



# **Business Communications Manager Telephone Feature User Guide**

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# Telephone button icons

Use this guide as a quick reference for accessing the features of your telephone. Your system administrator will inform you if any of these features are not available for your telephone.

The Digital phones Feature button is a small globe icon. Other telephones have different icons, or they display Feature above a display key, when feature selection is available.

This book uses **FEATURE** to indicate pressing the Feature key before entering a feature code. The table below shows which buttons to use on the different types of Nortel Networks telephones to use the features. Refer to each user card for specific details about each type of telephone.

Button Function	Digital phones/ Digital Mobility phones	Legacy telephones	IP telephones
Feature		Feature , F <sub>x</sub>	Display key
Hold	 , 	Hold ,  , 	
Release On/Offhook	 	Rls , 	

Telephones with line buttons:

Answer call Press the active line button or Intercom key and lift handset.

Telephones with no buttons: Lift handset.

## In this guide:

This guide uses the following labels to indicate each type of configuration button:

- **FEATURE** indicates pressing the Feature key
- **HOLD** indicates pressing the Hold key (or equivalent)
- **RLS** indicates pressing the Release key (or equivalent)

The following symbols are used to indicate different types of phones. Within the text they indicate features that are not supported or which require different actions than the standard digital phones:

\* = 7000 and 7100 Digital phones and the 2001 IP telephone

^ = Digital Mobility phones

+ = WLAN IP phones

See the handset user cards for descriptions of handset button icons and user menus for the Digital Mobility and WLAN IP phones.

**Note:** Your telephone may not have access to all the features listed in this guide. This may be because your telephone does not support the feature, or because the feature has not been enabled at your telephone. Your system administrator can provide details.

# Telephone features

<b>Background Music</b> ^+ (not avail.)	<b>FEATURE 86</b> Listen to music (provided by an external source or an IP source connected to the system) through your telephone speaker when you are not on a call.	<b>Cancel: FEATURE #86</b>
<b>Button Inquiry</b> *^+ (shows DN)	<b>FEATURE *0</b> Check what is programmed on any button. Use when labeling buttons.	
<b>Call Duration Timer</b>	<b>FEATURE 77</b> Briefly display the approximate length of your current or most recent call.	
<b>Call Forward</b>	<b>FEATURE 4</b> Send your calls to another telephone in your system.	<b>Cancel: FEATURE #4</b>
<b>Call park</b>	<b>FEATURE 74</b> Put a call on hold so that it can be picked up from any telephone in your system. The display shows a three-digit retrieval code. To retrieve a parked call: press an intercom button and dial the retrieval code. *^ (Lift the handset/go off-hook and dial the retrieval code).	
<b>Call Pickup, directed</b>	<b>FEATURE 76</b> and the telephone number Answer any ringing telephone.	
<b>Call Pickup, group</b>	<b>FEATURE 75</b> Answer a call that is ringing at another telephone in your pickup group. The external call that has been ringing longest is answered first.	
<b>Call Queuing</b>	<b>FEATURE 801</b> Answer the next call. If more than one call is waiting, priority is given to incoming external calls over callback, camped, or transferred calls.	
<b>Camp-on</b>	<b>FEATURE 82</b> and the extension number of the receiving telephone Re-route a call to another telephone even if all its lines are busy.	
<b>Class of service password</b>	<b>FEATURE 68</b> plus COS password Change the dialing filters on a line or telephone, or gain external access to your system. Dialing filters determine which numbers you can dial. The COS password is provided by your System Administrator to change your class of service.	

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# Telephone features

## Conference

\*^(Step 5 not required)

## FEATURE 3

**Establish a conference call between yourself and two other parties.**

1. Make or answer the first call.
2. Put the first call on hold.
3. Make or answer the second call.
4. After the second call is connected, press **FEATURE 3**.
5. Press the line or intercom button of the first held call.
6. Press **RLS** to end the conference call.

**To remove yourself from a conference permanently (unsupervised conference):**

Press **FEATURE 70**.

The other two callers remain connected. (Some external lines may not support this feature.)

**To put a conference on hold:**

Press **HOLD**. The other two callers can still talk to each other.

**To split a conference:**

Press the line or intercom button of one caller to consult privately while the other caller is on hold.

**To re-establish the conference:** Press **FEATURE 3**.

**To disconnect one party:**

1. Press the line or intercom button for the caller you want to disconnect.
2. Press **RLS**.
3. Press the line or intercom button for the remaining caller to resume your conversation.

**To independently hold two calls:**

1. Press the line or intercom button of the first caller.
2. Press **HOLD**. The second caller is automatically put on hold.

**To re-establish the conference:**

1. Retrieve one call from hold.
2. Press **FEATURE 3**.
3. Retrieve the second call from hold.

# Telephone features

## To send Hookswitch or DTMF during a conference call

Either system telephone engaged in a three-way conference call over a Network CLID or DS trunk can issue a hookswitch or DTMF dialing request without leaving the conference, if the feature is enabled.

**Note:** This feature is not available for 20xx IP telephones or Symbol NetVision handsets.

- To hear DTMF tones on both telephones during dial, activate Long Tones (**FEATURE 808**).
- To conference in someone through the trunk, use **Link (FEATURE 71)**

## Contrast adjustment

^+ (set-based)

**FEATURE \*7** plus a number from 1 to 9 to adjust the display contrast. Press **HOLD** to set your choice.

## Dialing modes

^+ (set based)

### **FEATURE \*82**

Choose one of three methods of dialing.

1. Press **FEATURE \*82**.
2. Press # to select the mode.
3. Press **HOLD** to store the mode.

**Standard Dial:** Select a line, then dial the number. (Standard Dial is always available, even when another dialing mode is selected.)

**Automatic Dial:** Dial the number without choosing a line button first. Your prime line is automatically selected for the call.

**Pre-Dial:** Dial the number, then press a line button to place the call. Edit the number by pressing the volume bar before placing the call.

## Do Not Disturb

### **FEATURE 85**

### **Cancel: FEATURE #85**

When you are not on a call prevent all incoming calls, except priority calls, from ringing at your telephone. When you are on a call, block an incoming priority call.

## Group Listening

\*^+ (not avail.)

### **FEATURE 802**

### **Cancel: FEATURE #802**

Use both the handset and speaker while you are on a call. To avoid electronic feedback, keep the handset away from the speaker during the call, and press **RLS** to hang up. **Note:** Most of the portable handsets do not have speakers, so cannot use this feature.



# Telephone features

<b>Line redirection</b> *^+ (not avail.)	<b>FEATURE 84</b> Send calls arriving on an external line to another telephone outside your system. (Some external lines may not support this feature. See your System Administrator.)	<b>Cancel: FEATURE #84</b>
<b>Link</b>	<b>FEATURE 71</b> Generate a Link signal to access a PBX or other host exchange.	
<b>Long tones</b>	<b>FEATURE 808</b> Generate a tone for as long as you hold down a button. This is used to communicate with devices like fax or answering machines. Long tones are in effect only for your current call. ^ (static three-second tone per button press)	
<b>Messages</b>	<b>FEATURE 1</b> Send a message to another telephone within your system. <b>To view and reply to your messages:</b> 1. Press <b>FEATURE 65</b> . 2. Press * and # to view your message list. 3. Press 0 to call the person who left you the message. <b>To erase a message:</b> Press <b>HOLD</b> while viewing a message.	<b>Cancel: FEATURE #1</b>
<b>Moving line buttons</b> *^+ (not avail.)	<b>FEATURE *81</b> Change the position of your line or hunt group buttons. 1. Press <b>FEATURE *81</b> . 2. Press the line button that you want to move. 3. Press the button that you want to move the line to. 4. Press <b>RLS</b> . The two buttons are exchanged. 5. Update the button label strip on your telephone. Line buttons cannot be exchanged with intercom, answer DN or handsfree buttons.	

# Telephone features

**Moving line buttons (WLAN handsets only)** Change the position of Lines assigned to the handset Line menu.

1. Press **FEATURE \*82**.
2. Press the Line key.
3. Press the key corresponding to the Line menu item that you want to move.
4. Press the Line key.
5. Press the key corresponding to the Line menu position where you want the line to move.

Line buttons cannot be exchanged with intercom, answer DN or Handsfree buttons.

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**Mute** **Handsfree/mute or Mute button**

\*^+ (not avail. or set-based) Press this button when you do not want the caller to hear anything from your side of a handsfree call. The display light beside the button blinks when the call is muted. The mute button on the T-series and i-series telephones mutes all types of calls.

**Page announcement note:** A call retrieved from hold after a page announcement does not necessarily remain muted.

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**Name and number block** **FEATURE 819**

Block the outgoing name and/or number for a specific call.

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**Page** **FEATURE 60 and code (1 to 3) and zone (0 to 6)**

\*^+ (cannot receive pages) Make a page announcement through either the internal (code 1) or external (code 2) speakers, or both (code 3). Zone 0 pages all zones. Page announcements are programmed to timeout after a pre-selected amount of time which is set by your System Administrator.

**Internal page**

**FEATURE 61 and zone (0 to 6)**

Make a page announcement to all, or to a specific group of telephones, through the telephone speakers. Zone 0 pages all zones.

**External page**

**FEATURE 62**

Make a page announcement through an external loudspeaker system.

# Telephone features

## Internal and external page

FEATURE 63 and zone (0 to 6)

Make a page announcement through both your telephone speakers and an external loudspeaker system. Zone 0 pages all zones.

## Incoming page during active call:

The system can be set to either:

- Put an active call on hold, and broadcast the incoming page.
- Archive the page until you hang up from the call.

This feature is set by your system administrator.

**Note: Business Series Terminals:** a call on mute when the page comes in, will not remain muted when it is released from hold after the page.

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## Pause

### FEATURE 78

Program in an external autodial sequence to insert a 1.5-second delay. For pulse dialing: \* also inserts a 1.5-second delay.

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## Priority call

\*(ringing call)  
^ (incoming blocked)

### FEATURE 69

Interrupt a person who is on a call.

A person on another call can press FEATURE 85 (Do Not Disturb) to block priority calls.

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## Privacy

### FEATURE 83

Change the privacy setting for an external line. If a line normally has privacy, this permits another telephone that shares the line to join your call by selecting the line while you are using it. If a line normally has privacy disabled, this prevents another telephone that shares the line from joining your call by selecting the line while you are using it. The privacy setting is re-established once you end your call or when you enter the Privacy feature code again.

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## Ring again

### FEATURE 2

### Cancel: FEATURE #2

Monitor a busy or unanswered telephone, or a busy line pool within your system. Ring Again signals you to call back when the telephone or line pool becomes available.

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# Telephone features

## Speed dial - using

### FEATURE 0

Dial an external telephone number using a two or three-digit code. There are two types of speed dial codes: system (01-70 or 001 to 255) and personal (71 to 94). System speed dial codes can be used from any display telephone in the system. They are assigned by your System Administrator.

Personal speed dial codes are used exclusively at your telephone.

### To make a call using a speed dial code:

1. Press **FEATURE 0**.
2. Enter the two or three-digit code for the number.

## Speed dial - programming

### To program personal speed dial numbers:

1. Press **FEATURE \*4**.
2. Enter a two-digit code from 71 to 94.
3. Specify the external line by pressing a line button, a line pool button, or the intercom button. If you do not specify the external line, the system automatically chooses a line for the call.
4. Dial the telephone number you want to program (up to 24 digits).
5. Press **HOLD**.
6. Record the code and number you have just programmed.

**Note:** You cannot program personal speed dial numbers while someone else is programming your system.

## Static time and date

### FEATURE 806

### Cancel: FEATURE #806

Change the first line of the display to the current time and date.

^+ (Automatic change for Daylight Savings Time is not supported).

## SWCA keys

**FEATURE \*521 to FEATURE \*536** programmed to buttons with indicators or as non-appearance assignments.

Refer to the SWCA user card for detailed instructions about parking and retrieving SWCA-associated calls.

**FEATURE \*520** Find first available SWCA assignment on this telephone or repark call on a previously-assigned SWCA assignment.

**FEATURE \*537** Find the oldest parked SWCA call on SWCA assignments for this telephone.

**FEATURE \*538** Find the newest parked SWCA call on SWCA assignments for this telephone.



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# Call Display Services

The following features are available only if you subscribe to Call Display services from your local telephone company.

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<b>Autobumping</b>	<b>FEATURE 815</b> Have the system automatically delete the oldest log item from a full Call Log, so that a new log item can be stored.	<b>Cancel: FEATURE #815</b>
<b>Call information</b>	<b>FEATURE 811</b> Display the name, number or line name of a ringing or held call. Press # to move through the information displays.	
<b>Call log - view</b>	<b>FEATURE 812</b> Call Log displays use the following special characters: <ul style="list-style-type: none"><li>• underline: identifies a new item</li><li>• handset icon: identifies answered calls</li><li>• globe icon: identifies long distance calls</li><li>• forward slash: identifies that the information has been shortened</li></ul>	
+ (cannot scroll through the menu)		
	<b>To view your Call Log:</b> <ol style="list-style-type: none"><li>1. Press <b>FEATURE 812</b></li><li>2. Press * to view old items. Press # to view new items. Press 0 to return to the last viewed item.</li><li>3. Press # and * to move through your items.</li><li>4. Press the volume bar to view more information on an item.</li></ol>	
<b>Call log - erase entry</b>	<b>To erase a Call Log entry:</b> <ol style="list-style-type: none"><li>1. Press <b>HOLD</b> while viewing an item.</li></ol> <b>WLAN handsets:</b> Use the TRIM soft key to delete each digit.	
<b>Call log - return call</b>	<b>To return a call from your Call Log:</b> <ol style="list-style-type: none"><li>1. Display the desired number on your telephone.</li><li>2. Edit the number, if required. You can add numbers for long distance dialing or line pool access or remove numbers using the volume bar.</li><li>3. Press a line button.</li><li>4. Lift the handset.</li></ol>	
<b>Call log - options</b>	<b>FEATURE *84</b> Select the type of calls that will automatically be stored in your Call Log. Press # to see the next setting. Press <b>HOLD</b> to select the displayed setting.	

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# Call Display Services

**Call log -  
password**

**FEATURE \*85**

Program a four-digit password for your Call Log. To remove a forgotten password, see your System Administrator.

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**Logit**

**FEATURE 813**

Store caller information for your current call in your Call Log.

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# ETSI feature

**MCID  
(ETSI feature)**

**FEATURE 897** must be entered 30 seconds after the caller hangs up, and before you hang up

Record caller information for last external call at the central office that assigned the line. This feature only works if the incoming calls were received over ETSI ISDN lines, and the feature is activated in programming. Check with your system administrator.

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# IP telephone features for 20XX telephones

## Feature menus

**FEATURE \*900** or  (services key access Feature menu)

+ (cannot scroll through menu)

### Activate a display menu of feature options.

1. Press **Page+** (move forward) and **Page-** (move back) to scroll through the list. You can also use the up and down navigation keys on the telephone.
  2. When the feature you want is highlighted, press **Select**.
- From this point, the feature works in the same manner as it does when invoked from the keypad or through the memory buttons.

**Note:** The available features on this menu are configured by your system administrator.

## Hot desking - setting up

**FEATURE \*999** or  (services key to access Feature menu)

You can divert your Nortel IP telephone configuration to another Nortel IP telephone registered on the same system, using the Hot Desking feature. For instance, this feature can be used if you are temporarily working at another site, but you want to retain your telephone set up.

**Note:** The headset mode does not get transferred during Hot desking.

### Setting up hot desking

1. Ensure both telephones are on-hook.
2. On your telephone (xxx), enter Hot desking.
3. Press **Admin**.  
The first time you do this, the display reads **Creating password**.  
The next time you enter hot desking, the display reads **Enter password**.
4. Use the dial pad to enter a password. Note: Use the **Back** key to erase entries.
5. Press **OK**.  
The first time you do this, the display reads **Confirm password**. Continue with step 5. The next time you enter hot desking, the display reads either **Disallow hot desking** or **Allow hot desking**, skip to step 7.
6. Use the dial pad to enter the same password you entered in step 3.
7. Press **OK** to save the password. The display reads **Disallow hot desking**.
8. If you want to allow/disallow hot desking, press **CHANGE** to select the function you require.
9. Press **Quit** to exit.

# IP telephone features for 20XX telephones

## Hot desking - activating

### To activate hot desking:

On the telephone to which you are diverting your calls (yyy).

1. Enter Hot desking:
2. Press **Divert**.
3. At the DN prompt, enter the DN of your telephone (xxx).
4. Press **OK**. The display reads **Enter < > PW**.
5. Enter the password for your telephone (xxx).
6. Press **OK**.

## Hot desking - cancelling

### De-activating hot desking

Hot desking can be cancelled from either IP telephone:

Ensure that the telephone is on-hook before cancelling hot desking. There may be up to a 10-second delay after the call ends before the system will allow you to cancel hot desking. This period can vary, depending on the call type.

On the active telephone (yyy):

1. Enter the Hot desking feature. The display reads: **Cancel hot desking?**
2. Press **Yes** to cancel hot desking. The telephone displays of both sets return to normal.

To cancel hot desking on the diverted telephone (xxx), press **CANCEL**.

Automatic cancellation occurs if the UTPS service from the system is terminated or if either telephone re-boots, or is unplugged, or is hot-desked by a third telephone.

## Hot desking - reset password

If you forget your hot desking password, ask your system administrator to reset the password for your telephone. This will allow you to access hot desking on your telephone and enter a new password.

## Time zone - adjust

Use this feature to reset the time on an IP telephone that is located in a different time zone from the system to which it is registered.

**FEATURE \*510.**

