



8 System Programming Flow Charts

System Programming Flow Chart—How to Use

To use the following sets of Flow Charts, follow these instructions first:

Place the Programming Overlay on the dial pad of the system display phone at extension 10 or 11.

- To Start System Programming:
 - Press **Feature** **0** **0**
 - Press **System Program** **System Program**
- To End System Programming:
 - Press **Feature** **0** **0**
- To Use a Specific Procedure:
 - Dial **#** and a three-digit procedure code.
(Example: **# 1 0 1** for System Date)
- To Cycle through System Programming Procedures:
 - Press **Next Procedure** or **Prev Procedure**
- To Cycle Through Available Settings:
 - Press **Next Data** or **Prev Data**
- To Return to Factory Setting:
 - Press **Remove**

Icon Description	
✓	= Factory setting
	= Button with lights required
	= Button with lights recommended

† Procedures #399, #609, and #728—shown in dashed boxes—are skipped when cycling
† Procedures # 207, #313, #314, and #315—shown in square dotted boxes—are for pools

System Flow Chart—System

<p>System Date</p> <p>Dial # 1 0 1</p> <p>Dial the date (MMDDYY)</p>	<p>Transfer Return Rings</p> <p>Dial # 1 0 5</p> <p>Dial 1 digit (0–9) for # of rings before call returns.</p> <p>0–9 rings ✓</p> <p>4 rings ✓</p> <p>0 rings=no return</p>	<p>Automatic System Answer Mode</p> <p>Dial # 1 2 1</p> <p>Dial 1=Hold ✓</p> <p>2=Disconnect</p> <p>3=Ring</p>
<p>System Time</p> <p>Dial # 1 0 3</p> <p>Dial the time (HHMM)-24 hr. military time)</p>	<p>Recall Timer Durations</p> <p>Dial # 1 0 7</p> <p>Dial two digits (01–80) to set length of a switchhook flash ✓=18 (450 msec)</p>	<p>Caller ID Type</p> <p>Dial # 1 2 2</p> <p>Dial 1=USA ✓</p> <p>2=Singapore</p> <p>Backup Programming Automatic</p> <p>Dial # 1 2 3</p> <p>Dial 1=Active Internal</p> <p>2=Activate PC Card</p> <p>3=Not Active ✓</p>
<p>Number of Lines</p> <p>Dial # 1 0 4</p> <p>Dial two digits (01–31) (R4 or later) or, Dial two digits (01–19 (Prior R4), for # of outside lines assigned to every extension. 3 per ACS processor & 308EC module. 16 for T1/DSL module. 2 per 206 or 200 module ✓. 4 per 400EC module ✓</p> <p>WARNING</p> <p><i>Do not use Number of Lines (#104) after initial setup. In Key mode, the Number of Lines procedure will change Line Assignment (#301), Line Access Restriction (#302), Automatic Line Selection and Line Ringing to factory settings.</i></p> <p><i>To change line assignments without affecting other settings, use Line Assignment (#301).</i></p> <p><i>In Hybrid mode, the Number of Lines procedure will change Pool Line Assignment (#207), Pool Extension Assignment (#314), and Pool Access Restriction (#315). Additionally, it changes Line Assignment (#301), Line Access Restriction (#302), Automatic Line Selection and Line Ringing. To change pool assignments without affecting other settings, use Pool Line Assignment (#207) and Pool Extension Assignment (#314).</i></p>	<p>Rotary Dialing Timeout</p> <p>Dial # 1 0 8</p> <p>Dial 1=4 secs ✓</p> <p>2=8 secs ✓</p> <p>3=12 secs</p>	<p>Backup Programming—Manual</p> <p>Dial # 1 2 4</p> <p>Dial 1=Internal Memory</p> <p>2=PC Card</p> <p>Press (Enter) to begin the backup</p>
<p>Outside Conference Denial</p> <p>Dial # 1 0 9</p> <p>Dial 1=Allowed ✓</p> <p>2=Disallowed</p>	<p>Outgoing Call Restriction Button</p> <p>Dial # 1 1 4</p> <p>Dial 1=Assigned</p> <p>2=Not Assigned ✓</p> <p>3=Select Button then press a programmable button</p>	<p>Restore Programming</p> <p>Dial # 1 2 5</p> <p>Dial 1=Internal Man.mmddyy ✓</p> <p>2=PC Card Man.mmddyy</p> <p>3=Internal AUTO.mmddyy</p> <p>2=PC Card AUTO.mmddyy</p> <p>Press (Enter) to begin the restore</p>
<p>Automatic System Answer Delay</p> <p>Dial # 1 1 0</p> <p>Dial a ring delay number (0–9)</p> <p>2 rings ✓</p>	<p>Wake Up Service Button</p> <p>Dial # 1 1 5</p> <p>Dial 1=Assigned</p> <p>2=Not Assigned ✓</p> <p>3=Select Button then press a programmable button</p>	<p>Automatic System Answer Mode</p> <p>Dial # 1 2 6</p> <p>Dial 1=Active ✓</p> <p>2=Not Assigned</p> <p>3=Select Button then press a programmable button</p>
<p>Automatic System Answer Button</p> <p>Dial # 1 1 1</p> <p>Dial 1=Assigned, 2=Not Assigned ✓</p> <p>3=Select Button then press a programmable button</p>	<p>Ring On Transfer</p> <p>Dial # 1 1 9</p> <p>Dial 1=Active ✓</p> <p>2=Not Active</p>	<p>Automatic Daylight/Standard Times</p> <p>Dial # 1 2 6</p> <p>Dial 1=Active ✓</p>

System Flow Chart—System (Continued)

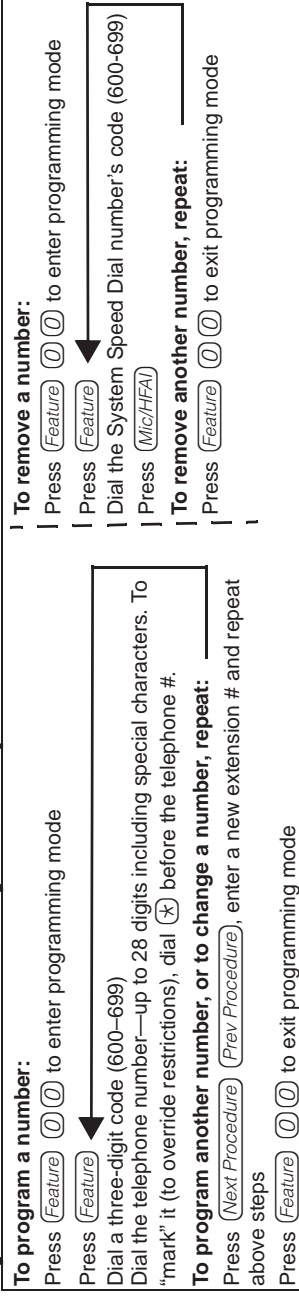
Hold Reminder Tone
Dial # 1 2 7
Dial 0=Not Active
1=10 seconds
2=20 seconds
3=30 seconds
4=45 seconds
5=60 seconds ✓
6=90 seconds
7=120 seconds
8=150 seconds
9=180 seconds

Network Time Synchronization
Dial # 1 2 8
Dial 1=Active ✓
2=Not Active

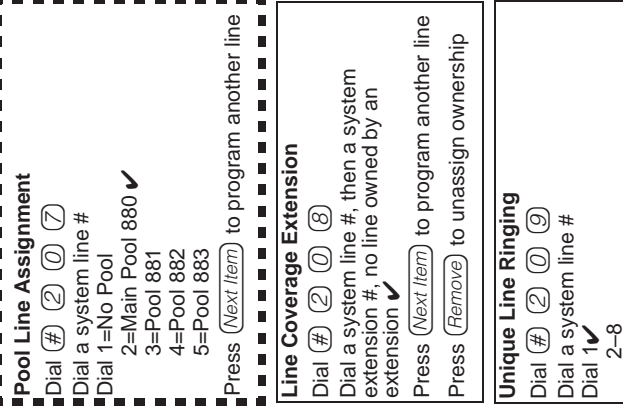
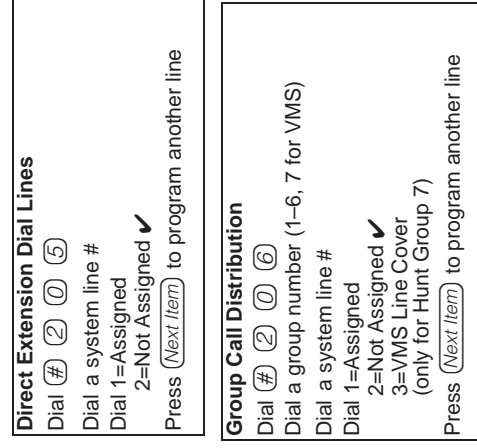
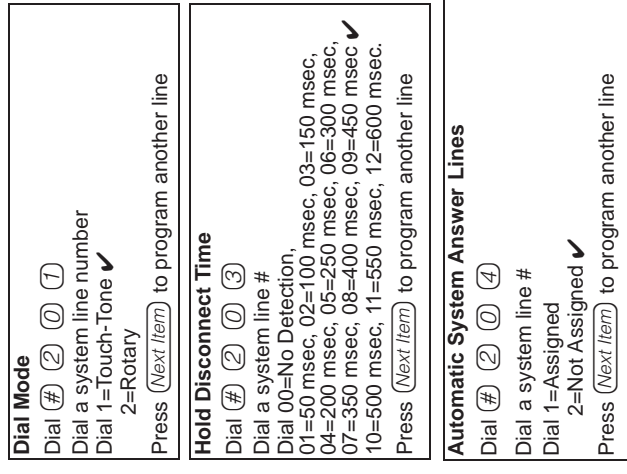
Mode of Operation
Press # 1 9 8
Enter the system password
Dial 1=Key (factory setting) ✓
2=Hybrid

System Reset—Programming Saved
IMPORTANT: Using this procedure disconnects any active calls but retains system settings. Use it only if the system fails to function correctly after a power failure or down period. Dial # 7 2 8.

System Flow Chart—System Speed Dial Numbers



System Flow Chart—Lines



System Flow Chart—Extensions

<p>Line Assignment Dial # (3) (0) (1) Dial a system extension # To remove all existing line assignments, press (Remove) before selecting a line Dial a line number Dial 1=Assigned ✓ 2=Not Assigned 3=Select Button then press a programmable button (to assign the line to that button). If you use option 3 after a line has been assigned, the line moves from the old button to the new button you select. Dial a line number Press (Next Item) to program another line for this extension To program another extension: Press (Next Procedure) (Prev Procedure), enter a new extension # and repeat above steps</p>	<p>Display Language Dial # (3) (0) (3) Dial a system extension # Dial 1=English ✓ 2=Spanish 3=French Press (Next Item) to program another extension</p>	<p>Forced Account Code Entry Dial # (3) (0) (7) Dial a system extension # Dial 1=Assigned 2=Not Assigned ✓ Press (Next Item) to program another extension</p>
<p>Automatic Extension Privacy Dial # (3) (0) (4) Dial a system extension # Dial 1=Assigned 2=Not Assigned ✓ Press (Next Item) to program another extension</p>	<p>Distinctive Ringing Dial # (3) (0) (8) Dial a system extension # Dial 1=Active 2=Not Active ✓ Press (Next Item) to program another extension</p>	<p>Intercom Dial Tone Dial # (3) (0) (9) Dial a system extension # Dial 1=Regular ✓ 2=Machine Press (Next Item) to program another extension</p>
<p>Line Access Restriction Dial # (3) (0) (2) Dial a system extension # Dial a system line # Dial 1=No Restriction ✓, 2=Outgoing Only, 3=Incoming Only, 4=No Access (line appears on button, but you can use line only to pick up a transferred or held call) To program another extension: Press (Next Procedure) (Prev Procedure), enter a new extension number and repeat above steps</p>	<p>Abbreviated Ringing Dial # (3) (0) (5) Dial a system extension # Dial 1=Active (1 ring) ✓ 2=Not Active (repeated ringing) Press (Next Item) to program another extension</p>	<p>Automatic VMS Cover Dial # (3) (1) (0) Dial a system extension # Dial 1=Assigned 2=Not Assigned ✓ Press (Next Item) to program another extension</p>
<p>Transfer Return Extension Dial # (3) (0) (6) Dial a system extension # Dial # of extension (10–57) to which call should return if not answered. Extension transferring call ✓ Press (Next Item) to program another extension</p>	<p>Transfer Return Extension Dial # (3) (0) (6) Dial a system extension # Dial # of extension (10–57) to which call should return if not answered. Extension transferring call ✓ Press (Next Item) to program another extension</p>	<p>Transfer Return Extension Dial # (3) (0) (6) Dial a system extension # Dial # of extension (10–57) to which call should return if not answered. Extension transferring call ✓ Press (Next Item) to program another extension</p>

System Flow Chart—Extensions (Continued)

External Hotline
 Dial **# 3 1 1**
 Dial a system extension #
 Dial 1=Assigned
 2=Not Assigned ✓
 Press **(Next Item)** to program another extension

Voice Interrupt On Busy
 Dial **# 3 1 2**
 Dial a system extension #
 Dial 1=Assigned
 2=Not Assigned ✓
 Press **(Next Item)** to program another extension

Line Access Mode
 Dial **# 3 1 3**
 Dial a system extension #
 Dial 1=Pooled ✓ all extensions except 10
 2=Key ✓ extension 10 only

Pool Extension Assignment
 Dial **# 3 1 4**
 Dial a system extension # to remove existing pool assignments, press **(Remove)** before selecting a line
 Dial a pool access code (880, 881, 882, or 883)
 Dial 1=Assigned ✓ 880
 2=Not Assigned ✓ 881, 882, 883
 3=Select Button then press a programmable button (auxiliary pools only)
 Press **(Next Procedure)** to enter a new extension #
 Press **(Next Procedure)** to enter a new extension # & repeat above steps

Pool Access Restriction
 Dial **# 3 1 5**
 Dial a system extension #
 Dial a pool number (880, 881, 882, or 883)
 Dial 1=No Restriction ✓
 2=Outgoing Only
 3=Incoming Only
 4=No Access
 Press **(Next Item)** to program another pool

To program another extension:
 Press **(Next Procedure)** to enter a new extension # & repeat above steps

Call Waiting
 Dial **# 3 1 6**
 Dial a system extension #
 Dial 1=Assigned
 2=Not Assigned ✓

Caller ID Log Answered Calls
 Dial **# 3 1 7**
 Dial a system extension #
 Dial 1=Active
 2=Not Active ✓

Caller ID Log Line Association
 Dial **# 3 1 8**
 Dial a system extension #
 Dial a system line #
 Press **(Next Item)** to program another extension
To associate another extension:
 Press **(Next Procedure)** to enter a new extension # and repeat above steps

Caller ID Log All Calls
 Dial **# 3 1 9**
 Dial a system extension #

Call Coverage Rings
 Dial **# 3 2 0**
 Dial one digit (1-9) for the # of rings before the call is sent to the covering extension
 2 rings ✓

VMS Cover Rings
 Dial **# 3 2 1**
 Dial one digit (1-9) for the # of rings before the call is sent to the voice messaging
 3 rings ✓

Remote Call Forwarding
 Dial **# 3 2 2**
 Dial a system extension #
 Dial 1=Assigned
 2=Not Assigned ✓

Personalized Station Ringing
 Dial **# 3 2 3**
 Dial a system extension #
 Press **(Next Data)** to select the ring pattern

Override Line Ringing
 Dial **# 3 2 4**
 Dial a system extension #
 Dial 1=Active
 2=Not Active ✓

Copy Settings
 Dial **# 3 9 9**
 Dial a source extension #
 Dial target extension #s

System Flow Chart—Dialing Restrictions and Permissions

Outgoing Call Restriction
 Dial **# 4 0 7**
 Dial a system extension #
 Dial 1=No Restriction ✓
 2=Inside Only (intercom)
 3=Local Only (intercom and local)
 Press **(Next Item)** to program another extension

Toll Call Prefix
 Dial **# 4 0 2**
 Dial 1=0/1 plus Area Code and # ✓
 2=Area Code and # only

System Password
 Dial **# 4 0 3**
 Dial four digits to set the password

Disallowed Phone Number Lists
 Dial **# 4 0 4**
 Dial a list # (1-8)
 Dial a list entry (01-10)
To add entry:
 Dial the telephone # (up to 12 digits)
 Press **(Enter)**
 Press **(Remove)** to remove a list entry
 Press **(Next Item)** to program another list entry
To program another list:
 Press **(Next Procedure)** **(Prev Procedure)** to enter a new list # & repeat above steps

Disallowed List Assignments
 Dial **# 4 0 5**
 Dial a system extension #
 Dial a list # (1-8)
 Dial 1=Assigned
 2=Not Assigned ✓
 Press **(Next Item)** to program another list
To program another extension:
 Press **(Next Procedure)** **(Prev Procedure)** to enter a new extension # & repeat above steps

Emergency Phone Number Lists
 Dial **# 4 0 6**
 Dial a list # (01-10)
To add entry:
 Dial the telephone # (up to 12 digits)
 Press **(Enter)**
 Press **(Remove)** to remove a list entry
 Press **(Next Item)** to program another list entry

Allowed Phone Number Lists
 Dial **# 4 0 7**
 Dial a list # (1-8)
 Dial a list entry (01-10)
To add entry:
 Dial the telephone # (up to 12 digits)
 Press **(Enter)**
 Press **(Remove)** to remove a list entry
 Press **(Next Item)** to program another list entry
To program another list:
 Press **(Next Procedure)** **(Prev Procedure)** to enter a new list # & repeat above steps

Allowed List Assignments
 Dial **# 4 0 8**
 Dial a system extension #
 Dial a list # (1-8)
 Dial 1=Assigned
 2=Not Assigned ✓
 Press **(Next Item)** to program another list
To program another extension:
 Press **(Next Procedure)** **(Prev Procedure)** to enter a new extension # & repeat above steps

Forced Account Code List
 Dial **# 4 0 9**
 Dial a list # (01-99)
To add entry:
 Dial the account code (up to 6 digits)
 Press **(Enter)**
 Press **(Remove)** to remove a list entry
 Press **(Next Item)** to program another list

Star Code Dial Delay
 Dial **# 4 1 0**
 Dial 0=0 Seconds Delay ✓
 1=1 Second Delay
 2=2 Seconds Delay
 3=3 Seconds Delay
 4=4 Seconds Delay
 5=5 Seconds Delay
 6= Not Active

System Flow Chart—Groups

Pickup Group Extension
 Dial **# 5 0 1**
 Dial a group # (1-4)
 Dial an extension # (10-57)
 Dial 1=Assigned to group
 2=Not Assigned to group ✓
 Press **(Next Item)** to program another extension

Calling Group Extensions
 Dial **# 5 0 2**
 Dial a group # (1-4)
 Dial an extension # (10-57)
 Dial 1=Assigned to group
 2=Not Assigned to group ✓
 Press **(Next Item)** to program another extension

Night Service Button
 Dial **# 5 0 3**
 Dial 1=Assigned
 2=Not Assigned ✓
 3=Select button then press a programmable button (to assign Night Service to that button)
 If you use option 3 after a Night Service button has been assigned, the Night Service button moves from the old button to the new button you select

Night Service Group Extensions
 Dial **# 5 0 4**
 Dial a system extension #
 Dial 1=Assigned to group
 2=Not Assigned to group ✓
 Press **(Next Item)** to program another extension

Hunt Group Extensions
 Dial **# 5 0 5**
 Dial a group # 1-6, 7 for VMS, 8 for fax detection
 Dial a system extension # (10-57)
 Dial 1=Assigned to group
 2=Not Assigned to group ✓
 Press **(Next Item)** to program another extension

VMS Hunt Delay
 Dial **# 5 0 6**
 Dial 1=Day
 2=Night
 Dial line number
 Dial 0-6
 2 ✓

VMS Hunt Schedule
 Dial **# 5 0 7**
 Dial line number
 Dial 1=Always ✓
 2=Day Only
 3=Night Only

System Flow Chart—Auxiliary Equipment

<p>Fax Machine Extensions Dial # 6 0 1 Dial a system extension # Dial 1=Assigned 2=Not Assigned ✓ Press <i>(Next Item)</i> to program another extension</p>	<p>Doorphone 2 Extension Dial # 6 0 5 Dial any extension (except 10, 11, or the first two extensions of any 206 or 308EC modules) To remove the doorphone extension: Press <i>(Remove)</i></p>	<p>SMDR Top Of Page Dial # 6 0 9</p>
<p>Music-On-Hold Dial # 6 0 2 Dial 1=Active ✓ 2=Not Active</p>	<p>Doorphone Alert Extension Dial # 6 0 6 Dial any extension # (except a doorphone extension) Dial 1=Not an alert ✓ 2=Doorphone 1 alert 3=Doorphone 2 alert 4=Doorphones 1 & 2 Press <i>(Next Item)</i> to identify another extension (up to 48 alert extensions per doorphone)</p>	<p>SMDR Output Format Dial # 6 1 0 Dial 1=15 digits ✓ 2=24 digits</p>
<p>Hotline Dial # 6 0 3 Dial the hotline extension # (not ext. 10, 11, or the first two extensions of any 206 or 308EC modules) Dial the alerted extension number (not the hotline) or 7 0 to paging system To remove the hotline and alert: Press <i>(Remove)</i></p>	<p>Automated Attendant Extensions Dial # 6 0 7 Dial a system extension # Dial 1=Assigned 2=Not Assigned ✓ Press <i>(Next Item)</i> to program another extension.</p>	<p>SMDR Talk Time Dial # 6 1 1 Dial 1=Active 2=Not Active ✓</p>
<p>Doorphone 1 Extension Dial # 6 0 4 Dial any extension # (except 10, 11, or the first two extensions of any 206 or 308EC modules) To remove the doorphone extension: Press <i>(Remove)</i></p>	<p>SMDR Record Type Dial # 6 0 8 Dial 1=All calls ✓ 2=Outgoing calls only</p>	<p>Contact Closure Group Dial # 6 1 2 Dial a group # (1 or 2) Dial an extension # (10–57) Dial 1=Assigned to group 2=Not Assigned to group ✓</p>
	<p>Contact Closure Operation Type Dial # 6 1 3 Dial a Contact Closure (1 or 2) Dial 1=1-Second On 2=3-Seconds On ✓ 3=5-Seconds On 4=Toggle</p>	

System Flow Chart—Auxiliary Equipment (Continued)



Application Programming Interface (API)

Dial # 6 7 5
 Dial 1=API On ✓
 2=API Off

Application Programming Interface (API) Internal Monitor

Dial # 6 7 6
 Dial 1=All Calls
 2=External Calls ✓

Loudspeaker Paging Line

Dial # 6 7 7
 Dial the line number of the jack to which the loudspeaker paging system is connected

Remote Administration Password




Dial # 7 3 0
 No Password (8 dashes display)
 Active password (up to 8 alphanumeric characters)
 Password can only be changed at Extension 10 or 11

Centralized Telephone Programming Flow Chart—How to Use

To use the Centralized Telephone Programming Flow Chart, follow these instructions first:

Place the Programming Overlay on the dialpad of the system display phone at extension 10 or 11.

- **To Enter Programming Mode:**
 - Press **Feature** **0** **0**
 - Press **System Program** **System Program** **Central Tel Program**
 - Dial the extension number to be programmed. Buttons on to which lines or pools are assigned light up to show the current Line Ringing setting; remaining buttons can be programmed with Auto Dial number or features
- **To Program Another Feature at the Same Extension:**
 - After you program one feature, continue with the instructions in the box for the next feature
- **To Change Setting for Another Extension**
 - Press **Central Tel Program**
 - Dial the new extension's number
- **To Erase a Feature or Auto Dial Button:**
 - Press the programmed button
 - Press **(Mic/HFA)**
- **To End Programming Mode:**
 - Press **Feature** **0** **0**

Icon Description	
	= Factory setting
	= Button with lights required
	= Button with lights recommended

Centralized Telephone Programming Flow Chart

NOTE:

Program Automatic Line Selection or Extension Name Display first...*then* Line Ringing.

Automatic Line Selection
 Press **(*)** **(*)**
 Press the line/pool/intercom buttons in the desired order
 Press **(*)** **(*)**
Key Extension: Outside lines **(Intercom)** ✓
Pooled Extension: Pool 880 button 1, button 2, **(Intercom)**, right **(Intercom)** ✓
 Pools 881-883, individual lines

OR


Extension Name Display
 Press **(Intercom)**
 Enter the character codes for the name (See table "Valid Character Entries")

THEN


Line Ringing
 Press each line or pool button until the desired ringing option appears in the display

- Immediate ring (green steady) ✓ Lines
- No ring (green fast flutter) ✓ Pools
- Delayed ring—starts ringing after 20 seconds (green slow flashing)


Personal Speed Dial Numbers
 Press **(Feature)**
 Dial a two-digit code (80-99)
 Dial the phone number—up to 28 digits including special functions

Call Forwarding/Call Follow-Me
 Press a programmable button 
 Press **(Feature)** **(1)** **(1)**
 Dial (optional) two-digit **originating** extension number
 Dial (optional) two-digit **destination** extension number


Call Pickup
 Press a programmable button
 Press **(Intercom)** **(6)**
 Dial the two-digit extension number

Call Screening
 Press a programmable button with lights 
 Press **(Feature)** **(2)** **(5)**


Caller ID Call Logging & Dialing
 Press a programmable button with lights 
 Press **(Feature)** **(2)** **(3)**

Caller ID Inspect
 Press a programmable button with lights 
 Press **(Feature)** **(1)** **(7)**


Caller ID Name Display
 Press a programmable button with lights 
 Press **(Feature)** **(1)** **(6)**


Cell Phone Connect
 Press a programmable button
 Press **(Feature)** **(1)** **(1)**
 Dial two-digit **originating** extension number
 Dial **(*)** plus two-digit **destination** Personal Speed Dial Number 

Auto Dial Numbers—Outside and Inside
 Press a programmable button
To program an outside number:
 Dial the phone number—up to 28 digits including special functions
To program an extension number:
 Press **(Intercom)**
 Dial the extension number (to ring the extension) or **(*)** plus the extension number (to voice-signal the extension)







Absent Text Message
 Press a programmable button with lights 
 Press **(Feature)** **(2)** **(8)**

Account Code Entry
 Press a programmable button 
 Press **(Feature)** **(1)** **(2)**


Background Music
 Press a programmable button 
 Press **(Feature)** **(1)** **(9)**

Call Coverage
 Press a programmable button
 Press **(Feature)** **(2)** **(0)**
 Dial (optional) two-digit **originating** extension number
 Dial (optional) two-digit **destination** extension number 

Centralized Telephone Programming Flow Chart—Continued

<p>Conference Drop Press a programmable button Press (Feature) 0 6</p>	<p>Group Calling—Ring/Page For ringing group: Press a programmable button Press (Intercom) 7 Dial a Calling Group number (1–4) For paging group: Press a programmable button Press (Intercom) * 7 Dial a Calling Group number (1–4)</p>	<p>Loudspeaker Paging Press a programmable button Press (Intercom) 7 0</p>
<p>Contact Closure 1 Press (Feature) 4 1 </p>	<p>Group Hunting—Ring/Voice Signal For ringing the first available extension: Press a programmable button Press (Intercom) 7 7 Dial a Hunt Group number (1–7) For voice signaling the first available extension: Press a programmable button Press (Intercom) * 7 7 Dial a Hunt Group number (1–6)</p>	<p>Record-A-Call Press a programmable button with lights </p>
<p>Contact Closure 2 Press a programmable button Press (Feature) 4 2 </p>	<p>Group Pickup Press a programmable button Press (Intercom) 6 6 Dial a Pickup Group number (1–4)</p>	<p>Manual Signaling Press a programmable button Press (Feature) 1 3 Dial a two-digit extension number (to ring extension) or Dial * 2 plus the two-digit extension number (to voice-signal the extension)</p>
<p>Direct Line Pickup—Active Line Press a programmable button Press (Intercom) 6 8</p>	<p>Hot Dial Press a programmable button with lights </p>	<p>Message Alert Notification Press a programmable button with lights </p>
<p>Direct Line Pickup—Idle Line Press a programmable button with lights Press (Intercom) 8</p>	<p>Last Number Redial Press a programmable button Press (Feature) 0 5</p>	<p>Message Light Off Press a programmable button Press (Feature) 1 0 Dial (optional) two-digit extension number</p>
<p>Do Not Disturb Press a programmable button with lights Press (Feature) 0 1 </p>		<p>Message Light On Press a programmable button Press (Feature) 0 9 Dial (optional) two-digit extension number</p>
<p>Exclusive Hold Press a programmable button Press (Feature) 0 2</p>		

Centralized Telephone Programming Flow Chart—Continued


Privacy
Press a programmable button with lights 
Press **Feature** 0 7

Recall
Press a programmable button with lights 
Press **Feature** 0 3

Remote Call Forwarding
Press a programmable button
Press **Feature** 1 1
Dial two-digit **originating** extension number
Dial two-digit **destination** Personal Speed Dial Number 


Save Number Redial
Press a programmable button
Press **Feature** 0 4

Simultaneous Paging
Press a programmable button
Press **Intercom** * 7 0

Station Lock
Press a programmable button 
Press **Feature** 2 1

Station Unlock
Press a programmable button
Press **Feature** 2 2

Touch-Tone Enable
Press a programmable button
Press **Feature** 0 8

VMS Cover
Press a programmable button 
Press **Feature** 1 5

Voice Interrupt On Busy Talk-Back
Press a programmable button with lights 
Press **Feature** 1 8



Voice Mailbox Transfer
Press a programmable button
Press **Feature** 1 4

Extension Telephone Programming Flow Chart—How to Use

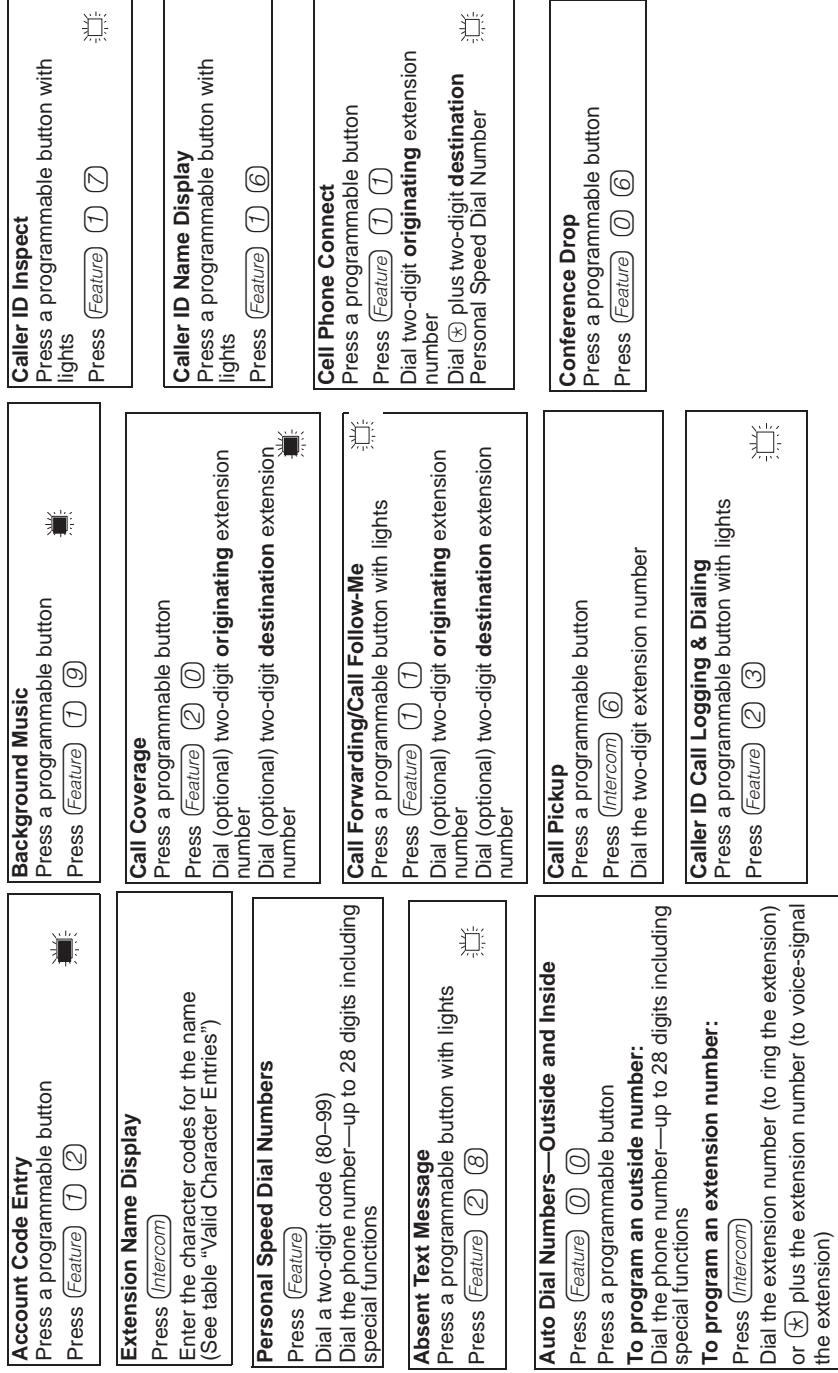
To use the Extension Telephone Programming Flow Chart, follow these instructions first:

To Program at an extension, use the following procedure:

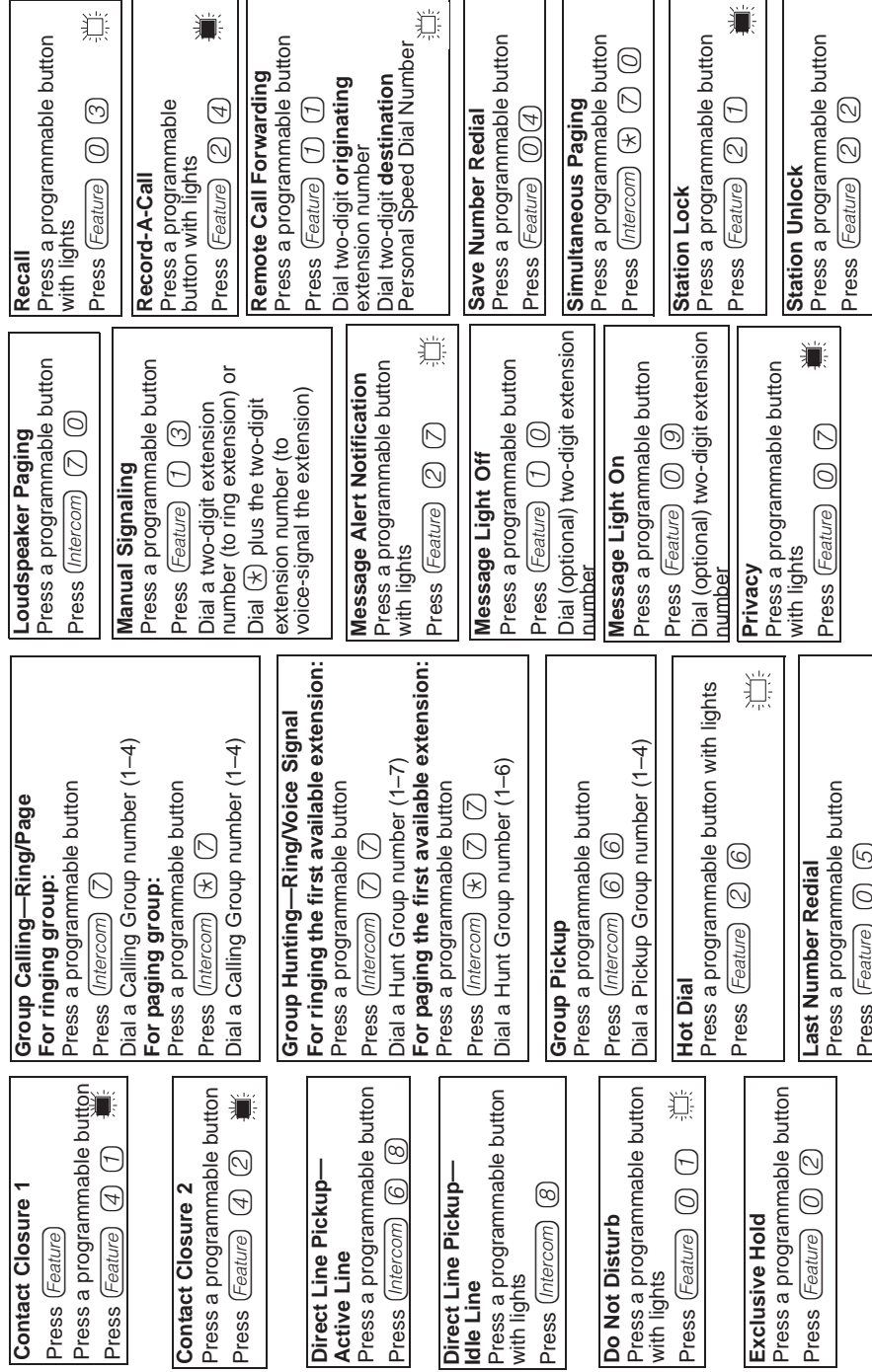
- To Start programming:
 - Press **(Feature) 0 0**
 - The green light next to buttons on which lines or pools are assigned for the extension show the current Line Ringing settings. You can program the remaining buttons with telephone number, extension numbers, or system features.
- To assign a name to the extension, press **(Intercom)**, and then enter the character codes.
- To Erase the current programming from a button, press the button, then press **(Mic/HFA)** :
 - Press the programmed button
 - Press **(Mic/HFA)**
- To End Programming Mode:
 - Press **(Feature) 0 0**

Icon Description	
✓	= Factory setting
	= Button with lights required
	= Button with lights recommended

Extension Telephone Programming Flow Chart



Extension Telephone Programming Flow Chart—Continued



Extension Telephone Programming Flow Chart—Continued

Touch-Tone Enable Press a programmable button Press <i>(Feature)</i> (0) (8)
VMS Cover Press a programmable button Press <i>(Feature)</i> (1) (5)
Voice Interrupt On Busy Talk-Back Press a programmable button Press <i>(Feature)</i> (1) (8)
Voice Mailbox Transfer Press a programmable button Press <i>(Feature)</i> (1) (4)