



Soft Key Glossary

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Abb	Abbreviated Dial
Add	With an established Conference call, press any soft key to add another call to the Conference.
A11	Used when programming Call Forwarding to forward all calls. OR
	Appears when programming Park and Page. This allows all calls to be Parked and Paged.
	Appears when programming Personal Greeting. This allows you to forward all calls to your Personal Greeting message.
	OR
	Appears when programming Do Not Disturb to block all calls. OR
	Appears when cancelling Message Waiting or Callback requests. This key will clear all requests you left or that someone left for you.
Alm	Alarm: Allows you to set Alarm 1 or Alarm 2 on your phone.
Alm1	Alarm 1: Used with the Alarm feature. This allows you to set the time for Alarm 1.
Alm2	Alarm 2: Used with the Alarm feature. This allows you to set the time for Alarm 2.
AME	Answering Machine Emulation: Used when programming Call Forwarding to select the Answering Machine Emulation mode.
AnHd	Answer Hold: Appears while placing a Conference call. After pressing CONF to place the first call on hold, press- ing this key will pick up the call if you choose not to com- plete the Conference call.
Back	View previous menu.
Barg	Barge In: Appears when calling a busy extension. Pressing BARG activates the Barge In feature.
Begin	Appears when placing a Conference call. Pressing BEGIN will Conference all the calls together.
B/NA	Busy/No Answer: Used when programming Call Forwarding to forward calls only when the extension is busy or the call is not answered.

Both	Used when programming Call Forwarding with the Follow Me feature. This will allow both extensions to ring.
Bypass	Appears when calling an extension which is set for Call Forwarding. By pressing the BYPASS key, the Call Forward/DND Override feature is activated, allowing the call to ring the originally called extension.
Camp	Camp On/Callback: Appears when placing an intercom call. If pressed, it activates the Call Waiting/Camp On fea- ture, or if you hang up, it activates the Callback feature. OR Camp On/Callback: Appears when you try to place an outgo-
	ing call and all trunks are busy. This key allows you to Camp On or program a Callback when a line becomes available.
Cfwd	Call Forward: Programs an extension for Call Forwarding.
CfwTo	Call Forward To: Appears when programming Do Not Disturb to block forwarded calls.
CLR	Clear: Allows you to clear Message Waiting or Callback requests either left for you or that you left for someone else.
CnCF	Cancel Call Forwarding.
Cncl	Cancel: Used when Call Forwarding is active. Pressing this key will deactivate Call Forwarding.
	Cancel: When programming Selectable Display Messaging, this allows you to cancel your action and return to an idle display.
CnRp	Cancel Repeat Redial: Appears on an idle display when the Repeat Redial feature is activated. Pressing CNRP will cancel it.
СО	Central Office: Used when programming Call Forwarding to forward only C.O. calls. OR
	Allows you to forward all your central office calls to your Personal Greeting.
Conf	Conference: Appears while on an active call. Pressing CONF will allow you to set up a Conference call.
Comb	Combine Page Zone: When programming Park and Page, this option is used to page both internal and external page zones when you have a call.

Dev	Devices Used with Call Estimation to determine the target
Dev	Device: Used with Call Forwarding to determine the type of forwarding to be used (display/Selectable Display Messages,
	Off-Premise Call Forwarding, Personal Greeting).
Dir	Directory: Use the directory list to place an intercom call to
	an extension.
	OR
	Directory: Appears when joining calls in a Conference call. You can use Directory Dialing to call an extension.
Disp	Display: Used when programming a Selectable Display Message in the Call Forwarding feature.
DND	Do Not Disturb
ExPg	External Page: Used to make an external page.
Ext	External Page Zone: Used when programming Park and Page to select the external page zone you wish to use.
	External: Appears when programming Do Not Disturb to block external calls.
Fctn	Function: Pressing this key allows you to define Programmable Function Keys.
Flw	Follow Me: Used when programming Call Forwarding to activate the Follow Me feature.
Grp	Group: Appears when programming Abbreviated Dialing. This allows you to program a group Abbreviated Dialing number.
ICM	Intercom: Allows access to intercom options.
	Intercom: When Callback is enabled, this allows you to cancel all intercom Camp On or Callbacks.
	Intercom: Appears when programming Do Not Disturb to block internal calls.
Imm	Immediate: Used when programming Call Forwarding to immediately forward calls.
InPg	Internal Page: Used to make an internal page.

Int	Internal Page Zone: Used when programming Park and
	Page to select the internal page zone you wish to use.
	OR
	Intercom: When programming Call Forwarding, this allows you to program your phone to forward only intercom calls. OR
	Intercom: Appears when programming an extension's inter- com call type: ringing or voice announce.
Line	Line Callback: Allows you to cancel central office Camp On or Callbacks.
More	More options are available for viewing.
MW	Message Waiting: An extension can use this key to return a Message Waiting left by another extension. OR
	If the CLR key is pressed, MW allows you to clear Message Waiting requests you left or that someone left for you.
MsgA	Message Answer: When an extension has messages, this appears allowing the extension to return the Message Waiting or call Voice Mail.
MsgWt	Message Wait: Appears when placing an intercom call. If pressed, it activates the Messaging Waiting feature for the called extension.
NA	No Answer: Used when programming Call Forwarding to forward calls only if the call is not answered.
OffP	Off Premise: Used when programming Off-Premise Call Forwarding.
OneT	One Touch key programming.
OvRd	Override: Appears when placing a call to an extension that is set for Do Not Disturb. Pressing OVRD will override the DND setting, if your extension has that ability.
Page	While programming Park and Page, this allows you to record your Page announcement.
PgPU	Used to answer a Meet-Me Page that has been set.
PGrt	Personal Greeting: Used when programming a Personal Greeting within the Call Forward menu.
Prev	Previous: View previous menu.

Program station options.
While programming Park and Page or Personal Greeting, this allows you to record (R:7), listen (L:5), or erase (E:3) your message.
Received: Appears when cancelling Message Waiting or Callback requests. This key will clear requests that anyone has left for you.
Appears when programming an extension's intercom call type. Press RING if you want your extension to ring when you receive an intercom call. OR
Appears when placing a call to an extension. This allows you to change an intercom call you place from voice announce to ringing. Once RING is pressed, it changes to VANN.
Release: Allows you to return the phone's display to an idle condition.
Repeat Redial: Pressing this key activates the Repeat Redial feature.
Save: Used when programming a Selectable Display Message. This key saves the displayed programmed message. OR Used when programming a Personal Greeting to save your
message.
Used when recording a Park and Page greeting to save your message.
OR
Appears when placing an outgoing call. Pressing this key will enable the Save Number Dialed feature, allowing you to redial the number using a function key/code.
Appears when cancelling Message Waiting or Callback requests. This key will clear all requests you left for any extensions.
Used with Do Not Disturb to set the type of DND. OR Appears when joining calls together for a Conference call. Pressing SET places the call on hold and allows you to either add another call to the Conference or press BEGIN to join all the calls together.

Sta	Station: Used with Call Forwarding to determine the type of forwarding to be used.
Sys	System: Appears when programming Abbreviated Dialing. This allows you to program a system/common Abbreviated Dialing number.
Trf	Transfer: Transfers a call to another extension.
VAnn	Voice Announce: Appears when placing a call to an exten- sion which is programmed to receive ringing intercom calls. This allows you to change an intercom call you place from ringing to voice announce. Once VANN is pressed, it changes to RING.
VMsg	Voice Message: Appears when placing an intercom call. If pressed, it transfers you to the voice mailbox for that extension. OR
	Voice Message: If you have voice mail messages, pressing VMSG allows you to access the voice mail.
Voic	Voice: Appears when programming an extension's intercom call type. Press VOIC if you want your extension to voice announce incoming intercom calls.
Zone	After selecting the Park and Page feature, this will appear to allow you to program what page zone should be used when announcing your page.
Ļ	Used when programming a Selectable Display Message. After entering a message number, press any soft key, then \downarrow to scroll down through the programmed messages.
Ŷ	Used when programming a Selectable Display Message. After entering a message number, press any soft key, then \uparrow to scroll up through the programmed messages.



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