



## OPERATING INSTRUCTIONS HYBREX DK6-21 HANDSETS

### Button Layout

<b>Large LCD display</b>	16 characters
<b>PRG</b>	Program
<b>SAVE</b>	Confirm any settings programmed
<b>VOL up/down</b>	Set volume/ringing tone level speaker loudness
<b>REDIAL</b>	Last number redial
<b>SPD</b>	Speed dial key
<b>TFR/FL</b>	Transfer calls
<b>HOLD</b>	Hold calls
<b>SPK</b>	On hook handsfree
<b>MIC/AT</b>	Mute button enable / disable key
<b>DND</b>	'Do not disturb'
<b>PAGING</b>	PAGE all phones
<b>MSG</b>	Message waiting key

### Answer incoming call

- Pick up handset if your phone is ringing **or** pickup the handset and press flashing line key to answer call if your phone is not ringing.

**Note: All extensions will indicate an incoming call & or engaged on a Call by line key being lit on their phone.**

### Placing calls On Hold

- To place calls on hold press **HOLD** key while on a call.  
To retrieve a held internal call by any extension lift handset, press line key

**Note: If a call is unanswered, the caller will recall back to remind you after a predefined amount of time.**

### Change from handset mode to loud speaker mode

- During conversation press **MIC** (Light will be illuminated) then hang up your handset. This will switch to loud speaker mode.
- If you want to return to **handset** mode simply pick the handset.

## Transfer a Call

There are two methods of transferring a call.

### **DIRECT CALL TRANSFER**

- Answer call
- Press the required **EXTENSION NUMBER (DSS) KEY**
- Press **TRF/FL** button to connect to internal extension

### **INDIRECT CALL TRANSFER**

- Press **flashing line** key to answer call
- Press the required **EXTENSION NUMBER (DSS) KEY**
- **WAIT** for person to answer, then
- Press **TRF/FL** key when ready to transfer

## Answer multiple calls

- Press **flashing line** key or pickup handset to answer call
- Place on hold by pressing **HOLD** (key slowly flashes red)
- Pick up second incoming call by pressing flashing i/c line key

**Note: Screen will display 'I/C' & a tone will be heard through phone to indicate second incoming call**

## Answering internal call

- Lift handset or to place on loud speaker do not pick up handset & press **SPK** key.

**Note: The calling extension number will appear on your screen**

## Make internal calls

### **By dialing number:**

- Lift handset
- Dial extension number **OR**

### **By pressing DSS (extension no.) key:**

- Lift handset
- Press a programmed **DSS** (extension no.) key

## Make Outgoing Calls

- Handset off hook or Press **SPK** key for Loud Speaker
- **Press a line key** (Dial tone heard) or **Press 0** on the keypad to select the first available line
- Dial phone number

## Page All Phones

- Pick up handset or press **SPK** key.
- Dial #, and then 0, broadcast message

## Last numbers redial

*This feature automatically stores the last dialled outgoing telephone number.*

- Handset off hook/on hook
- Press **redial** key

*Note: When redial key is pressed the extension will automatically select a line for dialing the last stored number.*

## Placing calls on mute

*While engaged on a call*

- Press **MIC/AT** key (person unable to hear you)

*To resume conversation*

- Press **MIC/AT** again

## Background music

*Press # key to activate and to deactivate if a music on hold device is connected.*

## Volume Control

*You may increase or decrease the volume of several speakers Volume. Adjustment: 8 Levels*

- Press Vol ↑ Key for Volume Up
- Press Vol ↓ Key for Volume Down

*Note: The volume keys will adjust the volume of whatever speaker is being used. E.g. ringer volume while the phone is ringing, handset speaker volume while using the handset and phone speaker volume while using phone in hands-free mode.*

## To set a different tone

*8 different ring tones can be selected:*

- Press **PRG**, press **6**, press **5** then press key of your choice **1-8** and **SPK** to save setting.

## DND

*To block all incoming calls including paging*

*A caller attempting to reach an extension in DND mode will receive “Do Not Disturb” message on their screen and hear busy tone.*

*To operate*

- Handset on hook/**SPK** key off
- Press **DND/CN** key to activate or to cancel

*DND/CN key indicates red when on  
DND/CN key not lit when back to normal*

*Note: You are still able to make o/g calls or internal calls if DND is activated on that extension*

## Call forwarding - Divert

*Extensions can be set to forward calls to another extension*

*To forward press PRG key*

- Dial **1** for all calls, **2** for forward when busy and **3** for forward when busy or no answer
- Dial the **extension number** to forward to

*To cancel*

- Press **PRG** key
- Dial **1**
- Dial the phones own extension number

## Storing User speed dial numbers on Console (Main Phone)

*To Store User Speed dialing*

- Handset on hook/**SPK** key off
- Press **PRG** key then dial no. **8 then 8 again**
- Press a **DSS** button 1-10
- Enter number to store (Max 30 digits)
- Press **SAVE** key
- Press **SAVE** again
- To exit press **SPK**

## Storing User speed dial numbers on users telephones

*To Store User Speed dialing for general extension*

- Handset on hook/**SPK** key off

- Press **PRG** key then dial no. **8**
- Press a **DSS** button 1-10
- Enter number to store (Max 30 digits)
- Press **SAVE** key
- Press **SAVE** again
- To exit press **SPK**

### **To Dial User Speed Dialing (DSS 1-10)**

#### **To Dial User Speed dialing for a general extension**

- Handset on hook/**SPK** key off
- Press **SPD** key
- Press required **DSS** button.

### **To Store System Speed dialing (100-199) (THIS MUST BE DONE ON MAIN PHONE)**

- Handset on hook/**SPK** key off
- Press **PRG** key
- Then dial **8**, then dial **7**
- Dial system speed access code e.g. (100)
- Dial number to store in that first location (no 0 before number).
- Press **SAVE** key (this will move you to the next speed dial number).
- To exit press **SPK** key then **Save** key.

**Note: Keep a list of system speed dial numbers after entered for reference e.g. 100 – SA Electronics (Stores up to 200 numbers then distribute list to all staff).**

### **To dial system speed dial numbers (100-199)**

- Press **SPD** key
- Dial **Speed access code** (e.g. 100: Doro distributors from your speed dial list).
- Person is dialed automatically.

### **Save a name to a speed dial entry (THIS MUST BE DONE ON MAIN PHONE)**

- Put in system speed dials (previous page)
- On the main phone press **PRG** key
- Then dial **8**, then dial **7**
- Dial the Speed access code e.g. (100)
- Press **MIC/AT** button twice
- Type in the name using the table below.
- Use the [Vol ↑ ] [Vol ▼ ] to move to the next letter or back to a previous letter
- When the name is complete press the **SAVE** key. It will have moved onto the next speed dial number.
- The procedure above can now be repeated from step 5 for the proceeding speed dial number or
- Press **Spk** key then Press **SAVE** key to finish.



Key Pad	Depress 1 time	Depress 2 times	Depress 3 times	Depress 4 times	Depress 5 times
1	,	.	:	1	Space
2	A	B	C	2	;
3	D	E	F	3	/
4	G	H	I	4	_
5	J	K	L	5	-
6	M	N	O	6	`
7	P	Q	R	S	7
8	T	U	V	8	+
9				Z	9
0					0
*	%	^	&	*	(
#	\$	!	@	#	)
Vol ↑	Scroll to the next letter				
Vol ↓	Scroll to the previous letter				

### Set Time – console will set all phones (use main telephone)

- Handset on hook/**SPK** key off
- Press **PRG** key
- Press **HOLD** then 7 key
- Press **SAVE** key
- Set Date and Time (see example below)
- Press **SAVE** key
- Press **SPK** key
- Press **SAVE** key

**Eg:** 11:01 DATE/TM      04: Month   29: Date   97: Year (1997)   16: Hour  
 04 29 97 16 06 2      06: Minute   2: Tuesday (Tues)

### Switching of day-night service mode – console (use main telephone)

#### User manual/user mode, set day/night service:

- Handset on hook **SPK** key off
- Press **NIGHT** key
- Press **SPK** key

#### LED indication

**DND/CN** key blinks fast: (Night Time)

**DND/CN** key off: (Day Time)

### To Pickup an internal call for another station

- Lift Handset
- Press \* key
- Dial the ringing extension no.