

# NEC

**1. Keypad  
Soft Keys**

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Soft Keys**

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**4. Call States**

**DS1000/2000**

**Soft Key Glossary**

(03.21.00)

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# Section 1: Keypad Soft Keys **1**

Global Navigation Soft Keys You May See At Any Time	
Soft Key	Definition
EXIT	Press this Soft Key to exit your current set of options.
MORE	Press this Soft Key to display additional options for your call.
CNCL	Press to return your telephone to the idle mode.

While Your Telephone Is Idle		
Soft Key	Feature	Definition
<b>Use Directory Dialing to select a call from a list of names</b>		
DIR	Press to access Directory Dialing	
EXT	Directory Dialing	VOL ▲ or VOL ▼ + DIAL key to select co-worker from a list of extension names.
PERS		VOL ▲ or VOL ▼ + DIAL key to select one of your Personal Speed Dial bins.
CMPY		VOL ▲ or VOL ▼ + DIAL key to select a System Speed Dial bin.

# Section 1: Keypad Soft Keys

While Your Telephone Is Idle		
Soft Key	Feature	Definition
<u>Prior to software version 03.20.07</u>		
<b>DIR</b>	Press to access Directory Dialing, Paging and Meet Me Conference	
<b>INT</b>	Directory Dialing	
<b>ICM Directory</b>		<b>VOL ▲</b> or <b>VOL ▼</b> + <b>DIAL</b> key to select co-worker from a list of extension names.
<b>EXT</b>		
<b>PERS</b>		<b>VOL ▲</b> or <b>VOL ▼</b> + <b>DIAL</b> key to select one of your Personal Speed Dial bins.
<b>CMPY</b>		<b>VOL ▲</b> or <b>VOL ▼</b> + <b>DIAL</b> key to select a System Speed Dial bin.
<b>PAGE</b>	Paging	
<b>Dial a page zone</b>		Dial a zone (1-7) or press <b>ALL</b> for All Call.
<b>MT11 or MT12</b>	Meet Me Conference	Press key to set up a Meet Me Conference.

While Your Telephone Is Idle		
Soft Key	Feature	Definition
<b>Set up Call Forwarding, Distinctive Ringing, Speed Dial, Volume Controls and Intercom voice-announcements</b>		
<b>PGM</b>		Press to set up Call Forwarding, Programmable Function Key ringing, Speed Dial, Do Not Disturb, and Intercom voice-announcements.
<b>CFWD</b>	Call Forwarding	
<b>IMM</b>		Press to set up Immediate Call Forwarding.
<b>Enter DSS or EXT</b>		Dial co-worker's extension, 0 (operator) or press <b>MW</b> (Voice Mail) key + <b>ALL</b> to forward all calls or <b>TRNK</b> for outside calls only.
<b>RNA</b>		Press to set up Ring No Answer Call Forwarding.
<b>Enter DSS or EXT</b>		Dial co-worker's extension, 0 (operator) or press <b>MW</b> (Voice Mail) key + <b>ALL</b> to forward all calls or <b>TRNK</b> for outside calls only.
<b>BNA</b>		Press to set up Busy/No Answer Call Forwarding.
<b>Enter DSS or EXT</b>		Dial co-worker's extension, 0 (operator) or press <b>MW</b> (Voice Mail) key + <b>ALL</b> to forward all calls or <b>TRNK</b> for outside calls only.
<b>OFFP</b>		Press to set up Off Premise Call Forwarding.
<b>BIN</b>		Enter Speed Dial bin number + <b>HOLD</b> key + <b>ALL</b> to forward all calls or <b>TRNK</b> for outside calls only.
<b>NUM</b>		<ul style="list-style-type: none"> <li>Follow Speed Dial Programming to enter number + <b>ALL</b> to forward all calls or <b>TRNK</b> for outside calls only.</li> <li>If you already have a numbers stored, press <b>YES</b> (to override the stored number) or <b>NO</b> (to leave the currently stored number unchanged).</li> </ul>
<b>VIEW</b>		Press to view number stored + <b>SPK</b> key.
<b>AME</b>		Press to set up Personal Answering Machine Emulation (AME).
<b>ALL</b>		Press to have AME intercept all calls.
<b>TRNK</b>		Press to have AME intercept just outside calls.
<b>MSG</b>		Press to set up Selectable Display Messaging.
<b>ENTER MESSAGE NUM:</b>		Dial the message number (01-16) or <b>VOL ▲</b> or <b>VOL ▼</b> keys to select message + <b>HOLD</b> key + Dial any additional digits + <b>HOLD</b> key.
<b>NONE</b>		Press to cancel Call Forwarding.
<b>SPD</b>	Speed Dial	Enter bin (200-299 for System, 701-720 for Personal) + <b>HOLD</b> key + Dial line (e.g., 1), Line group (90-98) or <b>ICM</b> key + <b>HOLD</b> key + Number + <b>HOLD</b> key + Name + <b>HOLD</b> key + <b>SPK</b> key.
<b>VANN</b>	Intercom	
<b>ON</b>		Press to enable voice-announcements for incoming Intercom calls.
<b>OFF</b>		Press to have all incoming Intercom calls ring (i.e., disable voice-announce).

# Section 1: Keypad Soft Keys

While Your Telephone Is Idle		
Soft Key	Feature	Definition
HFRP	Microphone Mute	
ON		Press to turn <u>on</u> your telephone's Handsfree microphone for incoming Intercom calls.
OFF		Press to turn <u>off</u> your telephone's Handsfree microphone for incoming Intercom calls.
RING	Distinctive Ringing	Press to set up Distinctive Ringing.
ASGN		Press to select the Extension Override option.
DAY		Press to select the ringing mode for day mode calls.
"A"		For the type of calls selected (day, night, or delay), press to select ring type A.
"B"		For the type of calls selected (day, night, or delay), press to select ring type B.
"C"		For the type of calls selected (day, night, or delay), press to select ring type C.
LINE		For the type of calls selected (day, night, or delay), press to select the system default ring type.
NGT		Press to select the ringing mode for night mode calls, then choose from "A", "B", "C" or LINE above.
DLY		Press to select the ringing mode for delay ring calls, then choose from "A", "B", "C" or LINE above.
CNFG		Press to select the Distinctive Ring Configuration option.
ICM		Press to change the sound of your Intercom ringing.
TONE		For the type of ring selected (Intercom, Ring Group, recall, "A", "B", or "C"), press to change the ringing pitch.
CDNC		For the type of ring selected (Intercom, Ring Group, recall, "A", "B", or "C"), press to change the ringing cadence.
CNCL		Press to return to the previous Distinctive Ringing screen.
SAVE		After selecting a new cadence and/or tone, press to save your entry.
RGRP		Press to change the sound of your Ring Group ringing.
RCL		Press to change the sound of your Hold, Park, and Transfer Recall ringing.
"A"	Press to change the sound of your type "A" ringing.	
"B"	Press to change the sound of your type "B" ringing.	
"C"	Press to change the sound of your type "C" ringing.	
DFLT	Press to select one of the 3 default ringing setups (1-3) and cancel your custom settings.	

While Your Telephone Is Idle		
Soft Key	Feature	Definition
<b>KEY</b>	Distinctive Ringing	Press to select the Key Ring Override option.
<b>CCK</b>		<ul style="list-style-type: none"> <li>If the Key Ring Override option is enabled, press a lit Call Coverage key and then select the key's ring type (1="A", 2="B", 3="C", 0=default).</li> <li>Press the lit Call Coverage key repeatedly to select the key's ringing mode (day, night, delay, or lamp only).</li> </ul>
<b>PKUP</b>		<ul style="list-style-type: none"> <li>If the Key Ring Override option is enabled, press a lit Group Call Pickup key and then select the key's ring type (1="A", 2="B", 3="C", 0=default).</li> <li>Press the lit Group Call Pickup key repeatedly to select the key's ringing mode (day, night, delay, or lamp only).</li> </ul>
<b>LINE</b>		<ul style="list-style-type: none"> <li>If the Key Ring Override option is enabled, press a lit line key and then select the key's ring type (1="A", 2="B", 3="C", 0=default).</li> <li>Press the lit line key repeatedly to select the key's ringing mode (day, night, delay, or lamp only).</li> </ul>
<b>VOL</b>	Volume Control	Press to access the Volume Control feature.
<b>RING</b>		Press to select the ringing volume control, then <b>VOL ▲</b> or <b>VOL ▼</b> keys to adjust the volume.
<b>OFHK</b>		Press to select the off-hook ringing volume control, then <b>VOL ▲</b> or <b>VOL ▼</b> key to adjust the volume.
<b>PAGE</b>		Press to select the Paging volume control, then <b>VOL ▲</b> or <b>VOL ▼</b> key to adjust the volume.
<b>NAME</b>	Names for Extensions and Trunks	Press to program a name for your telephone (if allowed by your Class of Service).
<b>LANG</b>	Language Selection	Press to select the language options (if allowed by your Class of Service).
<b>ENG (ING)</b>		Press to switch your telephone display to English (if allowed by your Class of Service).
<b>SPA (ESP)</b>		Press to switch your telephone display to Spanish (if allowed by your Class of Service).
<b>SCRN</b>	Call Screening	Press to access the Automatic Call Screening options (if allowed by your Class of Service).
<b>ON</b>		Press to turn Automatic Call Screening on.
<b>OFF</b>		Press to turn Automatic Call Screening off.
<b>Call Your Mailbox</b>		
<b>VM00</b>	Voice Mail	Press to call your Voice Mail mailbox. The numbers after <b>VM</b> show the number of new messages in your mailbox.

While Your Telephone Is Idle		
Soft Key	Feature	Definition
<b>Use Caller ID Logging</b>		
<b>CL00</b>	Caller ID Logging	Press to review your Caller ID log. The numbers after <b>CL</b> show the number of logged calls.
<b>ALL</b>		Press to review all your Caller ID logs.
<b>UNAN</b>		Press to review the records just for calls that rang your phone but were unanswered in the system.
<b>DEL*</b>	Caller ID Logging	Press to delete all Caller ID records logged at your phone.
<b>YES</b>		After you press <b>DEL*</b> , press to confirm the deletion.
<b>NO</b>		After you press <b>DEL*</b> , press to cancel the deletion.
<b>EXIT</b>		Press to exit Caller ID Logging and return to the idle display.

Outside Calls			
Soft Key	Feature	Definition	
<b>After you get trunk dial tone for a new call (but before you dial the outside number)</b>			
ALND	Last Number Redial	Automatically redial the last outside number you called.	
DLSV	Save Number Dialed	Automatically redial the stored Save Number Dialed number.	
RLS		Hang up (disconnect) the call and return to Intercom dial tone.	
ACCT	Account Code	Press to start and complete Account Code entry.	
<b>After you answer or place an outside call</b>			
ALND	Last Number Redial	Automatically redial the last outside number you called.	
PARK	Park		
SYS		Enter system orbit (0-9).	
PERS		Enter co-worker's extension number.	
TRF	Transfer	Enter co-worker's extension number. (Press <b>MW</b> key after extension number to send call to co-worker's mailbox.)	
DIR		Use Directory Dialing to Transfer call to co-worker.	
ICM Directory		<b>VOL ▲</b> or <b>VOL ▼</b> keys + <b>DIAL</b> key to select co-worker from a list of extension names.	
MBOX		Send call to co-worker's mailbox.	
RING		Change your voice announcement to ringing.	
RTRV		Retrieve call (instead of Transferring).	
PKPG		Park the call at the extension selected and make a Page.	
PAGE		Broadcast a Page before setting up a Meet Me Conference.	
Dial a page zone		Dial a zone (1-7) or press <b>ALL</b> for All Call.	
MT11 or MT12		Press key to set up a Meet Me Conference.	
RTRV		Retrieve the call you just transferred.	
CONF		Conference	
DIR			Use Directory Dialing to set up the Conference with a co-worker.
ICM Directory	<b>VOL ▲</b> or <b>VOL ▼</b> keys + <b>DIAL</b> key to select co-worker from a list of extension names.		
PAGE	Broadcast a Page before setting up a Meet Me Conference.		
Dial a page zone	Dial a zone (1-7) or press <b>ALL</b> for All Call.		
MT11 or MT12	Press key to set up a Meet Me Conference.		
RTRV	Retrieve the call you just transferred.		
REC	Voice Mail	Record the active call in your Voice Mail mailbox (if allowed in your Class of Service).	

# Section 1: Keypad Soft Keys

Outside Calls		
Soft Key	Feature	Definition
SAVE	Save Number Dialed	Save the number you just dialed. Not used for incoming calls.
TIME	Call Timer (Manual)	Turns the Call Timer on and off. Turning the timer off resets it to 00:00:00.
ACCT	Account Code	Press to start and complete Account Code entry.
<b>After you press ICM to Transfer your outside call, or CONF to set up a Conference</b>		
DIR	Transfer	Use Directory Dialing to Transfer the call to your co-worker.
ICM Directory		VOL ▲ or VOL ▼ keys + DIAL key to select co-worker from a list of extension names.
(After ICM)		
MBOX		Send call to co-worker's mailbox.
RING		Change your voice announcement to ringing.
RTRV		Retrieve call (instead of Transferring).
PKPG		Park the call at the extension selected and make a Page.
(After CONF)	Conference	
MSG		Leave message in co-worker's mailbox
RING		Change your voice announcement to ringing.
RLS		Hang up (disconnect) the call and return to Intercom dial tone.
PAGE	Paging	Broadcast a zone or All Call Page.
Dial a page zone		Dial a zone (1-7) or press ALL for All Call.
MT11 or MT12		Press key to set up a Meet Me Conference.
RTRV		Retrieve the call.
<b>When you press a busy line key</b>		
CLBK	Trunk Queuing / Trunk Callback	Leave a Callback for the busy trunk.
BARG	Barge In	Barge In on the busy trunk (if allowed in your Class of Service).
RLS		Hang up (disconnect) the call and return to Intercom dial tone.
DISC	Forced Trunk Disconnect	Disconnect the call on the trunk (if allowed in your Class of Service).

Intercom Calls		
Soft Key	Feature	Definition
<b>After a co-worker answers your Intercom call</b>		
MSG	Message Waiting Voice Mail	<ul style="list-style-type: none"> <li>If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker.</li> <li>If your system has Voice Mail, this allows you to leave a voice message in their mailbox.</li> </ul>
RING (Voice-announced calls only)	Intercom	Change your voice announcement to ringing.
RLS		Hang up (disconnect) the call and return to Intercom dial tone.
<b>After you call a co-worker and hear busy tone</b>		
MSG	Message Waiting Voice Mail	<ul style="list-style-type: none"> <li>If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker.</li> <li>If your system has Voice Mail, this allows you to leave a voice message in their mailbox.</li> </ul>
CAMP	Call Waiting / Camp-On	Send Camp On tones to your busy co-worker. If you hang up, your Camp On converts to a Callback.
CLBK	Callback	Leave a Callback for busy co-worker.
BARG	Barge In	Barge In on busy co-worker (if allowed in your Class of Service).
MON	Monitor / Silent Monitor	Monitor your co-worker's call (if allowed in your Class of Service).
<b>After you call a co-worker and hear busy/ring tone</b>		
MSG	Message Waiting Voice Mail	<ul style="list-style-type: none"> <li>If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker.</li> <li>If your system has Voice Mail, this allows you to leave a voice message in their mailbox.</li> </ul>
VOVR	Voice Over	Initiate a Voice Over with your busy co-worker.
BARG	Barge In	Barge In on your busy co-worker (if allowed in your Class of Service).
MON	Monitor / Silent Monitor	Monitor your co-worker's call (if allowed in your Class of Service).
<b>After you call a co-worker and hear Do Not Disturb tone</b>		
MSG	Message Waiting Voice Mail	<ul style="list-style-type: none"> <li>If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker.</li> <li>If your system has Voice Mail, this allows you to leave a voice message in their mailbox.</li> </ul>
OVRD	Do Not Disturb	Override an extension's Do Not Disturb (if allowed in your Class of Service).
RLS		Hang up (disconnect) the call and return to Intercom dial tone.
<b>After you answer an Intercom call</b>		
CONF	Conference	Set up a Conference with your caller.

Intercom Calls		
Soft Key	Feature	Definition
RLS		Hang up (disconnect) the call and return to Intercom dial tone.
<b>After you place or answer a Door Box call</b>		
OPEN	Door Box	Press to activate (open) the system relay associated with the Door Box door strike (if programmed and installed).
CLOSE		After pressing <b>OPEN</b> above, press <b>CLOSE</b> to deactivate (close) the system relay associated with the Door Box door strike (if programmed and installed).
RLS		Hang up (disconnect) the call and return to Intercom dial tone.

# Section 2: Super Display Soft Keys

2

Global Navigation Soft Keys You May See At Any Time		
Soft Key	Feature	Definition
EXIT		Press this Soft Key to exit your current set of options.
MORE		Press this Soft Key to display additional options for your call.
CANCEL		Press to return your telephone to the idle mode.

While Your Telephone Is Idle		
Soft Key	Feature	Definition
<b>Use Directory Dialing to select a call from a list of names</b>		
DIRECTORY		Press to access Directory Dialing
EXTENSION	Directory Dialing	VOL ▲ or VOL ▼ keys + DIAL key to select co-worker from a list of extension names.
PERSONAL		VOL ▲ or VOL ▼ keys + DIAL key to select one of your Personal Speed Dial bins.
COMPANY		VOL ▲ or VOL ▼ keys + DIAL key to select a System Speed Dial bin.
<b>Prior to software version 03.20.07</b>		
INTERCOM	Directory Dialing	
ICM Directory		VOL ▲ or VOL ▼ keys + DIAL key to select co-worker from a list of extension names.
PERSONAL		VOL ▲ or VOL ▼ keys + DIAL key to select one of your Personal Speed Dial bins.
COMPANY		VOL ▲ or VOL ▼ keys + DIAL key to select a System Speed Dial bin.

## Section 2: Super Display Soft Keys

DS1000/2000

While Your Telephone Is Idle		
Soft Key	Feature	Definition
<b>Set up Call Forwarding, Distinctive Ringing, Speed Dial, Volume Controls and Intercom voice-announcements</b>		
<b>PROGRAM</b>		Press to set up Call Forwarding, Programmable Function Key ringing, Speed Dial, Do Not Disturb, and Intercom voice-announcements.
<b>CALL FWRD</b>	Call Forwarding	
<b>IMMEDIATE</b>		Press to set up Immediate Call Forwarding.
<b>Enter DSS or EXT</b>		Dial co-worker's extension, 0 (operator) or press <b>MW</b> (Voice Mail) key + <b>ALL</b> to forward all calls or <b>TRUNK ONLY</b> for outside calls only.
<b>RING/NO ANS</b>		Press to set up Ring No Answer Call Forwarding.
<b>Enter DSS or EXT</b>	Call Forwarding	Dial co-worker's extension, 0 (operator) or press <b>MW</b> (Voice Mail) key + <b>ALL</b> to forward all calls or <b>TRUNK ONLY</b> for outside calls only.
<b>BUSY/NO ANS</b>		Press to set up Busy/No Answer Call Forwarding.
<b>Enter DSS or EXT</b>		Dial co-worker's extension, 0 (operator) or press <b>MW</b> (Voice Mail) key + <b>ALL</b> to forward all calls or <b>TRUNK ONLY</b> for outside calls only.
<b>OFF-PREMISE</b>		Press to set up Off Premise Call Forwarding.
<b>SPEED DIAL BIN</b>		Enter Speed Dial bin number + <b>HOLD</b> key + <b>ALL</b> to forward all calls or <b>TRUNK ONLY</b> for outside calls only.
<b>NUMBER</b>		<ul style="list-style-type: none"> <li>Follow Speed Dial Programming to enter number + <b>ALL</b> to forward all calls or <b>TRUNK ONLY</b> for outside calls only.</li> <li>If you already have a numbers stored, press <b>YES</b> (to override the stored number) or <b>NO</b> (to leave the currently stored number unchanged).</li> </ul>
<b>VIEW</b>		Press to view number stored following <b>NUMBER</b> option above + <b>SPK</b> key.
<b>ANS MACHINE</b>		Press to set up Personal Answering Machine Emulation (AME).
<b>ALL</b>		Press to have AME intercept all calls.
<b>TRUNK ONLY</b>		Press to have AME intercept just outside calls.
<b>MESSAGE</b>		Press to set up Selectable Display Messaging.
<b>ENTER MESSAGE NUM:</b>		Dial the message number (01-16) or <b>VOL ▲</b> or <b>VOL ▼</b> keys to select message + <b>HOLD</b> key+ Dial any additional digits + <b>HOLD</b> key.
<b>NONE</b>		Press to cancel Call Forwarding.
<b>SPEED DIAL</b>	Speed Dial	Enter bin (200-299 for System, 701-720 for Personal) + <b>HOLD</b> key + Dial line (e.g., 1), Line group (90-98) or <b>ICM</b> key + <b>HOLD</b> key + Number + <b>HOLD</b> key + Name + <b>HOLD</b> key + <b>SPK</b> key.
<b>V. ANNOUNCE</b>	Intercom	
<b>ON</b>		Press to enable voice-announcements for incoming Intercom calls.
<b>OFF</b>		Press to have all incoming Intercom calls ring (i.e., disable voice-announce).

While Your Telephone Is Idle		
Soft Key	Feature	Definition
<b>HF REPLY</b>	Microphone Mute	
<b>ON</b>		Press to turn <u>on</u> your telephone's Handsfree microphone for incoming Intercom calls.
<b>OFF</b>		Press to turn <u>off</u> your telephone's Handsfree microphone for incoming Intercom calls.
<b>NAME</b>	Names for Extensions and Trunks	Press to program a name for your telephone (if allowed by your Class of Service).
<b>LANGUAGE</b>	Language Selection	Press to select the language options (if allowed by your Class of Service)
<b>ENGLISH (INGLES)</b>		Press to switch your telephone display to English (if allowed by your Class of Service).
<b>SPANISH (ESPANOL)</b>		Press to switch your telephone display to Spanish (if allowed by your Class of Service).
<b>RING</b>	Press to set up ringing Distinctive Ringing.	
<b>ASSIGN</b>	Distinctive Ringing	Press to select the Extension Override option.
<b>DAY RING</b>		Press to select the ringing mode for day mode calls.
<b>RING "A"</b>		For the type of call selected (day, night or delay), press to select ring type A.
<b>RING "B"</b>		For the type of call selected (day, night or delay), press to select ring type B.
<b>RING "C"</b>		For the type of call selected (day, night or delay), press to select ring type C.
<b>CO LINE</b>		For the type of call selected (day, night, or delay), press to select the system default ring type.
<b>NIGHT RING</b>		Press to select the ringing mode for night mode calls, then choose from RING "A", RING "B", RING "C", or CO LINE above.
<b>DELAY RING</b>		Press to select the ringing mode for delay ring calls, then choose from RING "A", RING "B", RING "C", or CO LINE above.
<b>CONFIG</b>		Press to select the Distinctive Ring Configuration option.
<b>INTERCOM</b>		Press to change the sound of your Intercom ringing.
<b>RING TONE</b>		For the type of ring selected (Intercom, Ring Group, recall, "A", "B", or "C"), press to change the ringing pitch.
<b>CADENCE</b>		For the type of ring selected (Intercom, Ring Group, recall, "A", "B", or "C"), press to change the ringing cadence.
<b>CANCEL</b>		Press to return to the previous Distinctive Ringing screen.
<b>SAVE</b>		After selecting a new cadence and/or tone, press to save your entry.
<b>RING GROUP</b>	Press to change the sound of your Ring Group ringing.	
<b>RECALL</b>	Press to change the sound of your Hold, Park, and Transfer Recall ringing.	

## Section 2: Super Display Soft Keys

While Your Telephone Is Idle		
Soft Key	Feature	Definition
RING "A"	Distinctive Ringing	Press to change the sound of your type "A" ringing.
RING "B"		Press to change the sound of your type "B" ringing.
RING "C"		Press to change the sound of your type "C" ringing.
DEFAULT		Press to select one of the 3 default ringing setups (1-3) and cancel your custom settings. Also provides access to the Administration (ADMIN) feature.
KEY		Press to select the Key Ring Override option.
CALL COVERAGE		<ul style="list-style-type: none"> <li>If the Key Ring Override option is enabled, press a lit Call Coverage key and then select the key's ring type (1="A", 2="B", 3="C", 0=default).</li> <li>Press the lit Call Coverage key repeatedly to select the key's ringing mode (day, night, delay, or lamp only).</li> </ul>
PICKUP		<ul style="list-style-type: none"> <li>If the Key Ring Override option is enabled, press a lit Group Call Pickup key and then select the key's ring type (1="A", 2="B", 3="C", 0=default).</li> <li>Press the lit Group Call Pickup key repeatedly to select the key's ringing mode (day, night, delay, or lamp only).</li> </ul>
LINE	<ul style="list-style-type: none"> <li>If the Key Ring Override option is enabled, press a lit line key and then select the key's ring type (1="A", 2="B", 3="C", 0=default).</li> <li>Press the lit line key repeatedly to select the key's ringing mode (day, night, delay, or lamp only).</li> </ul>	
VOLUME	Volume Control	Press to access the Volume Control feature.
RING		Press to select the ringing volume control, then <b>VOL ▲</b> or <b>VOL ▼</b> keys to adjust the volume.
OFF-HK RING		Press to select the off-hook ringing volume control, then <b>VOL ▲</b> or <b>VOL ▼</b> keys to adjust the volume.
PAGE		Press to select the Paging volume control, then <b>VOL ▲</b> or <b>VOL ▼</b> keys to adjust the volume.
SCREEN	Call Screening	Press to access the Automatic Call Screening options (if allowed by your Class of Service).
ON		Press to turn Automatic Call Screening on.
OFF		Press to turn Automatic Call Screening off.
<b>Call Your Mailbox</b>		
V-MAIL 00	Voice Mail	Press to call your Voice Mail mailbox. The numbers after <b>VM</b> show the number of new messages in your mailbox.

While Your Telephone Is Idle		
Soft Key	Feature	Definition
<b>Use Caller ID Logging</b>		
<b>CALLS 00</b>	Caller ID Logging	Press to review your Caller ID log. The numbers after <b>CL</b> show the number of logged calls.
<b>VIEW ALL</b>		Press to review all your Caller ID logs.
<b>VIEW UNANS</b>		Press to review the records just for calls that rang your phone but were <i>unanswered</i> in the system.
<b>VIEW ANS</b>		Press to review the records just for calls that rang your phone that were <i>answered</i> in the system.
<b>DELETE ALL</b>		Press to delete all Caller ID records logged at your phone.
<b>YES</b>		After you press <b>DELETE ALL</b> , press to confirm the deletion.
<b>NO</b>		After you press <b>DELETE ALL</b> , press to cancel the deletion.
<b>EXIT</b>		Press to exit Caller ID Logging and return to the idle display.
<b>Page a Co-worker</b>		
<b>PAGE</b>	Paging	Press to access Paging options.
<b>ALL</b>		Make an All Call Page.
<b>MEET ME 11 or 12</b>		Press to set up Meet Me Conference with code 11 or 12.
<b>ZONE 1 thru ZONE 7</b>		Page into zone selected (1-7).
<b>MEET ME 11 or 12</b>		Press to set up Meet Me Conference with code 11 or 12.
<b>Press a single key for your Personal Speed Dial numbers</b>		
<b>SP DIAL 1</b>	Speed Dial	Provides one-touch access to Personal Speed Dial bins 701-710. After pressing
<b>(Names for bins 701-710)</b>		<b>SP DIAL 1</b> , the names for bins 701-710 display.
<b>SP DIAL 2</b>		Provides one-touch access to Personal Speed Dial bins 711-720. After pressing
<b>(Names for bins 711-720)</b>		<b>SP DIAL 2</b> , the names for bins 711-720 display

## Section 2: Super Display Soft Keys

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Outside Calls			
Soft Key	Feature	Definition	
<b>After you get trunk dial tone for a new call (but before you dial the outside number)</b>			
<b>AUTO REDIAL</b>	Last Number Redial	Automatically redial the last outside number you called.	
<b>DIAL SAVE</b>	Save Number Dialed	Automatically redial the stored Save Number Dialed number.	
<b>RELEASE</b>		Hang up (disconnect) the call and return to Intercom dial tone.	
<b>ACCT CODE</b>	Account Code	Press to start and complete Account Code entry.	
<b>After you answer or place an outside call</b>			
<b>AUTO REDIAL</b>	Last Number Redial	Automatically redial the last outside number you called.	
<b>PARK</b>	Park		
<b>PERSONAL</b>		Enter co-worker's extension number for Personal Park.	
<b>ORBIT 0-9</b>		Select a system orbit (0-9).	
<b>TRANSFER</b>	Transfer	Enter co-worker's extension number. (Press <b>MW</b> key after extension number to send call to co-worker's mailbox.)	
<b>DIRECTORY</b>		Use Directory Dialing to Transfer call to co-worker.	
<b>ICM Directory</b>		<b>VOL ▲</b> or <b>VOL ▼</b> keys + <b>DIAL</b> key to select co-worker from a list of extension names.	
<b>TRANSFER TO MAILBOX</b>		Send call to co-worker's mailbox.	
<b>RING</b>		Change your voice announcement to ringing.	
<b>RETRIEVE</b>		Retrieve call (instead of Transferring).	
<b>PARK AND PAGE</b>		Park the call at the extension selected and make a Page.	
<b>PAGE</b>		Broadcast a Page before setting up a Meet Me Conference.	
<b>Dial a page zone</b>		Dial a zone (1-7) or press <b>ALL</b> for All Call.	
<b>MEET ME 11 or 12</b>		Press either key to set up a Meet Me Conference.	
<b>RETRIEVE</b>		Retrieve the call you just transferred.	
<b>CONFERENCE</b>		Conference	
<b>DIRECTORY</b>			Use Directory Dialing to set up the Conference with a co-worker.
<b>ICM Directory</b>	<b>VOL ▲</b> or <b>VOL ▼</b> keys + <b>DIAL</b> key to select co-worker from a list of extension names.		
<b>PAGE</b>	Conference	Broadcast a Page before setting up a Meet Me Conference.	
<b>Dial a page zone</b>		Dial a zone (1-7) or press <b>ALL</b> for All Call.	
<b>MEET ME 11 or 12</b>		Press key to set up a Meet Me Conference.	
<b>RETRIEVE</b>		Retrieve the call you just transferred.	

Outside Calls		
Soft Key	Feature	Definition
<b>RECORD</b>	Voice Mail	Record the active call in your Voice Mail mailbox (if allowed in your Class of Service).
<b>SAVE</b>	Save Number Dialed	Save the number you just dialed. Not used for incoming calls.
<b>TIMER</b>	Call Timer (Manual)	Turns the Call Timer on and off. Turning the timer off resets it to 00:00:00.
<b>ACCT CODE</b>	Account Code	Press to start and complete Account Code entry.
<b>After you press ICM to Transfer your outside call, or CONF to set up a Conference</b>		
<b>DIRECTORY</b>	Transfer	Use Directory Dialing to Transfer the call to your co-worker.
<b>ICM Directory</b>		<b>VOL ▲</b> or <b>VOL ▼</b> keys + <b>DIAL</b> key to select co-worker from a list of extension names.
(After ICM)		
<b>TRANSFER TO MAILBOX</b>		Send call to co-worker's mailbox.
<b>RING</b>		Change your voice announcement to ringing.
<b>RETRIEVE</b>		Retrieve call (instead of Transferring).
<b>PARK AND PAGE</b>		Park the call at the extension selected and make a Page.
(After CONF)	Conference	
<b>LEAVE MESSAGE</b>		Leave message in co-worker's mailbox
<b>RING</b>		Change your voice announcement to ringing.
<b>RELEASE</b>		Hang up (disconnect) the call and return to Intercom dial tone.
<b>PAGE</b>		Broadcast a zone or All Call Page.
<b>ALL</b>	Make an All Call Page.	
<b>MEET ME 11 or 12</b>	Press to set up Meet Me Conference with code 11 or 12.	
<b>ZONE 1 thru ZONE 7</b>	Page into zone selected (1-7).	
<b>MEET ME 11 or 12</b>	Press to set up Meet Me Conference with code 11 or 12.	
<b>RETRIEVE</b>		Retrieve the call.
<b>When you press a busy line key</b>		
<b>CALLBACK</b>	Trunk Queuing / Trunk Callback	Leave a Callback for the busy trunk.
<b>RELEASE</b>		Hang up (disconnect) the call and return to Intercom dial tone.
<b>BARGE IN</b>	Barge In	Barge In on the busy trunk (if allowed in your Class of Service).
<b>FORCED DISCONNECT</b>	Forced Trunk Disconnect	Disconnect the call on the trunk (if allowed in your Class of Service).

## Section 2: Super Display Soft Keys

Intercom Calls		
Soft Key	Feature	Definition
<b>After a co-worker answers your Intercom call</b>		
LEAVE MESSAGE	Message Waiting Voice Mail	<ul style="list-style-type: none"> <li>If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker.</li> <li>If your system has Voice Mail, this allows you to leave a voice message in their mailbox.</li> </ul>
RING	Intercom	Change your voice announcement to ringing.
RELEASE		Hang up (disconnect) the call and return to Intercom dial tone.
<b>After you call a co-worker and hear busy tone</b>		
LEAVE MESSAGE	Message Waiting Voice Mail	<ul style="list-style-type: none"> <li>If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker.</li> <li>If your system has Voice Mail, press to leave a voice message in their mailbox.</li> </ul>
CAMP ON	Call Waiting / Camp-On	Send Camp On tones to your busy co-worker. If you hang up, your Camp On converts to a Callback.
CALLBACK	Callback	Leave a Callback for busy co-worker.
BARGE IN	Barge In	Barge In on busy co-worker (if allowed in your Class of Service).
SILENT MONITOR	Monitor / Silent Monitor	Monitor your co-worker's call (if allowed in your Class of Service).
<b>After you call a co-worker and hear busy/ring tone</b>		
LEAVE MESSAGE	Message Waiting Voice Mail	<ul style="list-style-type: none"> <li>If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker.</li> <li>If your system has Voice Mail, this allows you to leave a voice message in their mailbox.</li> </ul>
VOICE OVER	Voice Over	Initiate a Voice Over with your busy co-worker.
BARGE IN	Barge In	Barge In on your busy co-worker (if allowed in your Class of Service).
SILENT MONITOR	Monitor / Silent Monitor	Monitor your co-worker's call (if allowed in your Class of Service).
<b>After you call a co-worker and hear Do Not Disturb tone</b>		
LEAVE MESSAGE	Message Waiting Voice Mail	<ul style="list-style-type: none"> <li>If your system has Message Waiting, this leaves a Message Waiting indication for your co-worker.</li> <li>If your system has Voice Mail, this allows you to leave a voice message in their mailbox.</li> </ul>
DND OVERRIDE	Do Not Disturb	Override an extension's Do Not Disturb (if allowed in your Class of Service).
RELEASE		Hang up (disconnect) the call and return to Intercom dial tone.
<b>After you answer an Intercom call</b>		
CONFERENCE	Conference	Set up a Conference with your caller.

Intercom Calls		
Soft Key	Feature	Definition
RELEASE		Hang up (disconnect) the call and return to Intercom dial tone.
<b>After you place or answer a Door Box call</b>		
OPEN DOOR	Door Box	Press to activate (open) the system relay associated with the Door Box door strike (if programmed and installed).
CLOSE DOOR		After pressing <b>OPEN DOOR</b> above, press <b>CLOSE DOOR</b> to deactivate (close) the system relay associated with the Door Box door strike (if programmed and installed).
RELEASE		Hang up (disconnect) the call and return to Intercom dial tone.



# Section 3: Soft Key Index

- Following is an alphabetical index of your telephone's soft keys.

Soft Key	Feature	Phone Type	Definition
"A"	Distinctive Ringing	Keypad	Press to select ring type A.
ACCT	Account Code	Keypad	Press to start and complete Account Code entry.
ACCT CODE		Super Display	
ALL	Call Forwarding	Keypad	Press to have Call Forwarding intercept all calls.
		Super Display	
ALL	Caller ID Logging	Keypad	Press to review all your Caller ID logs.
ALL	Page	Keypad	Make an All Call Page.
		Super Display	
ALND	Last Number Redial	Keypad	Automatically redial the last outside number you called.
AME	Call Forwarding	Keypad	Press to set up Personal Answering Machine Emulation (AME).
ANS MACHINE		Super Display	
ASGN	Distinctive Ringing	Keypad	Press to select the Extension Override option.
ASSIGN		Super Display	
AUTO REDIAL	Last Number Redial	Super Display	Automatically redial the last outside number you called.
"B"	Distinctive Ringing	Keypad	Press to select ring type B.
BARG	Barge In	Keypad	Barge In on a busy trunk.
BARGE IN		Super Display	
BIN	Call Forwarding	Keypad	Enter the Speed Dial bin number that is the Call Forwarding Off Premise destination.
BNA	Call Forwarding	Keypad	Press to set up Busy /No Answer Call Forwarding.
BUSY/NO ANS		Super Display	

## Section 3: Soft Key Index

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Soft Key	Feature	Phone Type	Definition
"C"	Distinctive Ringing	Keypad	Press to select ring type C.
CAMP	Call Waiting / Camp On	Keypad	Send Camp-On tones to a busy co-worker.
CAMP ON		Super Display	
CCK	Distinctive Ringing	Keypad	Press lit Call Coverage key to select key's ring type and ringing mode.
CALL COVERAGE		Super Display	
CDNC	Distinctive Ringing	Keypad	Press to change the ringing cadence.
CADENCE		Super Display	
CFWD	Call Forwarding	Keypad	Access Call Forwarding options.
CALL FWD		Super Display	
CL00	Caller ID Logging	Keypad	Press to review your Caller ID log.
		Super Display	
CLBK	Callback Trunk Queuing and Trunk Callback	Keypad	Leave Callback for a busy trunk or co-worker.
CALLBACK		Super Display	
CLOSE	Door Box	Keypad	Press to Deactivate (close) the system relay associated with the Door Box door strike (if programmed and installed).
		Super Display	
CMFY	Directory Dialing	Keypad	Access your company's System Speed Dial bins.
COMPANY		Super Display	
CNCL	N/A	Keypad	Return to idle.
CANCEL		Super Display	
CNCL	Distinctive Ringing	Keypad	Press to return to the previous Distinctive Ringing screen.
CANCEL		Super Display	
CNFG		Keypad	Press to select the Distinctive Ring Configuration option.
CONFIG		Super Display	
CO LINE		Super Display	Press to select the system default ring type.
CONF		Conference	Keypad
CONFERENCE	Super Display		
DAY	Distinctive Ringing	Keypad	Press to select the ringing mode for day mode calls.
DAY RING		Super Display	
DEL*	Caller ID Logging	Keypad	Press to delete all Caller ID records logged at your phone.
DELETE ALL		Super Display	
DFLT	Distinctive Ringing	Keypad	Press to select one of the 3 default ringing setups (1-3) and cancel your custom settings.
DEFAULT		Super Display	

Soft Key	Feature	Phone Type	Definition
<b>DIAL LAST NUMBER</b>	Last Number Redial	Super Display	Automatically redial the last outside number you called.
<b>DIR</b>	Conference Directory Dialing Transfer	Keyset	Access Directory Dialing, Paging and Meet Me Conference.
<b>DIRECTORY</b>		Super Display	
<b>DISC</b>	Forced Trunk Disconnect	Keyset	Disconnect the call on the trunk.
<b>DLSV</b>	Save Number Dialed	Keyset	Redial the number saved by Save Number Dial.
<b>DIAL SAVE</b>		Super Display	
<b>DLY</b>	Distinctive Ringing	Keyset	Press to select the ringing mode for delay ring calls.
<b>DELAY RING</b>		Super Display	
<b>DND</b>	Do Not Disturb	Keyset	Enable or disable Do Not Disturb.
		Super Display	
<b>DND OVERRIDE</b>		Super Display	Override an extension's Do Not Disturb.
<b>ENG (ING)</b>	Language Selection	Keyset	Press to switch your telephone display to English (if allowed by your Class of Service).
<b>ENGLISH (INGLES)</b>		Super Display	
<b>ENTER MESSAGE NUM:</b>	Call Forwarding	Keyset	Enter (or scroll to) the message number when setting up Selectable Display Messaging.
		Super Display	
<b>Enter DSS or EXT</b>		Keyset	Enter the Call Forwarding destination (extension, operator, or press <b>MW</b> key for Voice Mail).
		Super Display	
<b>EXIT</b>	N/A	Keyset	Back up to the previous set of options.
		Super Display	
<b>EXIT</b>	Caller ID Logging	Keyset	Press to exit Caller ID Logging and return to the idle display.
		Super Display	
<b>EXT</b>	Directory Dialing	Keyset	Access Personal Speed Dial bins.
<b>EXT</b>	Directory Dialing	Keyset	Access Personal and System Speed Dial bins (prior to software version 03.20.07).
<b>EXTENSION</b>	Directory Dialing	Super Display	Access Personal Speed Dial bins.
<b>FORCED DISCONNECT</b>	Forced Trunk Disconnect	Super Display	Disconnect the call on the trunk.
<b>HFRP</b>	Microphone Mute	Keyset	Press to mute or unmute the microphone.
<b>HF REPLY</b>		Super Display	
<b>ICM Directory</b>	Conference Directory Dialing Transfer	Keyset	Select a co-worker from a list of names.
		Super Display	
<b>ICM</b>	Distinctive Ringing	Keyset	Press to change the sound of your Intercom ringing.
<b>INTERCOM</b>		Super Display	

## Section 3: Soft Key Index

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Soft Key	Feature	Phone Type	Definition
<b>IMM</b>	Call Forwarding	Keyset	Press to set up Immediate Call Forwarding.
<b>IMMEDIATE</b>		Super Display	
<b>INT</b>	Directory Dialing	Keyset	Access Intercom Directory Dialing (prior to software version 03.20.07).
<b>INTERCOM</b>		Super Display	
<b>KEY</b>	Distinctive Ringing	Keyset	Press to select the Key Ring Override option.
		Super Display	
<b>LANG</b>	Language Selection	Keyset	Press to select the language options (if allowed by your Class of Service).
<b>LANGUAGE</b>		Super Display	
<b>LEAVE MESSAGE</b>	Message Waiting Voice Mail	Super Display	Leave Message Waiting or message in Voice Mail mailbox.
<b>LINE</b>	Distinctive Ringing	Keyset	Press to select the system default ring type.
<b>LINE</b>		Keyset	Press lit line key to select key's ring type and ringing mode.
		Super Display	
<b>MBOX</b>	Transfer	Keyset	Send a call to your co-worker's mailbox.
<b>MON</b>	Monitor / Silent Monitor	Keyset	Monitor your co-worker's call.
<b>MORE</b>	N/A	Keyset	Display additional options.
		Super Display	
<b>MSG</b>	Message Waiting Voice Mail	Keyset	Leave Message Waiting or message in Voice Mail mailbox.
<b>MSG</b>	Call Forwarding	Keyset	Press to set up Selectable Display Messaging.
<b>MESSAGE</b>		Super Display	
<b>MT11</b>	Conference Meet Me Conference Transfer	Keyset	Set up a Meet Me Conference on circuit 11.
<b>MEET ME 11</b>		Super Display	
<b>MT12</b>		Keyset	Set up a Meet Me Conference on circuit 12.
<b>MEET ME 12</b>		Super Display	
<b>NAME</b>	Names for Extensions and Trunks	Keyset	Press to program a name for your telephone (if allowed by your Class of Service).
		Super Display	
<b>NGT</b>	Distinctive Ringing	Keyset	Press to select the ringing mode for night mode calls.
<b>NIGHT RING</b>		Super Display	
<b>NO</b>	Caller ID Logging	Keyset	After you press <b>DEL*</b> or <b>DELETE ALL</b> , press to cancel the deletion.
		Super Display	
<b>NONE</b>	Call Forwarding	Keyset	Press to cancel Call Forwarding.
		Super Display	

Soft Key	Feature	Phone Type	Definition
NUM	Call Forwarding	Keyset	Follow Speed Dial Programming to enter the Off Premise Call Forwarding destination number.
NUMBER		Super Display	
OFF	Call Screening	Keyset	When programming Automatic Call Screening, press to turn Automatic Call Screening off.
		Super Display	
OFF	Intercom	Keyset	When programming Voice Announce, press to have all incoming Intercom calls ring.
		Super Display	
OFF	Microphone Mute	Keyset	When programming Handsfree Reply, press to turn off your telephone's Handsfree microphone for incoming Intercom calls.
		Super Display	
OFFP	Call Forwarding	Keyset	Press to set up Off Premise Call Forwarding.
OFF-PREMISE		Super Display	
OFHK	Volume Control	Keyset	Press to select the off-hook ringing volume control.
OFF-HK RING		Super Display	
ON	Call Screening	Keyset	When programming Automatic Call Screening, press to turn Automatic Call Screening on.
		Super Display	
ON	Intercom	Keyset	When programming Voice Announce, press to have all incoming Intercom calls voice announce.
		Super Display	
ON	Microphone Mute	Keyset	When programming Handsfree Reply, press to turn on your telephone's Handsfree microphone for incoming Intercom calls.
		Super Display	
OPEN	Door Box	Keyset	Press to activate (open) the system relay associated with the Door Box door strike (if programmed and installed).
		Super Display	
ORBIT	Park	Super Display	Select a System Park Orbit (0-9).
OVRD	Do Not Disturb	Keyset	Override an extension's Do Not Disturb.
PAGE	Conference Paging Transfer	Keyset	Select Paging options.
		Super Display	
PAGE	Volume Control	Keyset	Press to select the Paging volume control.
		Super Display	
PARK	Park	Keyset	Access your Park options.
		Super Display	
PERS	Directory Dialing	Keyset	Access your Personal Speed Dial bins.
PERSONAL		Super Display	
PERS	Park	Keyset	Park a call at a co-worker's extension.
PERSONAL		Super Display	

# Section 3: Soft Key Index

Soft Key	Feature	Phone Type	Definition
<b>PGM</b>	Various	Keypad	Set up Call Forwarding, Programmable Function Key ringing, Speed Dial, Do Not Disturb, and Intercom voice-announcements.
<b>PROGRAM</b>		Super Display	
<b>PKPG</b>	Park	Keypad	Park call at a co-worker's extension and do an All Call Page.
<b>PARK AND PAGE</b>		Super Display	
<b>PKUP</b>	Distinctive Ringing	Keypad	Press lit Group Call Pickup key to select key's ring type and ringing mode.
<b>PICKUP</b>		Super Display	
<b>RCL</b>	Distinctive Ringing	Keypad	Press to change the sound of your Hold, Park, and Transfer Recall ringing.
<b>RECALL</b>		Super Display	
<b>REC</b>	Voice Mail	Keypad	Record the active call in your Voice Mail mailbox.
<b>RECORD</b>		Super Display	
<b>RGRP</b>	Distinctive Ringing	Keypad	Press to change the sound of your Ring Group ringing.
<b>RING GROUP</b>		Super Display	
<b>RING</b>	Various	Keypad	When programming key ringing, set up Call Coverage, Group Call Pickup and line keys.
		Super Display	
<b>RING</b>	Transfer	Keypad	Change your voice announcement to ringing.
<b>RING</b>	Volume Control	Keypad	Press to select the ringing volume control.
		Super Display	
<b>RING "A"</b>	Distinctive Ringing	Super Display	Press to select ring type A.
<b>RING "B"</b>			Press to select ring type B.
<b>RING "C"</b>			Press to select ring type C.
<b>RING TONE</b>		Super Display	Press to change the ringing pitch.
<b>RLS</b>	Various	Keypad	Hang up (disconnect) the call and return to Intercom dial tone.
<b>RELEASE</b>		Super Display	
<b>RNA</b>	Call Forwarding	Keypad	Press to set up Ring No Answer Call Forwarding.
<b>RING/NO ANS</b>		Super Display	
<b>RTRV</b>	Conference Transfer	Keypad	Retrieve call (instead of transferring it).
<b>RETRIEVE</b>		Super Display	
<b>SAVE</b>	Distinctive Ringing	Keypad	After selecting a new cadence and/or tone, press to save your entry.
		Super Display	
<b>SAVE</b>	Save Number Dialed	Keypad	Save the number you just dialed.
		Super Display	

Soft Key	Feature	Phone Type	Definition
SCRN	Call Screening	Keypad	Press to access the Automatic Call Screening options (if allowed by your Class of Service).
SCREEN		Super Display	
SILENT MONITOR	Monitor / Silent Monitor	Super Display	Monitor your co-worker's call.
SP DIAL 1	Speed Dial	Super Display	Select keys for Personal Speed Dial bins 701-710. After pressing <b>SP DIAL 1</b> , the names for bins 701-710 display.
SP DIAL 2		Super Display	Select keys for Personal Speed Dial bins 711-720. After pressing <b>SP DIAL 2</b> , the names for bins 711-720 display.
SPD		Keypad	Press then enter your Speed Dial data (bin, etc.).
SPEED DIAL		Super Display	
SPANISH (ESPAÑOL)	Language Selection	Super Display	Press to switch your telephone display to Spanish (if allowed by your Class of Service).
SPEED DIAL BIN	Call Forwarding	Super Display	Enter the Speed Dial bin number that is the Call Forwarding Off Premise destination.
SYS	Park	Keypad	Select a system Park orbit (0-9).
TIME	Call Timer (Manual)	Keypad	Start and stop the Call Timer.
TIMER		Super Display	
TONE	Distinctive Ringing	Keypad	Press to change the ringing pitch.
TRF	Transfer	Keypad	Transfer a call to a co-worker.
TRANSFER		Super Display	
TRANSFER TO MAILBOX		Super Display	Send call to co-worker's mailbox.
TRK	Call Forwarding	Keypad	Press to have Call Forwarding intercept just outside calls.
TRUNK ONLY		Super Display	
UNAN	Caller ID Logging	Keypad	Press to review the records just for calls that rang your phone but were unanswered in the system.
VANN	Intercom	Keypad	Access the Intercom voice-announce options.
V. ANNOUNCE		Keypad	
VIEW	Call Forwarding	Keypad	Press to view the stored Off Premise Call Forwarding number.
		Super Display	
VIEW ALL	Caller ID Logging	Super Display	Press to review all your Caller ID logs.
VIEW ANS			Press to review the records just for calls that rang your phone.
VIEW UNANS			Press to review the records just for calls that rang your phone but were unanswered in the system.
VM00	Voice Mail	Keypad	Call your Voice Mail mailbox. The numbers after <b>VM</b> show the number of new messages in your mailbox.
V-MAIL 00		Super Display	

## Section 3: Soft Key Index

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Soft Key	Feature	Phone Type	Definition
VOL	Volume Control	Keyset	Press to access the Volume Control feature.
VOLUME		Super Display	
VOVR	Voice Over	Keyset	Initiate a Voice Over.
VOICE OVER		Super Display	
YES	Caller ID Logging	Keyset	After you press <b>DEL*</b> or <b>DELETE ALL</b> , press to confirm the deletion.
		Super Display	
ZONE 1-7	Paging	Super Display	Page into zone selected (1-7).

# Section 4: Call States

- Following is a list of the available soft keys based on the telephone's call state.

Call States		
State	Phone Type	Keys
<b>Idle</b>		
	Keypad	DIR PGM VM00 CL00
	Super Display	DIRECTORY PROGRAM V-MAIL 00 CALLS 00 PAGE SP DIAL 1 SP DIAL 2
<b>Intercom Dial Tone</b>		
From Idle (after pressing ICM)	Keypad	DIR PAGE PKUP
	Super Display	DIRECTORY PAGE PICKUP
<b>From trunk talk state</b>		
After pressing ICM	Keypad	DIR PAGE RTRV
	Super Display	DIRECTORY PAGE RETRIEVE
After pressing CONF	Keypad	DIR PAGE RTRV PKUP (from Conference call only)
	Super Display	DIRECTORY PAGE RETRIEVE PICKUP (from Conference call only)
<b>From Intercom talk state</b>		
After pressing ICM	Keypad	DIR PAGE PKUP
	Super Display	DIRECTORY PAGE PICKUP
After pressing CONF	Keypad	DIR PAGE RTRV
	Super Display	DIRECTORY PAGE RETRIEVE

# Section 4: Call States

Call States		
State	Phone Type	Keys
<b>After calling an extension</b>		
<b>From idle</b>		
If called extension answers using Handsfree Answerback	Keyset	MSG RING RLS
	Super Display	LEAVE MESSAGE RING RELEASE
If called extension is ringing	Keyset	MSG RLS
	Super Display	LEAVE MESSAGE RELEASE
If called extension is busy	Keyset	MSG CAMP CLBK MORE BARG MON MORE
	Super Display	LEAVE MESSAGE CAMP ON CALLBACK BARGE IN SILENT MONITOR
If called extension is in Do Not Disturb	Keyset	MSG OVRD RLS
	Super Display	LEAVE MESSAGE DND OVERRIDE RELEASE
If you hear busy/ring	Keyset	MSG VOVR BARG MON
	Super Display	LEAVE MESSAGE VOICE OVER BARGE IN SILENT MONITOR
<b>After using ICM key to Transfer (but before destination answers)</b>		
If called extension answers announcement using Handsfree Answerback	Keyset	MBOX RING RTRV PKPG
	Super Display	TRANSFER TO MAILBOX RING RETRIEVE PARK AND PAGE
If called extension is ringing	Keyset	MBOX RTRV PKPG
	Super Display	TRANSFER TO MAILBOX RETRIEVE PARK AND PAGE
If called extension is busy	Keyset	MBOX RTRV PKPG
	Super Display	TRANSFER TO MAILBOX RETRIEVE PARK AND PAGE
If called extension is in Do Not Disturb	Keyset	MSG OVRD RTRV PKPG
	Super Display	TRANSFER TO MAILBOX DND OVERRIDE RETRIEVE PARK AND PAGE
If you hear busy/ring	Keyset	MBOX VOVR RTRV PKPG
	Super Display	TRANSFER TO MAILBOX VOICE OVER RETRIEVE PARK AND PAGE
<b>After using CONF to set up a Conference (but before destination answers)</b>		
If called extension answers announcement using Handsfree Answerback	Keyset	MSG RING RLS
	Super Display	LEAVE MESSAGE RING RELEASE
If called extension is ringing	Keyset	MSG RLS
	Super Display	LEAVE MESSAGE RELEASE

Call States		
State	Phone Type	Keys
If called extension is busy	Keyset	MSG CAMP CLBK MORE BARG MON MORE
	Super Display	LEAVE MESSAGE CAMP ON CALLBACK BARGE IN SILENT MONITOR
If called extension is in Do Not Disturb	Keyset	MSG OVRD RLS
	Super Display	LEAVE MESSAGE DND OVERRIDE RELEASE
If you hear busy/ring	Keyset	MSG VOVR BARGE MON
	Super Display	LEAVE MESSAGE VOICE OVER BARGE IN SILENT MONITOR
<b>Door Box calls in the talk state</b>		
After placing or answering a Door Box call	Keyset	OPEN RLS
	Super Display	OPEN DOOR RELEASE
After pressing OPEN to release the door strike	Keyset	CLOSE RLS
	Super Display	CLOSE DOOR RELEASE
<b>Outside calls before talk state (interdigit time) set up</b>		
After pressing line key from idle	Keyset	ALND DLSV RLS ACCT
	Super Display	AUTO REDIAL DIAL SAVE RELEASE ACCT CODE
After pressing ICM while on an outside call	Keyset	System drops trunk.
	Super Display	System drops trunk.
After pressing CONF while on an outside call	Keyset	N/A
	Super Display	N/A
<b>Outside calls in the talk state</b>		
Outgoing or Incoming	Keyset	ALND PARK TRF MORE CONF REC SAVE MORE TIME ACCT MORE
	Super Display	AUTO REDIAL PARK TRANSFER CONFERENCE RECORD SAVE TIMER ACCT CODE
<b>While in a Conference</b>		
	Keyset	N/A
	Super Display	N/A
<b>Intercom call</b>		
Answered	Keyset	CONF RLS
	Super Display	CONFERENCE RELEASE

## Section 4: Call States

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Call States		
State	Phone Type	Keys
<b>Paging</b>		
While receiving a Page broadcast	Keyset	N/A
	Super Display	N/A
While Meet Me Paging is active	Keyset	N/A
	Super Display	N/A





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