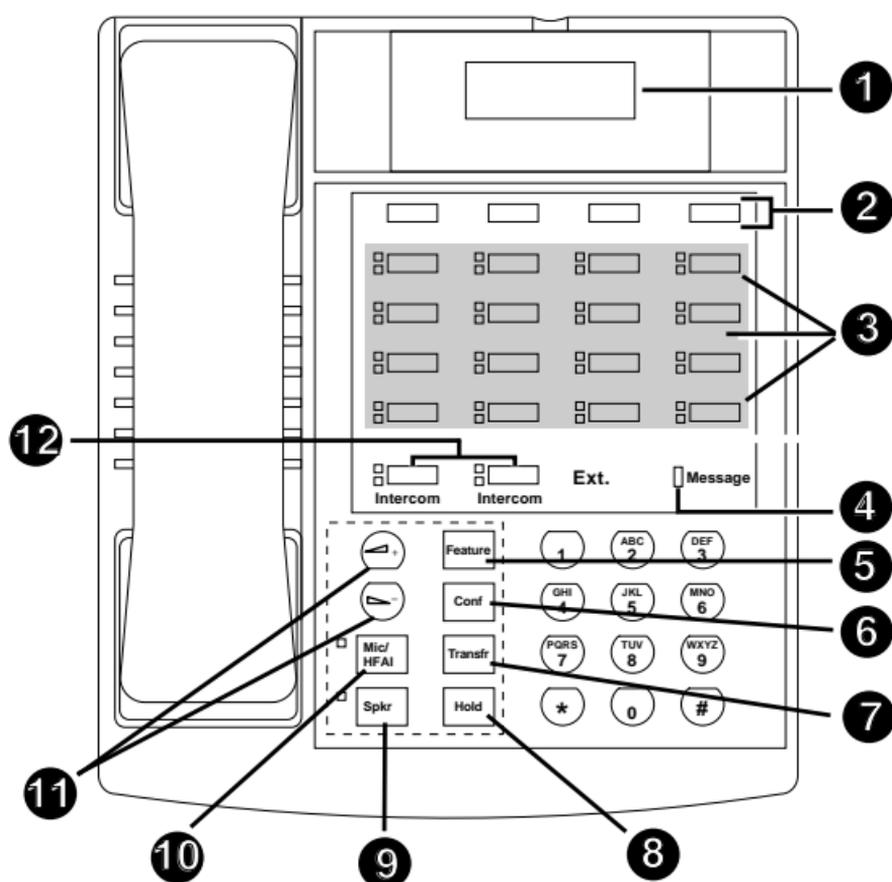




TELEPHONE USER CARD FOR PARTNER ENDEAVOR COMMUNICATIONS SYSTEM



Display

1

Shows specific call information while making or receiving a call. Shows current date and time, while phone is not in use.

Programmable Buttons

2

Provides access to system features by simply pressing a button. These four buttons are also called Auto Dial buttons. (On models with displays only).

Line/
Programmable Buttons

3

Used for individual outside lines or for programming telephone or extension numbers, or other system features.

Message Light

4

Lights when someone signals you with the Message Light On feature, or if you have a voice messaging system, the light indicates that there is a message in your mailbox.

Feature

5

Press to change programmed settings or use system features.

Conf
(Conference)

6

Press to add other parties to your call.

Transfer

7

Press to pass a call to another extension.

Hold

8

Press to put a call on hold.

Spkr (Speaker)

9

Used to have a conversation without lifting the handset. Press to turn on/off. When the light is lit, the speaker is on.

Mic/HFAI
(Microphone)

10

Press this button to turn the microphone on/off. When the green light is on, the microphone is on, and the person on the other end of the call can hear you.

Volume Control

11

Used to increase/decrease volume.

- To adjust ringer volume, press while the phone is idle and the handset is in the cradle.
- To adjust speaker volume, press while listening to a call through the speaker.
- To adjust handset volume, press while listening through the handset.
- To adjust background music volume, press while listening to music through the phone's speaker.

Intercom

12

Press either button to make or answer an inside (intercom) call to (or from) another extension in the system.

RINGING PATTERNS

You can tell the type of call coming in by the way the phone rings.

Outside Call:	Ring...Ring...Ring...Ring...
Intercom Call:	Ring-BEEP...Ring-BEEP... Ring-BEEP...
Transferred Call:	Ring BEEP BEEP... Ring BEEP BEEP...

LIGHT PATTERNS

Steady On



Green means you are using the line; red means someone at another extension is using the line.

Off (steady off)



Line is not being used.

Flash

(long on, long off)



Green flash means a call is ringing at your extension. Red flash means a call is ringing on the line, but not at your extension.

**Alternating Red/
Green Flash**

*(red on, green on,
red on, green on)*



Alternating red and green flash appears at both extensions in a joined call, and at any extension connected in a conference call.

Wink

(long on, short off)



Green wink means the call is on hold or parked at your extension. Red wink means the call is on hold or parked at another extension.

Green Flutter

(short on, short off)



A call is on exclusive hold at your extension.

MAKING A CALL

TO MAKE AN OUTSIDE CALL:

1. Lift the handset or press **(Spkr)**.
The green light next to a line or pool button is on steady and you hear the outside dial tone.
2. Dial the phone number.
On a system display phone, the dialed number appears on the display.

If you are using a PBX or Centrex line, you also may need to use a dial-out code (usually 9) before you dial a number outside the system.

TO MAKE AN INSIDE CALL:

1. Lift the handset or press **(Spkr)**.
2. Press **(Intercom)**.
*The green light next to **(Intercom)** is on steady and you hear the intercom dial tone.*
3. Dial the extension number.

ANSWERING A CALL

To answer a call on a specific line, pool, or intercom button:

1. Press the line, pool, or **(Intercom)** button for the line you want to answer.
2. Lift the handset or press **(Spkr)**.
You are connected to the call.

PUTTING A CALL ON HOLD

To put a call on hold, press **(Hold)**.
*The green light next to the **(Intercom)**, line, or pool winks.*

To retrieve a call that you put on hold:

1. Press the **(Intercom)**, line, or pool button next to the winking green light.
2. If the handset is in the cradle, lift it up or press **(Spkr)**.
You are reconnected to the held call. The green light next to the line or intercom button changes to on steady.

To retrieve a call that a person at another extension put on hold, press the button next to the winking red light (or press **(Intercom)** **(6)** **(8)** and the two-digit line number).

JOINING A CALL

A steady red light next to a line button indicates a call is in progress at another extension.

To join a call:

1. Press the line button next to the steady red light and lift the handset, or
2. Lift the handset and press **(Intercom)** **(6)** **(8)** and the two-digit line number.
The red and green lights alternately flash. You are now joined with the call.

MAKING A CONFERENCE CALL

To make a conference call:

1. Set up the call to the first party. (You can call the party, pick up the call from hold, or answer an incoming call.)
You are connected with the first party.
2. Press **(Conf)**.
The first party is now on hold.
3. Set up the call to the second party.
*You are connected with the second party. If you are adding an inside party to a call, you must wait until the party answers. If you are active on a call using a pool button and you want to set up a conference call using one of the other lines in that pool, you can press **(Intercom)** and dial the pool's access code to gain access to another line in that pool.*
4. Press **(Conf)** again to add the second party to the call.
You can now speak with the first and second parties.
5. Repeat Steps 2 through 4 to add more parties.

TRANSFERRING A CALL

To pass a call to another extension:

1. While active on the call, press **(Transfr)**.
The call is put on hold and you hear intercom dial tone. The green light next to the line or pool button winks.
2. Dial the extension number (or **(7)** **(7)** and a Hunt Group number or **(7)** and a Calling Group number) to which you want the call transferred.

When someone answers, announce the call, then hang up or, if you do not wish to announce the call, hang up as soon as you hear ringing (after Step 2 above). If no one answers, the call rings back at your extension. Lift the handset and you are reconnected to the caller.