



Isoetec 6-Key Telephones

User's Guide and Helpful Tips

Our part number ISOET82500

Not all features are available on every system.

Placing Calls

Place an outside call:

1. Lift handset
2. Press "OUT"
3. Dial desired number.

Place an outside call using group number:

1. Lift handset
2. Dial trunk group (93)
3. Dial group number (01 through 10)

Place an outside call using Trunk (Line) Number:

1. Lift handset
2. Dial trunk number 9+(001 through 228)

Place an internal call:

1. Lift handset
2. Dial desired extension number.

Place an internal call to ring:

1. Lift handset
2. Dial "1" and desired extension number.

"Prime Line" - Your phone may be programmed to automatically select an outside line or an internal line each time the handset is lifted. Both must be set up using system programming.

Place an external call while prime line is activated:

1. Lift handset
2. Dial desired number.

Place an internal call while prime line is activated:

1. Without lifting handset, dial desired extension, page zone or internal function.
2. Lift handset

Access an internal dial tone while prime line is activated:

1. Without lifting handset, press "#"

Receiving Calls

Receive a call:

1. Lift handset



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Camp-On: When you are on a call, a "camp-on" tone may be heard. This indicates that another call is waiting. If you hear the tone:

1. Press the "HOLD" key.
2. Replace the handset or press the hook switch once.
3. Lift the handset or release the hook switch.

Night Answer: This feature allows you to answer incoming calls on outside lines, which do not ring at an extension when the system is in night mode.

To Activate:

1. Lift handset
2. Dial "79" on the dial pad.

Dialing Calls Automatically

Last Number Redial:

1. Lift handset
2. Press "OUT" or select a line
3. Press the "#" key.

Program Station Speed Dials: You may program up to 30 frequently used external numbers. If you need to enter a pause, use "*1". To set a pause that waits for dial tone, press "*4". To send a "*", dial it twice (it will only be sent once).

To Program:

1. Without lifting the handset, press the "PROG" key.
2. While "PROG" LED is still lit, press the desired bin number (01-30)
3. Enter the desired telephone number.
4. Press "PROG" again.

Chaining Station Speed Dial Numbers: When more than the maximum allowed digits are required (30), join 2 or more station speed dial bins together. See the note above regarding pauses.

To Program:

1. Without lifting the handset, press the "PROG" key.
2. While "PROG" LED is still lit, press the desired bin number (01-30)
3. Enter the desired telephone number.
4. Press "*2" on the dial pad.
5. Press the number of the bin with the desired speed dial programmed.
6. Press "PROG" twice. The "PROG" LED will go out and then come back on.
7. Press the number of the bin with the desired speed dial programmed (as in step 5).
8. Dial the desired number.
9. Press the "PROG" key. "PROG" LED will go out.

Using Station Speed Dial:

1. Lift handset.
2. Press the "OUT" key.
3. Press "PROG" key.
4. Press the desired bin number (01-30).

System Speed Dialing: The system can store up to 200 speed dial numbers (001-200) with a maximum of 30 digits for each number. System speed dial programming must be set up from the operator extension.

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To Use:

1. Lift handset
2. Press "OUT"
3. Press "PROG"
4. Dial "*"
5. Dial bin number.

Call Processing

Hold/Exclusive Hold: Any external call can be placed on hold. Anyone with access to the outside line on which the call is holding may remove the call from hold. Exclusive call limits to the extension that originally put the call on hold the ability to remove the call from hold.

Place an Outside Call on Hold:

- While on a call, press "HOLD".

Place an Outside Call on Exclusive Hold:

- While on a call, press "HOLD" twice.

Retrieve an Outside Call on Hold:

- Press "*" on the dial pad.

Retrieve an Internal Call From Hold:

- Press "HOLD".

Call Transfer: Allows a user to transfer an outside call to another extension. If the destination extension is busy, the user can reconnect to the caller by dialing "2" and the extension number of the failed transfer attempt.

1. While on a call, press "TR/CON"
2. Dial the extension number.
3. Replace handset. If the call is not answered promptly, the call will ring back to the transferring extension.

Call Forwarding: This feature allows a user to forward all calls to another extension.

1. Lift handset.
2. Dial "7#1" and the extension to receive the forwarded calls.
3. Replace the handset.

Forward Calls when the System is in Night Mode:

1. Dial "7#15" and the extension number.

Cancel Call Forwarding:

1. Lift handset.
2. Dial "7**".

Cancel Call Forwarding While in night Mode:

1. Lift handset.
2. Dial "7*9".

Forward all intercom and CO calls to Voice mail in day mode:

1. Lift handset.
2. Dial "7*3".

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Forward all intercom and CO calls to Voice mail in night mode:

1. Lift handset.
2. Dial "7*5".

Forward all intercom and CO calls to the programmed extension in day mode:

1. Lift handset.
2. Dial "7*7".

Forward all intercom and CO calls to the programmed extension in night mode:

1. Lift handset.
2. Dial "7*8".

Account Codes: To keep track of individual call history (for time and cost tracking), use account codes. Up to 10 digits may be entered at any time during the conversation.

1. While a call is in progress, press "PROG". The LED will light.
2. Press "#"
3. Enter the account code (1-10 digits).
4. Press "PROG". The LED will go out.

Conferencing

Conferencing: A conference may be established whether the external call are incoming or outgoing. When the party establishing the conference hangs up, all parties will be disconnected.

Establish a 3-way conference with 1 internal and 2 external parties:

1. Lift handset.
2. Press "OUT".
3. Dial the first external number. Wait until call is answered.
4. Press "TR/CON".
5. Press "OUT".
6. Dial the 2nd External number. Wait until call is answered.
7. Press "TR/CON".

Establish a 3-way conference with 1 external party and 2 internal parties (either internal party can drop out of the conference and the remaining 2 parties will stay connected):

1. Lift handset
2. Press "OUT".
3. Dial external number. Wait for the call to be answered.
4. Press "TR/CON".
5. Dial 1 and the desired extension number. Wait for the call to be answered. Press "TR/CON".

Busy and No Answer Options

Message Waiting: If, when dialing an internal extension you hear a busy signal or there is no answer, you may leave a message at that extension. A blinking LED at the station will alert the user to a message waiting.

To leave a message for another extension:

1. When you get a busy signal or no answer, press the "PROG" key.
2. Replace the handset.

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To answer a message waiting indicator:

1. Lift handset
2. Press the blinking "PROG" key.

To cancel a message-waiting indicator without answering, press the blinking "PROG" key without lifting the handset.

Call Back: When a user calls a busy extension, the call back feature can provide an audio alert when the extension becomes available.

To use:

1. When you reach a busy extension, press "4".
2. Replace the handset.
3. Wait for the callback.
4. When your extension rings, lift the handset and the called extension will ring.

Camp-On Tone: If you dial a busy extension and press "2", a camp-on tone will be heard by the other party. You will remain "camped-on" as long as the extension is busy.

To use:

1. After dialing a busy extension, dial "2".
2. Double tone is heard by both parties.
3. Remain on the line and wait for the busy party to become available or hang up and try again later.

Call Pick Up Alternatives

Call Pick-Up Options allow users to answer calls that are ringing at another station or are on hold at another extension.

To answer a call ringing at another extension:

1. Lift handset.
2. Dial "2" and the number of the ringing extension.

To pick up a call holding at another extension:

1. Lift handset.
2. Dial "74" and the number of the extension on which the call is holding.

To pick up an outside line on hold:

1. Lift handset.
2. Dial "78" and the outside line number on which the call is holding.

Group Pick-up: Your system manager may arrange for extensions to be grouped together to allow an outside line call to be transferred to a group of extensions.

Pick up a call when your system is programmed for group pickup:

1. Lift handset.
2. Dial "72" and the 2 digit group number ("01"-"36").

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Audio Features

Paging: Broadcast a message to any one of 9 page zones ("61" - "69"), or to all at the same time. Internal pages are broadcast to zones where phones are installed. Messages are heard over through the speakers. External paging uses external loudspeakers independent of the phones.

Broadcast a message to any or all of the page zones:

1. Lift the handset.
2. Dial page zone "61" through "69" or dial "60" for all page.
3. After the announcement tone, state your message and use the hook switch on the phone to end.

Orbit (Park and Page): Orbit lines "50" through "59" are available for parking a call for pick-up by a paged party.

To Park a call in Orbit:

1. While an outside call is in progress, press "TR/CON".
2. Dial the desired Orbit number "50" through "59".
3. Dial the page zone.
4. Announce the call, the name of the individual for whom the call is parked and the assigned park zone.
5. Replace the handset.

To answer a parked call:

1. From any extension, dial the announced Orbit number.

Meet Me Page: Allows a user to page someone, stay on the line, and when the paged party dials a specific code, the call is automatically connected to the party who placed the call.

To use:

1. Lift handset.
2. Dial desired page zone ("60" through "69").
3. After the tone, make your page, and let them know which zone to call ("710" through "719" correspond to "60" through "69").
4. Wait for answer.

Background Music: Listen to background music through the speaker of your phone if the system is programmed to allow it.

To activate:

1. Without lifting handset, press "*".
2. Adjust volume using the volume up and down keys.

To deactivate:

1. Without lifting handset, press "*".

Selecting ring tone: Eleven different ring tones are available and may be selected by the station user.

To select:

1. Lift handset.
2. Press "70".
3. Each digit and the "*" represent a distinct dial tone.
4. When you hear one you like, press "#"

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