

com key 416

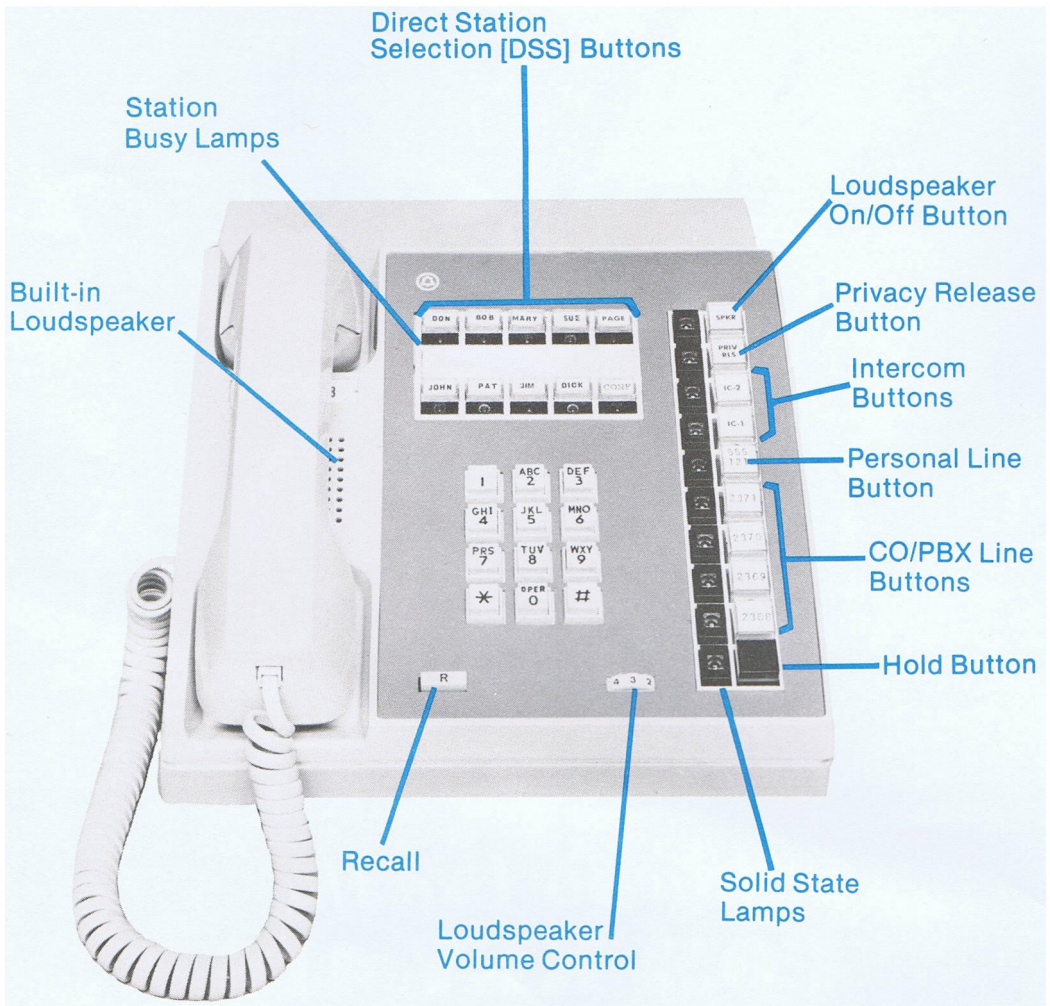


How to Use the **COM KEY 416** *Communication System* *Station Set*

ABOUT YOUR TELEPHONE SET

The Com Key* 416 Telephone System uses two types of telephone stations called Common Equipment and Basic Stations. The Common equipment Station differs slightly in size since it contains the power and control circuitry for the system, but is identical to the other station in all other respects. Basic Stations are available in desk or wall versions. All station sets are available with Rotary or Touch-Tone® dial.

These telephone stations offer many features sure to expand your telephone service and provide an extra measure of convenience and economy to your business telephone usage.



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DESCRIPTION AND FEATURES

Buttons are provided on stations for Hold, Four Common Outside Lines, a Personal Line, Two Intercom Lines, Privacy Release and Loudspeaker ON/OFF.

A solid state lamp located adjacent to each button illuminates when its associated button is in use. An incoming call will cause the associated lamp to FLASH on all phones. While a line is in use the lamp for the line will be lit STEADILY on all phones. Whenever a line is placed on HOLD, the associated lamp on all phones will WINK.

Incoming calls will be announced by a distinctive tone. Each time the handset is returned to the cradle all depressed buttons will automatically "pop-up." The RECALL (R) button allows you to obtain another dial tone on the same line or to signal the attendant if the system is associated with a PBX.

A group of ten Direct Station Selection (DSS) buttons is provided with each station. These buttons allow you to initiate intercom calls by depressing an idle intercom line button and then depressing the desired DSS button.

OPERATING INSTRUCTIONS

CALLS ON OUTSIDE LINES

To make a call simply depress an idle line button, lift the handset, listen for dial tone and dial the desired number. When the call is completed, replace the handset and the depressed line button will automatically pop-up.

To answer a call depress the button associated with the flashing lamp, pick up the handset and talk.

To hold a call depress the HOLD button firmly and release it. The line button will pop-up. You may now use any other button on your telephone without breaking the original connection. The "held" line button lamp will WINK to remind you of the "held" call. To return to the original call, simply depress the line button being "held." If you desire to hold a second call, you must again depress the HOLD button. You will break your connection if you depress another line button without depressing the HOLD button first.

To transfer a call just put the call on HOLD. Place an intercom call (see description below) to the party to whom the held call is to be transferred and specify which line is to be picked up. Replace handset. When the transferred station answers the call, the "held" line lamp will change from WINK to STEADY.

To initiate a second call without hanging up the receiver, simply press and hold down the RECALL (R) button for at least one second. Release the button, listen for dial tone and complete the call.

To signal a PBX attendant simply depress the RECALL (R) button momentarily. (This feature is applicable only when the system is used in conjunction with a PBX.)

To make a multiline conference call simply place a call to or answer a call from party "A" in the normal manner. With party "A" on the line, place the call on HOLD and then depress an idle line button and place a call to Party "B" in the normal manner. After party "B" answers depress simultaneously the line buttons of parties "A" and "B." The conference call will be terminated when you hang up, therefore, you must remain in the conference until it is completed. For systems with more than two lines, additional parties may be added by repeating the above. Intercom and outside lines cannot be conferenced together.

Note: *The telephone company does not guarantee the transmission quality of conferenced calls. Transmission quality will be reduced as conferenced lines and stations increase in number.*

To make a multi-station conference call by adding other stations in the system to your outside calls just place the call on HOLD and place an intercom call (see description below) to the party to be added. Instruct the party which outside line to pick up (additional parties may be added by repeating this procedure). Then return to the original call by depressing the "held" line button. The conference will be established when the added party(ies) also pick up on the line. If your system is equipped with privacy (see description below), after picking up the "held" line, you and each party being added to the conference should depress and hold down their privacy release (PRIV. RLS.) button until all parties are in the conference. You may hang up during the conference call without affecting the other parties.

CALLS ON INTERCOM LINES

To make a call just lift the handset and depress an idle intercom line. The associated lamp will light steadily. (Note: you will not hear a dial tone on intercom calls.) Press and hold down the Direct Station Selection (DSS) button corresponding to the station that is to receive your message then speak into the handset and make your announcement to the called party via the loudspeaker in the station set. Release the DSS button after your announcement.

If the station you are calling is equipped with the Hands Free Answer on Intercom feature, when you depress the DSS button you will hear either a short tone burst or a continuous tone.

If you hear a short tone burst make your announcement and then release the DSS button. (The DSS button must be released to hear a response.) If the party you are calling is available you will hear their response. You must again depress the DSS button when you wish to speak and release to hear.

If you hear a continuous tone the called station is in a Do-Not-Disturb condition and your voice announcement will not be heard.

If the HFAI station you are calling happens to be busy answering a call on the other intercom line, no tone will be heard. In that case release the DSS button and recall later.

To answer a call. You will hear the voice of the calling party over the loudspeaker built into your telephone set. If you wish to answer, simply lift the

handset and press the correct intercom line button as instructed by the calling party.

To make an intercom conference call just place or answer the intercom call in the normal manner. With the first station on the intercom line, hold down the Direct Station Selection (DSS) button of the second station and advise which line to pick up. (The first station will hear the call being placed to the second station.) The conference is established when the second station answers. You may voice signal two stations by simultaneously depressing two DSS buttons. Intercom calls cannot be placed on HOLD.

STANDARD FEATURES

FLEXIBLE RINGING AND VOICE SIGNALING CONTROLS

This telephone set employs tone signaling on central office lines and voice signaling on intercom lines in place of the conventional ringer. To program lines which will ring on your set and select the voice signaling channel to which the loudspeaker in the set is connected, proceed as follows:

- Lift the cover located between the two rows of Direct Station Selection (DSS) buttons.
- The four switches, two on the left and two on the right, with 1, 2, 3, 4 and on/off markings, control which outside lines the set will “ring” on. By setting the switches, your set will respond to the tone signal on none, all, or any combination of telephone lines in your system.
- The horizontal slide switch, with markings 1 through 10, selects the voice signaling channel to which the loudspeaker in your set is assigned. For example, setting the slide switch to position 6 will allow other set users to signal you by holding down button 6 in the direct station signaling field when they are on an intercom line. The voice signaling channel of your set



may be turned off by moving the slide switch to the extreme left "OFF" position.

- The tone and voice signaling volume is adjusted by turning the loudspeaker volume control on the front of the set.

BUILT-IN LOUDSPEAKER SERVICE

The loudspeaker built into the telephone set, when activated, permits both sides of a conversation to be heard by several people. The loudspeaker is activated by depressing the SPKR button, a second depression of the button turns it off.

Note: *If the SPKR button is not turned off before replacing the handset and the volume control is at or near its maximum level, a slight squeal may result as the handset is brought near the speaker.*

OPTIONAL FEATURES

BUSY LAMP FIELD

This feature offers the same service capability of the DSS field and in addition provides a lamp, adjacent to each DSS button which will be illuminated when the associated stations are busy. A station is busy if it is on a call or if it is being voice signaled by another station.

PRIVACY/PRIVACY RELEASE

This system has been designed so that some or all of the stations in the system may be privacy equipped. If your station is equipped with the privacy feature you will be unable to gain access to an outside line already in use.

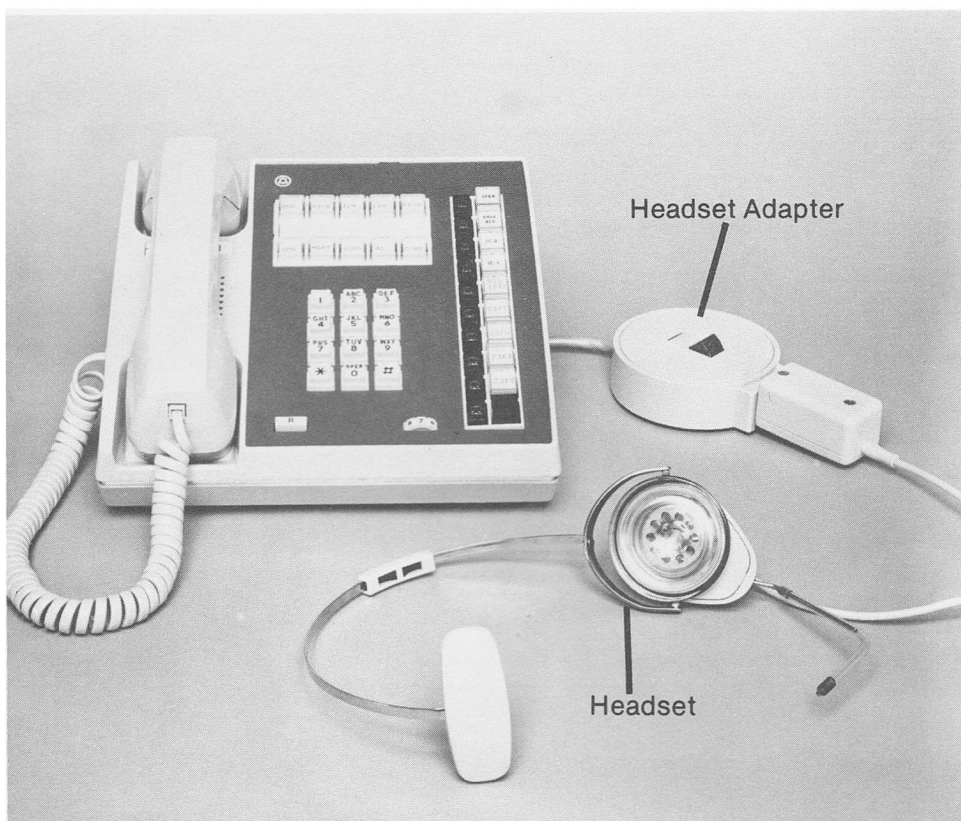
The Privacy Release feature makes it possible to allow Privacy equipped stations in the system to be added to outside calls already in progress. If you wish to allow a station to enter an established call, both parties should depress and hold down the Privacy Release (PRIV. RLS.) button until all parties are in the conversation.

PAGING

If your system is so arranged, paging is accomplished by lifting the handset and depressing an idle intercom line button. You then press and hold down the PAGE button of the DSS field, speak into the handset and your voice will be heard over the paging loudspeakers.

PRESET INTERCOM VOICE SIGNALING

If your system is so arranged, Preset Intercom Voice Signaling will permit you to signal a group of preselected stations. To place a call lift the handset and depress an idle intercom line button. You then depress and hold down the appropriate button of the DSS field assigned for this feature and speak into the handset.



HEADSET ADAPTER

If your telephone is so arranged, a headset adapter will permit you to use a headset instead of the handset.

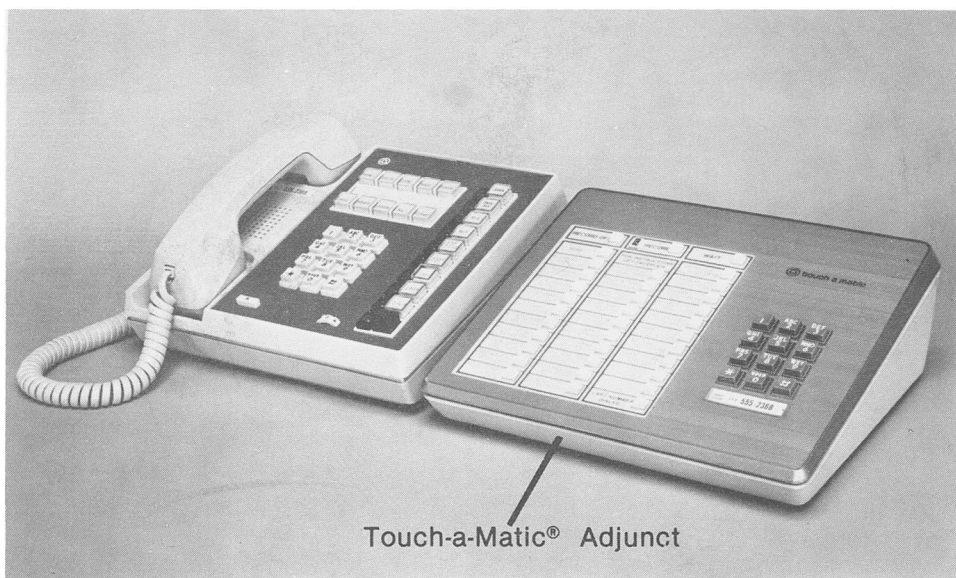
To place a call while using a headset, depress an idle line button, turn the headset adapter rocker switch ON and proceed in the normal manner. To terminate the call simply depress the switch on the headset adapter.

Note: Use of the headset adapter defeats the automatic button restoration feature of the telephone set. If the headset is used on a multiline conference call, where more than one line button was depressed, the call should be terminated by depressing the Headset Adapter switch, as above, then pick up the handset and replace it. This action will restore all buttons to the "popped-up" position.

PERSONAL LINE

A central office/PBX line that can be provided on a selective basis for individual use.

Note: If two incoming calls are received simultaneously and one of the calls is on the personal line, a different tone may be heard.



AUTOMATIC DIALER

To make a call, depress an idle line button, pick up the handset and then depress the appropriate memory button on the automatic dialer.