Announce calls, you will hear a quick tone. The calling party will then be routed to your speaker. To answer the call and have the ability to talk back to the caller, press **[MIC]** (if your telephone is equipped with a speakerphone) or lift the handset .

**Note:** If your telephone is programmed for Auto Answer, your microphone will activate automatically upon a voice announce call. It is not necessary to press any buttons to answer a call if your station is in the Auto Answer mode.

Tone Signal Call:

If the system is programmed for Tone Signaling on Intercom calling, or if you are called by a Voice Mail Port, you will hear a double ring that repeats until you answer the call. You may answer the call by pressing **[SPK]** if your telephone is speakerphone equipped or answer by lifting the handset.

### **External Calls Ringing Your Telephone Set**

For outside line calls that ring at your telephone, lift the handset or press **[SPK]**. You will be connected to the call.

### **External Calls Not Ringing At Your Set**

Calls With CO Line Appearance:

Incoming calls on a line that appears on your set may be picked up by pressing the flashing CO line key. You will be connected to the call.

**Note:** This feature depends on system programming. On some systems this option may be disabled. If that is the case, this procedure will not work.

## **Answering Calls (Continued)**

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### **Calls That Do Not Appear on Your Telephone Set:**

If an incoming call is not ringing on your telephone set and it does not appear on a line button on your telephone set, you may answer the call by one of several methods, depending on the way the call is presented.

Please see Call Pickup for further explanation if necessary.

### **Line is ringing at a station within your pickup group:**

Press the Group Pick Up key on your telephone set or

1. Press **[\*]**.
2. The LCD on your telephone (if equipped) will display:  
**Pick Up \_**
3. Press **[0]**. You will be connected to the call.

### **Line is ringing at a station in a pickup group other than your own:**

Press the Group Pick Up key on your telephone set or

1. Press **[\*]**.
2. The LCD on your telephone (if equipped) will display:  
**Pick Up \_**
3. Dial the 8 plus the group where the call is ringing (1-8). You will be connected to the call.

**OR**

Press **[\*]** followed by **[9]** to pick up any ringing telephone assigned to any ringing group.

## Automatic Callback

---

**Description:** When dialing another station that is busy, you may activate an automatic callback. When the busy station becomes free, your telephone set will ring. When you answer the callback, the other station's telephone will ring and you will be connected.

**To initiate a Callback:**

1. Dial desired party and hear busy tone
2. Press **[MSG]**. Your telephone set will return to an idle condition.

**To respond to a Callback:**

1. If you are on a conversation and a callback has been left on your telephone and you have an LCD display it will indicate in the lower portion of the LCD: **MSG ST:XX** Also, your Message key will flash. This tells you who is leaving the callback message.

## Automatic Line Access

---

**Description:** Automatic Line Access allows a station to gain access to a telephone line without pressing a specific CO line button. It is also known as Dial 9 access.

1. Dial **[9]**.
2. Outside CO line dial tone will be returned from the first available CO line in your Dial 9 group. If no outside lines in your group are available, you will hear a Busy signal.

**Note:** In some systems, you must dial **[0]** instead of **[9]** depending on the country where you are located. Please check with your system administrator for the applicable access code.

## **Automatic Last Number Redial**

---

**Description:** Automatic Last Number Redial allows you to repeatedly dial the last external number dialed from your telephone. This feature is most commonly used when calling a telephone number that is continuously busy.

1. Place an outside CO line call.
2. Hang Up.
3. Press **[SPD], [REDIAL]**.
4. The system will access a CO line and dial the number that was previously dialed from your telephone.
5. The system will remain off hook for a pre-programmed period. If you do not lift the handset, the telephone will automatically hang up.
6. The system will periodically repeat steps 4 and 5 until either the number of attempts has been satisfied (as per system programming) or until you lift the handset while an attempt is in progress.

## **Automatic Redial**

---

**Description:** Automatic Redial allows you to save a telephone number for use at a later time. This feature is in addition to Last Number Redial.

1. You have dialed an outside call. The number does not answer or is busy.
2. Press **[SAVE]**.
3. The lower portion of the LCD (on display telephones) will display: **Auto Save**
4. You may hang up.
5. You may make other calls if you wish.
6. While your telephone is idle, press **[SAVE]**.
7. The telephone will access an available line, turn on your speaker and redial the saved number.
8. If you take no action, the system will monitor the call for a programmable period of time and then disconnect the call and return your telephone to idle.
9. The telephone set will periodically access a CO line and continue to redial the saved number. Steps 7 and 8 will continue for a programmed number of times or until you lift the handset while an attempt is in progress.

**Note:** If you place another call while Auto Redial is active, your telephone will wait until you have finished the call and resume the Auto Redial mode.

## **Background Music**

---

**Description:** If your system is equipped with background music or music on hold capabilities, you may choose to have the music play over your telephone's speaker when your set is idle. Background music will automatically be interrupted whenever you initiate a telephone call or receive a call.

1. While your set is idle, press **[#]**. The **[SPK]** button will light. Background music will be heard through your telephone speaker.
2. You may discontinue background music by pressing **[#]** or by pressing the lit **[SPK]** key.

## **(Override) Barge In**

---

**Description:** Depending on system programming, you may be able to barge in on another station's conversation. When you perform a Barge In, the station(s) being interrupted receive an audible tone to inform them that an intrusion is about to occur. Barge In may also be performed on a CO line.

1. You call another station. It is busy.
2. Press **[0]**. If you are authorized, the station and whoever that station is in conversation with will hear a tone.
3. When the tone stops, you will be admitted to the conversation. You will be able to converse with both parties in the conversation.
4. If equipped with LCD, the telephone(s) involved in the original conversation will show your identity and indicate that you are overriding the call.
5. Your telephone, if equipped with LCD, will provide indication that you have invoked the override, or barge function.
6. When you hang up, the two parties can resume their normal conversation.

**Note:** Barge In capability is assigned by class of service level. A station may Barge In on any conversation where all parties are at an equal or lesser level than your telephone set. It is for this reason that you may be able to barge in on some stations, and not others. Not all stations will have the capability to Barge In. Class of service Barge In levels are assigned in system programming.

## **Caller ID Features**

---

**Description:** The Caller ID feature on the TD-824i system allows you to identify incoming callers before you answer the call. This feature is available only to digital telephone sets equipped with an LCD display.

**While your telephone set is ringing with an incoming call:**

1. Your LCD will display:  
**TK: XX**  
**TransTel**

**Note:** Caller ID information will appear on your LCD with incoming calls, held calls, transferred calls, and recalls back to your station. You will also get Caller ID information if you are talking on an outside line and another call rings in to your telephone set. Your telephone may be programmed to display number, name or name and number.

**To review Caller ID records:**

1. Press the lit Caller ID key on your telephone set.  
Press **[VOL ↑]** or **[VOL ↓]** to scroll back and forth through the records.

**To view Date and Time:**

1. While reviewing a record you may also view the date and time by pressing the **[MIC]** key.

**Redial Caller ID Number:**

1. Press the **[REDIAL]** key. The system will place the call for you automatically. The current Caller ID record will be dialed back.

**Delete Caller ID Record:**

1. While reviewing a Caller ID record, you may delete it by pressing the **[TRF/FL]** key.

**To exit Caller ID Review Mode:**

1. Press the **[SPK]** key.

**NOTE:** DK2 users have added capability. See "Softkeys" in this document.

## Call Park

---

**Description:** Call Park allows you to place calls into a hel "orbit" for retrieval by other station users. There are 10 park orbits in the system.

1. To place a call into an orbit slot, while on an outside call, press the [Call Park] key or press [Hold] and dial [85].
2. If you have an LCD phone the call will auto park and the orbit slot number will be displayed.
3. From speaker and basic telephones press the [Call Park] key or dial the access code [85] after placing the call on hold. You will hear a confirmation tone. Enter the orbit number you wish to park the call in. A second tone indicates the call was parked successfully.
4. If you hear a busy tone, the orbit is not available. Simply enter the next numeric orbit number until you hear a confirmation tone indication the call was successfully parked.
5. You may announce through paging or the intercom the orbit number on which the call was parked.
6. To retrieve a call parked in an orbit, press the [Call Park] key dial the orbit number or dial [85] plus the orbit number.

## **Call Pickup**

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**Description:** Call Pickup lets you answer a call that is ringing at another telephone. Call Pickup can be accomplished by dialing an access code or by pressing a programmed pick up key on your telephone set.

Call Pickup Types:      Station Group Pickup  
                                  Individual Station Pickup  
                                  Departmental Pickup  
                                  All Pickup

### **Station Group Pickup**

To answer a call that is ringing within a specific station group:

1. Press **[Group Call Pickup]** key or press **[\* 8]**.
2. LCD Display (if equipped) will show:  
**Pick Up \_**
3. Enter the group number that you wish to pick up (1-8).
4. You will be connected to the call ringing at a station in the selected group. If more than one telephone within the group is ringing, you will be connected to the oldest call in the group. If there is not a call ringing in the group, you will hear busy tone.

### **Individual Station Pickup**

To answer a specific ringing station:

1. Press **[\*]**.
2. LCD Display (if equipped) will show:      **Pick Up \_**
3. Enter the station number that you wish to pick up. If the station is ringing, you will be connected to the caller that is ringing the station. If the station is idle, you will receive busy tone.

### **Departmental Pickup**

Departmental Pickup allows you to answer a call ringing at another station within your own station group.

1. Press **[Your Group Pickup]** key or press **[\*]**.
2. LCD Display (if equipped) will show:      **Pick Up \_**
3. Press **[0]**. You will answer the call that was ringing within your pickup group. If no station was ringing in your group, you will hear a busy tone.

### **All Pickup**

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#### (Continued) **Call Pickup**

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All Pickup allows you to pick up the oldest ringing call in the system, without regard for the station number or type of call.

2. Press [**PICKUP ALL**] key or press [\*].
3. LCD Display (if equipped) will show: **Pick Up \_**
4. Press [**9**].

You will answer the oldest call that was ringing anywhere within your system. If no call was ringing, you will hear a busy tone.

---

#### **Call Split/Swap**

---

**Description:** Call Split/Swap allows you to quickly alternate between two different calls in the system.

**Note:** If your station does not have a pre-programmed [**SPLIT/SWAP**] button you should substitute [**SPD**], [#] in its place.

1. Establish the first call (either intercom or external CO call).
2. Press [**HOLD**]. The first call is on Hold.
3. Establish the second call (either intercom or external CO call).
4. Press [**SPLIT/SWAP**]. The second caller is on Hold. You are connected to the first caller.
5. You may continue to alternate between the two callers as many times as you wish. Each time you wish to alternate, press [**SPLIT/SWAP**].

## **Call Transfer**

---

**Description:** Call Transfer permits you to route a call directly to another station.

Types: Unscreened Transfer  
Screened Transfer  
Camp-On (Call Waiting)  
External Transfer (See Unsupervised Conference in this document)

### **Unscreened Transfer**

1. You are in conversation with another station or CO line.
2. Press **[HOLD]** or **[DSS]** of desired party.
3. Dial the station number where you wish to transfer the call.
4. When it rings, press **[TRF/FL]**. The call is transferred.

### **Screened Transfer**

1. You are in conversation with another station or CO line.
2. Press **[HOLD]** or **[DSS]** of desired party.
3. Dial the station number where you wish to transfer the call.
- 4a. If the system is programmed for tone signaling or you are transferring to a single line telephone set, wait for the station to answer.  
4b. If the system is programmed for voice announce signaling you will hear a tone indicating that you are on the called station's speaker.
5. Announce the call. Press **[TRF/FL]**. The call has been transferred.

### **Camp-On (Call Waiting)**

1. You are in conversation with another station or CO line.
2. Press **[HOLD]**.
3. Dial the station number where you wish to transfer the call.
4. The station number called is busy.
5. Press **[TRF/FL]**. The call is camped-on to the busy station. If the busy station is a single line telephone, it will hear a tone in the handset to indicate that a call is waiting. (This is a function of system programming and may not occur on all systems). If the station is an electronic set, it will hear a tone through the telephone's speaker indicating that there is a call waiting.

## CO Line Callback (Line queuing)

---

**Description:** When you attempt to access an outside CO line and it is busy, you may choose to be notified when it becomes available.

1. Dial **[9]** or press a CO line button. The line is busy.
2. Press **[MSG]**. Hang up (if you were using the **[SPK]**, your telephone will become idle as soon as you press the **[MSG]** button).
3. When the line or line group that you attempted to access becomes free, your telephone will ring.
4. When you answer, you will be connected to outside CO line dial tone.
5. You may dial your call normally.

**Note:** If you do not answer your telephone in Step 4 above, the system will automatically cancel the callback feature after approximately 25 seconds.

## Calling the Doorphone

---

**Description:** The GDS Digital Telephone system is equipped to support multiple doorphones. If your system is equipped with a doorphone, you may place a call to it.

1. Dial **the station number** to call the doorphone or Press the **[DSS]** key.
2. You will be connected to the doorphone dialed if it is not already connected to another station. While you are connected to the doorphone, you may press **[0]** to activate a door strike release. If there is not a door strike relay programmed for the system, this will have no effect on the doorphone. If you have a door phone key programmed on your telephone, you may activate the strike release relay by pressing it, instead of **[0]**.

**Note:** You cannot place a doorphone on Hold, conference a doorphone, or transfer a call to a doorphone.

## Call Forwarding

---

**Description:** Call Forwarding allows you to re-route calls that normally ring at your telephone set. The TDS 600 system supports five variants of Call forwarding; Always Forward, Busy Forward, No Answer, Busy/No Answer and External Call Forward.

If you are the **Console Operator**, you may forward other stations in the system as well as your own.

**For Console Operators:**

1. Press **[PRG], [FWD]**.
2. LCD (if equipped) will show: **Enter Sta Number**  
Enter the station number you want to forward
3. Press the number corresponding to the desired type of forwarding. LCD (if equipped) will show:  
**1=All**  
**2=Busy 3=BSY/No Answer 4= No Answer**
4. Enter the station number where you want your calls forwarded.
5. If your station is equipped with a Call Forward button, it will flash to indicate that call forwarding is in effect on your station.

**Note:** Stations with Call Forwarding buttons may deactivate Call forwarding by pressing the button. Once programmed, the button becomes a toggle, alternately enabling and disabling call forwarding. It is only necessary to re-program Call Forwarding if you change the type of forwarding or the forwarding destination.

**Deactivating:**

1. Repeat steps 1, 2, and 3 listed above for any programming.
2. Enter your own station number or forwarded station number.
3. Call forwarding is deactivated.

**For Non Console Operators:**

Follow the above procedure. You will not be prompted for the Station Number.

## Call Forwarding (Continued)

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### External Call Forwarding

**Note:** *External Call Forwarding works ONLY with Call Forward ALL Calls.*

1. Set up a personal speed dial number under one of your **DSS** keys by Pressing **[PRG]**, **[SPD]**, **[8]** and selecting one of the **DSS** keys 1 through 22 on your telephone set. Enter the outside number where you want to forward your calls.  
Press **[SAVE]**. **Set Ring Frequency** is displayed. This is for use with the caller id feature of the system.  
If you want this number when it rings your telephone to have a unique frequency, enter that frequency now 1 - 8. Otherwise, Press **[SAVE]**. Press **[SPK]**. Your external number has been saved.
2. To activate. Press **[PRG]**, **[FWD]**, **[1]**, **DSS** key where you stored the outside number.  
Your Call Forward key will flash indicating the feature and forwarding is active. You may toggle the feature on and off by pressing the FWD key.

### Camp-On (Call Waiting)

---

**Description:** Camp-On provides the ability to transfer a call to a station that is on another call. It provides audible notification and will provide visual indication of the camping caller on sets equipped with LCD display .

#### Camping a Call To a Busy Station:

1. You are in a conversation with a party on an outside line.
2. Press **[HOLD]** or the **DSS** of the station you want to transfer to, or Dial the station where you wish to transfer the call. It returns busy tone.
4. Press **[TRF/FL]**. The outside call is camped-on to the busy station.

**Note:** If the camped station does not answer the call within a pre-programmed time (under system software control) the camped on caller will re-ring your telephone set.

#### Answer a Call That Is Camped-On To Your Station:

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## Camp-On-Call Waiting (Continued)

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1. You will hear a double ring on the telephone speaker indicating a camped caller. If your set is LCD equipped, the display will show the source of the party that is camped on, (i.e., LN 1, Local, etc.).
2. To answer the camp on you may:
  - 3a. Finish the call that you are on and hang up. The camped-on call will ring your telephone set. You may answer normally.

**OR**

- 3b. You may place your existing call on HOLD and Hang Up. The camped on call will ring your telephone set. You may answer normally.

**Note:** The volume level of the camp on tone may be adjusted to your desired setting.

## Check In - Check Out (Operator Function)

---

**Description:** Check In - Check Out allow an operator station to change the dialing restriction of a telephone. This is commonly used in Hotel applications where there is a need to "turn off" dialing capabilities of individual room telephones. This function is only available to system operators.

**Note:** The use of Check In - Check Out requires that function keys are programmed on the telephone set.

Check In:

1. Press **[Hotel]** and the digit 1.
2. Dial the room number to be unrestricted and desired toll class.
3. Press **[SAVE]**.

Check Out:

1. Press **[Hotel]** and the digit 2.
2. Dial the room number to be restricted.
3. Press **[SAVE]**.

## **Conference**

---

**Description:** Conference allows you to create a conversation between yourself and two or more parties. Up to 3 conferences of 5 members or a single conference with up to 15 parties are permitted.

Types: Station Controlled Conference  
Unsupervised Line Conference

### **Station Controlled Conference**

To establish a conference:

1. Establish first telephone call (either CO or intercom call).
2. Press **[HOLD]**. The first caller is on system hold.
3. Establish second call (either CO or intercom call).
4. Press **[DND/CN]**.
5. The first and second caller are now in conference with you.
6. Steps 2 through 5 may be repeated to a maximum of fifteen other parties in the conference.

### **Unsupervised Line Conference**

1. You have established a conference via the station controlled conference above.
2. The conference consists of two or more outside CO lines and no other internal stations.
3. Press **[DND/CN]** and hang up the telephone.
4. Your station is returned to idle and the outside lines are connected together. The outside line LED's will be lit steadily, indicating they are still in conference.

### **Rejoining an unsupervised conference:**

1. Lift the handset or press speaker.
2. Press **[DND/CN]**. You will be readmitted to the conference.

### **To exit and terminate a conference:**

1. During the conference, simply hang up the telephone set. All parties will be terminated.

### **To remove a party from a conference call:**

1. During the conference, press the CO line of the party you would like to remove.

## **Conference (Continued)**

---

2. You will be connected to this line and removed from the conference. Other parties will continue in the conference.
3. Disconnect the desired party by hanging up.
4. To return to the original conference, lift the handset or press speaker followed by **[DND/CN]**.

### **To confer with members privately in a conference call:**

For a 3 party conference (i.e yourself and 2 CO lines):

1. During the conference, press the CO line you wish to confer with. The other party goes on hold.
2. To alternate to the other party, press hold followed by the appropriate CO line key.
3. To re-establish the conference, simply press the **[DND/CN]** key.

### **For conferences with 4 parties or more (including yourself):**

1. During the conference, press the CO line you wish to confer with. The other parties will continue in conference.
2. You may alternate freely and privately between conference members by pressing their associated CO line or station key.
3. To rejoin the conference, simply press the **[DND/CN]** key.

**NOTE:** 1. In order to provide the capability to extend time on the unsupervised conference, the GDS system must be equipped with Voice Mail Unit (VMU) interface card.

The unsupervised conference period is programmable from 1 minute to 9 minutes in one minute increments.

2. If a VMU card is not installed conference members may speak for as long as they like and the system will recognize disconnect supervision so long as it is provided by your operating telephone company. If available, calls will be terminated when members hang up.

## Conversation Monitor

---

**Description:** Depending on system programming, you may have the ability to monitor another station's conversation. The station(s) being monitored will receive no notification of the monitor.

1. You call another station. It is busy.
2. Press **[#]**. If you are authorized, you will be allowed in to the conversation. The microphone on your telephone handset or Speakerphone is muted. You will be able to listen to the conversation, without a talk path into the conversation. No notification is given to the station you are monitoring.
3. Your telephone, if equipped with LCD, will show both parties that are involved in the conversation that you are monitoring.
4. At any time you may exit the monitor function by replacing the handset or pressing the **[SPK]** button.

**Note:** Monitor capability is assigned by Class of Service Level in system programming. You may monitor any station with a lower number than your telephone set. It is for this reason that you may be able to monitor some stations, and not others. Not all stations may have the ability to monitor.

## Date and Time Setting (Operator Function)

---

**Description:** While the system clock is highly accurate, it may be desirable at certain times to set the date and time on the system. Any station that is defined as a system console (operator) may set the time as per the directions below.

1. Press **[PRG]**, **[HOLD]**,**[7]**
2. LCD will display:  
System Date/Time  
*mm dd yy hh mm D*  
Where *mm-dd-yy* is month (01-12) - day (01-31) - year (00-99) and *hh:mm* is hour (00-24) : minute (00-59) and *D* is Day of Week  
Day of Week: 1=Monday, 2=Tuesday, 3=Wednesday,  
4=Thursday, 5=Friday, 6=Saturday, 7=Sunday
3. Enter the information for all fields and press **[SAVE]**.
4. Your LCD will update with the next use of your phone.

**Note:** If you are not defined as a system console, the above procedures will allow you to set a Wake Up or Station Reminder for your own station.

## **Day - Night Service Switching**

---

**Description:** The TDS 600 System offers both day service and night service operation. The primary purpose of Day and Night Service is to define where incoming calls are routed during normal business hours and where to route them when the office is closed. During the day mode you may want calls answered by a live person. You may opt for Voice Mail at night. The TDS System offers two methods for placing your system in the night mode.

**Manual Operation-** In the manual mode of operation a Night key is programmed on your telephone set. To turn Night Service on and off, simply press the key. If your company has flexible hours of operation, this method may be appropriate for you.

**Automatic Operation-** If your business operating hours are well defined, you may elect for the system to automatically place itself in the night and day mode at the times you define. A programmable schedule provides for times to be determined for each day of the week. Automatic Operation requires system program number 20 to be set up which defines the day and night periods.

### **Manually Switching Between Day and Night Service:**

1. Press **[NIGHT]**. The system will toggle between Day Service and Night Service with each press of the button. The Night LED will flash and NIGHT will be displayed in the upper right corner of LCD Telephones.

System Console Operators may select whether the TDS system provides automatic Day-Night Service Switching or manual switching.

### **Selecting Manual or Automatic Switching:**

1. Press **[PRG]**, **[TRF/FL]**. LCD display will depend on the mode that is currently in operation on the system. Display will be one of the following:

**Day Status**      If the system is presently in Day Service with Day/Night Switching set to manual.

**DAY TIME hhmm**      If the system is in Automatic Day/Night

(Continued) **Day - Night Service Switching**

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<b><i>hh:mm To hh:mm</i></b>	Switching Mode.
<b>Night Status</b>	If the system is in Night Service with manual switching.
<b>Night Transfer</b>	If you are in the process of changing the switching type.
<b>Auto</b>	
<b>or</b>	
<b>Night Transfer</b>	
<b>Manual</b>	

2. Press [\*] to toggle between the switching modes, either Automatic or Manual.

**Note:** This setting does not switch the system between Night And Day service unless you change from manual to automatic switching and the time period dictates that the mode is opposite of what is presently operational. In other words, if you are in Day Service mode with manual switching and you change to Automatic Switching, if the system is programmed for Night Service to be active at that time, the system will switch into Night Service. Only Telephone Sets programmed as the Console Operator can switch between automatic and manual modes of operation.

Also note that when a change occurs between Night Service and Day service, the LCD will not update and discontinue the NIGHT indication until the station has been cycled off hook and on hook.

## Dial By Name

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**Description:** Dial by name allows you to use your TransTel DK Series LCD equipped telephone set to dial intercom calls, personal speed dial calls, and system speed dial calls by name rather than by number if your system is programmed for this feature.

**Note:** In order to utilize Dial By Name, your telephone must be equipped with LCD and a programmed Directory button.

1. Press **[DIR]**.
2. The LCD will display:  
    1= **Intercom**  
    2= **Speed Dial**
3. Select the directory that you want to utilize by pressing either **[1]**, or **[2]**.

**Note:** Depending on how your system is programmed, steps 2 and 3 may not appear.

4. The LCD will display:                           **ENTER LETTER**
5. Using the numbers on the keypad, enter the first letter of the name that you want to dial.
6. When the letter that you want is displayed in the lower left corner

Key 1 = Q Z (Blank Space) 1	Key 2 = A B C 2
Key 3 = D E F 3	Key 4 = G H I 4
Key 5 = J K L 5	Key 6 = M N O 6
Key 7 = P R S 7	Key 8 = T U V 8
Key 9 = W X Y 9	Key 0 = . : & 0
Key * = - / ! *	Key # = ( ) \$ #

- of the LCD, press **[VOL↑]**. The lower portion of the display will show the first matching name. If that is not the name you want, you may press **[VOL↓]** again to scroll through the names. When the end of the list is found, the system will "wrap around" and present the first name on the list again.

7. When you see the name that you want, lift the handset or press **[SPK]**. The call will be automatically dialed.

**Note:** System program 05-05-05 must be enabled beforehand in order for Dial By Name to operate.

## **Do Not Disturb**

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**Description:** When invoked, Do Not Disturb prevents other people from calling your station. Outside calls will not cause your telephone to ring. Anyone that is using a TransTel telephone set with LCD will see on their display that your telephone is in Do Not Disturb.

**Activate Do Not Disturb:**

1. Press **[DND/CN]**
2. Your telephone set will display: **DND**
3. Any other telephone that attempts to call you will receive Do Not Disturb (Fast Busy) tone. Other telephones equipped with LCD will receive a display indicating that you are in Do Not Disturb Mode.

**De-activate Do Not Disturb:**

1. Press **[DND/CN]**
2. Your LCD display will return to a normal idle display. Do Not Disturb is now de-activated on your station.

## **Extension Monitor / Service Observing**

---

**Description:** Extension Monitor allows you to "listen in" on another station. If allowed, you may activate the monitor on any station. While you are monitoring, the station being monitored receives no indication that it is being monitored.

1. Dial **[7], [7], [4] or press the [monitor] key**, and the station number that you want to monitor.
2. Your LCD if equipped will display: **Monitor Ext.:XX**  
Where XX is the station number.
3. The monitor will remain in place until you terminate it by disconnecting from it (hang up or turn off speaker). You may monitor several consecutive calls if you like.

**Note:** This function is assigned by level in system programming. It is possible that you may monitor some stations and not others. Your system may be programmed so that this feature is unavailable to you. If you are not permitted to use this feature on certain stations "Access Denied" will be displayed along with busy tone when attempting the monitor. You are responsible for privacy compliance according to regulations in your state.

## **Flash**

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**Description:** Flash provides a timed temporary disconnection while on a CO line. Depending on your particular installation, the Flash will be programmed for either Centrex/PABX operation or CO disconnect operation. Only one will apply to your system.

**Types:** Centrex/PABX Flash.  
CO disconnect operation.

### Centrex/PABX Flash

1. Flash only operates while you are connected to an outside line.
2. While on an outside call press **[TRF/FL]**.
3. You will hear Centrex or PABX "Special" or "Transfer" dial tone.
4. You may now transfer the call as per the directions for your Centrex or PABX system.

### CO Disconnect Operation

1. Flash only operates while you are connected to an outside line.
2. While on an outside call press **[TRF/FL]**.
3. You will be disconnected from the previous call.
4. You will then be connected to Central Office dial tone and allowed to make another telephone call.

## **Forced Account Code**

---

**Description:** Forced Account Codes provide the means to secure telephones from toll abuse. A restricted station may enter a forced account code and make a call free of toll control.

1. Telephone set should be idle (on hook, speaker off).
2. Press **[PRG], [4]**.
3. Enter your forced account code.
4. If the account code is accepted, the system will select an outside line for you and allow you to dial the call.

**Note:** There are 600 total account codes available in the system. Account codes are assigned in System Program 17. In Program 40, stations can be assigned to a specific account code whereby ONLY entry of this assigned account code will permit outside dialing unrestricted. Also, stations can be granted permission to use ANY of the assigned account codes.

## **Handsfree Operation**

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**Description:** All TransTel Digital Telephone sets may be used in the Handsfree mode for On Hook Dialing and receiving calls handsfree. Models DK1-D and DK1-S offer conversation "Hands Free" on both internal and outside calls. The DK1-B offers handsfree conversations on intercom calls only.

### **Placing Intercom Calls:**

1. Dial the station number that you wish to reach or press the station's **[DSS]** button.
2. Your station will automatically enter the handsfree speakerphone mode. You will be able to hear call progress tones through the telephone speaker.
- 3a. If the party answers, you may lift the handset to begin the conversation.
- 3b. You may begin the conversation or lift the handset and begin the conversation.

### **Handsfree Dialing (External):**

1. Press a **[CO]** line button or dial **[9]**. The **[SPK]** followed by the **[MIC]** button will light and you will be connected to an outside line.
2. Dial the number that you wish to reach. You will hear all call progress over the telephone's internal speaker.
- 3a. If the party answers, you may lift the handset to begin the conversation.
- 3b. If you have a speakerphone, you may talk handsfree.

### **Alternating Between Handset and Handsfree:**

1. While in the Handsfree mode, you may lift the handset to change to the handset mode of operation.
2. While in the handset mode, you may change to the handsfree mode by pressing **[SPK]**. This will allow you to hang up the handset and utilize the built in speaker in the system.
3. These steps may be repeated as many times as you like.

**Note:** All speed dial functions, including Dial by Name may be accessed in the Handsfree mode. For more information, see System Speed Dialing, Personal Speed Dialing, and Dial by Name in this document.

## **Headset Operation**

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**Description:** All TransTel digital telephone set models except DK1-B (Basic model) are equipped with a headset jack as standard equipment. You may switch between headset and handset mode at any time.

1. Headset Operation— Press the [Headset] key or dial access code 775. (programmable) The key will light steady indicating you are in the headset mode. If you press an outside line key or a DSS key of another station user, the audio will automatically switch to your headset.
2. **To disconnect from a call simply press the [Spk] key.**
3. To toggle from headset mode to handset mode simply press the [Headset] key or dial 775.

**Note:** For wireless headset operation please consult the guide supplied with the wireless handset.

## **Hold**

---

**Description:** System Hold allows you to temporarily disconnect from a telephone call, yet retain the ability to re-connect with the call at a later time. While the caller is on hold, he may be connected to a music source so that he is certain he has not been disconnected from your system.

Exclusive Hold provides a greater degree of ownership of a held call than system hold and may be subject to different timing parameters than a call placed on system hold. Exclusive Hold only applies to CO lines. Internal calls may not be placed on Exclusive Hold.

Types: System Hold  
Exclusive Hold

### **System Hold**

Placing a call on Hold:

1. You are in conversation with another party (intercom or external).
2. Press **[HOLD]**. The other party is on hold. You may use your telephone normally.

### **Retrieving a held call with a DSS appearance on your phone:**

1. Press the flashing **[DSS]** or **[CO]** key that is associated with the station or CO line that is on hold.
2. You will be connected with the held caller.

### **Retrieving a station or line not appearing on your phone:**

1. Lift Handset or press **[SPK]**.
2. Press the **[TRF/FL]** key. You will be connected to the station that you previously held.

### **Exclusive Hold**

Placing a Call on Exclusive Hold:

1. You are in conversation with an external party.
2. Press **[HOLD]** twice (two times). The other party is on exclusive hold. You may use your telephone normally. All other stations with an appearance of the line will continue to see the line as busy (solid Red light). If your phone has an appearance of the CO line, the LED will be green and "double wink" while you have the call on Exclusive Hold.

## Hold (Continued)

---

### **Retrieving your own call from Exclusive Hold:**

- 1a. Press the flashing line button. You will be connected to the call.
- 1b. If you do not have an appearance of the line on exclusive hold, lift the handset and press the [TRF/FL] key and you will be connected to the call.

### **Retrieving another station's Exclusive Hold:**

1. Press the [CO] button for the line you wish to retrieve.
2. Press [HOLD]. You will be connected to the call.

**Note:** You must have an appearance of the CO line that you wish to retrieve from Exclusive Hold.

## Hotel Motel Features

---

### Check In:

1. Press [Hotel] and the digit 1.
2. Dial the room number to be unrestricted and desired toll class.
3. Press [SAVE].

### Check Out:

1. Press [Hotel] and the digit 2.
2. Dial the room number to be restricted.
3. Press [SAVE].

### **Message Waiting:**

1. Press [Hotel] and the digit 3.
2. 1= Set      2= Cancel
3. Press [SAVE].

### Wake Up:

1. Press [Hotel] and the digit 4.
2. 1= Set      2= Cancel
3. Press [SAVE].

## **Hotel Motel Features (continued)**

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Do Not Disturb:

1. Press **[Hotel]** and the digit 5.
2. 1= Set      2= Cancel
3. Press **[SAVE]**.

SMDR Output Control:

1. Press **[Hotel]** and the digit 9.
2. 1= On      2= Off
3. Press **[SAVE]**.

Wake Up Call History:

1. Press **[Hotel]** and the digit 0.
2. \*= Print      #= Clear
3. Press **[SAVE]**.

## **Intercom Dialing**

---

**Description:** Intercom calling allows two stations to speak directly with each other.

**Types:** Station Dialing  
DSS  
Directory Dialing.

**Station Dialing:**

Dial station number of station desired.

**DSS:**

Press button of desired station.

In either condition above, the called station either RINGS, returns BUSY tone or DO NOT DISTURB tone, depending on the status of the called station. LCD equipped stations will receive confirmation of the status of a called station.

## Individual Line Access

---

**Description:** Central Office (CO) lines can be directly selected by a station user.

**Types:** DSS key selection.  
Access Code Selection.

**DSS Key Selection:**

1. Press a Central Office Line button. If access is allowed, you will receive Central Office Dial tone.
2. You may dial a call over the connected line.

**Access Code Selection:**

1. Dial **[8]**, plus the line number (between 01 and xx. If access is allowed you will receive Central Office Dial tone.
2. You may dial a call over the connected line.

## ISDN & LCR Dialing

---

**Description:** When making an outgoing call using Least Cost Routing or an ISDN Primary Rate Interface, the system will collect all the digits you dial and then access an appropriate line to place the call. It is somewhat different than traditional lines when you place a call and the digits are sent while you dial them.

To place an outside call;

1. Dial 9 or press a line key on your telephone. LCR Predial will be displayed on your telephone. You will hear an internal dial tone from the system
2. Dial your desired telephone number.
3. The system will access a line automatically and process the call for you.

## Last Number Redial

---

**Description:** Last Number Redial automatically stores the last number that was dialed from your telephone.

1. Place an outside CO line call.
2. Hang Up.
3. Press **[REDIAL]**. The system will access a CO line and dial the number that was previously dialed from your telephone.

**Note:** Last Number Redial is updated every time you access a CO line and dial at least one digit. If you access a line and dial no digits, Last Number Redial is not updated.

Last Number Redial does not store intercom numbers.

## **Message Waiting**

---

**Description:** Message Waiting lets you to notify another station that you attempted to contact them. If their telephone is LCD equipped, they will also know who called and the time the message was left.

**To Set Message Waiting:**

1. Call another station, either by dialing the station number or pressing [DSS] button for their station.
2. You may press [MSG] if the station does not answer.
3. The [MSG] button will flash at the station where you left the message.

If the station is equipped with an LCD, the display will show:

**XX MESSAGES**

**To Respond to Messages Waiting:**

**From LCD equipped set:**

1. When a message is left at your telephone your [MSG] button will flash. The top portion of the display will show:  
**XX MESSAGES**
2. Press [MSG]. The display will show:  
**Call xx Name**  
**Date & Time**  
This tells you who left the message (Station Name), their station number (xx).
- 3a. To call that station, lift the handset or press [SPK]. The party that left the message will be called.
- 3b. To cancel the message without returning the call, press [#].
- 3c. To scroll through to other messages (if you have more than one) press [VOL↑] or [VOL↓]. You may return any call by using step 3a, above.

**From non-display set:**

1. When a message is left at your telephone your [MSG] button will flash.
2. Lift Handset or press [SPK]. Press [MSG]. You will call the station that left the message.

**Note:** If you hang up after you have contacted a station by the steps listed above and the [MSG] continues to flash, you have more messages waiting on your station.

## Mute

---

**Description:** You may temporarily disable the transmitter on your telephone handset or microphone so that you may converse without the other party hearing your conversation.

**Handset Mute:**

1. While using your handset on a call, press **[MIC]**. The button will flash rapidly. This indicates that your telephone transmitter is temporarily disabled. You will still be able to hear your party.
2. Press **[MIC]** again. The button will go dark. This indicates that the transmitter has been turned back on.

These steps can be repeated as many times during a conversation as you wish.

**Speakerphone Mute:**

1. While in the Speakerphone mode, the **[MIC]** button indicates the status of the speakerphone's microphone. If the button is lit, the microphone is active. If it is flashing, the microphone is inactive.
2. You may alternate between active and inactive (muted) as many times as you wish by pressing the **[MIC]** button.

## Off Hook Call Announce

---

**Description:** You may initiate an ohca to a busy station if permitted in class of service.

1. Call a station and dial 1 after hearing busy tone. You may speak into the handset and the called party will hear your voice.
2. The called party will continue to have a conversation with their outside line and can also hear the person performing the ohca.
3. The called party will have a Split prompt on their LCD and can respond by pressing this key which will place their existing party on hold and make a connection with the internal party.

## Paging

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**Description:** Paging allows you to make voice announcements through externally provided paging systems and internal telephone speakers.

### To access paging:

1. Lift the handset or press [**SPK**].
2. Press [**#**] or [**PAGE**] if programmed.
3. Press the access code for the type of paging you want to use:  
[**0**]=Internal and External All Page  
[**1**]=Internal All Page  
[**2**]=Internal Zone Page (you must also dial the zone number 1-8).  
[**3**]=External Zone Page  
[**9**]=External All Page (opens all external zones).

**Note:** If Paging is common in your business, you may assign one or more Page keys on your telephone set for convenient access.

## Paging (Answer)

---

**Description:** Answer Page allows you to speak directly with a person that is paging.

1. Lift the handset or press [**SPK**].
- 2a. Press [**#**], [**\***] **or the answer page key**. You will be connected to the party that is making the page.

**Note:** This function will pick up the station that is using ANY paging function, internal, external, or all page. You may also program an Answer Paging key on your telephone set if desired.

## Saved Number Redial

---

**Description:** Saved Number Redial allows you to save a telephone number for use at a later time. This feature is in addition to Last Number Redial.

**Automatic Save:**

1. You have dialed an outside call. The number does not answer or is busy.
2. Press **[SAVE]**.
3. The lower portion of the LCD (on display telephones) will display:

**Auto Save**

4. You may hang up.
5. Make other calls if you wish.
6. While your telephone is idle, press **[SAVE]**.
7. The telephone will access an available line, turn on your speaker and redial the saved number.
8. If you take no action, the system will monitor the call for a programmable period of time and then disconnect the call and return your telephone to idle.
9. The telephone set will periodically access a CO line and continue to redial the saved number. Steps 7 and 8 will continue for a programmed number of times or until you lift the handset or press **[SPK]** while the system is on the line or until you make another call.

**Note:** If you lift the handset or press **[SPK]** immediately before step 6 above, the system will dial the number without the automatic redial functions taking effect.

## **Shift Key Operation**

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**Description:** Shift key operation allows you to change the key assignment on your telephone to an alternate group plan. This application may be used for the need to display the station status of certain telephone sets that cannot be placed on your telephone because the keys are already occupied by other stations. With shift key operation, you may toggle between one group of keys and another.

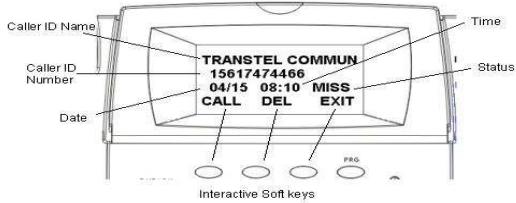
1. At any time even during a conversation, you may press the assigned [Shift Key] and your telephone set will operate under the alternate plan programmed for your telephone.
2. To switch back and forth simply press the [Shift Key].

**Note:** The shift key will be off to indicate your set is in its primary mode, or original key plan. It will be lit to indicate that the alternate plan is activated.

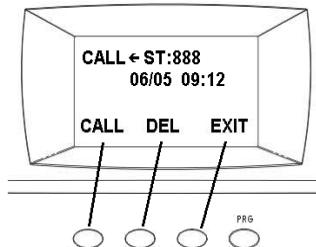
## Softkeys DK2 Telephones Only

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**Description:** Using the F1, F2 and F3 softkeys on the DK2 LCD telephone, display and access to voice mail and



**Caller ID:** When viewing caller ID records you will be provided with name, number, date, time, status along with prompts to return the call, delete the record or exit.



**Message Waiting:** After pressing the message key you will be provided with the voice mail pilot hunt group number, date and time the message was set on your telephone and may use the F1, F2 and F3 keys to call, delete or exit. When viewing caller ID records you will be provided with name, number, date, time, status along with prompts to return the call, delete the record or exit.

## **Station Lock - Unlock**

---

**Description:** Station lock lets you secure your telephone so unauthorized calls cannot be made from your station. While your station is locked, only numbers that are in the locked toll class and System Speed Dial Unrestricted can be dialed. All others are denied.

**To Lock Your Station:**

1. Press **[PRG],[9]** .
2. LCD (if equipped ) will display:      **Security Code**
3. Enter a three digit code.
4. Press **[SAVE]**. Your station is now locked. The LCD will display in the upper right hand corner:  
**Lock**

**Note:** It is important that you remember the code used to lock your telephone. You must use it to unlock your telephone. If you forget, the telephone can only be unlocked by the attendant or through system programming.

**To Unlock Your Station:**

You may unlock your station by repeating the same steps that lock it. The **Lock** will disappear from your LCD display.

**To Temporarily Unlock Your Station:**

1. Press **[PRG], [#]**.
2. LCD (if equipped ) will display:  
**Security Code**
3. Enter the three digit code used to lock the telephone set.
4. If the code matches the code used to lock the set, you will be connected to an outside line. You may place a call.
5. As soon as you disconnect from the outside line, the telephone set will revert back to its original locked status.

## **Station Reminder**

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**Description:** As a station user, you may program your station to provide a reminder at a pre-determined time every day. A daily, repeating event is called a station reminder. When programmed, your telephone will provide background music over the speaker to alert you at the programmed time.

### **Programming:**

1. Your telephone must be idle (on hook, speaker off).
2. Press **[ALARM]** key or dial 700.
3. Your LCD will show: **User Alarm**  
**hh:mm dd**
4. Enter the time (in 24 hour format) that you wish the wake up call to activate and 01-98 to specify the duration of the reminder, in minutes.
5. Press **[SAVE]**
5. The LCD display will show the programmed time in the center of the top row of the display.

**Note:** If the duration is set to 99, the reminder is a self-cancelling reminder that will ring your set at the programmed time. It will automatically cancel. Enter 01 for example, if you want to be reminded daily for a duration of 1 minute, for example lunch time. While your phone is in the alarm mode you may lift the handset and replace it to cancel the alarm manually.

### **Cancelling a Station Reminder:**

To cancel a station reminder, the procedure is the same as programming a station reminder, except that the time and type must all be entered as zeros (00 00 00).

## **System Speed Dialing**

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**Description:** System Speed Dialing allows telephone numbers to be stored in the system and made available for use by all stations. All stations may have access to system speed dial. A station's toll classification may govern the actual ability to dial system speed dial numbers.

**Note:** The actual number of speed dial numbers in the system is dependant upon the system mix of personal speed dial numbers and whether the system is programmed for a system directory.

Types: Dial by Name (Directory) Access  
Numeric (Bin) Access

### **Dial By Name (Directory) Access**

**Note:** Dial By Name is only available to stations equipped with LCD Displays. **[DIR]** must be programmed on the system in order to utilize the Directory Function.

1. Press **[DIR]** button.
2. Press **[2]**.

Display Shows: **ENTER LETTER**

3. Press the button containing the first letter of the desired speed dial name. Continue to press the number until the desired letter appears in the lower left corner of the display.  
When the desired letter is shown in the display, press **[VOL↑]**.
4. The display will show the first name that matches. If that is not the name desired, press **[VOL↑]** again until the display shows the

Key 1= Q Z (Blank Space) 1	Key 2=A B C 2
Key 3=D E F 3	Key 4=G H I 4
Key 5=J K L 5	Key 6=M N O 6
Key 7=P R S 7	Key 8=T U V 8
Key 9=W X Y 9	Key 0=. : & 0
Key *= - / ! *	Key #=( ) \$ #

## **System Speed Dialing** (Continued)

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proper name. If the end of the list is reached, the system will begin again at the first name in the list.

7. If there is no match, the display will show:

**NO ENTRIES  
TRY AGAIN.**

You may return to step 5 above and continue with a valid entry or lift the handset and return to an idle state.

8. When the desired name is found, you may lift the handset or press **[SPK]** and the call will be automatically placed.

## **Numeric (Bin) Access**

1. Press **[SPD]** button.  
LCD will display: **Speed Code**
2. Enter three digit speed dial entry.
3. The speaker will activate and the number will be dialed.
4. You may speak handsfree if equipped with a speakerphone or lift the handset when the other party answers.

Note: If your system is programmed for directory dialing for both intercom and system speed dial your display will indicate:

1= Intercom  
2= Speed Dial

If your system is programmed for directory dialing of speed dial only your display will indicate;

Enter Letter

## **Personal Speed Dialing**

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**Description:** Personal Speed Dialing allows you to save numbers on your telephone set that are for your exclusive use. You have a total of 20 personal speed dial numbers, depending on system programming and options selected like Dial By Name which take memory locations when activated. Your 20 personal numbers are stored either on keys on your telephone set, or 10 can be programmed on your telephone set and another 10 as numeric entries on your dialpad.

**Note:** Personal Speed Dial numbers are subject to your station's toll programming.

Types: Speed Dial by numeric keypad.  
Speed Dial by DSS button.

### **Speed Dial by Numeric Keypad**

1. Press **[SPD]**.
2. LCD Display (if equipped) will show:      **Speed Code**
3. Press **[0]**, plus the personal location (0-9). The system will access the line programmed and dial the telephone number stored. If no line was selected when the number was programmed, the system will access the first available line in your Dial 9 group and dial the digits.

### **Speed Dial by DSS button**

1. Press **[SPD]**.
2. LCD Display (if equipped) will show:      **Speed Code**
3. Press one of the programmed **[DSS]** buttons (1-10).
4. The system will access the CO line stored with the speed dial number.

**Note:** You may bypass pressing **[SPD]** and only have to press the **[DSS]** key provided you dedicate the key to personal speed dial in system programming. Program 07, FN:00.

### **Programming**

1. Press **[PRG]**. Press **[SPD]**.
  2. LCD Display (if equipped) will show: **User Spd Select**  
**0 to 9, DSS 1-10**
-

## **Personal Speed Dialing** (Continued)

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3. Enter the storage location by dialing through for numeric or by pressing button 1 through 10.
4. If you want your call to go out on a specific line, press the **[MIC/AT]** and enter the line number. Press **[MIC/AT]** again and enter the desired telephone number. If you want the call to go out on any available line, just enter the desired telephone number and press save.

The LCD Display will show the type of Speed Dial you are storing by either Spd:Dxx if a DSS button (xx is the button number selected from 01-10) or Spd:Nxx if a numeric entry (xx is the keypad number 00-09).

If you selected a CO line, the display will show TK:xx (xx= the CO line that you selected 8xx) or if the Dial 9 group, TK:00.

5. Enter the actual telephone number that you want to store, (up to 30 digits).
6. Press **[SAVE]**.

**Note:** Personal Speed Dial is subject to any toll control assigned to your station.

## **One Touch Speed Dialing**

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**Description:** After programming a personal speed dial number on your telephone set, you may automatically dial this number simply by pressing the key, provided that the key is programmed as Fun:00 in system programming. In this case the key is dedicated for this function and it is not necessary to press the speed dial button followed by the key to make the call.

## Voice Mail Access

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**Description:** A Voice Mail Access Key is typically programmed on each telephone set of each station user. This Voice Mail Access Key represents the total number of voice mail ports in your system. The voice mail ports are assigned in system programming into a hunt group. By pressing the Voice Mail Access Key, you are making a call in a hunting or rollover fashion to the available voice mail ports in the system.

### To access voice mail ports

1. Press the voice mail access key and listen for the voice prompts. An available voice mail port will be accessed. If the auto login feature is enabled, you will be asked for your security code.
2. Enter your security code.
3. You are logged in to the voice mail system and may use various features that are spoken to you by the voice mail system.

## Voice Mail Live Call Recording

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**Description:** Live Call Recording allows you to record a conversation directly into your mailbox for retrieval at a later time.

### During a Conversation:

1. Press the Record key on your telephone set. The voice mail system will be notified of your request to record the conversation automatically. At the end of your conversation, the voice mail system will light your MSG key, indicating you have a new message.

### To Stop a Recording without Ending the call:

1. Simply press the Record Key.

## Voice Mail Message Retrieval

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**Description:** When messages have been left in your voice mailbox, you will notice a flashing MSG key on your telephone set. LCD equipped digital telephones will also have an indication of xx Messages.

### To retrieve your messages:

1. While the MSG key is flashing, press the **[MSG]** key.
2. **Call XX (Voice Mail Port Name)**  
if programmed will display. Either lift the handset or press **[SPK]** to automatically call the Voice Mail System. If you have messages from other station users, you may scroll through the messages by pressing **[VOL↑]** or **[VOL↓]** until you come to the Voice Mail Message, then press **[SPK]** or lift the handset to make the connection.
3. If the auto login feature is enabled you will be prompted to enter your security code. After entering your security code, proceed with the voice prompt instructions to retrieve your messages.

## Voice Mail Transfer Key

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**Description:** The Voice Mail Transfer Key allows user's the ability to transfer outside callers directly to the personal mailbox greeting of the desired station user.  
For example, a call comes into the system and the caller would like to leave a voice message for John Smith. The Operator knows that John Smith is out of the office and can use the Voice Mail Transfer Key to send the caller to directly to his mailbox.

### During a conversation with an outside party:

1. Press the Voice Mail Transfer Key. The line goes on hold automatically.
2. Press desired **[DSS]** key or enter the station number. Hang up.
3. To transfer a call to a virtual mailbox, i.e. a non existent extension, press the Voice Mail Transfer Key, enter the mailbox number followed by TRF.

## **Volume Control**

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**Description:** The volume of the Ringer, Speaker, and Handset may be programmed for each digital station. The volume settings may also be changed for individual calls without affecting the programmed levels.

- Types: 1: Ring Volume  
2: Speaker Volume  
3: Handset Volume  
4: Increase Ring Level Gradually  
5: Ring Frequency  
6: Microphone Level  
7: Camp On Tone Volume Level

Permanent Programming:

1. While your station is idle, press **[PRG], [6]**.
2. If your station is equipped with LCD, the display will show:  
**Set: 1:Ring 2:Spk  
3:Handset More:#**
3. Select the item that you want to program, **(1, 2, or 3)** or press the **#** key for more options. (See types above)
4. Press **[VOL↑]** to increase the volume or press **[VOL↓]** to decrease.
5. Press **[SAVE]** to save the programming and exit to idle status.

**Note:** Each setting has eight discrete levels. LCD sets will show the level number in the lower right corner of the LCD display. As well you will hear an audible indication to allow you to select the most desireble level. It is suggested to leave the microphone level at default.

Temporary Volume Adjustment:

1. While you are using your handset, your speaker, or your telephone is ringing, you may:
2. Press **[VOL↑]** to increase the volume or press **[VOL↓]** on the device (handset, speaker, ringer) that is operational.
3. If you are using your handset or speaker, the levels will revert to permanent programming as soon as you hang up or turn off the speaker. Ringing volume will revert to permanent programming on the next call.

## **Wake Up Call**

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**Description:** As a Console Operator user, you may program a wake up call for guest room. A single, non-repeating event is called a wake up call. When programmed, the guest telephone will ring to alert them at the time you have programmed.

### **Programming:**

1. Your telephone must be idle (on hook, speaker off).
2. Press **[Hotel] [4]**
3. Your LCD display will show:  
**Wake Up Assign**  
**1 Set 2 Cancel**
4. Enter the room number followed by the time (in 24 hour format) that you wish the wake up call to activate.
6. Press **[SAVE]**

### **Cancelling a Wake Up Call:**

Cancel a Wake Up Call by using the same steps as programming a wake up call. Simply press 2 for cancel and enter the room number.

## **System Speed Dial Entries**

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100		125	
101		126	
102		127	
103		128	
104		129	
105		130	
106		131	
107		132	
108		133	
109		134	
110		135	
111		136	
112		137	
113		138	
114		139	
115		140	
116		141	
117		142	
118		143	
119		144	
120		145	
121		146	
122		147	
123		148	
124		149	

## **System Speed Dial Entries**

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150		175	
151		176	
152		177	
153		178	
154		179	
155		180	
156		181	
157		182	
158		183	
159		184	
160		185	
161		186	
162		187	
163		188	
164		189	
165		190	
166		191	
167		192	
168		193	
169		194	
170		195	
171		196	
172		197	
173		198	
174		199	

## **System Speed Dial Entries**

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200		225	
201		226	
202		227	
203		228	
204		229	
205		230	
206		231	
207		232	
208		233	
209		234	
210		235	
211		236	
212		237	
213		238	
214		239	
215		240	
216		241	
217		242	
218		243	
219		244	
220		245	
221		246	
222		247	
223		248	
224		249	

## **Personal Speed Dial Entries**

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Numeric Dialpad		DSS Button	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
0		10	

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