



816 AND 800 KEYS SET USER GUIDE

PROSTAR 816 PLUS

November 1994

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ABOUT THIS BOOK

Your keyset is the most visible part of the PROSTAR 816 PLUS computerized telephone system. No matter what model keyset you are using, with or without a display, telephone calls are handled the same way. The larger 816 keyset has a few additional conveniences that are not available to 800 keyset users. These are noted throughout this guide.

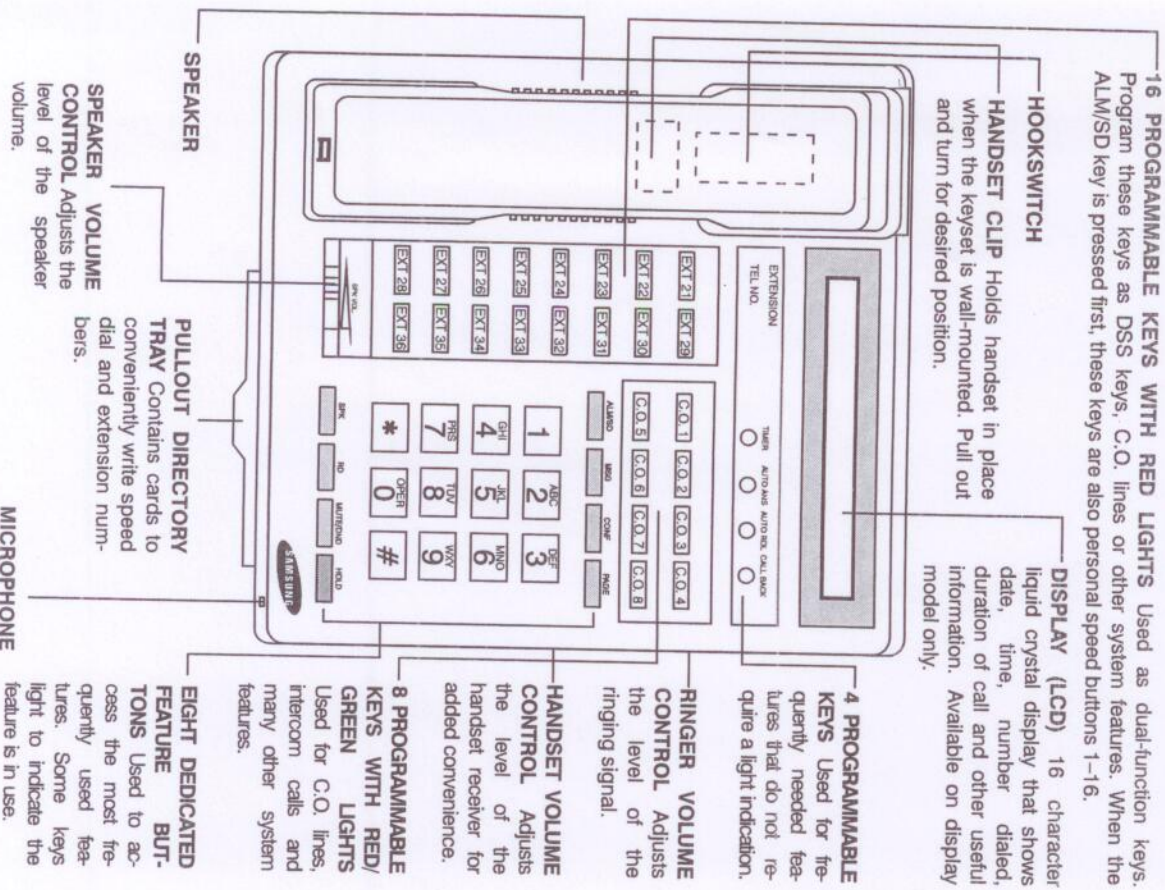
Please take the time to study this guide and become familiar with the operation of your keyset. Keep it handy. You may need to look up instructions for infrequently used features.

Learning to use your keyset correctly will make everyday telephone communications a breeze.

PROSTAR 816 KEYSET LAYOUT

LABELING PROGRAMMABLE KEYS

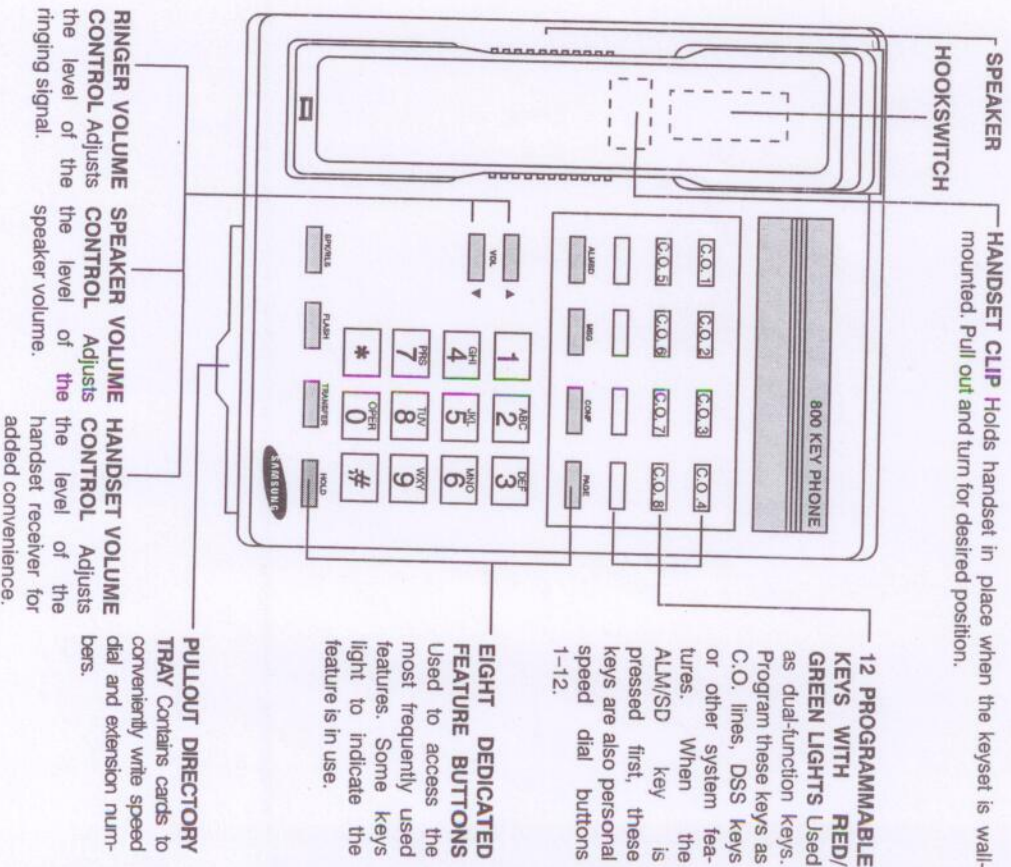
Insert the end of a paper clip into the notch of the clear cover. Push the cover sideways. Lift the cover and remove the designation strip. Label the designation strip. Replace the strip and cover. Illustrated below are the factory-programmed settings for each key for operation right out of the box.



PROSTAR 800 KEYSET LAYOUT

LABELING PROGRAMMABLE KEYS

Insert the end of a paper clip into the notch of the clear cover. Push the cover sideways. Lift the cover and remove the designation strip. Label the designation strip. Replace the strip and cover. Illustrated below are the factory-programmed settings for each key for operation right out of the box.



NOTE: There is no microphone on the 800 keyset. You must lift the handset to speak.

THINGS YOU SHOULD KNOW

USER ORIENTATION

PROSTAR telephones are called "keysets." They contain buttons or "keys" used to access or activate the many features of your office telephone system. The 816 keyset has enough buttons to accommodate many of the features of the system. However, the basic 800 keyset has fewer buttons and in some instances, may not have keys to represent every station in the system. In these cases, a directory number **21-36** is dialed. Instructions are given throughout this guide when applicable.

Lines from the telephone company are "C.O. lines." Calls on these lines are referred to as "outside calls."

Direct Station Selection (DSS) buttons are programmed to ring specific stations. You can press a DSS button instead of dialing the extension number. A DSS button will light steady red when that station is busy (Busy Lamp Indication). It will flash red when the station is ringing.

SPEAKERPHONE OPERATION

816 keysets come with a built-in speakerphone. Pressing the **SPK** key will answer or release a call on the speakerphone. Switching from the handset to the speakerphone is easy. Press the **SPK** key (it will light red) and then hang up the handset. To return to the handset, simply lift it up and the speaker will be automatically turned off.

800 keyset users do not have a microphone so handsfree calling is not possible. You may originate a call with the handset in the cradle. When the called party answers, you will need to lift it to speak with the distant party.

NOTE: With special programming, your 816 keyset may be prohibited from using the speakerphone feature. Check this before you report a problem with your speakerphone.

CALL INDICATIONS

- PROSTAR provides distinctive ring patterns to your keyset.
- Outside calls have a single ring tone repeated.
 - Intercom calls have a double ring tone repeated.
 - Door phone calls and alarm/appointment reminders have a short ring tone repeated very quickly.

Some of the buttons on your keyset have light emitting diodes (LEDs). Some

of these are dual LEDs that light green, red or amber (red and green together). Some keys only light red.

- Outside calls appear on individual line keys and have different indications to assist you. Here are some simple rules to remember about line keys:
- Green LEDs indicate lines in use at your keyset.
 - Red LEDs indicate lines in use at other keysets.
 - Fast flashing green LEDs indicate new incoming calls.
 - Slow flashing green LEDs indicate calls on hold at your keyset.
 - Flashing red LEDs indicate calls on system hold.
 - Amber LEDs indicate recalls to your keyset.

SYSTEM TONES

The system provides several tones to assist you. Some of these tones are already familiar to you.

Intercom Dial Tone—A steady tone that indicates you can begin dialing another extension or feature code.



CONTINUOUS

Busy Signal—Indicates the station you dialed is busy.



CONTINUOUS

Ringback Tone—Indicates the station you dialed is ringing.



CONTINUOUS

Transfer/Conference/Confirmation Tone—Indicates the system is ready for you to dial another extension or that you have performed a correct feature operation.



CONTINUOUS

Error Tone—Indicates an error in operation. Hang up and try again.



CONTINUOUS

OUTSIDE CALLS

MAKING A CALL

- Lift the handset and press an idle outside line button. Receive dial tone and dial the telephone number.

OR

- To use the speakerphone, press an idle outside line button, receive dial tone through the speaker and dial the telephone number. Speak into the microphone.
- Finish the call by replacing the handset or pressing the **SPK** button.

NOTES:

1. If programmed, you may dial **9** or **80** to select an available line from these two line groups.
2. 800 keyset users may place a call with the handset in the cradle but must lift it to speak when the called party answers.

ANSWERING A CALL

- Lift the handset and press the fast flashing green outside line button.
- OR
- Answer the call using the speakerphone by pressing the flashing green outside line button.

- If your keyset is assigned ringing, simply lift the handset or press the **SPK** button and the call is automatically answered.

NOTE: 800 keyset users must lift the handset to answer the call.

RECALL DIAL TONE

Press the line button you are now using to disconnect the present call and receive dial tone to make another call on the same line.

SENDING A FLASH

When using a PABX or a CENTREX line, press the line button you are now using to send hookflash for special operation.

BUSY LINE QUEUING WITH CALLBACK

- Press the desired busy outside line with a steady red light and receive busy signal.
- Press the **CALLBACK** button.
- When the selected line becomes free and it is your turn, the system will call you back.

- Lift the handset or press the **SPK** button to be connected to dial tone and then place the call.

NOTE: A callback will be canceled if it is not answered within 12 seconds.

STATION TOLL OVERRIDE

Your station may be restricted from dialing outside of the system. However, system programming can allow five numbers to override any restriction in case of an emergency (e.g., 911, fire, police, ambulance, etc.).

VERY IMPORTANT: Ensure that your installation and service company has made these provisions for your system.

INTERCOM CALLING

CALLING OTHER STATIONS

- Lift the handset, press the DSS button for another station or group of stations and speak into the handset.
- Place the call using the speakerphone by pressing the DSS button for another station or group of stations and speak into the microphone (816 keyset only).

• Finish the call by replacing the handset or pressing the **SPK** button.

NOTE: If your keyset does not have all of the DSS keys, you must dial the station number **21-36** or the group number **71-73**.

ANSWERING CALLS FROM ANOTHER STATION

- When your telephone rings, simply lift the handset or press the **SPK** button to be connected to the calling station.
- Finish the call by replacing the handset or pressing the **SPK** button.

NOTE: 800 keyset users must lift the handset to speak.

AUTO ANSWER/VOICE ANNOUNCE MODE (INTERCOM CALLS ONLY)

If selected, your keyset will beep once and then automatically answer an intercom call. Your microphone and speaker are turned on and you may speak handsfree. For more private calls, lift the handset and finish the conversation.

- To select this mode, press the **AUTO ANS** button if it is assigned to your keyset.
- Press it again to cancel OR
- With the handset on-hook, dial **#10** and then **0** for normal ring or **1** for Auto Answer.
- Dial **#** to save your selection.

NOTE: 800 keyset users can select the voice announce mode but must lift the handset to speak.

BUSY STATION CALLBACK

- Press the desired DSS button (with steady red light) or dial the station number and receive busy signal.
- Press the **CALLBACK** button.
- When the selected station becomes free, the system will call you back.
- Lift the handset or press the **SPK** button to call the now idle station.

NOTE: A callback will be canceled if not answered within 12 seconds.

CALLING THE ATTENDANT

Lift the handset or use the **SPK** button and dial **0** to call your system attendant.

NOTE: 800 keyset users must lift the handset to speak.

DIRECT RETRY

When making an intercom call and you encounter a Busy, No Answer, Do Not Disturb or Not Equipped condition or the called party hangs up, you can make another intercom call without hanging up.

CALL PROCESSING

SYSTEM HOLD

- When you are connected to any outside line or station, press the **HOLD** button. The line button will flash green on your keyset and flash red on other keysets. A DSS button will flash red on your keyset and remain red on other keysets.
- To retrieve the outside line again, press the flashing line button from any keyset.
- A station on hold can only be retrieved at the keyset that placed it on hold. Press the flashing DSS button.

NOTE: If a line or station does not appear on a button at your keyset, you cannot put it on hold.

RETRIEVE CALLS FROM SYSTEM HOLD

You may retrieve a call placed on system hold from a station other than your own by using one of the three methods below.

If you know the specific line of the held call and that line appears on your keyset:

- Press the flashing red line button.
- If you know the specific line of the held call and that line does not appear on your keyset:
 - Lift the handset or press the **SPK** button.
 - Dial the specific line number **81-88** corresponding to C.O. line 1-8.
- If you do not know the specific line of the held call:
 - Lift the handset or press the **SPK** button.
 - Dial **5** plus the extension number of the telephone that placed the call on hold.

EXCLUSIVE HOLD

When an outside call is placed on exclusive hold, it will flash green at your station and remain steady red at other keysets. This prevents other users from picking up the call.

- Press the **HOLD** button *twice*.
 - To retrieve the line, press the flashing green line button.
- A C.O. line placed on exclusive hold can only be retrieved by the station that placed it on hold.

NOTE: If a line or station does not appear on a button at your keyset, you cannot put it on hold.

HOLD RECALL

After a call has been left on hold for a pre-programmed period of time, it will recall the station that placed it on hold.

- When your keyset rings, **lift** the handset or press the **SPK** button to answer the recall.
- If you are not able to answer the recall, it will return to the system attendant (operator) after a pre-programmed period of time.

CONSULTATION HOLD

When you are talking on an outside line and it is necessary to consult with another station:

- With a DSS key (816 and 800 keyset users):**
 - Press the idle DSS button of the desired station. The outside call is automatically put on hold.
 - Consult with the other party.
 - When the inside station hangs up, you will be reconnected to the outside line.
- Without a DSS key (800 keyset users only):**
 - Press the **TRANSFER** key. The outside call is automatically put on hold. Dial extension **21-36**.
 - Consult with the other party.
 - When the inside station hangs up, you will be reconnected to the outside line.

TRANSFERRING CALLS

Use either the screened or unscreened method below.

- With a DSS key (816 and 800 keyset users):**
 - With an outside call in progress, press the DSS button for the desired station or group of stations. Your call is automatically put on hold.
 - Unscreened: Hang up when you hear ringing and the call is transferred OR
 - Screened: Wait for the party to answer and advise him/her of the call and hang up. If the transfer is refused, you will be reconnected to the outside line when the inside station hangs up.
- Without a DSS key (800 keyset users only):**
 - If you change your mind before the called party answers, press the same DSS button to release the called station and return to the outside line.
 - Without a DSS key (800 keyset users only):
 - With an outside call in progress, press the **TRANSFER** key. Your call

is automatically put on hold. Receive dial tone and dial the desired extension or group number.

- Unscreened: Hang up when you hear ringing and the call is transferred OR
- Screened: Wait for the party to answer and advise him/her of the call and hang up. If the transfer is refused, you will be reconnected to the outside line when the inside station hangs up.

If you change your mind before the called party answers, press the **TRANSFER** key to release the called station and return to the outside line.

NOTE: If the line being transferred does not appear on the keyset, it will immediately recall to you as an incomplete transfer.

TRANSFER WITH CAMP-ON

- A. With a DSS key (816 and 800 keyset users):
- With an outside call in progress, press the desired DSS button. The call is automatically placed on hold.
 - If the station is busy, hang up and the call is camped-on to the busy station.
- B. Without a DSS key (800 keyset users only):
- With an outside call in progress, press the **TRANSFER** key and then dial the desired extension or group number. The call is automatically put on hold.
 - If the station is busy, hang up and the call will be camped-on to the busy station.

NOTE: If the line being transferred does not appear on the destination keyset, it will immediately recall to you as an incomplete transfer.

ANSWERING A CAMPED-ON CALL

If an outside call has been camped-on to your phone:

- You will hear a single ring and the line that is waiting for you (the line that is camped-on) will flash green.
- Place your present call on hold and press the flashing line button to answer OR
- Hang up and the waiting call will ring your keyset.
- Lift the handset or press the **SPK** button to answer.

SETTING UP A CONFERENCE

You may conference up to and including five parties in any combination of outside lines and internal stations in any order.

- While engaged in conversation, press the **CONF** button and receive conference tone.
- Make another call, either station (DSS only) or outside line, and press the **CONF** button to add this party.

- Repeat the first two steps until all parties are added.
- Press the **CONF** button twice to add yourself.

NOTE: All lines and stations to be added to the conference must appear on buttons on your keyset.

RELEASING A PARTY FROM A CONFERENCE

While engaged in a conference, follow the steps below:

- Press the **CONF** button.
- Press the outside line or the DSS button of the party to be released.
- Press the **CONF** button to return to the conference.

UNSUPERVISED CONFERENCE CALLS

To allow two or more outside lines to be added to the conference after you hang up:

- Set up the conference in the usual manner.
 - Press the **CONF** button, press *your own* DSS button and hang up.
- Your **PROSTAR 816 PLUS** system will release the outside lines after a pre-programmed amount of time. Depending on your hardware and telephone company service, the lines can be made to release within seconds.

SET FORWARD ALL CALLS

To forward all of your calls immediately to another station or group:

- With the handset on-hook, dial #11.
- Press the DSS button or dial 21-36 for the station that will receive your calls or press the group button or dial 71 or 72 for the group that will receive your calls.
- Dial #.

Your **SPK** button will flicker as a reminder that you have forwarded your calls. Use this same procedure to change the Forward All destination.

CANCEL FORWARD ALL

- With the handset on-hook, dial #11.

- Press *your own* DSS button or dial *your own* extension number (21-36).
 - Dial # again. The **SPK** button will stop flickering.
- NOTE: If the **SPK** button continues to flicker, Forward Busy is activated.

SET FORWARD WHEN BUSY

You may program your telephone to have calls forwarded to another extension when you are busy on a call.

- With the handset on-hook, dial #12.
 - Press the DSS button or dial 21-36 for the station that will receive your calls or press the group button or dial 71-73 for the group that will receive your calls.
 - Dial # again.
- Your **SPK** button will flicker as a reminder that you have forwarding set at your keyset. Use this same procedure to change the Forward Busy destination.

CANCEL FORWARD BUSY

- With the handset on-hook, dial #12.
- Press *your own* DSS button or dial *your own* extension number (21-36).
- Dial # again. The **SPK** button will stop flickering.

NOTE: If the **SPK** button continues to flicker, Forward All is activated.

FORWARD TO VOICE MAIL (GROUP 3)

If you are using the Startrail voice processing system by Samsung, you can forward your outside calls to your voice mailbox.

- Press the special assigned **FWD** key.
- This key will flash and any other forward conditions will be cleared.
- To cancel, press this flashing key.

CALL PICKUP

You may pick up (answer) calls ringing at another station by:

- Lifting the handset or pressing the **SPK** button.
- Dial 11 and you will be connected to any ringing intercom or outside line call.

If you wish to pick up only intercom calls:

- Lift the handset or press the **SPK** button.
- Press the flashing DSS button of the ringing station.

DIALING FEATURES

SPEED DIALING—SYSTEM LIST

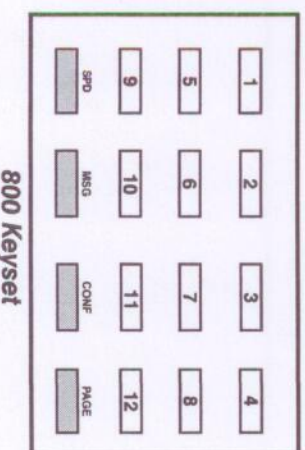
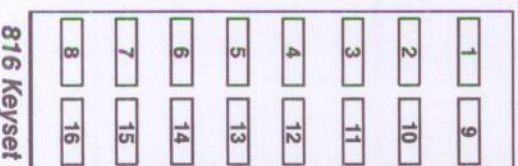
To dial a pre-programmed telephone number from the system-wide list:

- Select an outside line.
 - Press the **ALM/SD** button.
 - Dial the desired speed dial code 10-98.
- See your system administrator for system listing.

PROGRAMMING PERSONAL SPEED DIAL NUMBERS

You may program frequently dialed telephone numbers of your choice and store them in speed dial keys on your keyset. See the diagram at the end of this section. 816 keyset users have 16 speed dial keys and 800 keyset users have 12 speed dial keys.

- With the handset on-hook, press the **ALM/SD** button.
 - Press the corresponding button where the number is to be stored.
 - Dial the telephone number (maximum 30 digits). If required, press the **HOLD** button to insert a three second pause and the **MSG** button to insert a hookflash.
 - Press **ALM/SD** to store the number.
- Repeat the procedure for each number to be stored. For privacy, numbers stored in speed dial buttons 1 and 2 will not be displayed.



SPEED DIALING—PERSONAL LIST

To dial a personally programmed speed dial number:

- Select an outside line.
- Press the **ALM/SD** button.
- Press the desired speed dial button and the number is dialed for you.

ERASE PERSONAL SPEED DIAL NUMBERS

- With the handset on-hook, press the **ALM/SD** button.
- Press the speed dial button where the number is stored.
- Press the **HOLD** button to erase.

LAST NUMBER REDIAL

- Lift the handset and select an outside line.
- Press the **RD** button and the last telephone number you dialed will be automatically redialed.

If you press the **RD** button with the handset on-hook, the call will be made through the speakerphone.

SAVE NUMBER WITH REDIAL

To save a number you have just dialed:

- Press the **RD** button before hanging up.
- To redial this saved number at any time:
- Dial **4** and the outside line is automatically selected and the number is dialed.
- Saving another number will erase the previous one.

CHAIN DIALING

You may manually dial additional digits following a speed dial call OR you can chain together as many speed dial numbers as required:

- After the first number is dialed, press the **ALM/SD** button again.
- Press a speed dial button or dial system code **10-98**.

AUTOMATIC REDIAL OF A BUSY NUMBER

- When you receive a busy signal from an outside number, press the **AUTO REDIAL** button.
- Your keyset will hold a line and redial the outside number every 45 seconds for up to three attempts.
- Your **RD** button will flicker while the Auto Redial feature is in use.
- When the outside party answers, you will be connected through your speakerphone. Pick up the handset for a private conversation.

If you make another call, Auto Redial is canceled.

NOTE: 800 keyset users must lift their handsets to speak with the other party.

PULSE TO TONE CHANGEOVER

When you are making an outside call on a dial pulse line, dial # to begin sending tones.

PAGING AND MESSAGING

MAKING AN INTERNAL PAGE

- Lift the handset.
- Press *your own* DSS key, the **INTERNAL PAGE** button or dial *your own* extension number.
- Dial zone 1, 2 or 3.
- After the brief attention tone, make the announcement.

MAKING AN EXTERNAL PAGE

- Lift the handset.
- Press the **PAGE** button or dial 14.
- After the brief attention tone, make the announcement.

ALL PAGE

To page all keysets and external speakers at the same time:

- Lift the handset.
- Press *your own* DSS key, the **INTERNAL PAGE** button or dial *your own* extension number.
- Dial 0.
- After the brief attention tone, make the announcement.

MEET ME ANSWER

After making an internal page or all page, you may have the paged party meet you for a private conversation.

- Place an internal or all page instructing the paged person to dial 12.
- After the announcement, press *your own* DSS button or the **INTERNAL PAGE** button. You will hear music if it is equipped. Wait for the party to respond.
- The paged party must dial 12 to be connected to you.

TRANSFER WITH PAGE ANNOUNCEMENT

- While you are talking on an outside line, make an internal, external or all

page (described previously) and the call is automatically put on hold.

- Announce to the paged person that he/she has a call and specify the line number.
- The paged person answers the call by pressing the outside line button that was announced.

NOTE: If the held call is to be picked up at a single line extension, inform the other person to dial 5 plus your station number.

SETTING A MESSAGE LIGHT

When you are calling another keyset and you encounter either no answer or a busy signal:

- Press the **MSG** button.
 - Replace the handset. The **MSG** button of the called station will light.
- NOTE:** You cannot set a message at a single line telephone.

REVIEWING MESSAGES

(DISPLAY KEYSSET ONLY)

- With the handset on-hook, press the flashing **MSG** button.
- Stations that have left messages will be displayed (maximum of four). The station number will be displayed as 21–36. Voice mail will be displayed as VM.

CANCELING MESSAGES

(DISPLAY KEYSSET ONLY)

- With the handset on-hook, press the flashing **MSG** button.
- Press the DSS key of the station at which you wish to cancel the message.

RETURNING MESSAGES

- Lift the handset or press the **SPK** button.
 - Press the flashing **MSG** button. The station that left you a message will be called automatically.
 - Your **MSG** button will stop flashing when all messages have been returned.
- A voice mail message will be turned off by the voice mail system.

SEND PROGRAMMED MESSAGE (DISPLAY KEYSSET ONLY)

You may select a pre-programmed message (maximum of 16 characters) to appear in the display of calling stations.

- With the handset on-hook, press the **DND** button.
- Scroll through available messages (listed on the inside back cover of this user guide) by dialing * to go forward and 0 to back up.
- Dial # to select message.

NOTE: If your station is denied the Do Not Disturb feature, you cannot send programmed messages.

CANCEL PROGRAMMED MESSAGE DISPLAY

With the handset on-hook, press the **DND** button.

CONVENIENCE FEATURES

DO NOT DISTURB

- While on-hook, press the **DND** button.
- The **DND** button lights to remind you of this mode.
- To cancel, press the **DND** button. The light turns off.

NOTE: 800 keysets and the attendant station cannot have the Do Not Disturb feature.

MUTE

When you are using the speakerphone, you can turn off the microphone but still hear the other party through the speaker.

- Press the **MUTE** button. The light turns on.
- Press the **MUTE** button again to turn the microphone on and the light turns off.

NOTE: This feature is not available on the 800 keyset.

BACKGROUND MUSIC

When a music source is supplied, you may listen to music through the speaker in your keyset.

- While you are on-hook, press the **HOLD** button to hear music.
- Press the **HOLD** button again to turn music off.

NOTE: Your station may be denied background music.

APPOINTMENT REMINDER/ ALARM CLOCK

To use your keyset as an alarm clock:

- Press the **ALM/SD** button *twice*.
- Set the hour and minutes using the dial pad (24 hour clock).
- Press the **ALM/SD** button. The light will turn on.
- Your keyset will sound three rings at the time you set.

You may cancel the appointment reminder by pressing the **ALM/SD** button *twice* and the **HOLD** button once.

ANSWERING A DOOR PHONE

When you are programmed to receive calls from one or both door phones:

- You will receive three short rings repeatedly.
 - Lift the handset or press the **SPK** button and you are connected to the calling door phone.
 - If a door lock is installed, dial **3** to unlock.
- If you are not assigned door phone ringing, dial **11** for call pickup.

CALLING A DOOR PHONE

(ROOM MONITORING)

You may call a door phone and listen to what may be happening outside or in another room.

- Lift the handset and dial **13** for DOOR 1 or **16** for DOOR 2 or press the **DOOR 1** or **DOOR 2** button if programmed on your keypad.
- You will be connected to the specified door phone and can listen or have a conversation.

EXECUTIVE BARGE-IN

(OVERRIDE)

When your station is specially programmed, you may barge-in on a busy station.

- Press the desired DSS button with a steady red light or dial an extension number and hear busy tone.
 - Dial **5** to barge-in.
- Barge-in is not allowed if the station is in a conference, on station hold or sending or receiving a transfer.

BOSS/SECRETARY HOT LINE

If programmed, the BOSS and the SECRETARY stations can have a hot line between them.

- By pressing the **BOSS/SECR** button, one party can make a voice call to the other with Automatic Answer.
 - Both can override the other's DND mode when they use the hot line.
- When the BOSS station is in the DND mode, all of its intercom calls will ring the SECRETARY station.

CALL OFFER WITH ALERT

When another station is busy and you must get through, you may:

- Press the desired DSS button with the steady red light and hear busy tone.
- Press the same DSS button again to offer your call to the busy station. You will hear music if equipped. The busy station will be alerted to this very important or emergency call by receiving a ring burst each time the DSS key is pressed.
- The called party will hear an off-hook signal and your DSS button will begin flashing at this station to indicate who is offering a call.
- The called party presses the flashing DSS button to respond. The original call is automatically put on hold.
- If your offered call is accepted, the called party should press the line key of which you have advised him/her. If the offered call is not accepted, press the line key to return to the caller.

NOTES:

1. If you are on a C.O. call, you must put it on hold before you can alert a busy station.
2. You must have a DSS key to use Call Offer.

GROUP LISTENING

When you are engaged on a call using the handset or headset, you may want other persons to hear the distant party's voice over the speaker.

- Press the **LISTEN** button to turn on the speaker. The microphone is not in use so the distant party does not hear the other parties present in your office.
 - Press it again to turn the speaker off and resume private conversation.
- Depending on speaker volume and the acoustics of your office, it may be advisable to turn the group listening feature off before hanging up. This will eliminate a momentary squeal.

ACCOUNT CODES

Your PROSTAR 816 PLUS system will allow calls to be charged to a specific account.

- During any C.O. call, press the **ACCOUNT** button.
 - Enter any account code (up to a maximum of twelve characters, including * and #). Your conversation will not be interrupted.
- If you make an error, press the **ACCOUNT** button again and redial the correct code.
- Account codes will be included in the SMDR records. Only the last account code dialed will be printed. Optional equipment is required to print an SMDR report.

RINGING LINE PREFERENCE

Lifting the handset or pressing the **SPK** button will automatically answer any call ringing at your keyset. This feature may be disabled for outside lines, allowing you to select the ringing line of your choice by pressing the associated button.

- Dial **#17**.
- Dial **0** to turn ringing line preference off. Dial **1** to turn ringing line preference on.
- Dial **#** to save your selection and restore your keyset to normal use.

HEADSET OPERATION

816 and 800 keysets permit the use of customer-provided headsets. See your local installation and service company for compatibility requirements.

Once the appropriate type of headset is installed, you may turn headset operation ON and OFF at your convenience.

- With the handset on-hook, dial **#09**.
- Dial **0** to turn OFF the headset and use the handset.
- Dial **1** to turn ON the headset and turn OFF the handset.
- Dial **#** to save your selection.

PRIME LINE SELECTION

Your keyset may be programmed to automatically select a line or group of lines when the handset is lifted or the **SPK** button is pressed. In this mode, you do not need to select an outside line to make a call.

To make intercom calls from a keyset with the prime line feature, press the desired DSS button before lifting the handset or pressing the **SPK** key.

This feature can be used with a delay timer. In this mode, you receive intercom dial tone for a programmed amount of time before your prime line is selected.

DISPLAY FEATURES

DATE AND TIME

Display keyset users will always have the current date and time displayed at their keysets when the keysets are in the idle condition.

TIMER FUNCTION

Display keyset users may use this feature as a simple stopwatch.

- Press the **TIMER** button to start timing.
 - Press the **TIMER** button again to stop timing.
 - Read the elapsed time in the display.
 - Lift the handset and replace the handset. The display will return to the date and time.
- While you are engaged in conversation, the timer will show the elapsed time and the number dialed.
- Press the **TIMER** button to start timing.
 - Press the **TIMER** button again to display the number dialed.
 - Press the **TIMER** button again to show continuous time.
 - Hang up and the elapsed time will be displayed for three seconds.

AUTOMATIC TIMING OF CALLS

When the automatic timing feature is selected, the system will begin timing outgoing calls automatically. The duration of each call is counted in seconds and the display will show a duration of up to 99 minutes.

- While on-hook, dial **#13**.
- The display shows the auto timer status.
To change dial:
 - 0 = Auto timer disable
 - 1 = Auto timer enable
- Dial **#** to save your selection and restore the keyset to normal use.

DISPLAY NUMBER DIALED

Display keysets will show digits as they are dialed. After the call duration timer begins, you can press the **TIMER** button twice to again show the number dialed.

- Press the **TIMER** button to display the number dialed.
- Press it again to continue with the call duration timer.

STATION DIRECTORY NAME (DISPLAY KEYSSET ONLY)

NOTES

Display keyset users may view the name of the called or calling station in the display.

To program your station directory name:

- With the handset on-hook, dial #. [PROGRAMMING] is displayed.
- Dial 14. The display shows your extension number and any previously programmed name.
- To clear current data, press **HOLD**.
- Press your DSS button.
- Enter your name (ten characters maximum) by using the dial pad keys as detailed below.
- Dial #.

DIAL PAD KEY

	1	2	3	4	5	6	7	8	9	0
NUMBER	1	Q	A	D	G	J	M	P	T	W
OF TIMES	2	Z	B	E	H	K	N	R	U	X
PRESSED	3	*	C	F	I	L	O	S	V	Y
	4	1	2	3	4	5	6	7	8	9
										0

EXAMPLE: To display the letter A, press 2 once.

To display the letter K, press 5 twice.

To display the number 8, press 8 four times.

NOTE: The following special keys are also used in this program.

- * = Next Use to advance the cursor one position to the right.
- MSG = Space Use to skip one cursor position on the right.
- ALM/SD = Backspace Use to move the cursor one position to the left.
- HOLD = Clear Use to clear current data.

SYSTEM ACCESS CODES

LINE GROUPS

PROGRAMMED MESSAGES

LINE GROUP ACCESS	PROGRAMMED MESSAGES
9	01 DO NOT DISTURB
80	02 IN A MEETING
	03 OUT OF TOWN
	04 ON VACATION
	05 OUT ON A CALL
	06 OUT TO LUNCH
	07 IN TOMORROW
	08 PAGE ME
	09 RETURN AFTERNOON
	10 GONE HOME
	11
	12
	13
	14
	15
	16
	17
	18
	19
	20

PAGING ZONES

FEATURE ACCESS CODES

INTERNAL PAGE ZONES	FEATURE ACCESS CODES
Dial your own extension number plus:	0 OPERATOR
	3 UNLOCK DOOR
1 INTERNAL ZONE 1	4 REDIAL SAVED NUMBER
2 INTERNAL ZONE 2	5 + stn HOLD RETRIEVE
3 INTERNAL ZONE 3	#11 + stn SET CALL FORWARD ALL
0 ALL PAGE	#11 + your stn CANCEL CALL FWD ALL
(all internal and external zones)	#12 + stn SET CALL FORWARD BUSY
	#12 + your stn CANCEL CALL FWD BUSY
EXTERNAL PAGE ZONE	12 MEET ME PAGE
14 EXTERNAL PAGE (one zone only)	13 DOOR 1
	16 DOOR 2

NOTE: Many station features are assigned to a key on 800 and 816 keysets. Familiarizing yourself with these keys will provide easier and more efficient use of system features. Advise your system administrator of any special requirements that you have.

SAMSUNG TELECOMMUNICATIONS AMERICA, INC. A Subsidiary of Samsung Electronics America LIMITED WARRANTY

SAMSUNG TELECOMMUNICATIONS AMERICA, INC., a Subsidiary of Samsung Electronics America, warrants to its authorized Dealers and to the original retail purchaser ("Users") of an STA Product (PROSTAR 816, 816 PLUS, 1224, 56/120, DCS and DCS COMPACT) for a period of 24 months from the date of shipment of the Product from STA's facility, that the Product (except for lamps, fuses and other consumable items) will be free from defects in material and workmanship. Other products sold by STA will be covered by the warranty in effect at time of sale. Repaired or replaced materials shall be warranted for the balance of the warranty remaining on the original equipment or from 90 days from date of shipment from STA's facility, whichever is longer.

This warranty is for the benefit of and shall apply only to authorized Dealers and to Users. This warranty will not apply if the defect arises out of accident, neglect, misuse, failure of electric power, air conditioning, humidity control, causes other than ordinary use or causes beyond STA's control. All warranty claims shall be waived unless reported, in writing, to STA or its authorized Dealer, prior to the expiration of the applicable warranty period.

The sole obligation of STA under this warranty is, at the sole option of STA, the repair or replacement, with new or refurbished parts, of the defective or missing parts that are causing the malfunction and which are determined to be defective by STA, and the return shipment of such parts to the Dealer. Dealer or User shall be responsible to pay for shipment of the defective parts to STA and for all expenses connected with their removal and reinstallation. In lieu of repair or replacement, STA may, at its sole option and in full satisfaction of its warranty obligations hereunder, refund the price charged by STA to its Dealer for such parts as are determined by STA to be defective and which are returned to STA through an authorized Dealer within the warranty period and no later than 30 days after such malfunction, whichever occurs first.

To obtain service under this warranty:

(1) USERS must provide written notice of the malfunction to an authorized STA Dealer within the warranty period and no later than 30 days after the date of the malfunction, whichever occurs first. If the USER is unable to identify an authorized STA Dealer, USER must provide written notice of the malfunction, including proof of the date of purchase of the equipment and the serial number of the malfunctioning Product, to STA at its corporate offices at 1350 East Newport Center Drive, Suite 110, Deerfield Beach, Florida 33442. Upon receipt of such notice and determination by STA that USER is eligible for Warranty service, STA will provide the USER with the name of an authorized STA Dealer to contact for warranty service.

(2) DEALERS must provide written notice of the malfunction to STA no later than the expiration of the warranty period or 30 days after the date the Dealer becomes aware of the malfunction, whichever comes first. For purposes of this Warranty, the issuance by STA of a Material Return Authorization (MRA) number by telephone to an authorized Dealer shall be deemed to be written notice from the Dealer with respect to the material returned under that MRA.

STA MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, AND SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THESE WARRANTIES ARE DEALER'S AND USER'S SOLE REMEDIES AND IN LIEU OF ALL OBLIGATIONS OR LIABILITIES ON THE PART OF STA FOR DAMAGES, INCLUDING, BUT NOT LIMITED TO, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE USE OF THE PRODUCTS, OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, ARISING OUT OF OR IN CONNECTION WITH THE PERFORMANCE OF THE PRODUCTS, WHETHER IN A CONTRACT OR TORT ACTION, INCLUDING NEGLIGENCE, EVEN IF STA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE TOTAL MAXIMUM LIABILITY OF STA FOR BREACH OF WARRANTY SHALL BE LIMITED TO A REFUND OF THE COST OF THE DEFECTIVE PRODUCT.

No Dealer and no person other than an officer of SAMSUNG TELECOMMUNICATIONS AMERICA, INC. may extend or modify this warranty, and no modification or extension shall be effective unless in writing signed by the authorized officer of SAMSUNG TELECOMMUNICATIONS AMERICA, INC.

SYSTEM DIRECTORY

- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____
- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____
- 31. _____
- 32. _____
- 33. _____
- 34. _____
- 35. _____
- 36. _____

PERSONAL SPEED DIAL NUMBERS

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____ *
- 13. _____
- 14. _____
- 15. _____
- 16. _____

*PROSTAR 800 keysets: 1-12 only