



PROTEGE® Keypad with LCD Quick Reference Guide

The Quick Reference Guide lists the keystrokes that allow you to use the basic features of the keypad. Included in the instructions are terms such as "Press," "Dial" and "F1, F2, F3". Press means to press and release a key. Dial means to press the desired numbers on the dial pad. F1, F2 and F3 refer to the function keys that are found directly below the LCD display. The function keys are interactive keys with selections displayed on the second line of the LCD. There may be several methods for selecting a particular feature that are not found in this Guide. Or your system programming may not allow certain features to be used. Check your User Guide for complete instructions and with your System Administrator to learn more about your system's programming. *See the User Guide for complete instructions.*

OUTSIDE CALL

Answer:

- Lift handset or press **SPEAKER** key

Place:

- Select **TRUNK** key or dial **9**
- Dial telephone number

INTERCOM CALL

Answer:

- Lift handset or press **SPEAKER** key

Place:

- Dial extension number

TRANSFER

On Call:

- Press **XFR/CONF** and dial extension number
- Press **CLEAR** or hang up

INDIVIDUAL ABBR. DIALING

To Store Numbers:

- While on hook, press **FUNCTION** key
- Dial **1** and dial directory number
- Press **F2** key below **show**
- Press **F1** key below **tel**
- Press **F1** key below **number**
- Press **F3** key below **chg**
- Dial telephone number
- Press **F2** key below **save**
- Press the **CLEAR** key to exit

To Dial Number:

- Dial Directory number of desired stored ABBR. #

COMMON ABBR. DIALING

To Dial Number:

- Dial Directory number of desired stored ABBR. #

CALL BACK

Busy Trunk or Extension:

- Receive busy signal
- Press the **F1** key below **cbck**

To Cancel All Callbacks:

- Press the **FUNCTION** key
- Dial * # **5** *

CAMP ON

To Camp On a Busy Extension:

- Hear busy signal
- Press **F3** below **next**
- Press **F1** below **camp**

MESSAGES

To Send a Call Me Message to an Extension:

- Call extension
- Press **F2** key below **msg**
- Press **F1** key below **call me**

To Send a Preprogrammed Message to an Extension:

- Call extension
- Press **F2** key below **msg**
- Press **F3** key below **preprog**
- Press **F2** key to select **message**
- Press **F1** key below **send**



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- Press **F2** key to select **message**
- Press **F1** key below **send**

To Answer Call Me Message:

- Press **F2** key below **reply**

To Cancel Messages:

- Press **F3** key below **del**
- Press **F1** key to delete individual message
- Press **F3** key to delete all messages

CONFERENCE**To Start a Conference Call:**

- On an existing call, press **HOLD**
- Dial extension number or press **TRUNK** key and dial telephone number
- Press the **FUNCTION** key, then press the **XFR/CONF** key
- Repeat for additional party

To Speak Privately with One Party:

- On conference call, press **FUNCTION** key, dial **57**
- Dial the Directory and speak privately

To Return to Conference:

- Press **FUNCTION** key, then press **XFR/CONF** key

To Release Party:

- On Conference call, press **FUNCTION** key, dial **74**
- Dial directory number of party to be released

To End the Conference:

- Wait for other extensions to hang up, or release them
- Hang up your extension

CALL FORWARD (DIVERSION)**To Activate:**

- Press the feature key marked **CALL FWD**
- Select type of Call Forward from LCD display by pressing the corresponding **F1**, **F2** or **F3** key below the display
- Dial the Extension number to which the calls are to be forwarded
- Select the type of calls, (co - Outside calls only or icm/co - internal and outside calls)

To Cancel:

- Press the feature key marked **CALL FWD**
- Press the **F1** key below **cancel**

PAGING**To Page a Tenant Group:**

- Lift handset, press **PAGE** key for group or dial Tenant Group Page number

To Page a Group:

- Lift handset, press **PAGE** key for group or dial Group Page number

To Answer a Page:

- Lift handset, press **FUNCTION** key, dial **59**
- Speak to Paging Party

REDIAL**Last Number Redial:**

- Press the **REDIAL** key to dial the last number dialed

Save Number Redial**To Store:**

- While on a call, press **FUNCTION** key, dial **51**

To Dial:

- Handset on hook, press **FUNCTION** key, dial **51**

User Saved Redial**To Store:**

- While on a call, press **FUNCTION** key, dial **5***
- Dial number to be saved
- Press **F2** key below **save**

To Dial:

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HOLD

- While on a call, press **HOLD** key
- To return to a call, press the **TRUNK** key or press **FUNCTION** key, dial **7***

DO-NOT-DISTURB**To Activate:**

- Press the feature key marked **DND**; LED will light

To Cancel:

- Press the feature key marked **DND**; LED will go out

To Answer Call Me Message:

- Press **F2** key below **reply**

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