

1. Press [FEAT].
2. Press [HOLD].

This feature shows the line in use at other stations.

Exclusive

1. While on a line, the green lamp for that line is slow rate and the call is placed on System Hold.
2. Press [HOLD]. The green lamp now flashes at a Use flashing (double wink rate).

HOLD

Note: Intercom calls can be placed hands-free without lifting the handset.

- Dial the two-digit station number.

Initiating - Intercom

NOTE: The speakerphone also may be used by dialing the telephone without lifting the handset.

- Lift the handset, and dial the telephone number.

Initiating - outside

- Lift the handset or press the SPKR button.

Answering

CALLS

1. Press the Voice Mail button.
2. Press the DSS or dial the Station number.
3. Hang up to complete the transfer.

To Voice Mail

1. Press the DSS button, or the two digit station number.
2. Hang up to complete the transfer.

One-Button

1. Press [HOLD].
2. Dial the Station number to transfer to.
3. Wait for the other station to answer.
4. Press [TRANS] to complete the call transfer.

Screened

1. Press [HOLD].
2. Dial the Station number to transfer to.
3. Press [TRANS] to transfer, and hang up.

Unscreened

There are three types of transfer you may use: Unscreened, Screened, and One-Button.

TRANSFER

SPEED DIAL BIN PROGRAMMING WORKSHEET

00		10	
01		11	
02		12	
03		13	
04		14	
05		15	
06		16	
07		17	
08		18	
09		19	

Feature Package 3

STARPLUS™
DHS™/DHS-E™





*The Answer To Your
Company's Growing
Communication Needs*

Quick Reference Card



SP7151-03



BACKGROUND MUSIC (BGM)

You can hear BGM through the loudspeaker.

1. Press the [FEAT] button.
2. Dial [5] + [2].

CALL FORWARD

Forward calls that ring on your station. Refer to your *User Guide* for more information about this feature.

1. Press [FEAT] + [2].
2. Press "NEXT" to advance through options.

To cancel call forward:

- Press [FEAT] + [2].

CALL PARK

Calls parked at your station can be retrieved from other stations.

1. Press the [FEAT] button.
2. Dial [7] + [3]. An Executive telephone will display "CALL PARK ___"
3. Dial station number where call is to be parked.

Answer

- Dial [FEAT] + [7] + [3] followed by the station number where call is parked.

OR

- Dial [FEAT] + [7] + [3] followed by the CO line number in two-digit format (01-12).

OR

- Press the flashing CO line button (if the CO line for the parked call appears on the telephone).

CONFERENCE

Supervised

The system can accommodate eight, 4 member conferences, simultaneously.

1. Press [HOLD]. Intercom dial tone is heard.
2. Press a line button, and dial the second party.

OR

2. Dial an intercom station number.
3. Repeat Steps 1-2 to add additional members.
4. To join the parties in a conference, press [5] and dial [FEAT] + [0].

Unsupervised

Exit a conference yet enable two outside lines to continue their discussion.

1. Two (2) CO lines are conferenced at your station:
2. Press the [FEAT] button.
3. Dial [7] + [7] and HANG UP.

Note: Unsupervised Conference requires the Option Module for operation.

LAST NUMBER REDIAL (LNR)

Dials the last number used from your station.

1. Press [FEAT].
2. Dial [8].

SPEED DIAL

Store frequently dialed numbers by bin number. The feature code and bin number may be stored on any feature button for instant one-button operation.

1. Press the [FEAT] button.
2. Dial [#] + [1].
3. Dial bin number (00-19) to store the number.
4. Dial the telephone number.
5. Press [HOLD]. You will hear confirmation tone.

To Erase the Contents of a Speed Dial Bin:

1. Press the [FEAT] button.
2. Dial [#] + [1]
3. Dial the bin number (00-19) to erase.
4. Press [HOLD]. You will hear confirmation tone.
5. Press [CLEAR] button when finished to exit.

To Dial a Number Stored in Speed Dial:

1. Press the [FEAT] button.
2. Dial [1]. Executive Key Telephone displays the following: "SPEED NO:_"
3. Dial the desired bin number (00-99).

VOICE MAIL

Similar to an answering machine, you can monitor your calls that are answered by voice mail.

When you hear the double beep alert tone:

1. If on a call press [HOLD] or disconnect [CLEAR].
2. Press [FEAT].
3. Dial [6] + [4].

If voice mail monitor is established, you may then:

1. Dial the [FEAT] button. The lamp will light.
2. Dial [3] to allow the caller to exit, or
3. Dial [1] to be connected to the call.