



internalsoundandcommunications

Your new phone has so much more to offer than just allowing you to say **"Hello"**  
This guide will walk you through the options your new phone offers.

Programming your phone is easy as



Model: DKT



quickstartguide

# Model: DKT

## Getting to know your phone.

### Volume Control

Press volume up/down to adjust speaker, handset, and background music levels, ringer level, and ringer type. Each volume setting can be adjusted while in that mode.

To adjust ring volume - dial #136

To adjust ring type - dial #1362



## FlexiCall & FlexiHold Instructions

### FlexiCall

When you answer a call with FlexiCall, you can do the following:

- 1: Call transfer to another ext > \*2 + ext #
- 2: Call divert to your ext > \*5 will ring immediately
- 3: 3-way conference call > \*2 + ext #. Once connected with the other ext has been established, press \*2 again.

### Direct Pickup

Use this feature to pickup any ringing station in your system.

- 1: Press pickup or dial 77.
- 2: Dial the # of the ringing ext.
- 3: Answer the call.

\*Tip: 77 + ext under a button will offer a one-touch direct ext call pickup.




### FlexiHold

Press "FlexiHold" anytime you wish to divert an incoming call to your "Please Hold" or "Request To Hold" greeting.

To program FlexiHold:

- 1: Dial # 139
- 2: Choose and press a programmable button.
- 3: Dial #1445
- 4: Dial the destination number \_\_\_\_\_.
- 5: Press the selected programmable button again to complete programming.

### To program or change a Speed Dial Private Library number:

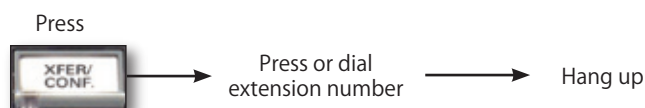
- 1: Dial Private Library number feature code #193
- 2: Dial the relevant library number (7000-7009) or scroll thru the library using 
- 3: Dial the line-out access code 
- 4: Dial the outside telephone number as you normally would.
- 5: Press  to end programming.

## Quick Reference

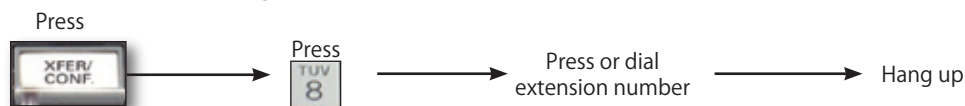
To transfer a call directly to an extension as a screened call:



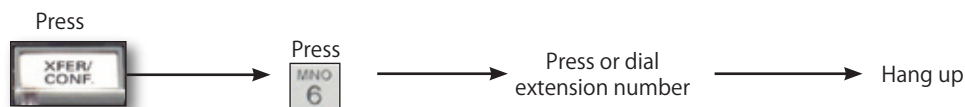
To transfer a call directly to an extension as a UN-screened call:



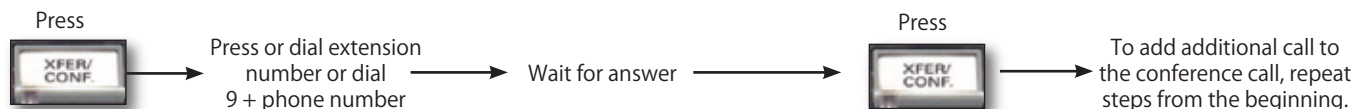
To transfer direct to page - Q:



To transfer direct to voice mail:



Making a conference call during a phone call (up to a 14 party conference call):



## First Time Mail Box Set-Up Steps

The first time you access your voice mailbox the system will ask you a few simple questions to help you properly set it up.

Follow the steps listed below along with the system conversation.

(Enter 1 for Yes, 2 for No in answering the questions.)

**Step 1:** Press your voice mail access button.



**Step 2:** Enter default security code: 1234

**Step 3:** Record your first and last name (only you name). Press \* when finished.

**Step 4:** Would you like to be included in the dial by name directory.

**Step 5:** Would you like to have two greetings (busy and standard).

**Step 6:** Record a standard greeting (remember to include your name).

Press \* when finished.

**Step 7:** Record a busy greeting (remember to include your name).

Press \* when finished.

**Step 8:** Choose a new security code (3-10 digits). Press \* when finished.

**Step 9:** Re-enter your security code to confirm it. Press \* when finished.

**Step 10:** When the system tells you that your mailbox is set up press . Press 1 to finish.

## Voice Mail Access Information

To access your voice mailbox from your extension

1: Press the voice mail access button.



2: Enter your security code: \_\_\_\_\_

To access your voice mailbox from outside your office

1: Call the voice mail system: \_\_\_\_\_

2: When the system greets you, enter your personal ID

(9 + Extension number): 9 \_\_\_\_\_

3: Enter your security code: \_\_\_\_\_

## Quick Message Actions / Shortcuts

Press during or after a message.

Reply



Check Next Message



Delete



Archive



Hear Message Info



Redirect



Save as new (new msgs only)



Repeat message



Slower (up to 3 times)



Faster (up to 3 times)



Rewind (4 seconds)



Pause



Forward



Change your greeting



Change security code



Skip personal greeting



### Page Q (8 + Ext.)

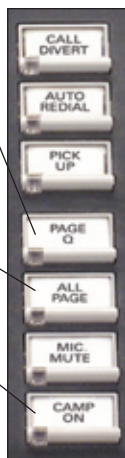
While on a call, pressing this btn. parks the call on your page Q. Pressing this btn. again picks the call back up. To pick this call up from another ext. dial 8 + your ext. number. To place a call on your page Q from another ext. press and dial 8 + your ext. number.

### All Page

Pages over all phones and over head speakers if they are existing.

### Camp On

To "camp on" a busy station, call the busy station and press "camp on". Your phone will ring when they extension is available.



## Voicemail Access

Press to access your personal voice mailbox

## Forward To Voicemail

Directs all calls to your voice mailbox without ringing your phone. Toggles on/off. Lit when it is active.

## Loop Keys

Visual indication of call activity.

Lit solid = Current call

Blinking one flash / second - Call ringing in

Blinking two flashes / second = call on hold

## Xfer Button / Conf. Button

See instructions on page 3

Xfer > Used to transfer internal and external calls to users outside or within the system.

6 + ext. = transfers to voicemail

4 + ext. = handsfree intercom

8 + ext. = personal page Q

## Programming A Button

1. Dial #139 with headset in cradle

2. Press the btn to be programmed

3. Dial the "code" (ext., speed dial #, or feature code.)

4. Press the same btn. again

5. Press to complete the programming



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going beyond the call