OPERATING INSTRUCTIONS
HYBREX DK7-21 HANDSETS

Button Layout

Large LCD display	16 characters
PRG	Program
SAVE	Confirm any settings programmed
VOL -/+ △▽	Set volume/ringing tone level speaker loudness
REDIAL	Last number redial
SPD	Speed dial key
TFR	Transfer calls
HOLD	Hold calls
SPK	On hook handsfree
MIC	Mute button enable / disable key
CONF	Conference calls / Do Not Disturb
MSG	Message waiting key
CLI	Caller line identification / missed calls

Answer incoming call

- Pick up handset if your phone is ringing **or** press flashing line key to answer call.

  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 certain 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

- Press *flashing line* key to answer call
- Press **HOLD**, dial **EXTENSION NUMBER**
- Press **TRF** button to connect to internal extension

INDIRECT CALL TRANSFER

- Press *flashing line* key to answer call
- Press **HOLD**, dial **EXTENSION NUMBER**
- **WAIT** for person to answer, then
- Press **TRF** 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** key (person unable to hear you)

To resume conversation
- Press **MIC** again

Background music

Press # key to activate and to deactivate if 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 **CONF** key to activate or to cancel

CONF key indicates red when on
CONF key not lit when back to normal

***Note: You are still able to make o/g calls or internal calls if CONF 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 <u>general extension</u>

- 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 – Doro Distributors (Stores up to 100 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 dialled automatically.

Set Time – console will set all phones (global)

- 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)