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BEFORE YOU BEGIN

- You must have a modular telephone jack and electrical outlet near where you're installing the phone.
- The total length of telephone line cord used in this system is important. If the total length of telephone line cord is more than 600 feet, you may need to use a special filter device. You can call 1 800 PCC-9125 for information about this filter. You'll need to contact a professional to install this filter.
- Identify the number of phone lines you'll use.
- All connected phones must have the same Line 1 phone number for Intercom and Paging to work.
- Assign a different Intercom Extension Number (11 through 22) to each 954 telephone. You'll need to do this individually at each telephone.
- Decide if you want a private line. A private line does not appear on all connected phones.





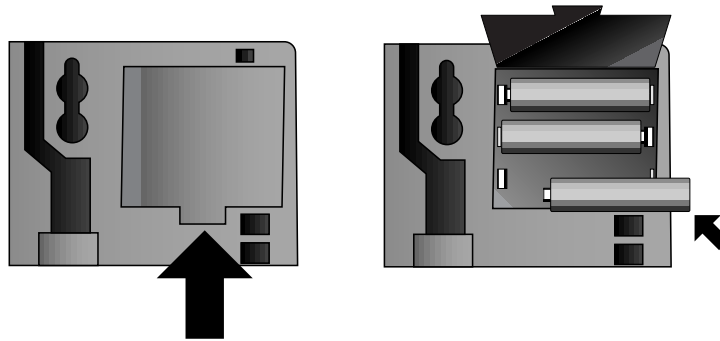
INSTALLATION

Table/Desk Installation

1 Install 3 AAA batteries.

- Press in on the tabs and remove the telephone base.
- Press in on the tabs on the battery door, and remove it.
- Insert 3 AAA batteries, and replace the battery door.
- Replace the telephone base.

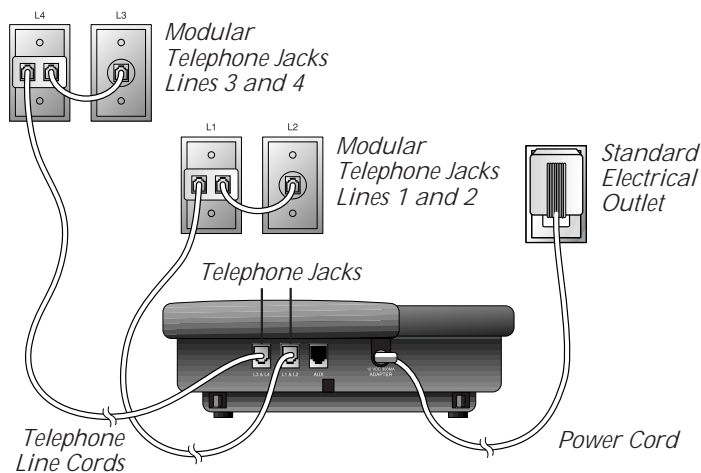
NOTE: Batteries retain telephone memory in the event of a power failure. If power fails, this phone will not work.



2 Connect the telephone line cords to the telephone.

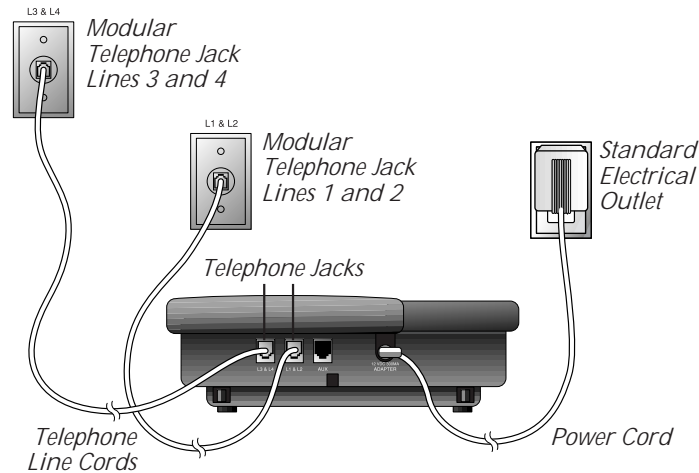
NOTE: If the phone rings when you first connect the line cords, you need to set the phone's intercom number. See "Assign Intercom Number" in the TELEPHONE FEATURE SETUP section of this manual.

• Four One-Line Jacks



INSTALLATION

- **Two Two-Line Jacks**



3 Connect the power adapter.



Use only the power adapter provided with this product. To obtain a replacement, call 1 800 PCC-9125.

Plug one end of the power adapter into the jack labeled **ADAPTER** on the back of the phone. Plug the other end into a standard electrical outlet.

4 Connect the handset cord.

Plug one end of the coiled handset cord into the jack on the bottom of the phone. Plug the other end into the handset, and hang up.

5 Check for dial tone.

Lift the handset and listen for a dial tone. If you cannot hear a dial tone, turn to IN CASE OF DIFFICULTY in this manual.

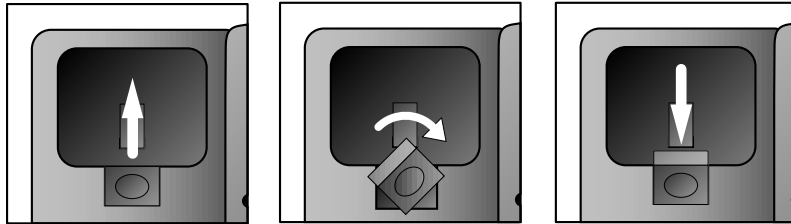


INSTALLATION

Wall Installation

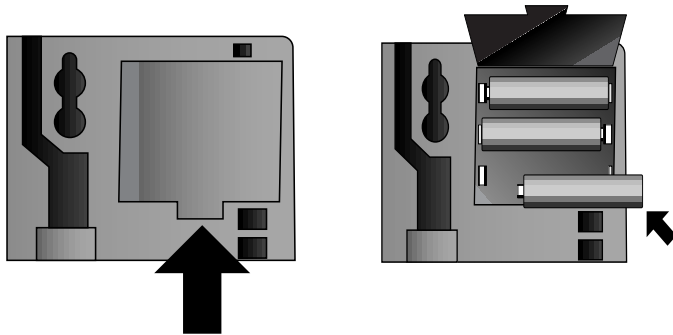
1 Reverse the handset tab.

Hold down the switchhook, then pull the tab out and rotate it 180 degrees. Release the tab so it settles into position.

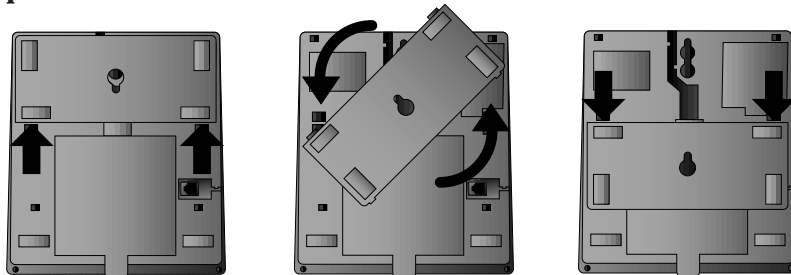


2 Install 3 AAA batteries.

- Press in on the tabs and remove the telephone base.
- Press in on the tabs on the battery door, and remove it.
- Insert 3 AAA batteries, and replace the battery door.



3 Turn the base, as shown, and attach it to the bottom of the phone.

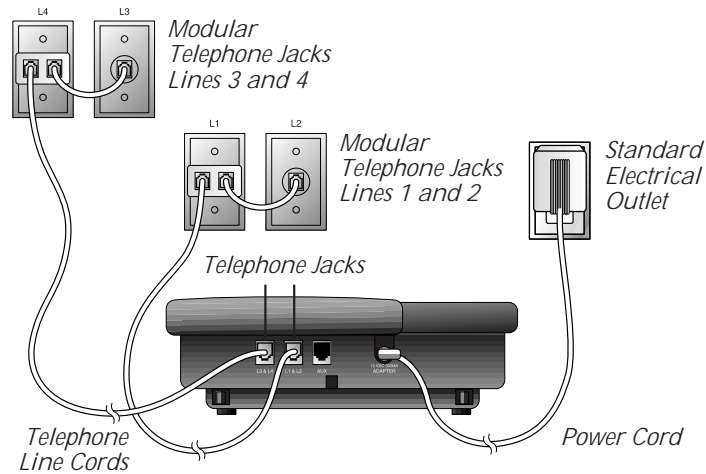




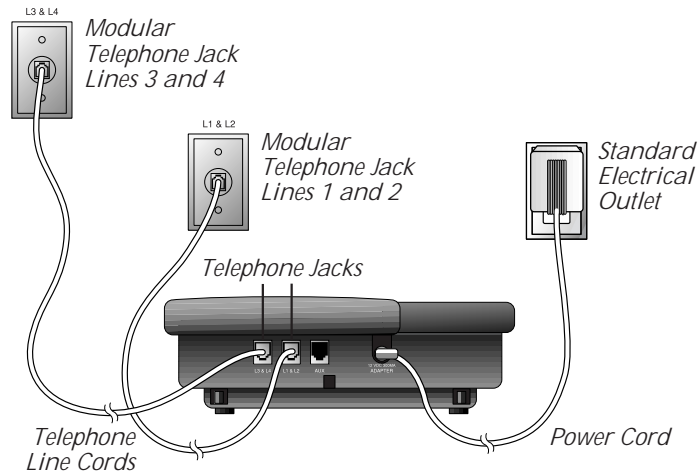
INSTALLATION

4 Connect the telephone line cords to the telephone.

- **Four One-Line Jacks**



- **Two Two-Line Jacks**



5 Connect the power adapter to the telephone.



Use only the power adapter provided with this product. To obtain a replacement, call 1 800 PCC-9125.

Plug one end of the power adapter into the jack labeled **ADAPTER** on the back of the phone.

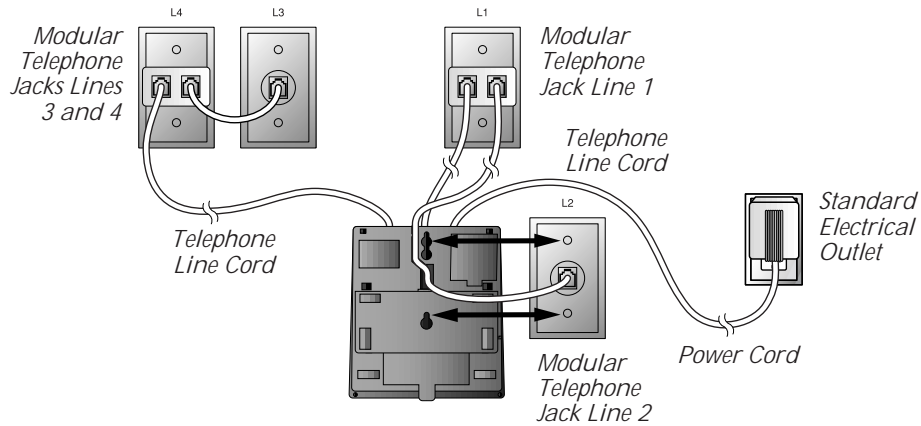




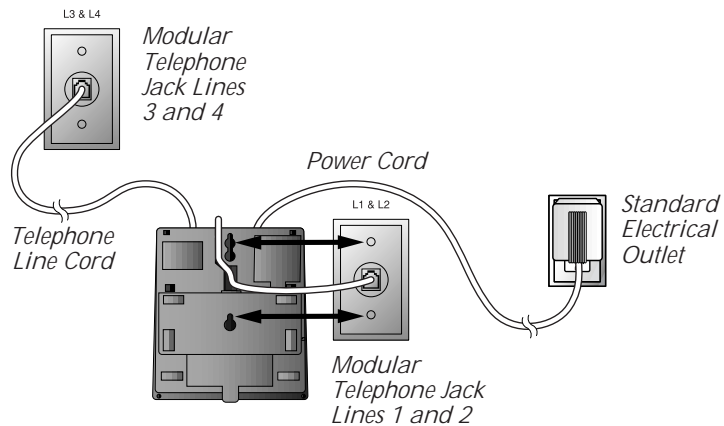
INSTALLATION

6 Mount the phone on the wall.

- *Four One-Line Jacks*



- *Two Two-Line Jacks*



NOTE: If you have three modular telephone jacks, mount the phone onto a jack without a wall-mounting adapter. If you have four modular telephone jacks, mount the phone onto a jack without a wall-mounting adapter.

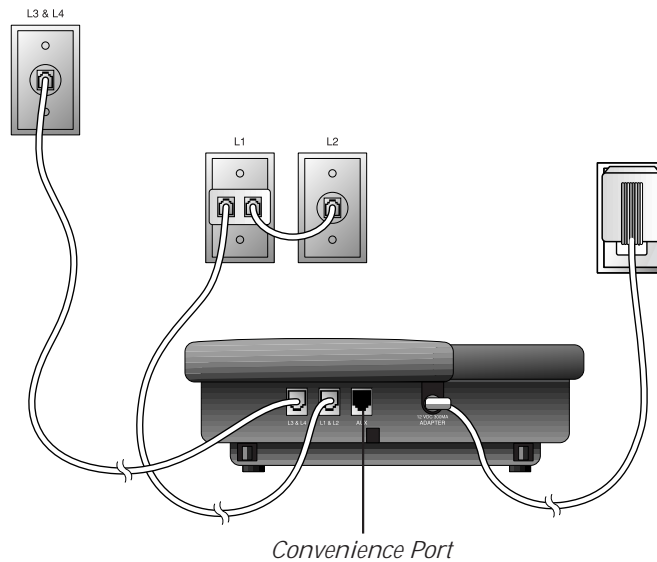


INSTALLATION

7 Plug the power adapter into a standard electrical outlet.

Convenience Port. If you want to connect another device (such as an answering machine or fax machine) to the wall jack, you can use the jack on the phone labeled **AUX**. This convenience port will always use Line 2; a call picked up on Line 2 at another extension may interrupt a fax, modem, or message transmission.

*Standard
Electrical
Outlet*





TELEPHONE FEATURE SETUP

Assign Intercom Number

- 1 Do not lift the handset.
- 2 Press **PROGRAM**, **(X)**, **(#)**.
- 3 Enter two digits (11–22).
- 4 Press **INTERCOM**. You will hear a confirmation ring.

NOTE: If you duplicate an intercom number, you'll hear a warning tone. Repeat Steps 1–4 and assign a different number.

- 5 Pry up the intercom number card cover, write the intercom number on the card, and replace the cover.

Set the Clock.

NOTE: You'll hear a confirmation tone when you enter numbers correctly. If you make a mistake, press and release **SET/REVIEW** to start over.

- 1 Press and release **SET/REVIEW**. The screen displays zeros.
- 2 Press and release **(X)** for AM or **(#)** for PM
— **OR** —
Go on to Step 3 if you want the clock set to military/European time.
- 3 Enter two digits to set the month (for example, press **0 3** for March).
- 4 Enter two digits to set the date (for example, press **0 9** for the ninth).
- 5 Enter one digit for the day of the week (for example, press **7** for Sunday or **5** for Thursday).
- 6 Enter two digits for the hour (for example, press **0 1** for one o'clock, or **1 1** for eleven o'clock).
- 7 Enter two digits for the minutes (for example, press **3 7** for :31).

Set Dial Mode

- 1 Press **PROGRAM**, **(X)**, **(#)**, **(X)**.
- 2 Press and release **2** for tone dialing
— **OR** —
Press and release **3** for pulse dialing.
- 3 Press and release **MUTE**. You'll hear a confirmation ring if you've entered information correctly.



TELEPHONE FEATURE SETUP

Set for Two or Three Phone Lines

If you're not using all four phone lines, you need to turn off the line status for the unused line. If you expand to a third or fourth line, turn the line status back on. You cannot turn off line status for Line 1.

- 1 Press **PROGRAM**, **ⓧ**, **#**.
- 2 Press **2** for Line 2
— **OR** —
Press **3** for Line 3
— **OR** —
Press **4** for Line 4.
- 3 Press **0** to turn off line status
— **OR** —
Press **1** to turn on line status.
- 4 Press **TRANSFER**. You'll hear a confirmation ring.

Set Up for a Private Line

This feature works only if you have three phone lines connected. Line 4 may vary from phone to phone, so you can consider this a private line that other 954 phones cannot access.

***NOTE:** The phone number for Line 1 must be the same on all phones for the intercom and paging features to work.*

- 1 Press **PROGRAM**, **ⓧ**, **#**.
- 2 Enter a different line number (05–08) for each private line.
- 3 Press and release **HOLD**. You'll hear a confirmation ring.

Change BATTERY Display

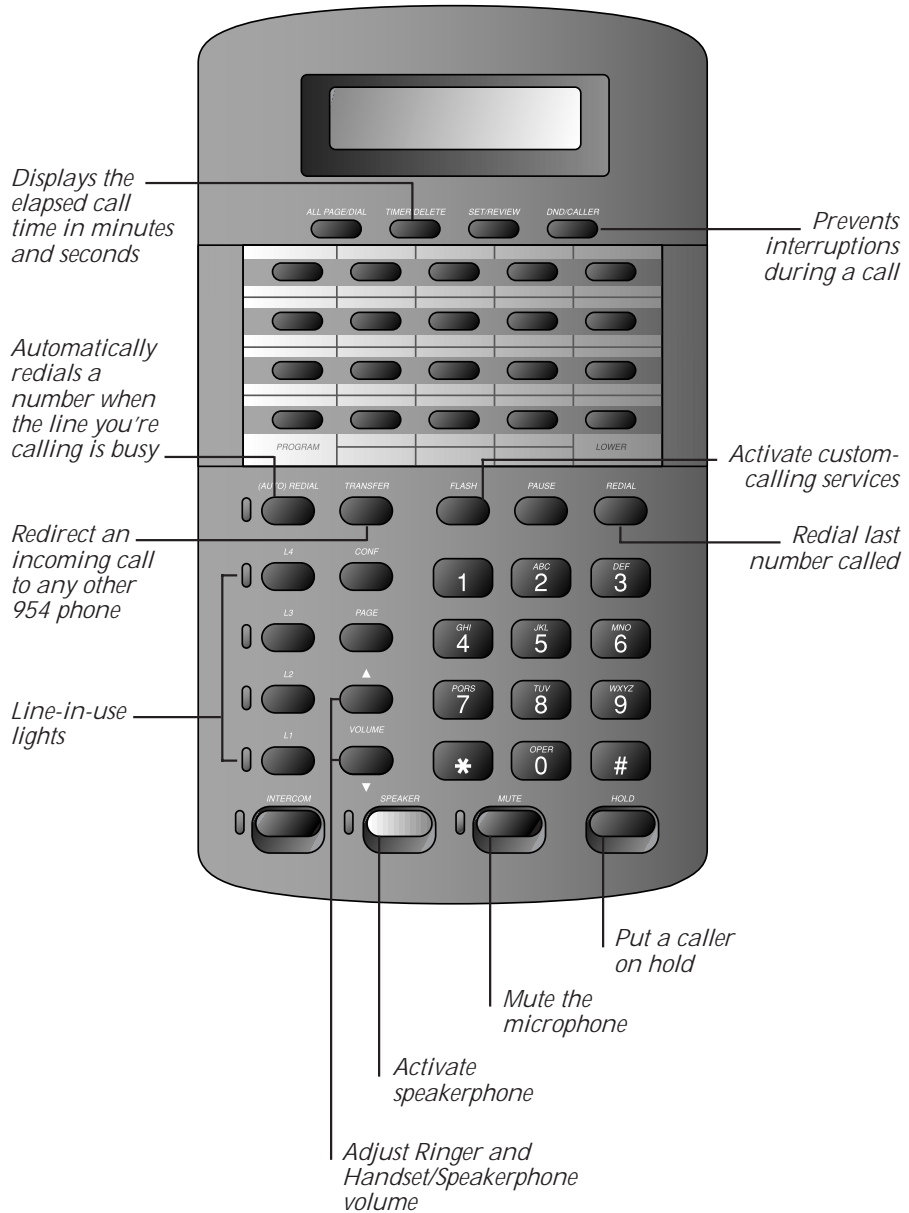
When battery power is low, the screen flashes **BATTERY**. Replace the batteries promptly to prevent memory loss (see the **INSTALLATION** section in this manual). You can set the phone so the screen won't display the **BATTERY** message.

- 1 Press **PROGRAM**, **ⓧ**, **#**, **ⓧ**.
- 2 Press and release **0** to prevent **BATTERY** display
— **OR** —
Press and release **1** to enable **BATTERY** display.
- 3 Press and release **CONF**. You'll hear a confirmation ring.





OPERATION





OPERATION

NOTE: When you make a call, the phone selects the first available line. When you answer a call, the phone automatically selects the ringing line. If you have a private line, the phone automatically selects that line.

Making a Call

Handset

To make a call, lift the handset. You can dial your call manually or use the memory dialing feature.

To answer a call, lift the handset. Replace the handset to end the call.

To override automatic line selection, press and release a LINE button (this activates the speakerphone), then lift the handset.

Speakerphone

To make a call, press and release **[SPEAKER]**. The SPEAKER light goes on. Wait for a dial tone, then dial the call manually or by using memory dialing.

To answer a call, press **[SPEAKER]**. Press **[SPEAKER]** again to end the call.

To switch from handset to speakerphone, press **[SPEAKER]**, then replace the handset.

To switch from speakerphone to handset, lift the handset.

To override automatic line selection, press and release a LINE button (this activates the speakerphone).

Call Privacy

To ensure call privacy, the phone allows only one set at a time to use a line.

Canceling Call Privacy

During the call, press the line button for the call. You'll hear a short ringing tone. Others can now join the call.

Restoring Call Privacy

Press the line button again during the call. You'll hear a double-ring. The other phones will be dropped from the call.

NOTE: Call privacy is automatically restored when you end the call.

Line-In-Use Lights

Whenever a line is in use, the light flashes slowly on the phone using that line. On the other phones, the light stays on steadily to indicate someone else is using the line.





OPERATION

Volume

Handset/Speakerphone Volume Control

When you are on a call, press ▲ to increase handset or speakerphone volume. Press ▼ to decrease volume.

Ringer Volume

You can adjust the ringer volume while the phone is ringing. While the line is ringing, press ▲ or ▼ to reach the desired level. If more than one line is ringing at the same time, both will be adjusted.

This phone has four ringer volume levels. Each time you adjust the ringer, you will hear a sample indicating the volume level. To adjust ringer volume when the line is not ringing, follow the steps below.

- 1 Press and release **CONF**.
- 2 Choose the line for ringer adjustment. Press and release **7** for Line 1
— **OR** —
Press and release **7** for Line 2
— **OR** —
Press and release **3** for Line 3
— **OR** —
Press and release **4** for Line 4.
- 3 Press ▲ to increase volume
— **OR** —
Press ▼ to decrease volume.

Turning Ringer Off

- 1 Press and release **CONF**.
- 2 Choose the line for ringer adjustment. Press and release **7** for Line 1
— **OR** —
Press and release **2** for Line 2
— **OR** —
Press and release **3** for Line 3
— **OR** —
Press and release **4** for Line 4.
- 3 Press ▼ until you no longer hear a tone.



OPERATION

Redial

The last number dialed on this phone is stored in redial memory until you dial another number. To dial the same number again, lift the handset or press **[SPEAKER]**, listen for the dial tone, then press **[REDIAL]**.

Auto Redial

Select a line and press **[AUTO REDIAL]**. The screen displays BUSYDIAL as long as the number you're calling is busy. The phone redials the number you just called, and will continue up to 10 times or until the other line rings or you cancel Auto Redial.

When you hear the line ringing, lift the handset or press **[SPEAKER]** to complete the call; if you don't, the phone disconnects the call after 15 seconds. To cancel Auto Redial, press **[AUTO REDIAL]**, or lift the handset, or press **[SPEAKER]**.

Hold

Press and release **[HOLD]**. The light of the line on hold flashes, and a double beep sounds every 30 seconds to remind you the call is on hold. You can replace the handset in the cradle without disconnecting the call. The speakerphone is automatically turned off.

To release Hold, press and release the LINE button of the call on hold.

NOTE: You cannot put an intercom call on hold.

Disabling Hold Reminder

This phone comes programmed to remind you every 30 seconds when you have a call on hold. You can turn this feature off following the directions below.

- 1 Press **[PROGRAM]**, **[X]**, **[#]**, **[X]**.
- 2 Press and release **[4]** to turn off the alert beep
— **OR** —
Press and release **[5]** to turn on the alert beep.
- 3 Press and release **[MUTE]**. You will hear a confirmation ring.

Switch Between Lines

- 1 Press and release **[HOLD]** to keep a call on the first line.
- 2 Press and release the LINE button of another line to make or answer another call.

NOTE: If you switch lines without pressing **[HOLD]** first, you will drop the call.





OPERATION

Mute

This feature lets you mute the telephone so that you can hear the other party, but the other party can't hear you.

To activate this feature, press and release **MUTE**. The MUTE light goes on.

To return to the conversation, press and release **MUTE** again.

NOTE: Switching from handset to speakerphone or from speakerphone to handset, changing lines, and putting a call on hold also cancel Mute.

Flash

Use **FLASH** instead of the switchhook to activate telephone company subscriber services such as Call Waiting or Three-Way Calling.

Temporary Tone Dialing

If you have dial pulse (rotary) service, you can change from dial pulse to touch tone dialing during a call by pressing **ⓧ**. This is useful if you need to send touch tone signals for access to telephone banking or long-distance services.

- 1 Dial the number.
- 2 Press and release **ⓧ**. Buttons pressed after this send touch tone signals.
- 3 After you hang up, the phone automatically returns to rotary service.

Conference Calls

This feature lets you set up a three-party call by using two lines at the same time. You can also join an intercom call with a call on an outside line.

- 1 Make or answer a call.
- 2 Press and release **HOLD**.
- 3 Call someone on another line.
- 4 When this call is answered, press **CONF**. The three-party conference begins immediately.
- 5 To end a conference call, hang up. All parties will disconnect.

To talk privately with one party:

- 1 Press **HOLD** to place both lines on hold.
- 2 Press a **LINE** button to talk privately with the person on that line.
- 3 Press **CONF** to resume conference call.





OPERATION

To drop one line:

Press the LINE button of the party you want to keep. The other line will be dropped.

NOTE: Occasionally, the far-end parties on a conference call might not hear one another.

Do Not Disturb

Use this feature to prevent interruptions during a call. When you activate this feature you will not hear paging tones, voice paging, or incoming call rings. Instead, the LINE light flashes and the INTERCOM light goes on to signal a call or page. If you receive an intercom call, the INTERCOM light flashes, and the intercom number calling you appears on the display.

- 1 Press **DND/CALLER** to prevent interruptions.
- 2 Press **DND/CALLER** again to resume normal call alerts.

Transfer a Call

You can transfer a call you answer to any other 954 phone. Once you transfer a call, it can be picked up at any other 954 phone, not just at the intercom number you called. Transfer calls fall into two categories: announced and unannounced. Announced calls let you alert the other person verbally that they have a transferred call. Unannounced calls alert the other person by ringing.

Your phone reminds you every 30 seconds when a transferred call has not been answered.

Transferring an Announced Call

- 1 Press **PAGE** or **INTERCOM**.
- 2 Enter the intercom number where you're transferring the call.
- 3 Begin speaking to alert the other person there's a call.

To answer a transferred announced call, press the LINE button of the call.

Transferring an Unannounced Call

- 1 Press **TRANSFER**.
- 2 Enter the intercom number where you're transferring the call.
- 3 Hang up.

To answer a transferred unannounced call, pick up the handset or press the LINE button of the call to use the speakerphone.



OPERATION

Timer

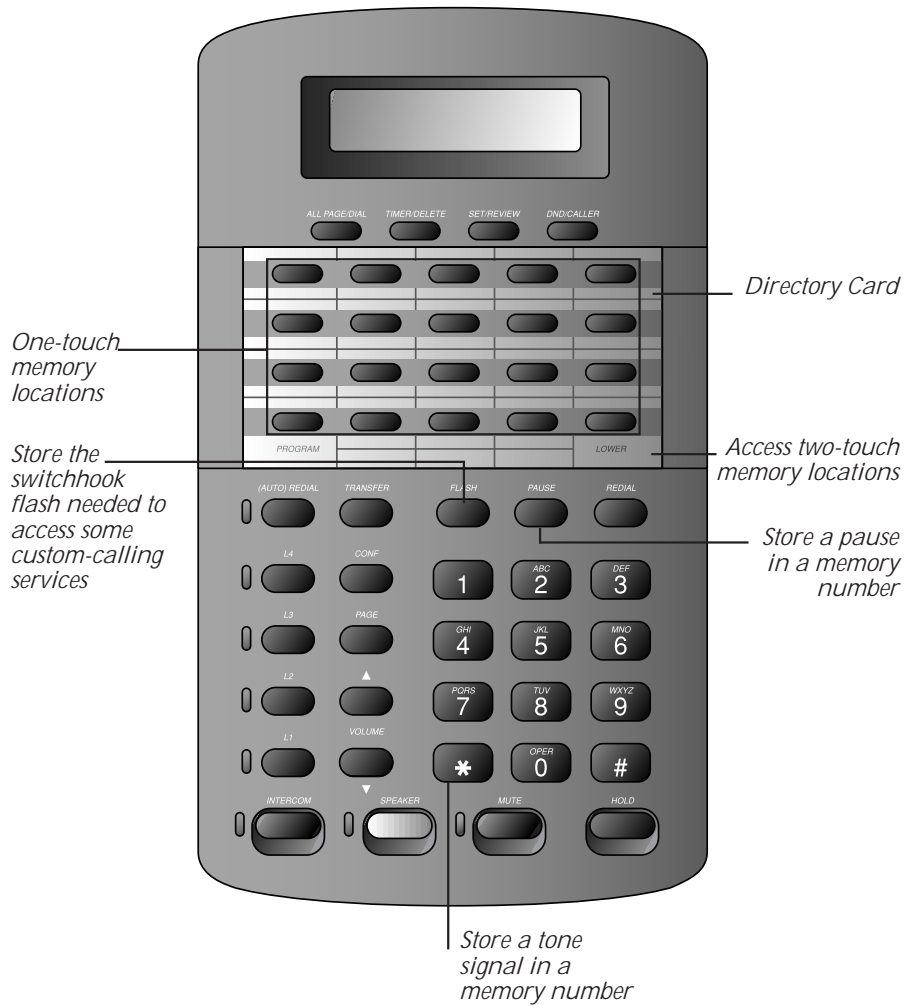
The screen displays the elapsed time in minutes and seconds for the first hour (up to 59 minutes, 59 seconds), then begins at zero again. The timer automatically stops when you hang up. The screen displays the recorded time for about six seconds.

Press **TIMER/DELETE** to start the timer. Press **TIMER/DELETE** again to stop timing.





TELEPHONE MEMORY



This telephone has 18 one-touch memory locations, and 18 two-touch memory locations. Each location can store up to 16 digits. Dial numbers stored in one-touch locations by lifting the handset (or pressing speaker) and pressing the button for the location. Dial numbers stored in two-touch locations by pressing **LOWER** and the button for the location.





TELEPHONE MEMORY

Directory Card

Remove the directory card and write in the numbers (or names) you want to store in each memory location.

Storing Numbers in Memory

- 1 Press and release **PROGRAM**.
- 2 Enter the telephone number you want to store (up to 16 digits)
— **OR** —
Press and release **REDIAL** to store the last number dialed.
- 3 Press the memory button where you want to store the number
— **OR** —
Press **LOWER** and the memory button where you want to store the number.

Storing a Pause in a Memory Number

To store a dialing pause in a memory number, press and release **PAUSE** where you want the dialing pause to occur. Each time you press **PAUSE**, you enter a two-second pause in the dialing sequence.

Storing a Temporary Tone Signal in a Memory Number

To store a tone signal, press and release **X-TONE** where you want tone dialing to begin. All digits entered after this will send tone signals.

Storing Flash in a Memory Number

You can store the switchhook flash needed to access some custom-calling services in a memory number. Press and release **FLASH** where you want the switchhook flash to occur in the dialing sequence.

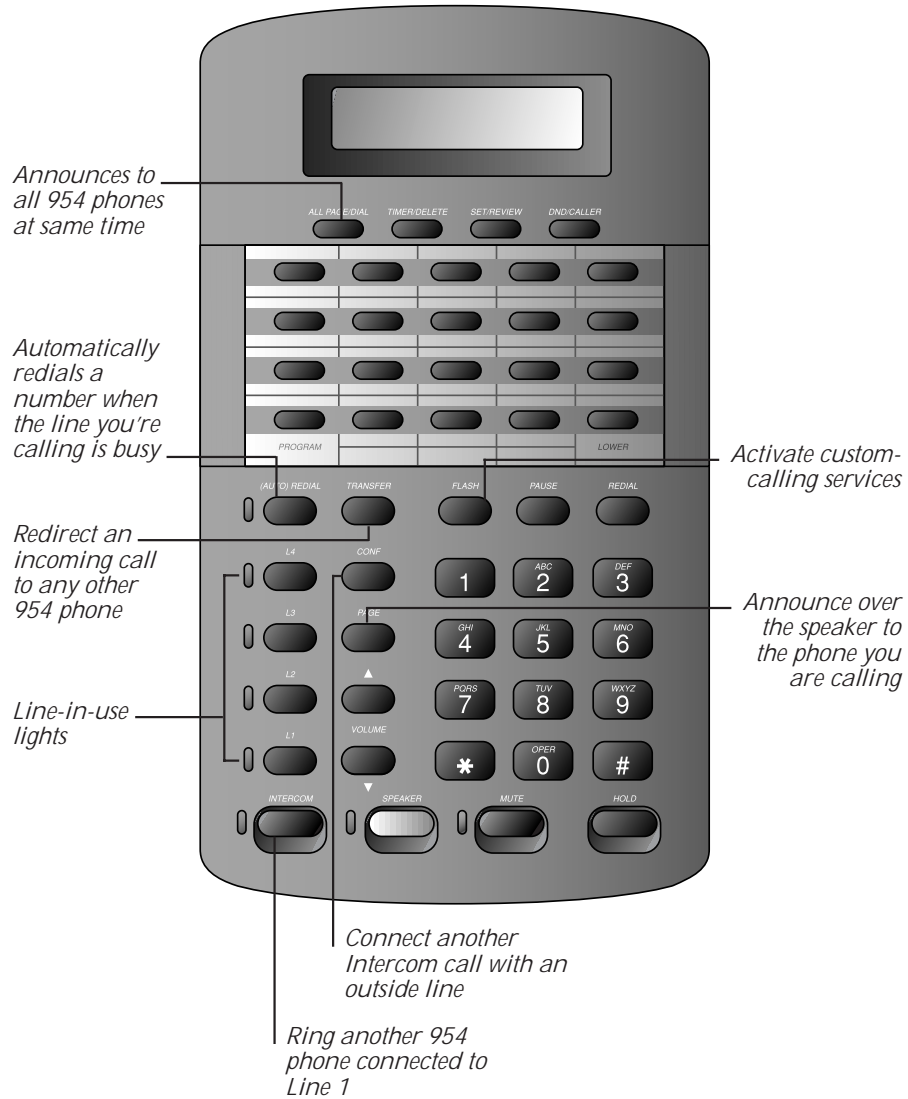
Erasing Memory Numbers

To remove a number from memory, you can store another number in its place. To clear a memory location and leave it empty:

- 1 Press and release **PROGRAM**.
- 2 Press and release **PAUSE**.
- 3 Press the memory location to be erased
— **OR** —
Press **LOWER** and the memory location to be erased.



INTERCOM OPERATION





INTERCOM OPERATION

This intercom features both a single-phone page and a system-wide page. A single-phone page alerts only one phone; a system-wide page alerts all phones. Any phone with the Do Not Disturb (DND) feature activated will not receive a page.

An intercom call or single-phone page automatically activates the speakerphone on the receiving phone. You can deactivate the speakerphone by lifting the handset.

Use the first 12 memory buttons to make intercom and page calls. When using the intercom, these buttons are intercom stations 11 through 22.

Basic Intercom Operations

- INTERCOM** Any two stations connected to Line 1 can ring each other.
- PAGE** Lets you “announce” over the speaker of the phone you’re calling. The person you’ve called can respond just by talking.
- ALLPAGE** Lets you “announce” to all 954 phones in the system at the same time.
- CONF** Lets you connect another intercom call with an outside line.
- TRNSFR** Lets you receive an incoming call and redirect it to any 954 phone on the system.

Making an Intercom Call or Page

- 1 Lift the handset and press **INTERCOM** or **PAGE**. You’ll hear a tone.
- 2 Press the memory button for the station you’re paging
— **OR** —
Use the keypad to enter the station number.

NOTE: When you direct an intercom call to one station, any station in the system can answer the call.

Answering an Intercom Call or Page

For an intercom call, press **SPEAKER** or **INTERCOM** or lift the handset.

For a page, begin talking (the speaker is activated) or lift the handset.

Ending an Intercom Call or Page

Press **SPEAKER**.



INTERCOM OPERATION

Paging All Phones

- 1 Press and release **ALL PAGE/DIAL** or **PAGE**.
- 2 Press and release **X**.
- 3 Speak toward the telephone.
- 4 Press and release **SPEAKER** to disconnect.

Answering an ALLPAGE

- 1 Press **ALL PAGE/DIAL** or **PAGE**.
- 2 Use the already activated speakerphone, or lift the handset.
- 3 To end, press and release **SPEAKER** or hang up.

Making an Intercom Conference Call

- 1 Make or answer a call.
- 2 Press and release **INTERCOM** and enter the station number.
- 3 After the third party answers, press and release **CONF**.
- 4 To end an intercom conference call, hang up.

NOTE: You cannot put an intercom conference call on hold.

Room Monitor

You can activate the speaker of another phone to monitor sounds in that room.

- 1 Press and release **PAGE**.
- 2 Enter the station number of the telephone to be monitored.
- 3 Press and release **MUTE** if you don't want sounds on your end to be heard.
- 4 To end monitoring, press and release **SPEAKER**.

Checking Your Station Number

- 1 Press and release **INTERCOM**.
- 2 Use the dial pad to enter a station number (11 to 22).
- 3 Press **SPEAKER** to hang up.
- 4 Repeat Steps 1–3 until the intercom light goes off. The last number entered is your station number.

NOTE: If the intercom light stays on even after you enter numbers 11 through 22, your phone does not have a station number. See "Assign Intercom Number" in the TELEPHONE FEATURE SETUP section for assigning intercom station numbers.



IN CASE OF DIFFICULTY

If this telephone does not work properly, try the following suggestions. If you're still having problems, call 1 800 PCC-9125.

No Dial Tone

- Make sure all plugs are connected properly. Inspect the line cord connections at the modular jack and at the telephone. Also inspect the coiled handset cord connection at both ends.
- Check to make sure the phone is not on hold.

Call Cannot Be Dialed or is Dialed Slowly

This product comes set to touch tone mode. If you have dial pulse (rotary) dialing service, you cannot dial numbers with the phone set to touch tone. See the TELEPHONE FEATURE SETUP section of this manual to set the dial mode to PULSE.

Interference on Intercom or Phone Calls

This phone uses sensitive circuitry that may pick up interference in environments with excessive electrical noise. To minimize interference, keep electrical noise sources away from telephone wiring and sets.

Telephone Lights Flutter Continuously

- Power may have been interrupted.
- If AC power is controlled by a wall switch, make sure the switch is turned on.
- Check the power cords on all system phones, and check the fuse or circuit breaker that serves the phones.
- Check the telephone jack by disconnecting the 954 and connecting another non-system telephone.
- Check that all line assignments are correct, and that all 954 phones are on the line designated as Line 1.

Difficulty Storing Numbers in Memory

- Make sure you are pressing the correct sequence of buttons for storing one-touch and two-touch numbers.
- Make sure the telephone is idle while you are storing numbers. If you lift the handset or press **[SPEAKER]** while storing numbers, the number will be entered incorrectly.



IN CASE OF DIFFICULTY

Telephone Does Not Ring

- Make sure the Do Not Disturb (DND) feature is not activated.
- Make sure ringers are turned on.
- If there are several non-system phones on the line that doesn't ring, disconnect some of them. Having too many phones connected can also result in low ringer volume for non-system telephones.
- If the INTERCOM light flashes but you don't hear a paging signal, make sure the Do Not Disturb feature is not activated.

Intercom Paging Signal Not Received

Make sure you have programmed your intercom station number correctly.

Cannot Join a Conversation in Progress

The privacy feature prevents another set on the system from interrupting a conversation. Make sure you press the line button to release privacy.

Line Lights Remain On

If the line lights remain on even if no line is connected, make sure the system is programmed for that line to be absent. See "Set for Two or Three Phone Lines" in the TELEPHONE FEATURE SETUP section of this manual.

Tone Signals Do Not Activate a Remote Device

- Tone signaling does not work during conference calls.
- The phone generates tones of fixed duration, which may not be long enough to activate some devices such as answering machines.

Answering Machine Does Not Answer

Telephone answering machines must connect directly to the line. If you have a two-line answering machine, it must connect to a two-line jack, or to two jacks on different lines.

Operation During a Power Failure

This phone does not operate during a power failure.

Cannot Use DND, TIMER, ALLPAGE or SET

Make sure **LOWER** is not turned on. If **LOWER** is displayed, press **LOWER** to turn it off.



EXPANDING THE 954 SYSTEM

When you combine two or more 954 phones you create an interacting system. You can have up to twelve 954 phones and up to eight telephone lines. The 954 can also be used with Centrex service.

You can use the fourth line on each station as a private line. The diagram below illustrates each station as having access to three lines. Notice that the fourth line is not the same on every station (see "Setting Up a Fourth Line for Each Station" in the CENTREX OPERATION section of this manual). This diagram also applies to Centrex users.

NOTE: All 954 features work as described earlier in this manual.

		Lines in System							
		L1	L2	L3	L4	L5	L6	L7	L8
Intercom Stations	ICM 11	3	3	3					3
	ICM 12	3	3	3			3		
	ICM 13	3	3	3				3	
	ICM 14	3	3	3	3				
	ICM 15	3	3	3	3				
	ICM 16	3	3	3		3			
	ICM 17	3	3	3			3		
	ICM 18	3	3	3				3	
	ICM 19	3	3	3		3			
	ICM 20	3	3	3		3			
	ICM 21	3	3	3					
	ICM 22	3	3	3					3



CENTREX OPERATION

Setup Checklist

Before expanding your system or installing for Centrex, review the installation checklist. If you have Centrex, contact your local telephone company for further information about Centrex service.

- The phone number for Line 1 must be the same on all phones in order for the Intercom and Paging features to work.
- Determine the number of phones that will be on the system.
- Identify the phone that will be the attendant phone.
- Identify the private line for the attendant phone. The attendant phone must have its own private line. This line is not shared with any other phone.
- Follow the regular installation instructions in this manual.
- Enable the attendant phone.
- Store the Centrex pickup codes and the seven-digit phone numbers into memory locations. See TELEPHONE MEMORY in this manual.

Setting Up a Fourth Line for Each Station

- 1 Press **PROGRAM** **✕** **#**.
- 2 Enter the line number (05–08) you want as your fourth line. For example, if stations 16, 19, and 20 share Line 5, those stations would enter **0** **5**.
- 3 Press and release **HOLD**. You'll hear a confirmation ring.

Repeat Steps 1–3 for each station on the system that will have a private line.

Enabling/Disabling Attendant Station

This feature lets you have an attendant phone on the system. An attendant phone can pick up other Centrex lines through Centrex switching. Identify which station you want as the attendant. The attendant phone should also have a private line.

- 1 Make sure the phone is not in use.
- 2 Press **PROGRAM** **✕** **#** **✕**.
- 3 Press **7** to enable
— **OR** —
Press **0** to disable.
- 4 Press **MUTE**. You'll hear a confirmation ring.



CENTREX OPERATION

Attendant Operation

Once another 954 phone has enabled its delayed ring, the attendant phone will receive those calls. All the 954 features work in the same manner as described in the beginning of this manual.

The attendant phone can pick up other Centrex lines through Centrex switching. The attendant can store the Centrex pickup codes and the seven-digit phone number of each station, except for the attendant phone, into memory locations.

Setting Ring Delay Duration

This feature allows other 954 telephones' calls to ring at the attendant phone. After a specified ring delay, the calls will ring at the attendant phone. For a 10-second delay before the calls ring at the attendant phone, enter **7 0**.

- 1** Press **PROGRAM** **X** **#**.
- 2** Enter the number of seconds for the ring delay (01-30)
— **OR** —
Enter **0 0** to cancel Ring Delay.
- 3** Press **MUTE**. You'll hear a confirmation ring.

Answering a Delayed Ring

The attendant phone rings and the screen displays the station number of the intercom sending the delayed ring.

- 1** Select a free line.
- 2** Enter the Centrex pickup code.
- 3** Enter the seven-digit phone number of the station sending the delayed ring
— **OR** —

Press the corresponding memory locations for the Centrex pickup code and the seven-digit phone number for the station sending the delayed ring.

NOTE: If the attendant is using another line and receives a delayed ring, the attendant phone can put the other line on hold and follow Steps 1-3. If the attendant is on an intercom call, the intercom call should be ended before picking up the ringing phone.



CENTREX OPERATION

Picking Up Another Station's Line

- 1 Choose a free Centrex line.
- 2 Enter the Centrex pickup code.
- 3 Enter the seven-digit phone number of the line you want

— **OR** —

Press the corresponding memory locations for the Centrex pickup code and the seven-digit phone number for the station sending the delayed ring.

