

**FIXED FEATURE BUTTONS:**

- **VOLUME BAR** allows the user to adjust speakerphone and handset volume.
- **H--T-P** allows the user to select the ICM Signaling Mode, handsfree tone, or privacy.
- **FLASH** button is used to terminate an outside call and restore dial tone without having to hang up the handset. It is also used to transfer calls behind a PBX or Centrex within those systems.
- **CAMP-ON** button enables you to alert a busy party that an outside line is on hold and waiting for them.
- **MSG (MESSAGE WAIT)** button allows you to initiate a message waiting indication at stations that are busy, unattended, or in Do Not Disturb. Message Waiting Callback request left at your station is indicated by a flashing MSG WAIT LED.
- **SPEED** button provides you with access to speed dialing, save number redial and last number redial. This button is also used to access flex button programming.
- **TRANS (TRANSFER)** button is used to transfer an outside call from one station to another.
- **CONF (CONFERENCE)** button is used to establish and build conference calls.
- **FORWARD (FWD)** button allows you to forward your calls to another station.
- **ON/OFF** button enables you to make a telephone call without lifting the handset. It turns the telephone on and off when using the speakerphone.
- **MUTE** button allows you to switch the built-in microphone on or off when using the speakerphone, or the handset microphone when using the handset.
- **HOLD** button enables you to place an outside caller on hold.

**CALL FORWARDING**

- Press the FWD button.
- Dial the desired Call Forward code :
  - [7] = No Answer
  - [8] = Busy
  - [9] = Busy/No Answer
- Dial station number where calls are to be forwarded. Hear confirmation tone.
- Replace handset or press ON/OFF button.

**ESTABLISHING A CONFERENCE**

*Only stations that have Conference enabled will be able to initiate a Conference.*

- Lift the handset.
- Select intercom station or dial desired outside party. When called party answers, press the CONF button.
- Add next conference party by selecting another outside line or intercom station.
- When party answers, press the CONF button twice. All parties are connected.

**TERMINATING A CONFERENCE**

To terminate a Conference, the conference initiator must be actively in the conference:

- Replace the handset or press the ON/OFF button to OFF.

**UNSCREENED TRANSFER**

- Press the TRANS button and dial station number.
- When the called extension begins to signal, hang up to transfer the call.
- Replace handset or press ON/OFF button.

**SCREENED TRANSFER**

While connected to an outside line:

- Press station button where call is to be transferred (if programmed on your telephone), or Press the TRANS button and dial station number.
- The called extension signals according to the intercom signal switch position.
- When that extension answers, announce the transfer.
- Hang up to complete transfer.

**LEAVING A MSG WAITING INDICATION**

If you dial a station that is busy, unattended, or in Do Not Disturb, you can leave a message waiting indication.

- Press the ON/OFF button.
- Dial the desired intercom station. Busy tone or DND tone is heard.
- Press the MSG button, The called party's MSG button LED will flash slowly.
- Press the ON/Off button to end the call.

**PLACING AN OUTSIDE LINE ON HOLD**

- If your system is programmed for Exclusive Hold Preference, press HOLD button once for Exclusive Hold or twice for System Hold.
- If your system is programmed for System Hold Preference, press HOLD button once for System Hold or twice for Exclusive Hold.

## Quick Reference Card

## STARPLUS™ TRIAD™ 1/2/3 Digital Systems

### STORING SPEED NUMBERS

- Press the SPEED button twice.
- Dial the speed bin location.
  - 00–19 Station Speed numbers
  - 20–99 System Speed numbers
- Dial desired telephone number.
- Press the SPEED button.
- Press ON/OFF button to end speed dial programming.

To clear an existing speed bin:

- Press the SPEED button twice.
- Dial the speed bin location.
- Press the SPEED button again. Confirmation tone will be heard.

### DIALING A SPEED NUMBER

- Press the SPEED button.
- Dial the speed bin location, or Press programmed speed bin button.
  - 00 to 19 = Station Speed numbers
  - 20 to 99 = System Speed numbers.
- When called party answers, pick up handset or use speakerphone.

### DIRECTORY DIALING

Users with display telephones may view a list of individuals on the telephone system and have the system automatically dial that person. Directory dialing may also be used to transfer a call from one station to another.

- Dial the Directory List dial code [680] on the dial pad, or Press the DIRECTORY DIAL flexible button.
- Press a button on the key pad, once, twice or three times, to represent the letter of the alphabet, to begin viewing the list of names.
- Press the [\*] key to scroll up (next entry) through the list, or Press the [#] key to scroll down (previous entry) through the list,
- Press the SPEED button at the desired name to automatically dial the destination station or outside phone number (via Speed Dial).

### USING DIRECTORY DIALING TO TRANSFER A CALL.

- Press the TRANS button.
- Dial the Directory Dial Code [680] on the dial pad, or Press the DIRECTORY DIAL flexible button.
- Press the digit associated with the person's name and when it is displayed, press the SPEED button to automatically dial the destination station.
- Press the ON/OFF button to complete the transfer.

*Calls may only be transferred to internal stations only.*

### PROGRAMMING FLEXIBLE BUTTONS

- Press the SPEED button twice.
- Press the flexible button to be programmed.
- Dial the desired code from the following chart. Confirmation tone will be heard.
- Press the ON/OFF button.

100-171	TRIAD™ 1/2 Ext. Numbers
100-351	TRIAD™ 3 Ext. Numbers
43+[C]	Call Park Location 1-7 (System)
438	Personal Park
44 [V]	VM Group Pilot Numbers 0-7
621	Line Queue
622	Call Back
631	Do Not Disturb
632	Background Music
680	Dial Speed Directory
70	All Call Page (Int. & Ext.)
76+[0]	External All Call Page (All Ext. Zones)
[SPEED]+[YY]	Speed Dial Access (00-19 Station) (20-99 System)
[SPEED]+[*]	Save Number Redial
[SPEED]+[#]	Last Number Redial

XXX = Station Extension Numbers  
 YY = Speed Dial Bin Numbers  
 C = Call Park Location 0-7T  
 V = Voice Mail Group Number 0-7  
 P = External Page Zone Number (1-2)

To erase a flexible button:

- Press the SPEED button twice.
- Press the flexible button to be erased.
- Press the FLASH button. Confirmation tone will be heard.
- Press the ON/OFF button.