



USER

GUIDE

G1-824

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1.

During power outages access to emergency number 000 will not be available unless optional external battery backup is fitted

2.

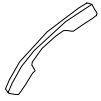
CAUTION - This handset may retain small unmagnetised ferromagnetic common items (staples/pins) if held very close above such items

A. MAKING CALLS

A.01 Inter Office Call (Intercom)

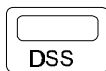
An Intercom is for an Extension to call another Extension of the same system.

By **Dialing** number:



- . Lift Handset or press **[SPK]** key.
- . Dial Extension number.

By DSS key:



- . Lift Handset or press **[SPK]** key.
- . Press a **programed** DSS key

- Note:**
1. Extension number of the calling party will display on the LCD of the called extension.
 2. **To ring the** called extension, you may change signaling from Ring Signal to Voice Alert or Voice Alert to Ring Signal by pressing **[3]**.
 3. If the system is programmed for Voice Alert, after Alert Tone is heard, speak to the called party through Speaker, and your voice will be heard from the called extension.
 4. When the called extension is busy (Busy Tone heard,) **pressing** another DSS key can call another extension.

A.02 Automatic Line Access (Trunk Group Access)

The feature allows each Extension to automatically select an idle CO Line. If CO lines are divided into trunk groups, Extensions can only **select in their own group**.

Dial 9/0 Trunk Group Access: (8 Groups)



- . Handset off hook / on hook.
- . Dial **[9]** or **[0]**. (programmable)

- * Dial tone from CO (Central Office) is heard.
- * The CO LED goes **steady** at your Extension and at other Extensions.

Extra Trunk Group Access: (8 Groups)

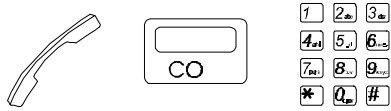


- . Lift Handset or press **[SPK]** key.
- . Dial **[8],[7]**.

- * Dial tone from CO (Central Office) is heard.

A.03 Individual Line Access

Any CO line can be directly selected.

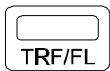


- . Handset off hook / on hook.
- . Press a CO key (Dial tone heard).
- . Dial phone numbers.

NOTE: 1. In the G1-824 you can also dial Individual Line Access codes instead of pressing any CO key. Code 801-808 for G1-824.
* Code 801 represents the first CO line, Code 802 the second, etc.
In the G1-824 when all CO keys light busy, dial [9] or [0] to automatically select another idle CO line beyond the CO lines displayed on CO keys.
A steadily lit LED of a CO key means the CO line is busy.
2. During conversation, if you press another CO key, the original conversation will stop and you will be connected to a new CO line without hanging up.

A.04 Flash (Open Loop Timed Flash)

Flash Key provides a temporary loop disconnection from a used CO line. This allows a user to end a conversation and regain dial tone on the same trunk. Flash duration is pre-programmed, and can meet the special needs of Central Office or PABX Lines if they offer them. (eg. Call waiting, Brokers call).

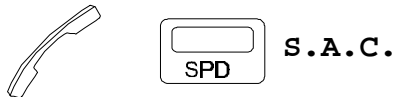


- . Press [TRF/FL] key to end an outside call. * Dial tone is heard.

A.05 Speed Dialing

By dialing a programmed Speed Dial Access Code, the System will automatically dial the telephone number assigned for the Code.

*** For programming, please refer to **Program G.04 Station Programming -- Store Speed Dial / One Touch Dial.** ***

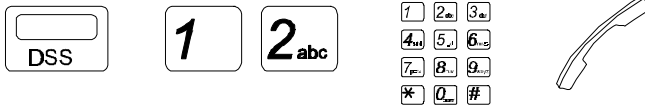


- . Handset off hook / on hook.
- . Press [SPD] key.
- . Dial Speed Access Code (programmed).

*You may also press a CO key to select a CO Line before pressing [SPD] key.

A.06 Dial By Name

Dial by name function is for extensions, [trunks](#) and [system speed dials](#). It also provides the Directory dial feature for system speed dials and extensions.



- . Press [**Directory**] Key. (Assign code 62 on DSS from system programming 07.)
- . Press [**1**] or [**2**] to select the Intercom dial or Speed dial.
- . Use the following function keys to enter the **first letter of the name** and depress [**Vol**] or [**Vol**] to find the desired name forward or backward:

<i>Key Pad</i>	<i>Depress</i>	<i>Key Pad</i>	<i>Depress</i>	<i>Key Pad</i>	<i>Depress</i>
1	QZ	5	JKL5	9	WXY9
2	ABC2	6	MNO6	0	. : & 0
3	DEF3	7	PRS7	*	- / ! *
4	GHI 4	8	TUV8	#	() \$ #
Vol	Find the next name				
Vol	Fine the previous name				

- . Lift Handset / press [**SPK**] key to [make](#) the connection.

* [If the system finds a match](#), the LCD displays as the following example:

Mike Chou

* [If the system cannot find a match for the first character of name](#), the LCD displays:

No Entries
Try Again

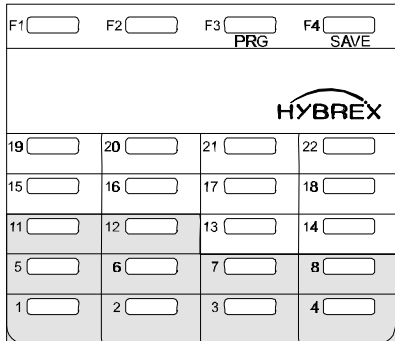
Then, the user can enter another [letter and try again](#).

A.07 One Touch Dialing

For One Touch Dialing, after a programmed DSS key is selected, the Extension automatically selects an idle CO line, and a previously stored phone number will be dialed.



- . Handset off hook / on hook.
- . Press [SPD] key.
- . Press a programmable DSS key.



← DSS1 ~ DSS10 for One Touch Dialing

☐ G1-824 has 10 sets for One Touch Dialing on DSS 1-10.

A.08 Calling Doorphone

This is for an Extension to call a Doorphone.



- . Lift Handset / press [SPK] key.
- . Dial **88** to speak to Doorphone.

NOTE: Function keys such as HOLD, TRANSFER and so on can not be activated by the Doorphone.

A.09 Dial Access To Attendant

This is for an Extension user to reach the Attendant by dialing a programmed one-digit code.



- . Lift Handset or press [SPK] key.
- . Dial [9] or [0]. (programmable)

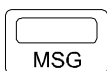
NOTE: When digit [9] is programmed for Automatic Line Access, digit [0] is for Dial Access To Attendant. When digit [0] is programmed for Automatic Line Access, digit [9] is for Dial Access To Attendant.

B. WHEN LINE BUSY

B.01 Call Waiting

If the Extension you're calling is busy or **does not answer**, this feature allows you to "mark" the station so that when the called Extension becomes free, the called Extension will ring back your Extension.

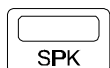
When Busy Tone heard or no one answers your call:



- . Press [**MSG**] key.
- . Hang up (if Handset is off hook) and wait for recall.

* When the called Extension is free, a Call Waiting Ring will be heard at the Extension which leaves Message.

When Call Waiting Ring is heard:

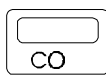


- . Lift Handset or press [**SPK**] key, the called Extension will ring.

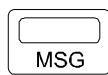
NOTE: 1. When you use the Call Waiting feature, the MSG LED Lamp (Red) will flash slowly on the Called party.
2. If an Intercom Recall is not answered after a programmed duration of about 90 seconds, the recall will automatically be canceled.

B.02 Trunk Queuing

Trunk Queuing is for an Extension to queue (wait in line) for a busy trunk. When the busy trunk **becomes** free, it will automatically signal the first free Extension in **the** Queue.



or

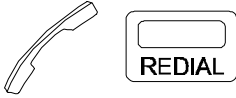


- . Lift Handset or press [**SPK**] key.
- . Select a CO line but it is busy.
- . Press [**MSG**] key.
- . Hang up (if Handset is off hook) and wait for recall.

NOTE: After receiving a recall, lift the Handset or press [**SPK**] key. A Dial tone will be heard. You can then dial telephone numbers.

B.03 Last Number Redial

The feature automatically stores the last dialed outgoing telephone number for you to redial. The number is stored whether the call is answered, not answered or busy.



- . Handset off hook / on hook.
- . Press [**REDIAL**] key.

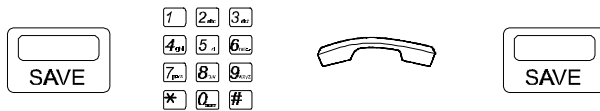
* When [**REDIAL**] key is pressed, the Extension will automatically select a CO line for dialing the last stored number.

B.04 Automatic Redial

If you dial an outside number and find it busy, by using this feature, the numbers will be automatically **redialed** at intervals of at least 10 seconds. The value for the interval can be programmed from 10 to 90 seconds.

Automatic Save Number Redial

Busy Tone heard when making an outside call:



- . Press [**SAVE**] key. * "Auto Save" will display in LCD.
- . Press new Telephone number. (If you skip this step, the last dialed number will be stored.)
- . Hang up.
- . Press [**SAVE**] key again for Redial.

Automatic Last Number Redial

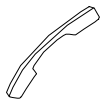
Busy Tone heard when making an outside call:



- . Hang Up.
- . Press [**SPD**].
- . Press [**REDIAL**].

NOTE: 1. The **LCD** will show you the dialed numbers.
2. LED of SPK Key lights (Red) **steady** when the Extension **redials** automatically. **After each redial**, the **SPK LED (Red)** blinks, reminding you that Auto Number Redial is activated.

To Cancel Automatic Save Number Redial



- . Lift Handset and press **[SAVE]** key.
- . Hang up to cancel.

B.05 Barge-In /Monitor Extension

This feature is for an Extension to override or to monitor another busy or DND (Do Not Disturb) Extension. [This needs to be allowed by programming before use.](#)

To override:



- . Dial **[0]**, a short tone will signal the barged Extension. A 3-party conference is made.

To Monitor:



- . Dial **[#]** to monitor (If programmed).

To cancel:

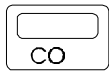


- . Hang up/press **[SPK]** key (if Handsfree).

B.06 Barge-In CO

This feature is for an Extension to join another Extension in conversation with a CO line. The calling Extension needs to be set up by programming before using this feature.

To Barge in:



- . Lift Handset or press **[SPK]** key.
- . Press the busy **CO** key.
- . Dial **[0]**, a short tone will be heard at the barged Extension. A 3-party conference is made.

To cancel:



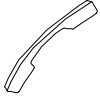
- . Hang up/press **[SPK]** key (if Handsfree).

C. RECEIVING CALLS

C.01 Answer

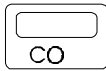
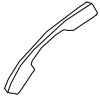
To answer a call.

To answer an Intercom call:



. Lift Handset or press **[SPK]** key.

To answer an outside call:

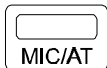


. Use Handset or use Handsfree by pressing **[SPK]** or the blinking **CO** key.

C.02 Automatic Answer-Intercom

Assigned in advance, the feature allows an Extension to automatically answer an intercom call in the Handsfree mode. (The feature can only be applied to [Extensions with a Microphone](#).)

To assign / to cancel:



. Press **[MIC/AT]** to assign and to cancel.

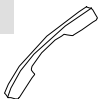
*** LED Indicating:**

- . When Extension is in Automatic Answer Mode, **LED is steady on**.
- . When **Extension is back to normal mode, the LED is off**.

C.03 Call Pickup

The feature is for an Extension to answer for another ringing Extension. (grouped by programming or not grouped.)

Direct Call Pickup



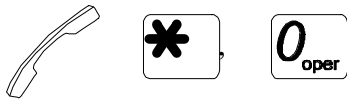
- . Lift Handset or press **[SPK]** key.
- . Press **[*]** key.
- . Dial the ringing Extension number.

Pickup All Groups



- . Lift Handset or press **[SPK]** key.
- . Press **[*]** then **[9]** key.

Pickup same Group



- . Lift Handset or press [SPK] key.
- . Press [*] then [0] key.

Pickup Groups



Group Number (1-8)

- . Lift Handset or press [SPK] key.
- . Press [*] then [8] key.
- . Dial a programmed Group number:
1-8 for Extension in Group 1-8.

C.04 Doorphone (Optional)

The feature is for an Extension to answer a Doorphone call.

To answer a Doorphone call:

- * Doorphone Ring is heard through Extension Speaker.



- . Lift Handset or press [SPK] key.

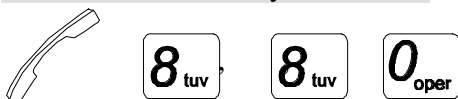
*** An Extension has to be programmed beforehand for receiving Doorphone calls.
Please refer to the **System Programming** manual.***

To pick up a Doorphone call:



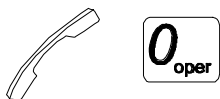
- . Lift Handset or press [SPK] key.
- . Dial [8][8], for Doorphone.

To unlock the door by Extension:



- . Lift Handset or press [SPK] key.
- . Dial [8][8],[0] for Doorphone.

Or



- . Answer the Doorphone ring by Lifting Handset or pressing [SPK] key.
- . Dial [0] to open the door.

D. DURING CONVERSATION

D.01 Call On Hold

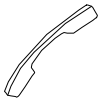
This is for holding an outside or intercom call. Calls on hold can be retrieved by any Extension.

To place a call on hold:



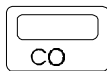
. Press [**HOLD**] key.

To retrieve a held **internal** call by any Extension:



Held Ext No. . Lift Handset or press [**SPK**] key.
. Dial the held Extension number.

To retrieve an **outside** call by any Extension:



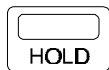
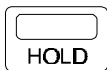
. Lift Handset or press [**SPK**] key.
. Press the flashing CO key or
Line Access Code : 801-808 for G1-824

- NOTE:**
1. The holding Extension will be recalled if it fails to retrieve after a programmed duration (30 to 270 seconds). *** See System Programming.***
 2. The "**Hold Recall**" will ring the holding Extension. If the call is still not retrieved, the "**Hold Recall**" will continue to ring both the holding Extension and the Attendant Console. The Recall won't stop until it is answered.
 3. If there are several calls held at the same time, unless the first "**Hold Recall**" is answered, the second won't ring.

D.02 Call On Exclusive Hold

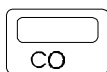
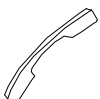
This is for an Extension to hold an outside call which can be retrieved only by the holding Extension.

To place an outside call on Exclusive Hold:



. Press [**HOLD**] key twice.

To retrieve by the holding Extension:



. Press the flashing CO key or
Line Access Code: 801-808 for G1-824

To retrieve by other Extension:

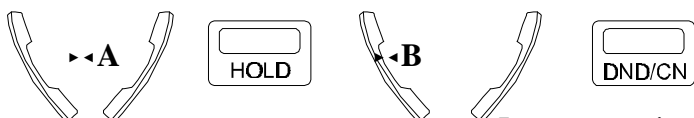


- . At **other Extensions**, the LED of the CO goes **steady**. Press the CO key, Busy Tone will be heard, then press [**HOLD**].

D.03 Conference

An Extension user can make a Conference with two other parties. (Either outside or inside.)

Conference with two outside parties:



- . In conversation with the 1st outside party.
- . Press [**HOLD**] key to hold the 1st party.
- . Make the second outside call. (Select a CO line.)
- . Press [**DND/CN**] when the 2nd answers, all three parties are connected.

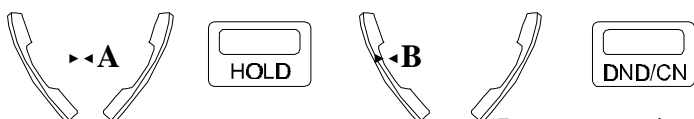
NOTE: When you hang up, the other two parties can not converse with each other unless you press [DND/CN] key again before hanging up. The other two parties can then have three minutes for conversation, and either of them can dial a digit (0-9)--DTMF signal--for three more minutes. (Optional)

To **rejoin** the **continuing** conversation between two outside parties:



- . Press either CO keys (light) of the two CO lines, A Busy tone is heard.
- . Press [**DND/CN**] key.

Conference with 1 inside party and 1 outside party:



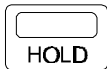
- . In conversation with an outside/inside call.
- . Press [**HOLD**] key to hold the call.
- . Make another inside/outside call.
- . Press [**DND/CN**] when the 2nd answers, all three parties are connected.

NOTE: 1. To return to the first call if the second call is not answered, press the blinking CO key (outside call) or the called Ext. No. (intercom) to retrieve the held party.
2. When connecting 1 outside party and 1 inside party, after one of the three parties has hung up, the other two parties can still converse with each other.

D.04 Call Transfer

Call Transfer is to send a call from one Extension to another. There are three types of Transfer: **Direct, Indirect, and voice-announced**. For **Direct Transfer**, the sending Extension transfers the call and hangs up; for **Indirect Transfer**, the sending Extension rings a selected Extension and waits until the call is answered, then transfers the call; for voice-announced, the sending Extension informs the selected Extension through Speaker by the paging function.

Transfer an **outside** call:



EXT.No.



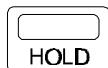
- . Press **[HOLD]** key.
- . Dial the selected Ext. number.
- . Press **[TRF/FL]** key directly for **Direct Transfer**; press **[TRF/FL]** after the selected Ext. answers for **Indirect Transfer**.

NOTE: 1. When a programmed DSS key is pressed, the call automatically goes on hold and dials the Extension number programmed for the DSS key.
2. **Transfer Recall:** If the selected Extension is busy, the transferred call will ring when the busy Extension is free. If the transferred call is not answered after a programmed duration, the call will ring back the sending Extension.
3. To transfer the call again or to another party, press the blinking CO key to retrieve the call and repeat the **Call Transfer** procedure.

D.05 Answer Call Waiting

As described in **B.01 Call Waiting**, you are absent or your Extension is busy when **another** Extension uses the **Call Waiting** feature to wait for your answer, the LED of your [MSG] key **flashes** slowly.

Your Extension busy: end/hold the previous call:



- . The LED of the [MSG] key flashes, informing you someone is waiting.
- . Terminate the previous call by hanging up/press **[SPK]** or hold the previous call and then hang up to wait.
- * The waiting Extension will receive a Call Waiting Ring when you stop the previous call. Once the waiting caller answers the Ring, your telephone then rings.
- * If the Handset of the waiting Extension is off hook, or its Speaker is on, your Extension will ring directly after you hang up.

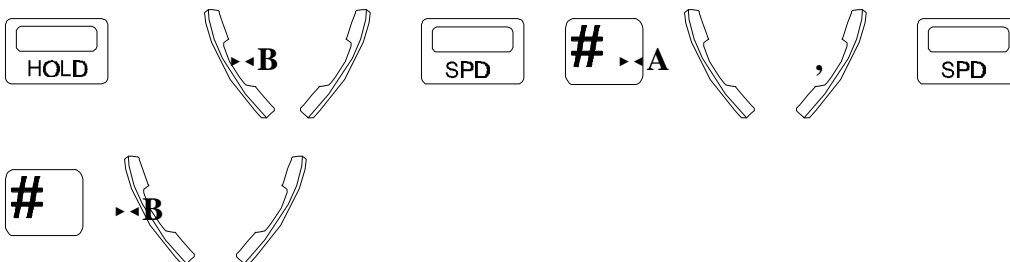
Your Extension idle when someone leaves a Message at your Extension



. Press the [MSG] key for ringing the waiting Extension.

D.06 Call Splitting

This is for an Extension user to alternate between two parties on separate calls.



- . Press [HOLD] key to hold A party.
- . Make another call B.
- . Press [SPD] then [#] key for retrieving A party and holding B.
- . In conversation with A.
- . Press [SPD] then [#] key for retrieving B party and holding A.
- . In conversation with B party.

D.07 Mute Operation

When you do not want your voice to be heard by the party in conversation with you, use this feature.

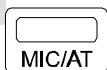
To place in Mute:



. Press [MIC/AT] key.

* Indicating LED Lamp goes **steady** when off hook / goes off when on hook.

To resume the conversation:



. Press [MIC/AT] key again.

* Indicating LED Lamp goes off when off hook / goes on when on hook.

D.08 Switching Between Using Handset And Handsfree

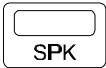
You may choose to use Handset or Handsfree alternatively.

From Handsfree to Using Handset:



. Lift Handset.

From Using Handset to Handsfree:

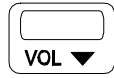


. Press [**SPK**] key, Handset back on hook.

D.09 Volume Control

During a conversation, you may Increase or Decrease volume by this function. Two volume levels can be chosen (for handset).

During Conversation Adjustment:

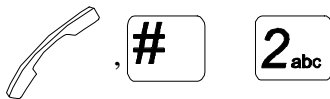


. Press [**VOL ▲**] key for voice up.
. Press [**VOL ▼**] key for voice down.

E. PAGING

E.01 Zone Paging (Internal)

This feature allows an Extension to announce to a zone of Extensions through the Speaker on the telephones. There are eight Paging Zones in the system. The paging can be received from [Keyphones](#) only.



Code(1-8)

- . Lift Handset.
- . Press [#], [2].
- . Dial a one-digit Paging Zone Code.

NOTE: A busy Extension or the single line phone can not receive the paging.

E.02 All Paging (Internal)

The feature is for Paging all zones. The paging can be received from [Keyphones](#) only.



- . Lift Handset.
- . Press [#], [1].

E.03 Zone Paging (External)

In GX system, Paging can be broadcast over external paging equipment to one of the eight (maximum, depending on the system) External Zones.



Paging Code 1-8

- . Lift Handset.
- . Press [#], [3].
- . Dial a one-digit External Paging Code (1-8).

E.04 All Paging (External)

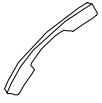
Paging can be broadcast over external paging equipment to all external zones.



- . Lift Handset.
- . Press [#], [9].

E.05 All Paging (Internal And External)

The feature allows an Extension to announce to all Internal and External Paging Zones.



- . Lift Handset.
- . Press [#], [0].

E.06 Answer Paging (Meet Me Page)

Paging through Speakers or external paging equipment can be answered through any Extension before the paging party hangs up.



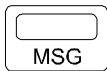
- . Lift Handset.
- . Press [#], [*].

F. OTHER FEATURES

F.01 Pulse to Tone Conversion

The feature is used for changing Pulse Mode to Tone Mode when DTMF signalling is needed.

To change from Pulse to Tone while dialing:

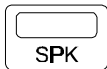


. Press [**MSG**] key.

. Dial the phone number. (**In Tone Mode**)

F.02 Handsfree

Handsfree allows a user to make and receive calls with Microphone and Speaker of the telephone, instead of using the Handset.



. Press [**SPK**] key.

NOTE: Handsfree is only available for telephones with a Microphone (DK1-21, DK1-22).

F.03 Background Music

Background Music (BGM) is available through the Keyphone Speakers. The music is temporarily off when the telephone is in use. Background Music can share the music source for Music On Hold.

To listen:



. Press [**#**] key.

NOTE: 1. Incoming calls, Lifting the Handset or Paging will interrupt the Background Music.
2. The interrupted music will resume when the Handset is back on hook or the Paging completed.

To cancel:



. Press [**#**] or [**SPK**] key.

F.04 Voice Service Channel

Each Voice channel has 8 segments (maximum) for recording and playing the voice. The maximum recording time is 60 seconds for each channel. For the applications and programming, you can refer to the **system programming manual** of each system.

For example: If the first segment occupies 20 seconds and segment two occupies 40 seconds, then the other segments will not be available.

Message Recording on the Service Voice must be performed at the **Console** telephone set.

Recording Method:



- . Handset off hook.
- . Dial the Voice Channel number.
- . Dial [0] (Record your voice after the tone).
- . Dial [1] to stop the recording and select the next voice segment.

Playing Method:



- . Handset off hook.
- . Dial the Voice Channel number.
- . Dial [7] (The Voice Service Channel will play the recorded voice).
- . Dial [1] to stop the playing or select the next voice segment.

The Voice Channel Number for G1-824: **86**.

G. STATION PROGRAMMING

G.01 Call Forwarding

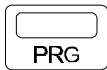
1. To forward **All Calls**:

All incoming calls (Incoming CO, Intercom and Transferred CO Lines) to your Extension are automatically forwarded to any other Extension of the system you have programmed.

2. When **Busy** or **No Answer**:

If your Extension fails to answer after **20 seconds** (programmed) or is busy, all incoming calls to your Extension are automatically forwarded to any other Extension you have programmed.

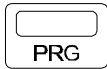
To forward:



CODE. **Ext. No.**

- . Press [**PRG**] key.
- . Dial [**1**] for **Any Call**,
 [**2**] for **Busy**, and
 [**3**] for **No Answer**.
- . Dial the forwarded Ext. number.

To cancel:



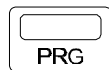
Ext. No.

- . Press [**PRG**] key.
- . Dial [**1**].
- . Dial your Extension number.

G.02 Toll Restriction Override (Forced Account Code)

Toll Restriction prevents telephone toll abuse and saves telephone costs. Once a correct Forced Account Code (FAC) is dialed, you have access to Unrestricted Dialing and the SMDR will record all outgoing calls and Forced Account Code used by the station.

*** For details of setting an FAC, please refer to the [System Programming](#) manual of each system. ***



F.A.C.




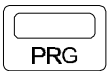

- . [**SPK**] key off / Handset on hook.
- . Press [**PRG**] key then Dial [**4**].
- . Dial the Forced Account Code.
- . Dial telephone number.



NOTE: 1. If the dialed FAC is correct, your Extension automatically selects an idle CO line for you. If not, you will hear Busy Tone.
2. Once you end the call, the Extension automatically returns to normal (in Toll Restriction Mode).

G.03 Volume Control (Setting)

This program can adjust the **Volume** of Digital Phones. There are five types of Volume you can adjust - Ring, Speaker, Handset, Ring Volume Up Gradually, Ring Frequency.

Program the Volume for your Telephone:


 , 

CODE  / 

- . Handset on hook / [SPK] key off.
- . Press [PRG], [6].
- . Dial [1] for setting **Ring Volume**,
- [2] for setting **Speaker Volume**,
- [3] for setting **Handset Volume**,
- . Press [#] key for Volume Up.
- . Press [*] key for Volume Down.

To **Set** or **Cancel** the **Ring Volume Up Gradually** method is:

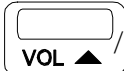

- To Save . Press [PRG], [6], [4] → Confirmation Tone and the LCD will show "Save."
- To Cancel . Press [PRG], [6], [4] → Confirmation Tone and the LCD will show "Cancel."

To Set the Ring Frequency:

. 8 ring frequencies can be selected.

The method is:[PRG], [6], [5] then key in your choice[1]~[8].

During Conversation, Adjust the Volume:

- . Press [VOL ▲] key for voice up.
- . Press [VOL ▼] key for voice down.


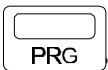

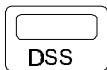
G.04 Store Speed Dial/One Touch Dial

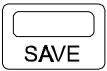
Speed Dial automatically dials the stored telephone numbers.





There are two types of Speed Dial: **Personal** (Extension) and **System**.

To store Personal Speed Dial numbers:

1. For general Extension:



  **SPD CODE** / 


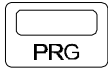






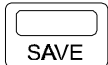





- . Handset on hook / [SPK] key off.
- . Press [PRG] key then Dial [8].
- . Dial the Speed Access Code / Press a programmed DSS key.
- PERSONAL SPEED ACCESS CODE DSS KEY
- 0 - 9 1-10
- . Dial stored numbers (Max.30 digits).
- . Press [SAVE] key.

2. For Attendant Console :

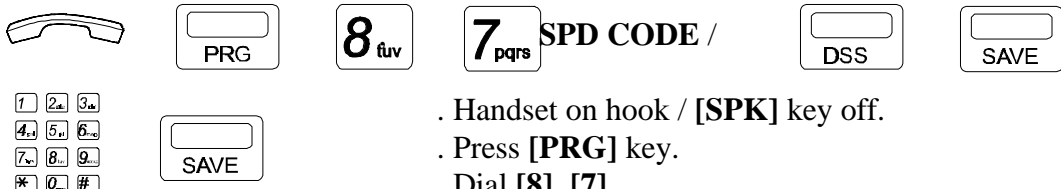



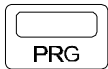








SPD CODE /



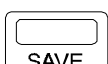



- . Handset on hook / **[SPK]** key off.
- . Press **[PRG]** key.
- . Dial **[8]**, **[8]**.
- . Dial the Speed Access Code or a programmed DSS key.
- . Dial stored numbers (Max.30 digits).
- . Press **[SAVE]** key.

To store System Speed Dial numbers (at Console only):



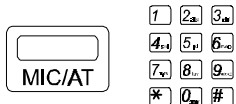




SPD CODE /








- . Handset on hook / **[SPK]** key off.
- . Press **[PRG]** key.
- . Dial **[8]**, **[7]**.
- . Dial the Speed Access Code then Press **[SAVE]** key.
- . Dial stored numbers (Max. 30 digits).
- . Press **[SAVE]** key to exit.

To define a specific CO line for Speed Dialing:

- * After or before dialing stored telephone number, User can assign a CO line for the stored numbers.



- . Press **[MIC/AT]** key then dial the CO line number 01-08 for G1-824, or 00 for Automatic CO Selection.

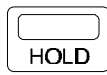

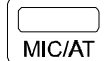
To exit:





- . Press **[SPK]** key.

- * Other signal for stored number when storing data:

Key	Meaning	LCD display
	Pause	"P"
	Flash	"F"
	Pulse to Tone	"T"

G.05 Lock Up / Unlock Extension By Security Code

To prevent others from making outside calls through your telephone, you may lock your telephone by Security Code.

To **lock** / unlock:



- . Handset on hook / **[SPK]** key off.
- . Press **[PRG]** key then Dial **[9]**.
- . Define / insert your Security Coed.
- . Press **[SAVE]** key.
- . Press the **[SPK]** key to quit, then Extension is locked / unlocked.

- The Security Code is made up of three characters (digits).

NOTE: To change the Security Code, unlock the Extension and then **lock it by** a new Security Code.

Access to a **locked telephone**:



- . Handset on hook / **[SPK]** key off.
- . Press **[PRG]** key then Press **[#]** key.
- . **Enter** your Security Code.
- . If the code is right, system will provide a free CO. Line automatically.
- . Dial the telephone number.

G.06 Define Time-Reminding Service

The System is equipped with an internal clock. For the Time-Reminding Service, you can assign your Extension to play the Background Music at a specific time.

1. For general Extension:

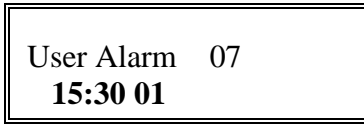
To define:



- . Handset on hook / **[SPK]** key off.
- . Press **[PRG]** then **[HOLD]** key.
- . Insert the Alarm-Time HH:MM (24-hour) format.

- . Insert the duration (00-98 minutes).
- For instance, 01 means 1 minute's duration.

EXAMPLE:



The music plays at 15:30, for one minute.

- . Press [SAVE] key.
- . Press [SPK] key to exit.

NOTE: 1. If the time is not correctly set in HH:MM format, the LCD will show "Access Denied," and a Busy tone will be heard.

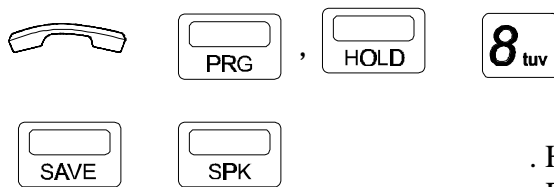
To cancel:



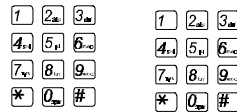
- . Press [PRG].
- . Press [HOLD] twice.

2. For Attendant Console :

To define:

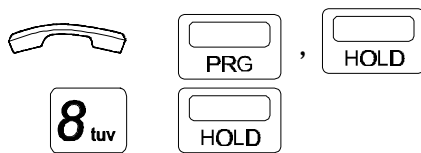


HH:MM Duration



- . Handset on hook / [SPK] key off.
- . Press [PRG] key.
- . Press [HOLD] then [8] key.
- . Insert the Alarm-Time.
- . Insert the duration (00-98 minutes).
- . Press [SAVE] key.
- . Press [SPK] key to exit.

To cancel:



- . Handset on hook / [SPK] key off.
- . Press [PRG] then [HOLD] key.
- . Press [8] then [HOLD] key.

G.07 Define Morning Call Service

For Morning Call Service, the Background Music or a predefined Voice Announcement is played to the assigned Extension when the programmed time is reached.

The same as **G.06 Define Time-Reminding Service**.

Set the duration for 99 minutes.

EXAMPLE:

User Alarm 07
07:00 99

The music or a Predefined Voice Announcement alarm plays at 07:00 A.M. for Morning Call.

NOTE: Once the morning call is answered, the "Morning Call Service" feature is automatically canceled. The time will need to be reprogrammed when next you want to use this service.

G.08 Date / Time Setting (For Console only)

The user can set Date and Time without entering into System Programming.



- . Handset on hook / [SPK] key off.
- . Press [PRG] key.
- . Press [HOLD] then [7] key.
- . Press [SAVE] key.
- . Set Date and Time.
- . Press [SAVE] key.

EXAMPLE:

11:01 DATE/TM 01
04 29 97 16 06 2

04: Month (Feb.)	29: Date
97: Year (1997)	16: Hour
06: Minute (16:06)	2: Tuesday (Tue.)

G.09 Switching of Day / Night Service Mode (For Console only)





Normal system operation is set in day time mode. Night service provides Outward Dialing restriction, Night-Time Incoming Ringing Assignment, etc. The **Switching of Day / Night Service Mode** is programmed by the Attendant Console, executed by either an Extension user (Manual / User Select) or the system itself (Auto / System Select).

By Auto / System, set a Day-time duration (e.g., 08:30 to 17:00, in 24-hour format). This means that after 17:00, the system switches automatically to **Night Service**. **By Manual / User**, User can also activate the **Night Service at any time** .

To prevent unauthorised people from accessing programming functions, the Attendant Extension can be locked by a Security Code. (See **G.05 Lock / Unlock Extensions By Security Code**.)

*** For programming of the Day-Time duration, please refer to **Day-Time Duration Setup of System Programming manual** ***

Setting for Manual / User or Auto / System Select:


 ,
 
 . Handset on hook / [SPK] key off.
 . Press [PRG], [TRF/FL], then [*] key.

*** LED Indication**

[SPK] key LED Lamp flashes **slowly** : **Manual / User Select** status.
 [SPK] key LED Lamp blinks **fast** : **Auto / System Select** status.

*** To change selection** from Auto / System Select to Manual / User Select or vice versa:

 . Press [*] key.

Under Manual / User Mode, set Day / Night Service:


 ,
 
 . Handset on hook / [SPK] key off.
 . Press [PRG], [TRF/FL], [TRF/FL].

*** LED Indication**

[DND/CN] key blinks fast: **Night Time**.
 [DND/CN] key off: **Day Time**.


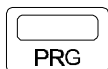
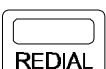


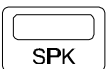
*** To change selection**

 . Press [TRF/FL] key to change Selection from **Night** to **Day** or **Day** to **Night**.


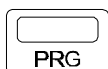
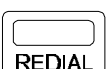
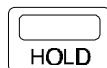
G.10 Alarm Assignment (For Console only)

The Console can set morning call service for other extensions.

To define:


 ,
  **Ext. No.** . Handset on hook / [SPK] key off.
 . Press [PRG] then [REDIAL] key.
 . Dial the Alarm Assigned Ext. number.
 . Insert the Alarm-Time.
 Alarm time . Press [SAVE] key.
 . Press [SPK] key to exit.


To cancel:


 ,
  **Ext. No.** . Handset on hook / [SPK] key off.
 . Press [PRG] then [REDIAL] key.
 . Dial the Alarm Assigned Ext. number.
 . Press [HOLD] key.

G.11 Absent Message

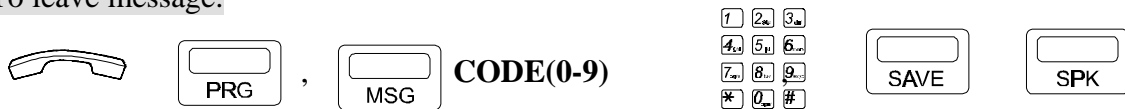
Any telephone can be programmed to use this feature. When a caller calls a telephone with an Absent Message, one of the following Absent Messages will display on the caller's telephone LCD.

Absent Message (0 to 9):

Message 0= Vacation
 Message 1= Will back
 Message 2= Lunch
 Message 3= Meeting
 Message 4= Call

Message 5= DND
 Message 6= Call EXT
 Message 7= Off duty
 Message 8= Business trip
 Message 9= _____ (Future feature)

To leave message:



- . Handset on hook / [SPK] key off.
- . Press [PRG], [MSG] key.
- . Dial one of the Absent Messages.
- . Insert data after Message. (If needed)
- . Press [SAVE] then [SPK] to exit.

Examples:

Message 0= Vacation 12/24
 Message 1= Will back 15:30
 Message 2= Lunch 12:00
 Message 3= Meeting 10:10

Message 4= Call 9578244
 Message 5= DND 12:30/13:30
 Message 6= Call EXT 16
 Message 7= Off Duty 17:30

NOTE: 1. Each "Absent Message" can have a maximum of 16 characters, the Absent Message included.
 2. Press [*] key to insert a colon (:).
 3. Press [#] key to insert a slash (/).

To cancel:

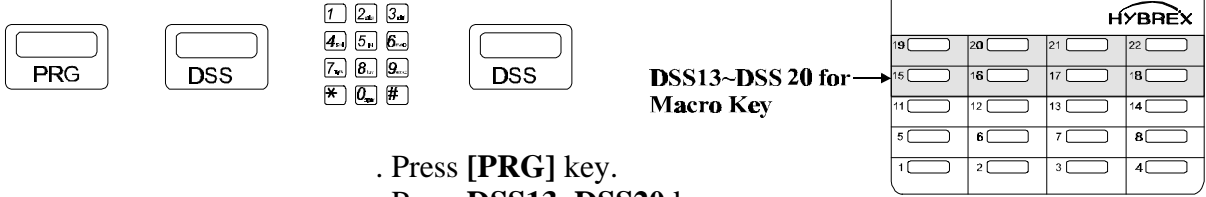


- . Handset on hook / [SPK] key off.
- . Press [PRG], [MSG] key.
- . Press the [SPK] key.

G.12 Function Key Assignment (Macro Key)

This program allows a user to store a special functions into an assigned DSS key.

Programming:



- . Press [**PRG**] key.
- . Press **DSS13~DSS20** key.
- . Insert the operation steps of a special function that you **would like to store**. (For example, # 0 for All Paging.)
- . Press the programmed [**DSS**] key again to store the function.

Note: To use Macro Key function the DSS key must be assigned to CO or Extension.

G.13 User Programming Help

This Program assists users to perform station programming by LCD help information, if the user has no operation manual available.

Programming:



- . Handset on hook / [**SPK**] key off.
- . Press [**PRG**] key then Dial [**0**]

- * The LCD of the telephone will display help information.
Each Help Information example will be held for two seconds and the screen will go on the next example.

To Operate:



- . Press [*****] key to Scroll the Screen Up.



- . Press [**#**] key to Scroll the Screen Down.



- . Press [**0**] to select and execute this function.

G.14 Station Programming – Saved Number Redial

Saved Number Redial allows the last dialed CO number to be stored and easily accessed when required. The number is stored in the system memory and remains until the User replaces it with another number.

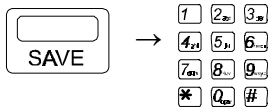
To save:

1. Automatic Save:



. Before ending the call, press [SAVE] key.

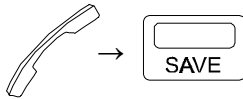
2. Manual Save:



. Before ending the call, press [SAVE] key.

. Insert the phone number to be saved.

To redial:



. Handset off hook / on hook.

. press [SAVE] key

NOTE: 1. Once [SAVE] key is pressed, your Extension will automatically select an idle CO line for you.
2. You may also press a CO key to select an idle CO line before pressing [SAVE] key.

G.15 Account Code

This feature allows an Extension user to enter a Accounting Code into System's Station Message Detail Recording (SMDR), which records all incoming and outgoing calls.

Setting:

*During Conversation when two parties are connected.

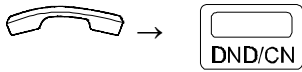


- . Press [SAVE] key then Press [MSG] key.
- . Dial an Account Code. (8 digits maximum)
- . Press [SPK] to complete the input.

NOTE: If the Account Code is inserted wrong, repeat the above steps.

G.16 Do Not Disturb

Each Extension can be individually programmed to block all incoming calls, including Paging announcements. A caller attempting to reach an Extension in DND mode will receive "Do Not Disturb" on the LCD and hear Busy Tone.



- . Handset on hook / [SPK] key off.
- . Press [DND/CN] key to active or to cancel.

* LED Indication

- * The flashing [DND/CN] indicates the DND status.
- * [DND/CN] off indicates the status back to normal.

G.17 Baby Listen

By assigning beforehand, another station can directly call this station without ringing and monitor from Handset or Microphone.

to enable



- . Handset off hook or Press [SPK] key.
- . Dial [7],[7],[0].

to disable



- . Put handset on hook or Press [SPK] key.

G.18 Automatic Line Access by Lifting Handset

By assigning beforehand, a CO line is directly selected when Handset is lifted.

to enable / cancel



- . Press [SPK] key.
- . Dial [7],[7],[1].

NOTE: You can still dial intercom by on hook dialing after you enable this feature.

G.19 Lock / Unlock S.M.D.R output (For Console only)

This feature allows an Extension user to Lock/Unlock System's **Station Message Detail Recording (SMDR)** output. If the S.M.D.R is locked then S.M.D.R. records will be stored in the System's Memory and will not be sent out until the S.M.D.R. output is unlocked.

to lock / unlock



. Press [SPK] key.

. Dial [7],[7],[2].

NOTE: The G1-824 System's RAM can store max. 25 records.

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