



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 177.
- 2: Dial the # of the ringing ext.
- 3: Answer the call.

*Tip: 177 + 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:

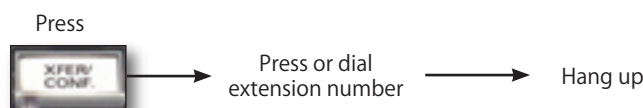
- 1: Dial Private Library number feature code #193
- 2: Dial the relevant library number (3000-3009) or scroll thru the library using 
- 3: Dial the line-out access code 
- 4: Dial the outside telephone number as you normally would.
- 5: Press  to end programming.

Quick Reference

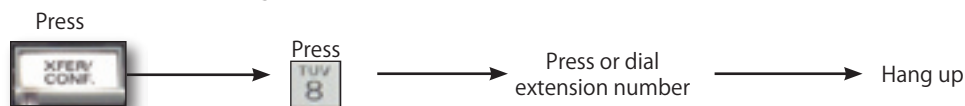
To transfer a call directly to an extension as a screened call:



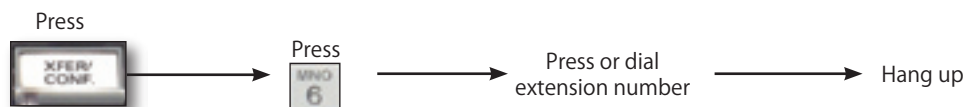
To transfer a call directly to an extension as a UN-screened call:



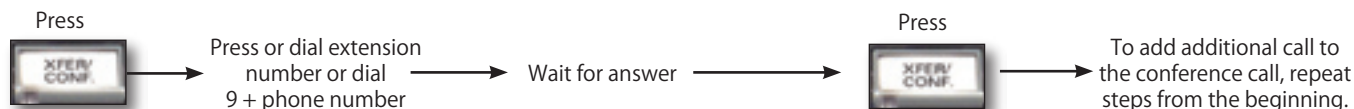
To transfer direct to page - Q:



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.

Step 1: Press your voice mail access button.



Step 2: Enter default security code: 0 0 0 0

Step 3: Choose a new security code (4 digits)

Press * to continue.

Step 4: Re-enter your new security code (4 digits)

Press * to continue.

Step 5: Record your first and last name (only your name)

Press 1 to listen, press 2 to re-record, press * to continue)

Step 6: Record a personal greeting (remember to include your name)

Press 2 to listen, press 3 to re-record, press * to continue.

Step 7: You're finished! Your mailbox is now set up!

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

(# + Extension number): # _____

3: Enter your security code: _____

Quick Message Actions / Shortcuts

Press during or after a message.

Save Message



Check Next Message



Delete Message



Repeat Message



Hear Message Info



Return Call



Forward (redirect) Message



Control Playback



(speed / volume)

Press at main menu.

Leave A Message



Change Mailbox Setup



Change Your Password



Change 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