

AV

Series

**KEY TELEPHONE
USER GUIDE**

HANDSET USER GUIDE

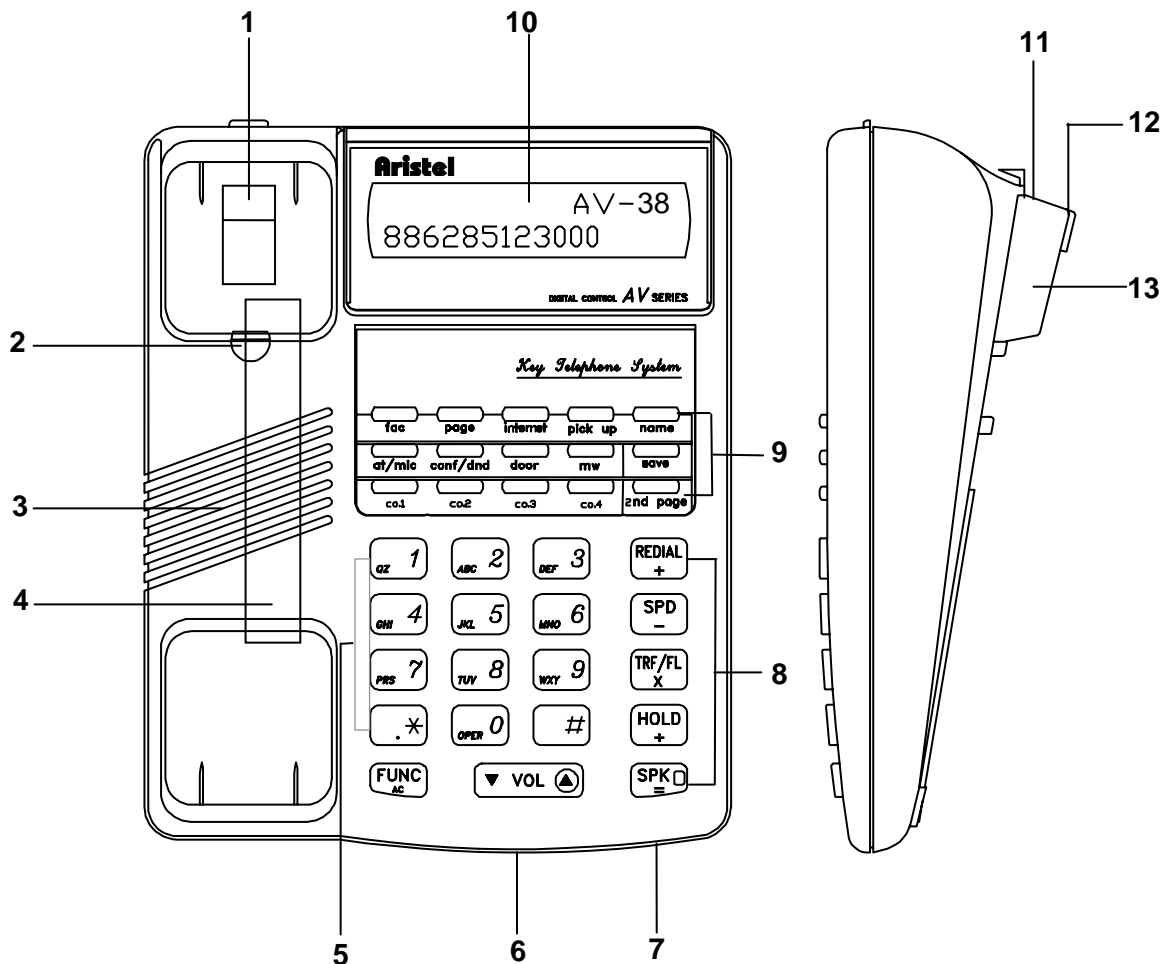
Table Of Contents

KEY TELEPHONE LAYOUT	3
ANSWERING CALLS.....	6
RELEASE CALL.....	6
OUTGOING CALL.....	6
AUTOMATIC CO ACCESS.....	6
OFF HOOK.....	6
ON HOOK.....	6
BABY MONITORING.....	6
BACKGROUND MUSIC.....	7
CALCULATOR FUNCTION.....	7
CALL FORWARD.....	7
CALL FOLLOW ME.....	7
CALL TRANSFER.....	8
CHANGING SIGNAL.....	8
CONFERENCE CALLS.....	8
DAY SWITCH/NIGHT SWITCH.....	9
DO NOT DISTURB.....	9
DOOR PHONE.....	9
FIRE ALARM.....	9
FORCED ACCOUNT CODE(S).....	9
NON ENFORCED ACCOUNT CODE(S).....	9
HOLD CALL.....	10
RETRIEVE NORMAL CALL FROM HOLD.....	10
INDIVIDUAL ALARM/MORNING CALL (CONSOLE ONLY).....	10
DATE/TIME SETTING.....	11
INTERCOM CALL.....	11
LOCK/UNLOCK YOUR TELEPHONE.....	11
MESSAGE TEXT.....	11
MUTE.....	12
PAGING.....	12
PICK UP.....	12
REDIAL.....	13
SPEED DIAL.....	13
ACCESSING STORED SPEED DIAL NUMBERS.....	14
STATION OPERATION HELP LIST.....	14
VOLUME/FREQUENCY CONTROL.....	15

Warning! The handset may pick up small metallic objects, such as staples, if placed face down on a surface that may contain these objects.

KEY TELEPHONE LAYOUT

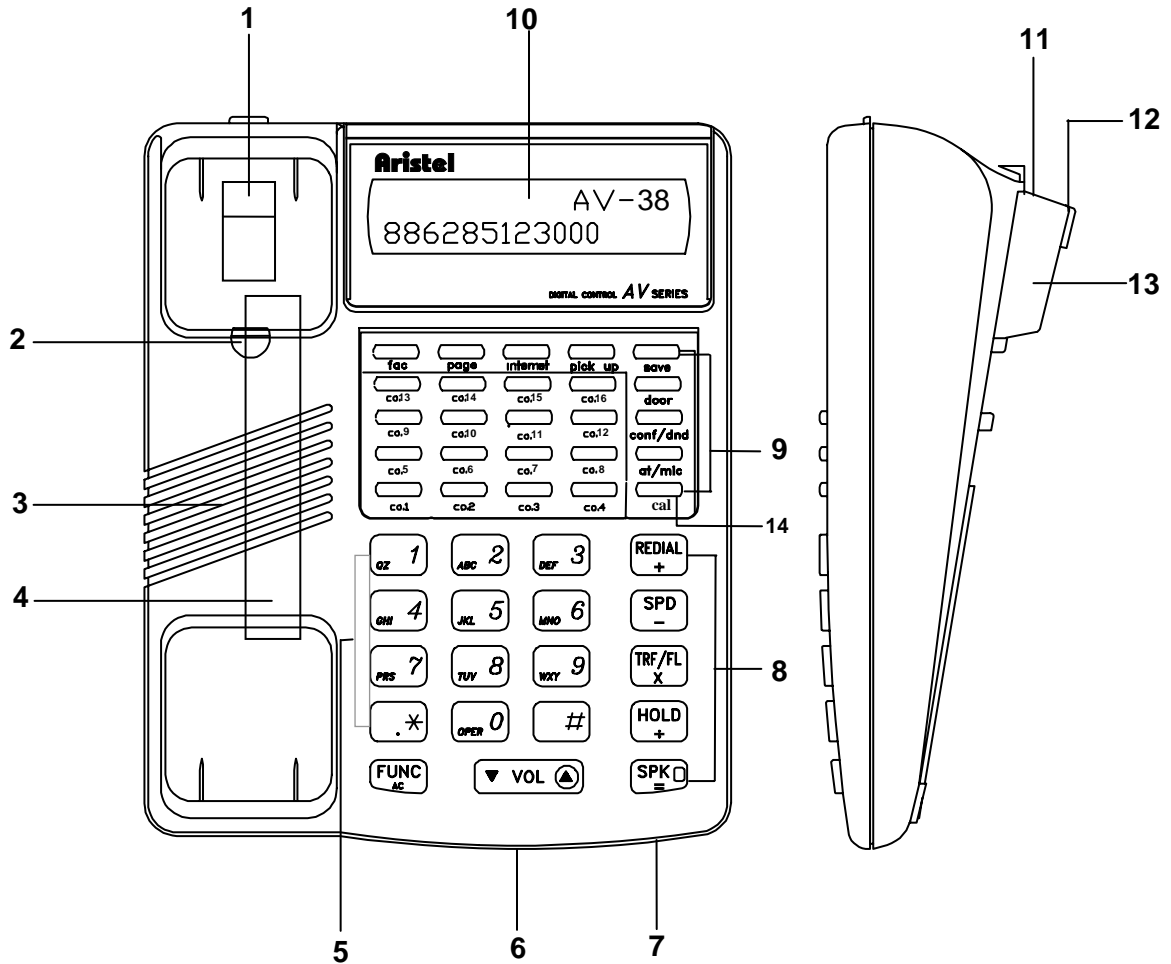
- For 15 Keys Model



Features:

1. Hook Switch
2. Handpiece Wall Mount Clip
3. Speaker
4. Handset Cradle
5. Dial Keypad
6. Quick Reference Card
7. Microphone
8. Function Keys
9. DSS Keys
10. LCD Display
11. Line Cord Jack
12. Handset Cord Jack
13. Table/Wall Mount Bracket

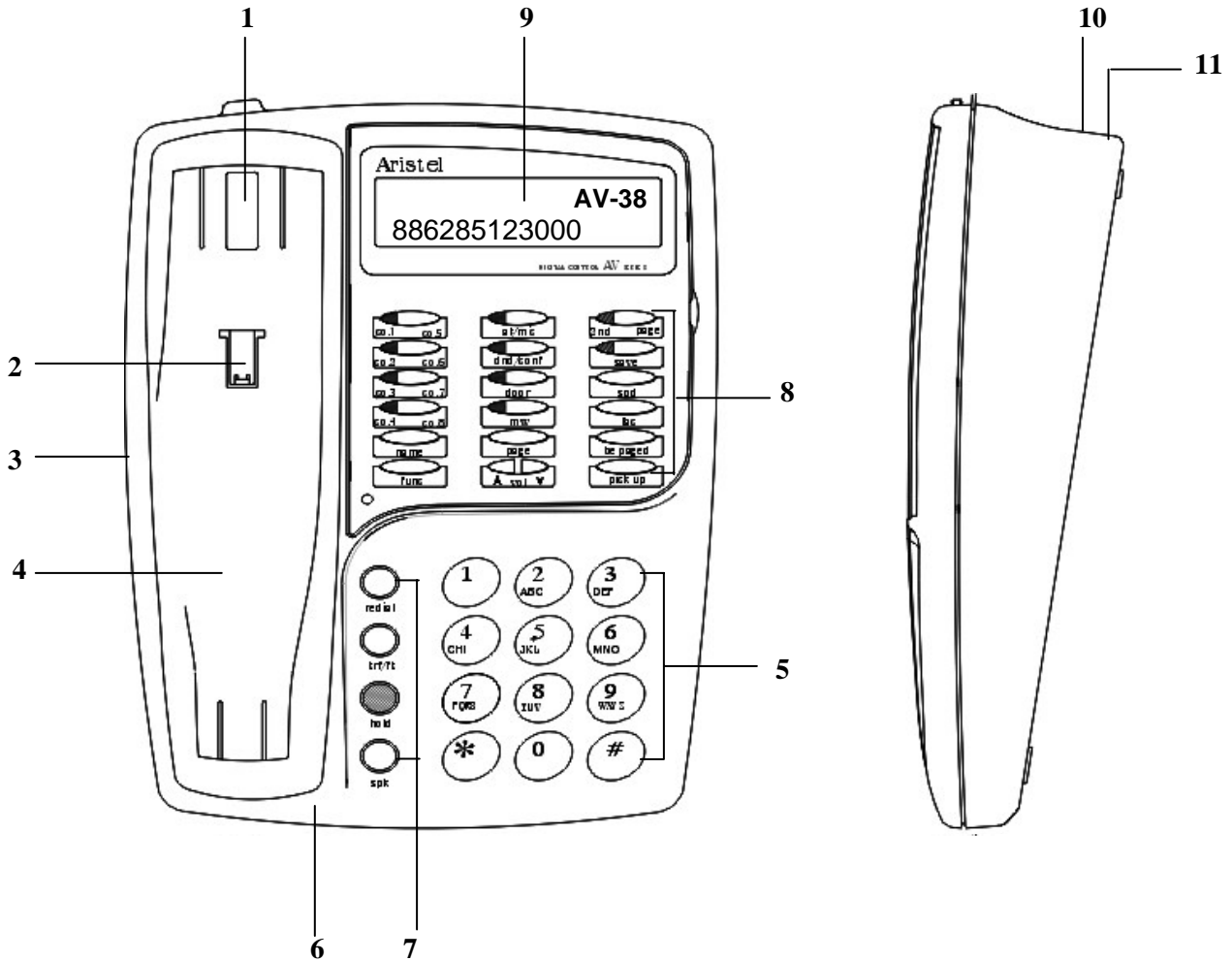
- For 25 Keys Model



Features:

1. Hook Switch
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3. Speaker
4. Handset Cradle
5. Dial Keypad
6. Quick Reference Card
7. Microphone
8. Function Keys
9. DSS Keys
10. LCD Display
11. Line Cord Jack
12. Handset Cord Jack
13. Table/Wall Mount Bracket
14. Calculator Function (for 25 keys display Models only)

• For KP-30 Model



Features:

1. Hook Switch
2. Handpiece Wall Mount Clip
3. Speaker
4. Handset Cradle
5. Dial Keypad
6. Microphone
7. Function Keys
8. DSS Keys
9. LCD Display
10. Line Cord Jack
11. Handset Cord Jack

Answering Calls

- Lift handset or press **[SPK]** button on handsfree models.

Release Call

With handset

- Replace handset.

Handsfree

- Press **[SPK]**.

Flash Function

- During external call dialing, press **[TRF/FL]** to terminate call and retain the same CO line. DSS CO LED will remain on.

Outgoing Call

Individual CO Access

- Lift handset or press **[SPK]+[CO]**. or **[#]**
- Press specified DSS Key (CO1=Line1).
- Dial required telephone number:
OR
- Lift handset or press **[SPK]**.
- Press **[#]+[*LR Code]**.

* **Line Representative Codes:**

AV-8 401 ~ 403

AV-12 401 ~ 404

AV-38 401 ~ 412

AV-64 401 ~ 420

AV-256 401~ 440

- Dial required telephone number.

Automatic CO Access

Off Hook

- Lift handset and press **[9]** or **[0]** (depending on programming).
- Dial required telephone number.

On Hook

- Press **[9]** or **[0]**; or press **[SPK]+[9]** or **[0]**.
- Dial required telephone number.

Baby Monitoring

(On a handsfree Models)

- Lift handset or press **[SPK]** (on a handsfree).(Room to be monitored)
- Dial **[#]+[51]**.(Room to Listen From)
- Ring that extension number.

To Cancel

- Press **[SPK]** on monitored phone.

- Note:**
1. Once the function is enabled, the monitoring station's microphone will be turned on. When it is called, it will not ring but the calling station will hear any activity in the immediate area.
 2. The monitoring station's microphone is activated when the function is initiated.

Background Music

- Press **[#]**.

To Cancel

- Press **[#]** or **[SPK]**.

Calculator Function

(25 Keys Display Model Only)

- Press **[CAL]** button to start/cancel calculator function.

Functions:

- [+]** (Plus) located on **[REDIAL]** key
- [-]** (Minus) located on **[SPD]** key
- [X]** (Multiply) located on **[TRF/FL]** key
- [÷]** (Divide) located on **[HOLD]** key
- [=]** (Equal) located on **[SPK]** key
- [.]** (Decimal) located on **[*]** key
- [C]** (Clear Digit) located on **[#]** key

Call Forward

General

- From own station: (Handset on Hook) press **[FUNC]+[2]+[*CF Code]+[Destination Station Number]**.

Call Forward Codes:

- [1]** Call Forward All
- [2]** Call Forward Busy
- [3]** Call Forward No Answer
- [4]** Call Forward Busy No Answer
- [5]** Call Follow Me
- [6]** Call Forward External

To Cancel

- From own station: Press **[FUNC]+[2]+[1]+[Own Station Number]**.

Call Follow Me

- From other station: Press **[FUNC]+[2]+[5]+[Own Station Number]**.

To Cancel

- From other station: Press **[FUNC]+[2]+[1]+[Own Station Number]**.

Call Transfer

Unannounced Transfer

- Lift handset.
- Press **[HOLD]**.
- Dial transferred station number.
- Press **[TRF/FL]**.
- Replace handset.

Announced Transfer

- Lift handset.
- Press **[HOLD]**.
- Dial transferred station number.
- Wait for answer, then press **[TRF/FL]**.
- Replace handset.

Intercom call type

Voice to Ring or Ring to Voice

- During Intercom call, press **[*]** to change signal.

Conference Calls

(Maximum of Three (3) Parties)

Supervised

- Lift handset.
- Dial Party A.
- Place Party A on hold.
- Dial Party B.
- Press **[CONF/DND]**.

Unsupervised

- Lift handset.
- Dial Party A.
- Place Party A on hold.
- Dial Party B.
- Press **[CONF/DND]** key twice.
- Replace handset.

Note: A supervised conference becomes unsupervised when the supervisor leaves the conference. The conference supervisor can re-access an unsupervised conference by pressing one of the CO keys and then pressing the **[CONF/DND]**. During unsupervised conferences, outside parties have a 3-minute limit for conversation. Pressing any digit **[1~9]** when the 3 minute-limit warning tone sounds will increase the limit by a further 3 minutes.

Day Switch/Night Switch

(Must be in Manual Mode)

Night Switching • Press [FUNC]+[TRF/FL]+[TRF/FL]+[SPK].

Day Switching • Press [FUNC]+[TRF/FL]+[TRF/FL]+[SPK].

Auto/Manual Switching (Console Only)

- Press [FUNC]+[TRF/FL]+[*] to toggle from Auto to Manual mode.

Do Not Disturb

- Press [CONF/DND] to enable or disable.

Note: [CONF/DND] LED will flash when Do Not Disturb is enabled.

Door Phone

Call Door Phone

- Press [SPK]+[#]+[6]+[1] (for Door 1) or [SPK]+[#]+[6]+[2] (for Door 2)
OR
- Press [DOOR] button on DSS panel to talk to Door 1.

Door Lock Release

- While on door phone call, press [0] to release door lock.

Fire Alarm

Turning Off

- Press [SPK] while alarm is ringing.
- Press [#]+[5]+[2].

Forced Account Code(s)

- Press [Forced Account Code] key or [FUNC]+[1], then on entry of account number, system will automatically access a free CO line.

Non Enforced Account Code(s)

(Refer to System Administrator's Manual for programming details)

- During call, press [SAVE]+[Message Wait]+[Account Number]+[SAVE].

Hold Call

Normal Call Hold

- Lift handset and answer call.
- Press **[HOLD]**.
- Replace handset.

Exclusive Call Hold

- Lift handset and answer call.
- Press **[HOLD]** twice.
- Replace handset.

Retrieve Normal Call From Hold

Internal Call

- Lift handset or press **[SPK]**.
- Press **[ST]** or **[Held Station's Number]**.

External Call

- Lift handset or press **[SPK]**.
- Press **[CO]** or **[#]+[*CO Line Representative Code]**.

* Line Representative Codes:

AV-8	401 ~ 403
AV-12	401 ~ 404
AV-38	401 ~ 412
AV-64/64H	401 ~ 420
AV-256	401 ~ 440

Retrieve Exclusive Call From Hold (From Another Station)

External Call

- Lift handset or press **[SPK]**.
- Press **[CO]** or **[#]+[*CO Line Representative Code]** (see above).
- Press **[HOLD]**.

Individual Alarm/Morning Call (Console Only)

Individual Station Alarm • Press **[FUNC]+[REDIAL]+[Alarmed Station Number]**.

- Set Time and Duration: ***[hh]+[mm]+[Duration]**.
- Press **[SAVE]** for 25 and **[FAC]** for 15.

[hh] Hour = 00 ~ 23

[mm] Minute = 00 ~ 59

[Duration] = 01 ~ 99 (99 = Morning Call)

Note: If the Duration is not 99, then the Morning Call function will become Alarm function.

Own Station Alarm (Must be a Display Handset)

- Handset on Hook.
- Press **[FUNC]+[9]**. If it is the Console, press **[FUNC]+[9]+[9]**.

- Set Time and Duration: *[hh]+[mm]+[Duration].
- Press [SAVE] for 25 or [FAC] for 15+[SPK].

Note: If the Duration is not 99, then the Morning Call function will become Alarm function.

Date/Time Setting (Console Only)

- Press [FUNC]+[9]+[#].
- Enter 00 for item.
- Set Date/Time:
[MM]+[DD]+[YY]+[DW]+[hh]+[mm] or
[DD]+[MM]+[YY]+[DW]+[hh]+[mm]
(depending on EPROM Version).
- Press [SAVE] 25 button or [FAC] 15/Euro +[SPK].

[MM]	Month =	01 ~ 12
[DD]	Day =	01 ~ 31
[YY]	Year =	00 ~ 99
[DW]	Day of Week =	01 ~ 07 (Monday = 01)
[hh]	Hour =	00 ~ 23
[mm]	Minute =	00 ~ 59

Intercom Call

Normal Call

- Lift handset or press [SPK].
- Dial Station Number or press DSS key.

Call Operator

- Lift handset or press [SPK].
- Press [0] or [9] (depending on programming).

Lock/Unlock Your Telephone

Lock/Unlock

- Press [FUNC]+[3].
- Key in security number (maximum of 3 digits: refer to System Administrator's Manual for details).
- Press [SAVE].

Temporary Unlock

- Press [FUNC]+[4].
- Key in security number (maximum of 3 digits: this will provide CO access for one (1) call).

Message Text

Enable

- Press [FUNC]+[HOLD].
- Select **Message Code** *[0 ~ 6].
- Press [SAVE] (messages will be displayed on caller's display phone).

Message Codes

(dependent on EPROM Version):

TYPE A:

- 0 In A Meeting
- 1 Do Not Disturb
- 2 At Lunch
- 3 Will Be Back
- 4 Call
- 5 Vacation
- 6 Business Trip

TYPE B:

- 0 Reserved
- 1 Do Not Disturb
- 2 Back At
- 3 Not in Office
- 4 Return On
- 5 Ring My Mobile
- 6 Call

Disable

- Press **[FUNC]+[HOLD]+[SPK]**.

Mute

- Lift handset.
- Press **[SPK]** to enable/disable Mute function.

Note: Enable Disconnects microphone
Disable Restores microphone

If using Handsfree, use **[AT/MIC]** button to mute line.

Paging

General Paging

- Lift handset.
- Press **[#]**.
- Dial **Paging Code***.

Paging Codes:

- 0 = All Internal and External Zone Paging
- 1 = All Internal Zone Paging
- 2 = 2 + Internal Zone Number [1 ~ 8]
- 3 = 3 + External Zone Number [1 ~ 8]
- 9 = All External Zone Paging

Quick Paging

- Lift handset.
- Press **[PAGE]** (pages through all).

Page Answering

- Lift handset.
- Press **[#]+[*]** or **[BE PAGED]**.

Pick Up

General Pick Up

- Lift handset.
- Press **[*]**.
- Insert **Pick Up Code***.

Pick Up Codes:

- 0 = All Zone Pick Up
- 1 = Own Zone Pick Up
- 2 = 2 + Station Zone Number [1 ~ 8]

3 = 3 + Ringing Zone Number [1 ~ 8]

4 = 4 + CO Number

Quick Pick Up

Own Zone

- Lift handset.
- Press [**PICK UP**]

All Zones

- Lift handset.
- Dial ringing station number.
- Press [*****] + [**0**].

Redial

Last Number Redial

- Press [**REDIAL**].

Auto Redial To Store Numbers

- Refer to Programming Manual for programming of DSS key to Store Numbers function.
- If the called party does not answer, press DSS key programmed as SAVE (Auto Save) will show on display handsets).
- A maximum of five (5) telephone numbers can be stored.

Auto Retry of Busy Number

- (Handset off Hook) press DSS key + [**SAVE**].
- (Handset on Hook) press [**SAVE**] and system will automatically retry the same number.

Auto Redial Stored Numbers

- Refer to Programming Manual for programming of DSS key for Auto Redial Stored Numbers function.
- Press the DSS key programmed for Auto Redial of Stored Numbers.
- The numbers will be redialed in order until a connection is made or the pre-programmed number of attempts has been reached.

Speed Dial

(There are two types of Speed Dial numbers)

System Speed Dial

- These numbers can be accessed by any handset.

Personal Speed Dial

- A maximum of 20 numbers can be stored in each handset:
10 numbers = **DSS1 ~ DSS10**
10 numbers = **00 ~ 09**

System Speed Dial Programming (Console Only)

- Press [**FUNC**]+[**SPD**]+[**1**].
- Enter a 3-digit number [**100 ~ 699**] (depending on programming).
- Enter [**0**]+[**0**].

- Enter telephone number.
- **25 keys model** Press **[SAVE]**
15 keys and KP 30 model press **[fac]**
(if Name Speed Dialing enabled, enter name then
25 keys model Press **[SAVE]****15 keys and KP 30**
model press **[fac]**).
- Press **[SPK]** to end.

Personal Speed Dial Programming

- Press **[FUNC]+[SPD]** (enter **[2]** if console).
- Press DSS key **[DSS1 ~ DSS10]** or dial Speed Dial Number **[0 ~ 9]**.
- Enter telephone number.
- Press **[SAVE]**
(if Name Speed Dialing enabled, enter name then
Press **[SAVE]**).
- Press **[SPK]** to end.

Accessing Stored Speed Dial Numbers

System Speed Dial Operation

- Press **[SPD]**.
- Select Speed Dial Code **[100 ~ 699]** (Code is dependent upon System Programming).

Personal Speed Dial Operation

- Press **[SPD]**.
- Select Speed Dial Code **[0]+[0 ~ 9]** or **[DSS1 ~ DSS10]** key (as programmed).

Name Speed Dialing (Console Only Operation) (Refer to System Administrator's Manual)

- Handset on Hook.
- Press DSS key programmed for Name Speed Dial.
- Enter the first character of the name.
- Press **[DSS1]** to confirm entry.
- Press **[DSS1]** to search backwards, press **[DSS2]** to search forward.
- When the desired name is selected, press **[SPK]** to run Name SPD function.

Station Operation Help List

(Display Phones Only)

- Press **[FUNC]+[0]**.

Note: Pressing **[0]** when Station Operation Function name is displayed will operate the same as Station Operation Function.

Volume/Frequency Control

Static operation

- Press **[FUNC]+[8]+[*Code]**.
- Use indicators on **[VOL] ▼▲** button to adjust volume level/select ringing frequency.
- Press **[SAVE]**.

Codes:

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

Ringing Volume Level

- Press **[FUNC]+[8]+[1*]**.
- Use indicators on **[VOL] ▲▼** button to adjust volume level
- Press **[SAVE]**.

1 = Ringing Volume Selection [1 ~ 8].

Ringing Frequency Selection

- Press **[FUNC]+[8]+[4*]**.
 - Use indicators on **[VOL] ▲▼** button to select.
- 4 = Ringing Frequency Selection [1 ~ 9].

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