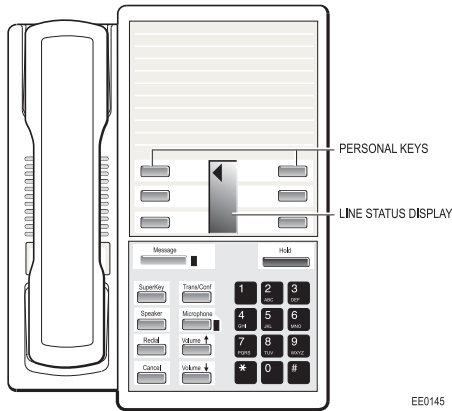


How to Use This Guide

This guide provides brief instructions for the commonly used features available with the *SUPERSET 410* telephone. Many of these features are accessed by using the function keys on your telephone. In the instructions in this guide, the function keys are represented by upper case words (e.g., MESSAGE).

The instructions for each operation assume that the first step is to lift the handset, unless otherwise stated.



Personal Keys and Line Status Display

- **Personal Keys:** Can be programmed as line select, speed dial or feature access keys.
- **Line Status Display:** shows which Personal Keys are active, and their status.

Fixed-Function Keys

- **MESSAGE Key:** for sending and responding to messages.
Message Lamp: When flashing, it indicates that a message is waiting. When lit during a call, a message can be sent.
- **HOLD Key (red key):** for placing calls on hold.
- **SUPERKEY:** for programming Personal Keys as Feature or Speed Call Keys.
- **SPEAKER Key:** for turning the set speaker on and off during onhook dialing.
- **REDIAL Key:** for redialing the last manually dialed number.
- **CANCEL Key:** for canceling call features in progress.
- **TRANS/CONF Key:** for transferring calls and setting up conference calls.
- **MICROPHONE Key:** for turning on the Handsfree Answerback feature.
Microphone Lamp: when lit, it indicates that the microphone is on.
- **VOLUME TONE \wedge Key and VOLUME TONE \vee Key:** for adjusting the volume of the handset receiver, and the volume and pitch of the ringer.

Line Appearances

Your *SUPERSET 410* telephone can accommodate up to six lines, including your prime line (your listed number). A Personal Key can be programmed as a Line Select Key to access a telephone line, in which case you will have an "appearance" of the line, located in the Line Status Display directly across from the Line Select Key.

You can access another line just by pressing the Line Select Key for it. The Line Appearance indicators show you the status of the lines which you have programmed on your set.

When a line is...	the line appearance is...
Idle	off
Busy	solid on
Ringing	flashing slowly
On hold at your set	flashing rapidly
On hold at another set	flashing in a slow on, fast off cycle on your set's Line Appearance

A Personal Key can also be programmed as a Feature Key, for quick access to an often used feature. When that key is pressed to turn on the feature, the Line Appearance for that key will turn on.

Features Not Available

There may be procedures in this guide which you cannot perform on your telephone set. This is because your company has specially selected your features and calling privileges. See your Communications Department if you have any questions.

Making Calls

Dialing from your *SUPERSET 410* is exactly the same as dialing from any other telephone. Just use the dialpad to dial the number, including any outside access code (usually the number "9"), if required.

Onhook Dialing

You can make calls without lifting the handset.

- Dial the number.
- Monitor the progress of the call through the speaker.
- When the called party answers, lift the handset.

To end a call or cancel a call setup:

- Press SPEAKER.

Throughout this guide instructions will assume that you have already lifted the handset, or pressed SPEAKER for onhook dialing. In some cases, an operation must be performed either using the handset or in onhook mode, and you will be instructed accordingly.

What are Feature Access Codes

Certain telephone features are activated or disabled by Feature Access Codes. To activate a feature, you lift the handset and then dial the feature Access Code for that feature.

Feature Access Codes are set by your Communications Department. At the end of this guide is a table listing the most popular features, with space for you to fill in the appropriate access code. Contact your Communications Department for the Feature Access Codes available on your telephone system.

CALL TRANSFER

The "HOLD" Key vs. the "TRANS/CONF" Key

You cannot use the red HOLD key to transfer a call or set up a conference.

You use the TRANS/CONF key to put a caller on temporary hold before transferring or setting up a conference. If you hang up with a caller on temporary hold, the call automatically rings you back.

You can transfer a caller to another extension using TRANS/CONF to put the caller on "temporary hold" while you dial the desired destination. When you release yourself from the conversation, the call is transferred.

The TRANS/CONF key is also used when setting up a telephone conference consisting of any mixture of internal or external callers.

Transfer a Call

- Press TRANS/CONF to place a call on temporary hold. You hear transfer dial tone
- Dial destination number.
- Introduce the caller.
- Replace the handset.
The call is transferred to the destination number.

Cancel a Call Transfer

- Press CANCEL.
You are reconnected with the original caller.
-

CONFERENCE

Set Up a 3-party Conference

- Call the first person.
Wait until the call is answered.
- Press TRANS/CONF to put the first person on temporary hold. You hear transfer dial tone.
- Call the next person.
Wait until the call is answered.
- Press TRANS/CONF again to form a 3-party conference.

If an intended conferee is busy or does not answer:

- Press CANCEL to return to the original caller.

Add Another Party

You can set up a conference call for up to 5 people.

- Press TRANS/CONF.
The conference is put on hold, and you hear transfer dial tone.
- Call the next person.
Wait until the call is answered.
- Press TRANS/CONF to include everyone dialed so far.

Leave a Conference

- Replace the handset.
The other conferees remain connected to each other.
-

HANDSFREE ANSWERBACK

Handsfree Answerback

Handsfree Answerback is available for Direct Page Calls to your extension. If this options has been enabled for your extension. You can get direct paging calls only when your extension is idle.

Set Up Handsfree Answerback for Direct Page Calls

- Without lifting the handset, press MICROPHONE when the extension is idle.
The Microphone Lamp goes on to indicate that the microphone is enabled.
- When you are paged, speak in the direction of the set to answer the page. The microphone is automatically activated.
OR
- Lift the handset to answer the page.

Disable Handsfree Answerback

- Without lifting the handset, press MICROPHONE when the extension is idle and the Microphone Lamp is lit.
The Microphone Lamp goes off to indicate that the microphone is disabled.
- When you are paged, pick up the handset to answer the page. The microphone is not automatically activated.

CALL HOLD

Using the "HOLD" Key

You can put a caller on hold with the HOLD key, and then hang up without being automatically called back. Your caller remains on hold. You can retrieve the held call at your own telephone by lifting the handset and pressing the flashing Line Select Key, or at another, by using the appropriate feature access code.

Put a Call on Hold

- While in a call, press HOLD.
The Line Select key for that line begins to flash rapidly. Your call is put on hold.
- Replace the handset.
Your call remains on hold, and you can make or receive other calls.

Retrieve a Held Call

- Press the Line Select key that is flashing.
You are connected with your held call.

Retrieve a Held Call at Another Extension

- Dial the Call Hold Remote Retrieve feature access code.
- Dial your extension number when you are at another extension. You are connected with your held call.

DO NOT DISTURB

What is Do Not Disturb

Do Not Disturb allows you to program your telephone not to ring when someone calls. The caller will hear reorder tone.

Set Do Not Disturb

- Enter the Do Not Disturb feature access code, plus 1.
- Replace the handset.
Do Not Disturb is set for your telephone.
OR
- Press the Do Not Disturb feature key.
The line appearance for the feature key turns on when Do Not Disturb is activated, and turns off when it is disabled. See "Program Personal Keys" for instructions on how to create a feature key.

Cancel Do Not Disturb

- Enter the Cancel Do Not Disturb feature access code, plus 2.
OR
- Press the Do Not Disturb feature key.
See "Program Personal Keys" for instructions on how to create a feature key.
OR
- Dial the Clear All Features feature access code.

Note: This also cancels any Callback or Call Forward features that you have activated.

CALLBACK

Do You Want to be Called Back

You can set up an automatic "Callback" if you reach a busy extension, or if there is no answer. If the line is busy, the telephone system monitors the line and rings you when the line becomes free. If there was no answer, you are notified (your telephone rings) when the user returns and next uses the telephone. When you lift the handset, the previously unanswered extension rings.

You can also use Callback if you receive a busy signal when trying to access an outside line.

When the outside line becomes free, your telephone rings. When you pick up the handset, the outside number is dialed automatically.

When the Line is Busy

- Enter the Callback - Busy feature access code to set up an automatic Callback on the busy extension.
OR
- Press the Callback feature key. See "Program Personal Keys" for instructions on how to create a feature key.
- Replace the handset.
When the person hangs up, your telephone will ring.

When There Is No Answer

- Press the Callback feature key and replace the handset.
When the person next uses the telephone and hangs up, your telephone will ring.
OR

- Replace the handset.
- Lift the handset and enter Callback-No Answer feature access code to set up an Automatic Callback on the unanswered extension.
- Enter the number of the unanswered extension.
You hear dial tone.
- Replace the handset.
When the person next uses the telephone and hangs up, your telephone will ring.

Cancel a Callback

To cancel all callbacks:

- Enter the Clear All Features feature access code before the Callback is honored.

Note: This also cancels any Call Forward or Do Not Disturb features that you have activated.

MESSAGES

Do You Have a Message Waiting

If someone has left a message for you with the Attendant, the Message Lamp on your telephone will flash. Simply press the MESSAGE key to place a call to the Attendant to receive your message.

A caller at another extension can also leave a message on your set. This will cause the Message Lamp on your set to flash. Press MESSAGE to automatically place a call to that extension.

MESSAGE Key and Automatic Callbacks

When you set an Automatic Callback on someone else's extension, your telephone will ring the next time they replace the handset on their telephone. You can then lift your handset to place a call to them automatically.

When you press MESSAGE while trying to reach another extension, the Message Lamp on that telephone begins to flash, and continues to flash until the extension user presses their MESSAGE key. When they press MESSAGE, they automatically place a call back to your extension.

Send a Message on Busy/No Answer

- Press MESSAGE if the Message Lamp on your set is on while making a call.
- Replace the handset.
A Callback message is left at the busy or unanswered extension. Their Message Lamp to flash.

Respond to a Message Waiting

A flashing Message Lamp indicates that someone has left a message for you.

- Press MESSAGE if the Message Lamp on your idle set is flashing. The extension of the caller who left the message, or the Attendant who took the message for you, is rung.
 - Press MESSAGE again if the line is busy or there is no answer.
This will leave a Callback message at the extension of the original caller or message Attendant. Your Message Lamp stops flashing, unless you have additional messages.
 - Replace the handset.
-

CALL PARK AND PAGE

What is Park and Page

With Park and Page, you can park a call and initiate a page all in one step.

Park and Page options include:

- **Park and Page Set:** After a call is parked, the system performs an all-set page.
- **Park and Page Group:** After a call is parked, the system pages your Paging Group.
- **Park and Page:** After a call is parked, you must enter the extension or Page Group number.
- **Park and PA Page:** After a call is parked, the you must enter a Paging Zone number (0-9).

Page all Phones and the PA:

- Answer or make a call.
- Press TRANS/CONF.
- Dial *63 then *.

Page all Phones in a Group and the PA:

- Answer or make a call.
- Press TRANS/CONF.
- Dial *63 and press #.

Page an Extension Number:

- Answer or make a call.
- Press TRANS/CONF.
- Dial *63 and dial the extension.

Page all Phones in a Specified Group and the PA:

- Answer or make a call.
- Press TRANS/CONF.
- Dial *63.
- Dial the two-digit Page Group Number, then #.

Park a Call in Orbit and Perform a PA Page to any or all Nine Paging Zones:

- Answer or make a call.
- Press TRANS/CONF.
- Dial *64 and dial the Paging Zone number (0 for all zones, 1-9 for a specific zone).

Note: To Park and Page call using speed call keys, press TRANS/CONF to get dial tone before pressing a speed call key programmed with the Park and Page access codes plus the digits for the required paging option (for example, an extension number to page a single phone or * to page all phones plus PA paging).

CAMPON

When a Telephone is Busy

If you reach a busy extension and want to speak with the person right away, remain on the line to signal that you are waiting. The busy extension user hears a single or double beep, indicating that an internal call is waiting. When the busy extension user hangs up, his telephone rings. When the user answers, you are connected.

Camp On a Busy Line

- Remain on the line when you hear busy tone. After approximately 10 seconds, the busy tone will change slightly, indicating that you are camped on. OR
- Press the Camp On feature key. See "Program Personal Keys" for instructions on how to create a feature key.
- Do NOT replace the handset. When the busy user hangs up, your call will be connected.

Intrude On a Busy Line

- Enter Override feature access code to intrude on the conversation. You will hear a warning tone and then be connected to the call. OR
- Press the Intrude feature key. See "Program Personal Keys" for instructions on how to create a feature key.

PHONEBOOK

Access the Phonebook

- Dial *65.
- Enter the name or extension of the person you wish to call, using the dialpad.

Note: Only extensions that have a voice mailbox can be dialed using Phonebook.

CALL PICKUP

What is a Pickup Group

Your telephone can be programmed into a pickup group. Anyone in the group can answer, or “pick up”, a call to any other extension in the group. To pick up calls to your group, you dial a short code. This feature ensures that all calls are answered.

Answer a Call For Your Pickup Group

If your extension has been programmed into a pickup group, you can answer or “pick up” calls for any other member of your pickup group.

- Enter the Call Pickup feature access code on the dial pad, to be connected to the caller.
OR
- Press the Call Pickup feature key. See “Program Personal Keys” for instructions on how to create a feature key.

Answer a Call For Another Pickup Group

- Enter the Directed Call Pickup feature access code.
 - Dial the number of the ringing extension to be connected to the caller.
-

CALL PARK - DESTINATION PHONE

What is Call Park - Destination Phone

Call Park - Destination Phone allows you to park an answered call on another phone. If a parked call is not retrieved after a specified length of time, a reminder occurs.

Park an active call on another phone

- Press TRANS/CONF to get dial tone.
- Dial *62, and then dial the extension of the destination phone. If the call is parked successfully, dial tone, busy tone or a page occurs. If the call is not parked, reorder tone occurs.

To retrieve a call parked on another phone:

- Press the flashing Call Park feature key.
OR
 - Dial *22.
-

CALL WAITING

Do you have a Waiting Caller

While in a call, you may hear a Camp On tone, indicating that someone is waiting to speak with you. You can hang up and take the other call, or swap to the waiting call.

Swap to a Waiting Call

- Press the Swap/Trade Call feature key to put the current call on hold, and connect with the waiting call. See “Program Personal Keys” for instructions on how to create a feature key.
 - Press the Swap/Trade Call feature key again to return to the original call, placing the second caller on hold.
-

ACCOUNT CODE

What is an Account Code

Account Codes are used in situations where it is necessary to charge the cost of a call to a specific account, or client, or project, etc. In some cases, it may be necessary to enter an account code when making external calls.

Enter an Account Code Before a Call

- Enter the Account Code feature access code.
 - Enter the Account Code. You hear dial tone.
 - Dial the number including the external line access code, if necessary.
-

CALL FORWARD

Forwarding Your Calls

You can forward your calls to another extension (or to an external number) when your line is busy or when you are away from your desk. There are various types of Call Forwarding that can be activated on the *SX-200 ICP* system. Each type of Call Forwarding is activated by a different Feature Access Code, followed by a condition code, if necessary.

If Split Call Forwarding is enabled on your system, then you can forward internal calls to one number, and external calls to another (e.g., internal calls to ext. 2103; external calls to ext. 4671). With Split Call Forwarding enabled, you can use different Feature Access Codes for internal and external calls. See your Communications Department to find out whether this feature is enabled. If it is disabled, all calls are forwarded to one destination.

Condition codes let you forward calls under different circumstances. For instance, you may only want calls to be forwarded if your line is busy. Condition codes are listed below.

- | | |
|------------------|---|
| 1 Follow Me | All your incoming calls are forwarded. |
| 2 Busy | Your calls are forwarded when your telephone is busy. |
| 3 No Answer | Your calls are forwarded when your telephone is unanswered. |
| 4 Busy/No Answer | Your calls are forwarded when your telephone is busy or unanswered. |

You can also program Call Forwarding on your telephone from another extension, by using the Call Forwarding – I Am Here feature access code.

Set Up Call Forwarding

- Enter the appropriate Call Forward feature access code
- Enter the desired condition code for Follow Me, Busy, No Answer, or Busy/No Answer (see "Forwarding Your Calls" above).
- Dial extension number to which calls are to be forwarded.
OR
If the destination is an external number:
- Press a Speed Call Key corresponding to the desired external telephone number for Call Forwarding destination.
- Replace the handset.
Call Forwarding is now activated.

Cancel Call Forwarding

- Dial any Call Forward feature access code
DO NOT dial a condition code or destination number.
OR
- Dial the Clear All Features feature access code.
Note: This also cancels any Callback or Do Not Disturb features that you have activated.
- Replace the handset.
The current forwarding is canceled.

Turn Call Forwarding On and Off

Once Call Forwarding is set up, you can turn it on and off by simply pressing a single key.

- Press the Call Forward feature key.
The feature key status indicator goes turns on when Call forwarding is activated, and turns off when it is disabled. See "Program Personal Keys" for instructions on how to create a feature key.

Set Up Call Forwarding at Another Extension

You can set up call forwarding on your own telephone, from another extension.

- Enter the Call Forward – I Am Here feature access code.
- Dial your own extension number.
- Replace the handset.
All calls at your extension are automatically forwarded to this extension.

Cancel Call Forwarding from Another Extension

- Enter the Call Forward – Cancel I Am Here feature access code on the telephone where this feature was enabled.
- Replace the handset.
Call Forward - I Am Here is canceled.

REMINDER

What is a Timed Reminder

You can set up a timed reminder that will ring your telephone at a prearranged time. This is useful when you want a reminder to go to a meeting, make a call, and so on.

Set a Timed Reminder

- Enter Timed reminder feature access code.
- Dial 4-digit time in 24-hour format. (e.g., 1430 for 2:30 p.m.)
- Replace the handset.
The timed reminder is set to ring at the specified time.

What to do when the Reminder Rings

If your telephone is busy, the reminder rings when you replace the handset.

- Lift and replace the handset when you hear the reminder ringing. The ringing stops.

Cancel a Reminder Before it Rings

- Enter Timed Reminder feature access code.
 - Dial 9999.
 - Replace the handset.
The timed reminder is canceled.
-

INTERCOM CALLS

What is an Intercom Call

An Intercom call is a call between two extensions, which either pages or rings the called extension.

Switch Between a Ringing Intercom Call to a Paged Intercom Call

- Make a call.
 - Dial *48.
-

PROGRAM A SPEED CALL KEY

What is a Speed Call Number

Telephone numbers that you dial frequently can be saved on Speed Call Keys for single button access, to avoid having to dial the entire number every time. Any of the six Personal Keys not being used as Feature Keys or Line Appearance Keys can be programmed as Speed Call Keys.

Program a Speed Call Number

You can program a Personal Key to be a Speed Call Key. Speed Call Keys allow you to dial an often used telephone number automatically, simply by pressing a single key.

- Program the desired Personal Key as a Speed Call Key.
See "Program a feature Key" for instructions.
- Without lifting the handset, press SUPERKEY.
- Press the desired Speed Call Key.
Be sure that the selected Personal Key is not already

programmed as a feature key.

- Enter the number to be saved including the outside access code and area code, if necessary.
OR
- Press REDIAL to enter the last number dialed.
- Press SUPERKEY again.
The speed call number is now saved.

You can use these instructions to change a speed call number already programmed. An old speed call number is erased when you overwrite it with a new number.

Use a Speed Call Key

- Press the desired Speed Call Key.
The programmed number is dialed.
 - Lift the handset to begin call.
-

DOOR OPENER

What is Door Opener

Door Opener allows you to operate a third-party door opener. For example, when someone requires entry into a third-party building, a designated extension (or extensions) rings and on answering, the extension user can dial a feature access code to open the door.

Use Door Opener

- Dial *66.
-

PROGRAM PERSONAL KEYS

Keeping Track of Your Personal Key Programming

You cannot view the system feature or speed call programming of a Personal Key, so it is important to keep a record of how Personal Keys are programmed. When you program a Personal Key for a particular system feature, the system will not allow you to program that feature on your set again. Space is provided on your *SUPERSET 410* and at the end of this guide for you to record what you have programmed on your Personal Keys.

If you have trouble programming a Feature Key, try programming all your Personal Keys as Speed Call Keys and then starting over again. Programming a Personal Key as a Speed Call Key as the effect of clearing any previous Feature Key programming on that key.

Program a Feature Key

You can program a Personal Key to be a feature Key. Feature Keys are used instead of feature access codes, to activate system features on your *SUPERSET 410* telephone.

- Dial the Program Feature Key feature access code.
- Press the desired Personal Key.
- Enter the feature code for the selected feature.

You hear dial tone. Feature codes are listed in the table on this page.

Note: If Feature Key programming is not allowed on your set, or you have already programmed this feature on another Personal Key, then you hear reorder tone.

- Press SPEAKER.
The selected feature is programmed for that Personal Key.

Feature	Access Code
00	Speed Call
01	Call Forward
02	Account Code
03	Do Not Disturb
04	Auto Answer*
05	Music
06	Direct Page
07	PA Paging
08	Pickup
09	Campon (I Will)
10	Callback
11	Swap/Trade Calls
12	Privacy Release
13	Intrude (Override)
14	Night Answer
15	Forward Call

* Only available during headset operation.

PERSONAL KEY LISTING

List of Speed Calls and Feature Keys

The first Personal Key (lower right-hand key) is your Prime Line. It cannot be programmed as a Speed Call or Feature key. Your telephone may have other line appearances as well (Line Select keys).

Keys that are not programmed as Line Select or Feature keys can be programmed as Speed Call or Feature Keys. You can use the following tables to keep a record of the speed calls and features you have programmed on your *SUPERSET 410* Personal Keys.

Left Side:

Line	Line Select/Speed Call /Feature Key
6	
4	
2	

Right Side:

Line Select/Speed Call /Feature Key	Line
	5
	3
PRIME LINE	1

FEATURE ACCESS CODES

List of Feature Access Codes

Feature access codes are used to activate system feature on the *SUPERSET 410* telephone. In general, to activate a feature, lift the handset and then dial the access code for that feature.

Feature access codes are set by your Communications Department. You can use the following table to keep a record of the feature access codes you are most likely to need on your telephone set.

Feature	Access Code
Account Code Access	
Abbreviated Dial Access	
Callback – Busy	
– No Answer	
Call Forward – All Calls	
– Internal Only	
– External Only	
– I Am Here	
– Cancel I Am Here	
Call Hold	
Call Hold Retrieve	
Call Hold Remote Retrieve	
Call Park - Destination Phone	

Feature	Access Code
Call Park and Page	
Call Pickup	
Directed Call Pickup	
Clear All Features	
Do Not Disturb	
Door Opener	
External Line Access	
Intercom Calls	
Override	
Paging	
Phonebook	
Program Feature Key	
Timed Reminder	
Tone Demonstration	