



USER'S GUIDE

**SKP-308H /
SKP-816H**

**Keyphone &
Standard Phone**

[EUROPEAN MODEL]

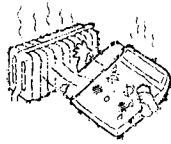


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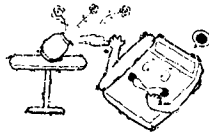
Precautions



Do not use or store in areas of high levels of dirt, dust, or corrosive gas. These places will shorten your unit's useful life.



Keep your unit away from hot areas. High temperature can shorten the life of electronic devices, damage batteries, and can even distort or melt certain plastics.



Keep it dry. If water should get on it, wipe it off immediately. Water contains minerals that can corrode electronic circuits.



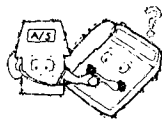
Do not drop your product. This will likely result in failure to operate. Circuit boards can crack and cases may not survive the impact. Handling your product roughly will shorten its useful life.



Do not use harsh chemicals, cleaning solvents or strong detergents to keep your unit looking new. You need only wipe it with a dampened cloth from time to time.



To reduce the risk of electric shock, do not remove the cover of the unit. No serviceable parts inside. Refer servicing to qualified service personnel.



If the unit is not working properly, take it to your local A/S center.

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ATTENDANT FEATURES

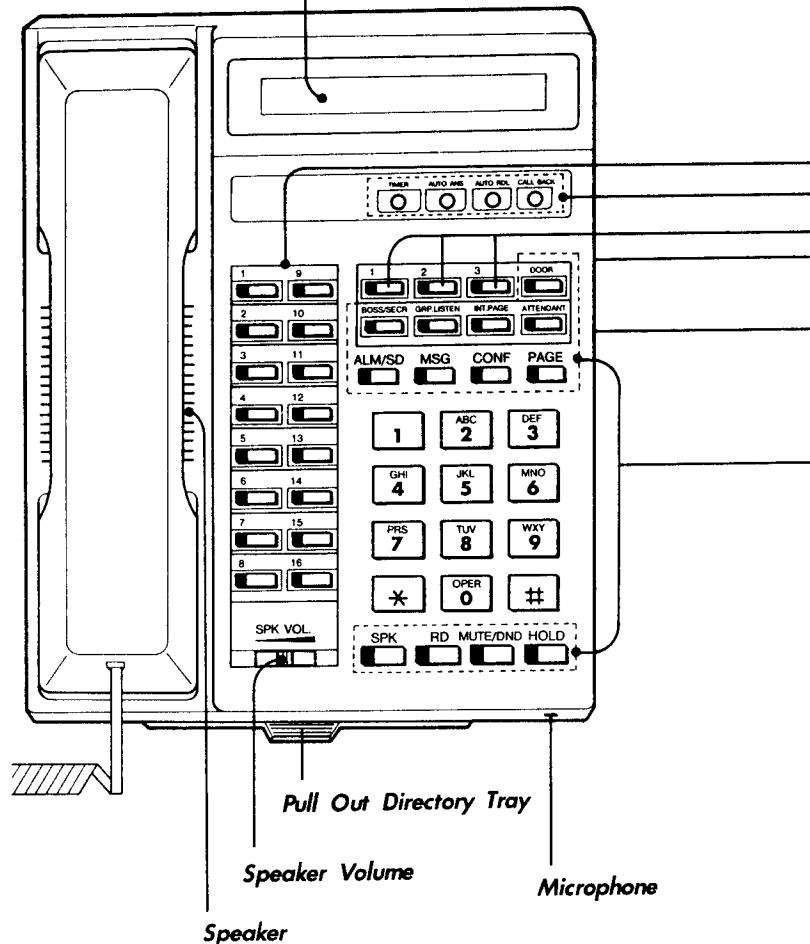
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Control Locations and Functions

SKP-308H

Liquid Crystal Display (LCD)

Available on display model keypad only.
Shows date, time, number dialed, duration of call and other useful call information.



DSS/BLF/SPEED Dial Buttons (1-16)

Buttons 1-8 are Direct Station Selection buttons, used to call other stations on intercom. They are also used to store personal frequently dialed telephone numbers. Buttons light red to show individual stations in use.

Buttons 9-16 can be used for Speed dial only.

Programmable Function Buttons

Come standard as TIMER, AUTO ANSWER, AUTOMATIC REDIAL, and CALL BACK. May be assigned other functions on an individual station basis.

Outside Line Buttons (1-3)

Used to access telephone lines. Buttons light green for calls at your station and red for calls in use at other stations.

Ringer Volume Control

Adjusts level of ringing signal, independent of other volume settings.

Handset Volume Control

Adjusts the level of handset receiver for added convenience.

Dedicated Feature Buttons

Used to access the most commonly used features.

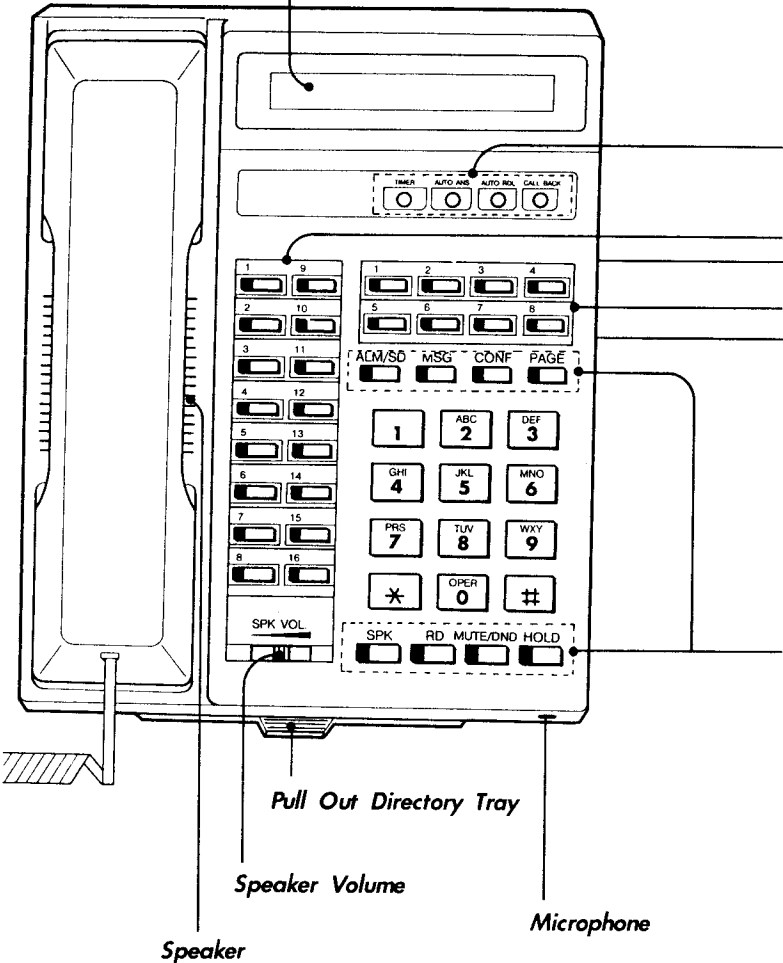
Buttons light to indicated feature is in use.

- | | |
|------------|---|
| DOOR | Used to call door. |
| BOSS/SECR | Used for boss/secretary hot line. |
| GRP.LISTEN | Used for group listening. |
| INT.PAGE | Used for internal page. |
| ATTENDANT | Used to call system attendant (operator). |
| ALM/SD | Used for alarm or speed dial. |
| MSG | Used for message waiting. |
| CONF | Used for conference. |
| PAGE | Used for external page. |
| SPK | Used for speakerphone. |
| RD | Used to redial the last number dialed. |
| MUTE/DND | Used to mute the microphone or to activate Do-Not-Disturb mode. |
| HOLD | Used to put calls on hold. |

SKP-816H

Liquid Crystal Display (LCD)

Available on display model keyset only.
Shows date, time, number dialed, duration
of call and other useful call information.



Programmable Function Buttons

Come standard as TIMER, AUTO ANSWER, AUTOMATIC REDIAL, and CALL BACK. May be assigned other functions on an individual station basis.

DSS/BLF/SPEED Dial Buttons (1-16)

Direct Station Selection buttons, used to call other stations on intercom. They are also used to store personal frequently dialed telephone numbers. Buttons light red to show individual stations in use. Unused buttons may be programmed as additional function buttons.

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Adjusts level of ringing signal, independent of other volume settings.

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Used to access telephone lines. Buttons light green for calls at your station and red for calls in use at other stations. Unused buttons may be programmed as additional function buttons.

Handset Volume Control

Adjusts the level of handset receiver for added convenience.

Dedicated Feature Buttons

Used to access the most commonly used features. Buttons light to indicated feature is in use.

- ALM/SD Used for alarm or speed dial.
- MSG Used for message waiting.
- CONF Used for conference.
- PAGE Used for external page.
- SPK Used for speakerphone.
- RD Used to redial the last number dialed.
- MUTE/DND Used to mute the microphone or to activate Do-Not-Disturb mode.
- HOLD Used to put calls on hold.

OUTSIDE CALLS

Making Outside Call

<Keyphone>

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

Note: If programmed, you may dial **0** or **8 0** to select an available line from these two line groups.

<Standard phone>

- Lift the handset, and listen for a dial tone.
- Dial the outside line number (81–88 for SKP-816H, 81–83 for SKP-308H), or dial **0** or **8 0** to select an available line.
- Dial the outside telephone number. When the other party answers, speak.

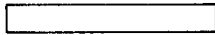
Answering an Outside Call

<Keyphone>

- Lift the handset and press fast flashing green outside line button, OR;
- Answer call using speaker phone by pressing flashing green outside line button.
- If your phone is assigned ringing, simply lift the handset or press **SPK** button and call is automatically answered.

<Standard phone>

- Lift the handset and speak.



Recall Dial Tone

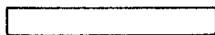
<Keyphone>

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.

<Standard phone>

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Sending a Flash

<Keyphone>

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

<Standard phone>

- While talking on the phone, hook flash.
- Dial 5.



Busy Line Queuing With Call-Back

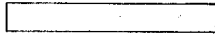
<Keyphone>

- Press the desired busy outside line with red light and receive busy signal.
- Press **CALL BACK** button, then replace the handset.
- When the selected line becomes free and it is your turn, system will call you back.
- Lift the handset or press **SPK** button to be connected to dial tone, then place a call.

Note: A call back will be cancelled if not answered within 12 seconds.

<Standard phone>

- While you receive busy signal, hook flash before hanging up.
- Dial **3**, then replace the handset.
- When an outside line is free, the system calls you back.



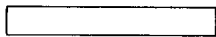
Calling Other Stations

<Keyphone>

- Lift the handset, press **DSS** button for another station or group of stations and speak into the handset.
- Place a call using speakerphone by just pressing **DSS** button for another station or group of stations and speak into the microphone.
- Finish call by replacing the handset or press **SPK** button.

<Standard phone>

- Lift the handset and dial the desired extension number or group number.
- When other party answers, speak. To end the call, replace the handset.



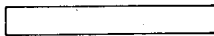
Answering a Call From Another Station

<Keyphone>

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

<Standard phone>

- Lift the handset and speak.



Auto Answer — Voice Announce Mode (available for intercom call)

〈Keyphone〉

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

- To select this mode, press **AUTO ANS** button.
- Press it again to cancel. Or;
- With the handset on-hook, dial # 1 0 then 0 for normal ring or 1 for auto answer.
- Dial # to save your selection.

〈Standard phone〉

Not available



Busy Station Call-Back

〈Keyphone〉

- Press the desired **DSS** button with red light and receive busy signal.
- Press **CALL BACK** button, then replace the handset.
- When the selected station becomes free, the system will call you back.
- Lift the handset or press **SPK** button to call the now idle station.

Note: A call back will be cancelled if not answered within 12 seconds.

<Standard phone>

- While you receive busy signal, hook flash before hanging up.
- Dial **3**, then replace the handset.
- When the station is free, the system calls you back.



Calling the Attendant

<Keyphone & Standard phone>

Lift the handset or use speakerphone, and dial **3** (press **ATTENDANT** for SKP-308H) to call your system attendant.



Direct Retry

<Keyphone>

When making an intercom call, and you encounter one of these conditions; busy, no answer, do not disturb, not equip., or called party hangs up, you can make another intercom call without hanging up.

<Standard phone>

Not available



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CALL PROCESSING

System Hold

<Keyphone>

- When connected to any outside line or station, press **HOLD** button. Line button will flash green on your phone and red on other phones. A **DSS** button will flash red on your phone and remain red on other phones.
- To retrieve outside line again, press flashing line button from any phone.
- A station on hold can only be retrieved at the phone that put it on hold. Just press flashing red **DSS** button.

<Standard phone>

- When connected to any outside line, hook flash and dial **6**.
- To retrieve the call again, lift the handset and dial **6**.

Note: If you retrieve the call on other station, lift the handset, dial **5**, then dial the extension number that put the call on hold.

Exclusive Hold

<Keyphone>

To place an outside call on hold at your phone and not allow other user to take it:

- Press **HOLD** button twice.
- To retrieve the line, press the flashing green line button.

<Standard phone>

Not available

Hold Recall

After a call has been left on hold for a preprogrammed period of time, it will:

<Keyphone>

- Recall the station that placed it on hold.
- When your phone rings, lift the handset or press **SPK** button to answer recall.
- If you are not able to answer recall, it will return to the system attendant (operator) after a preprogrammed period of time.

Consultation Hold

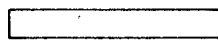
When talking on an outside line and it is necessary to consult with another station:

<Keyphone>

- Press idle **DSS** button of the desired station. Outside call is automatically put on hold.
- Consult with other party.
- When inside station hangs up, you will be reconnected to the outside line.

<Standard phone>

- Hook flash, and dial the desired extension number. Outside call is automatically put on hold.
- Consult with other party.
- When inside station hangs up or if you hook flash, you will be reconnected to the outside line.



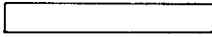
Transferring Calls

〈Keyphone〉

- A. With outside call in progress, press **DSS** button for desired station or group of stations. Call is automatically put on hold:
- Hang up when you hear ringing, and call is transferred, Or:
 - Wait for party to answer and advise them of the call, then hang up. If transfer is refused you will be reconnected to outside line when inside station hangs up.
- B. If during transfer you change your mind, press the same **DSS** button to release the called station and return to the outside line.

〈Standard phone〉

- A. With outside call in progress, hook flash and dial the desired station or group of stations. The call is automatically put on hold:
- Hang up when you hear ringing, and the call is transferred, OR:
 - Wait for the party to answer and advise them of the call, then hang up. If the transfer is refused, you will be reconnected to the outside line when inside station hangs up.
- B. If during transfer you change your mind, hook flash to release the called station and return to the outside line.



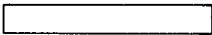
Camp-On Transfer

<Keyphone>

- With outside call in progress, press the desired **DSS** button. The call is automatically put on hold.
- If station is busy, hang up and the call is camped on to the busy station.

<Standard phone>

If you receive busy signal when you transfer a call, hang up. The call is camped on to the busy station.



Answering a Camped-On Call

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

<Keyphone>

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

<Standard phone>

- You will hear a camped-on reminder tone through the handset when you are on the phone.
- Hang up the present call and the waiting call will ring your phone.
- Lift the handset to answer.

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Setting up a Conference

〈Keyphone〉

You may confer with up to three parties in any combination of one outside line and two internal stations in any order.

- While engaged in a conversation, press **CONF** button, and receive conference tone.
- Make another call, either station or outside line and press **CONF** button to add the party.
- Repeat the first two steps until all parties are added.
- Press **CONF** button twice to add yourself.

〈Standard phone〉

Cannot set up a conference, but it is possible to join as one of the parties.

Releasing a Party From a Conference

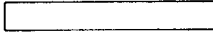
〈Keyphone〉

While engaged in a conference:

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

〈Standard phone〉

Not available



Forward Calls

<Keyphone>

To forward your calls to another station or group.

- With the handset on-hook, dial # 1 1.
- Press the **DSS** button of the station that will receive your calls (or the first round button on the left for group 1, the second for group 2, and the third for group 3 for SKP-816H only).
- Dial #.

Your **SPK** button will flicker as a reminder that you have forwarded your calls.

<Standard phone>

Not available

Note: SKP-308H cannot forward calls to another GROUP.

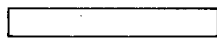


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Cancel Call Forwarding

- With the handset on-hook, dial # 1 1.
- Press your **DSS** button.
- Dial # again. **SPK** button will stop flickering.



Call Pick-Up

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

<Keyphone>

- Lift the handset or press **SPK** button.
- Dial **1 1** 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 **SPK** button.
- Press the flashing **DSS** button of the ringing station.

<Standard phone>

Lift the handset and dial **1 1** to pick up the call ringing at another station.

DIALING FEATURES

Speed Dialing — System List

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

<Keyphone>

- Select an outside line.
- Press **ALM/SD** button.
- Dial the desired speed dial code **1 0** through **9 8**.

<Standard phone>

- Lift the handset and dial **1 9**.
- When you receive an attention tone, dial the desired speed dial code **1 0** through **9 8**.

Programming Personal Speed Dial Numbers

<Keyphone>

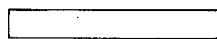
You may program frequently dialed telephone numbers of your choice and store them under each **DSS** button:

- With the handset on-hook, press **ALM/SD** button.
- Press the **DSS** button where a number is to be stored.
- Dial a telephone number (maximum 30 digits). If required, press **HOLD** button to insert a three-second pause and **MSG** button to insert a hookflash.
- Press **ALM/SD** button to store the number.

Repeat the above procedure for each number to be stored. When **DSS** button 1 and 2 are used, the number will not be displayed for your privacy.

<Standard phone>

Not available

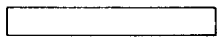


Speed Dialing — Personal List

〈Keyphone〉

To dial a personally programmed speed dial number:

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



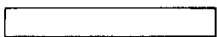
Erase Personal Speed Dial Numbers

〈Keyphone〉

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

〈Standard phone〉

Not available



Last Number Redial

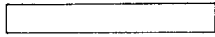
〈Keyphone〉

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

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

〈Standard phone〉

Not available



Save Number With Redial (available for SKP-816H)

<Keyphone>

To save a number just dialed for later use:

- Press **RD** button before hanging up.

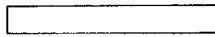
To redial this saved number at any time:

- Dial **4** and outside line is automatically selected and the number is dialed.

Saving another number will erase previous one.

<Standard phone>

Not available



Chain Dialing

<Keyphone>

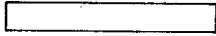
You may manually dial additional digits following a speed dial call, OR:

You can chain as many speed dial numbers together as required:

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

<Standard phone>

Not available



Automatic Redial of a Busy Number

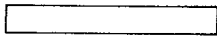
<Keyphone>

- When placing an outside call and you receive a busy signal, press **AUTO REDIAL** button, then replace the handset.
- Your phone will hold a line and redial the number every 65 seconds, up to three attempts.
- When ringing is detected, your station calls you so you may speak when the party answers.
- Your **RD** button will flicker while auto-redial feature is in use.

If you make another call, auto-redial is cancelled.

<Standard phone>

Not available



Pulse to Tone Change-over

<Keyphone & Standard phone>

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

PAGING & MESSAGING

Making an Internal Page

<Keyphone>

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

<Standard phone>

- Lift the handset and dial your extension number.
- Dial zone number **1, 2, or 3**.
- After a brief attention tone, make your announcement.

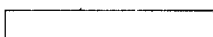
Making an External Page

<Keyphone>

- Lift the handset and press **PAGE** button.
- After a brief attention tone, make your announcement.

<Standard phone>

- Lift the handset and dial **1 4**.
- After a brief attention tone, make your announcement.



All Page

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

〈Keyphone〉

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

〈Standard phone〉

- Lift the handset and dial your extension number.
- Dial **0**.
- After a brief attention tone, make your announcement.



Meet-Me Answer (available for SKP-816H)

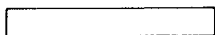
〈Keyphone〉

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 call instructing the paged person to dial **1 2**.
- After announcement, press your own **DSS** button. You will hear music if equipped. Wait for the party to respond.
- The paged party must dial **1 2** to be connected to you.

〈Standard phone〉

Not available. If a standard phone is paged, you can respond the call by dialing **1 2**.



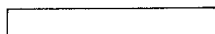
Transfer with Page Announcement

<Keyphone>

- While talking on an outside line, press your **DSS** button or **PAGE** button and the call is automatically put on hold.
- Announce to the paged person that they have a call, and specify the line number.
- Paged person answers call by pressing the outside line button that was announced.

<Standard phone>

- While talking on an outside line, hook flash and dial your extension number, then zone number (0-3) to transfer with internal page announcement.
Or:
- Hook flash, and dial **4** to transfer with external page announcement.
- The outside line is automatically put on hold.



Setting a Message Light

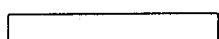
<Keyphone>

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

- Press **MSG** button,
- Replace the handset. **MSG** button of the called station will light.

<Standard phone>

When calling another station and you encounter either no answer or a busy signal, hook flash and dial **4**.



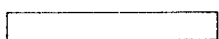
Reviewing Messages (available for display phone)

<Keyphone>

- With the handset on-hook, press the flashing **MSG** button.
- Stations that have left messages will be displayed (a maximum of four).

<Standard phone>

Not available



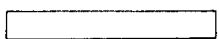
Cancelling Messages (available for display phone)

<Keyphone>

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

<Standard phone>

Not available



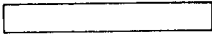
Returning Messages

<Keyphone>

- Lift the handset or press **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.

<Standard phone>

Not available



Send Programmed Message (available for display phone)

<Keyphone>

You may select preprogrammed message (maximum of sixteen characters) to appear in the display of the calling stations.

- With the handset on-hook, press **DND** button.
- Scroll through available messages by dialing * to go forward and 0 to go back.
- Dial # to select message.

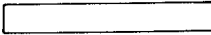
Note: If your station is denied DND feature, you can not send programmed messages.

<Standard phone>

Not available



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Cancel Programmed Message Display

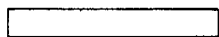
<Keyphone>

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

<Standard phone>

Not available

CONVENIENCE FEATURES



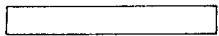
Do Not Disturb

<Keyphone>

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

<Standard phone>

Not available



Mute

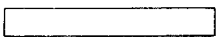
<Keyphone>

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

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

<Standard phone>

Not available



Background Music

<Keyphone>

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

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

<Standard phone>

Not available



Set Appointment Reminder

<Keyphone>

To use your phone as an alarm clock:

- Press **ALM/SD** button twice.
- Set the hour and minutes in 24 hour system using the dial pad.
- Press **ALM/SD** button, light will turn on.
- Your phone will sound three rings at the time you set.

You may cancel by pressing **ALM/SD** button twice then the **HOLD** button.

<Standard phone>

Not available



Answering the Door Phone

When you are programmed to receive calls from the door phone:

<Keyphone>

- You will receive three short rings, repeatedly.
- Lift the handset or press **SPK** button and you are connected to call.
- If door lock is installed, dial **3** to unlock.

If not assigned door phone ringing, dial **1 1** for call pick-up.



<Standard phone>

- You will receive three short rings, repeatedly.
- Lift the handset and you are connected to call.
- If door lock is installed, hook flash and dial **3** to unlock.

If not assigned door phone ringing, dial **1 1** for call pick-up.

 **Calling the Door Phone (Room Monitoring)**

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

<Keyphone>

- Lift the handset and dial **1 3** or press the programmed (SKP-816H) or the dedicated (SKP-308H) **DOOR** button.
- You will be connected to door phone and can listen or have a conversation.

<Standard phone>

- Lift the handset and dial **1 3**.
- You will be connected to door phone and can listen or have a conversation.

Executive Barge-in (Override)

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

<Keyphone>

- Press the desired **DSS** button with red light and hear busy tone.
- Dial **5** to barge-in.

Barge-in is not allowed if the station is in a conference, or in the hold, transfer or call forward conditions.

<Standard phone>

When you receive busy signal, hook flash and dial **5** to barge-in the busy station.

Boss/Secretary Hotline

<Keyphone>

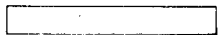
If programmed, the **BOSS** and the **SECRETARY** can have a hot line between them.

- Press the programmed (SKP-816H) or the dedicated (SKP-308H) **BOSS/SECR** button, and one party will make a voice call to the other with automatic answer.
- Both can override other's **DND** mode when using the hotline.

When the **BOSS** is in the **DND** mode, all of his intercom calls will ring the **SECRETARY**.

<Standard phone>

Not available



Toll Restriction Override (available for SKP-816H)

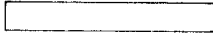
With an override code, you may make calls from a restricted station.

<Keyphone>

- With the keyset in the idle condition, press # 0 0.
- Dial the override code.
- Dial #. You now have your class of service.
- Make an outside call within 60 seconds.
- Hang up and the station is returned to its restricted class of service.

<Standard phone>

- Lift the handset and dial 1 5.
- Dial the override code. You now have your class of service.
- Make an outside call within 60 seconds.
- Hang up and the station is returned to its restricted class of service.



Call Offer (with Alert) (available for SKP-816H)

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

<Keyphone>

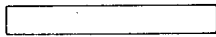
- Press the desired **DSS** button with red light and you hear busy tone.
- Press the same **DSS** button several times to offer your call to the busy station. You will hear music if equipped. Busy stations may be alerted to very important or emergency calls by receiving a ring burst each time you press the **DSS** button.
- The called party will hear an off-hook signal and your **DSS** button will begin flashing at the party's phone 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.
- After accepting the offered call, press the flashing **DSS** or **CO** button to return to your original call.

<Standard phone>

- Dial the desired extension number and you hear busy tone.
- Hook flash and dial **2** to offer your call to the busy station. You will hear music if equipped.
- The called party will hear an off-hook signal and your **DSS** button will begin flashing at the party's phone to indicate who is offering a call.
- The called party presses the flashing **DSS** button to respond to talk with you.

Note: If you are on a C.O. call, you must put it on hold before you can alert a busy station.





Group Listening

<Keyphone>

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

- Press the programmed (SKP-816H) or the dedicated (SKP-308H) **GRP.LISTEN** button to turn on the speaker. The microphone is not in use so the distant party does not hear other parties present in your office.
- Press again to turn speaker off and resume private conversation.

Depending on speaker volume and acoustics of your office it may be advisable to turn group listening feature off before hanging up. This will eliminate a momentary squeal.

<Standard phone>

Not available



Account Codes (available for SKP-816H)

<Keyphone>

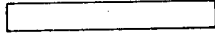
When equipped with an optional printer, your system will allow calls to be charged to a specific account.

- During any C.O. call, press the the programmed **ACCOUNT** button.
- Enter any account code, up to 7 digits maximum (including * and #). Your conversation will not be interrupted.

If you make an error, press the account button again and redial the correct code. Only the last account code dialed will be printed.

<Standard phone>

Not available



Ringing Line Preference

<Keyphone>

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.

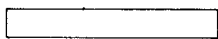
- Dial # 1 7.
- Press **0** to turn ringing line preference off. Press **1** to turn ringing line preference on.
- Dial # to save selection and restore phone to normal use.

<Standard phone>

Not available

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DISPLAY FEATURES



Date and Time Display

<Keyphone>

Display phone user will always have the current date and time displayed at their phone when in the idle condition.

<Standard phone>

Not available



Timer Function

<Keyphone>

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

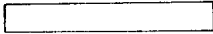
- Press **TIMER** button to start timing.
- Press **TIMER** button again to stop timing.
- Read the elapsed time in display.
- Lift the handset and replace, and the display will return to date and time.

While in a conversation, timer will show the elapsed time and number dialed.

- Press **TIMER** button to start timing.
- Hang up, and the display will return to date and time.

<Standard phone>

Not available



Automatic Timing of Calls

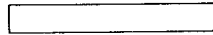
<Keyphone>

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

- While on-hook, press # 1 3.
- Display shows auto timer status
 - To change dial,
 - 0 - Auto timer disable
 - 1 - Auto timer enable
- Press # button to save selection and restore phone to normal use.

<Standard phone>

Not available



Entering Personal Name in Directory (available for display phone)

<Keyphone>

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

To program your station directory name:

- With the handset on-hook, dial # 1 4. Display shows your extension number and any previously entered name.
- To clear contents, press **HOLD**.
- Enter your name (10 character maximum) by using dial pad and outside line buttons.

EXAMPLE:

To display the letter "A", press **CO1** then dial pad button **2**. This is the first letter on this button.

To display the letter "R", press **CO2** then dial pad button **7**. This is the second letter on this button.

To display the letter "S", press **CO3** then dial pad button **7**. This is the third letter on this button.

All numbers are displayed by pressing **CO4** (for SKP-816H, **DOOR** button for SKP-308H) then the dial pad button with that number.

Other characters are as follows:

- Q — **CO1** then dial pad number **1**
- Z — **CO2** then dial pad number **1**
- * — **CO3** then dial pad number **1**
- :
- **CO1** then dial pad number **0**
- .
- **CO2** then dial pad number **0**
- !
- **CO3** then dial pad number **0**

Press **MSG** button for a space.

Press **HOLD** button to clear all letters and begin again.

When finished, dial **#** to save information and return the phone to normal use.

<Standard phone>

Not available

ATTENDANT FEATURES

The following features can only be enabled at the designated attendant's station or by the user programming under password control:

Enable User Programming

- With the handset on-hook, dial # 0 4. Display will show MMC DISABLED.
- Dial the passcode and 1. At this point, follow instructions for attendant features listed in this guide.

Changing User Password

To change the user password, enable USER PROGRAMMING then;

- Press # key while on-hook, PROGRAMMING is displayed.
- Dial 0 5, OLD PASSWORD is displayed.
- Dial the current password, NEW PASSWORD is displayed.
- Dial new four digit password.
- Press # to save new password.

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File # 04 rescue #1 J

Night Service Operation

- Press **MUTE/DND** button at the designated attendant station.
- The button flashes red to indicate system is in night service operation.
- Press **MUTE/DND** button again to turn night service off. Light stops flashing.

Programming System Speed Dial

Enable USER PROGRAMMING, Then:

- Press **ALM/SD** button.
- Dial two digit code **1 0** through **9 8**.
- Dial the telephone number you want stored under this code. Press **HOLD** button to insert a three second pause, and **MSG** button to insert a hookflash.
- Press **ALM/SD** button to store number. Repeat this procedure for each number stored. Speed dial number 90 through 99 will not show in the displays when being used. These are for unlisted or private numbers. Speed dial code 99 is reserved for external call forward number.

Erasing System Speed Dial Number

- If not already in program mode, enable programming.
- Press **ALM/SD** button.
- Dial two digit code of number of number to be erased and press **HOLD** button.
- Display shows **CLR** for three seconds then returns to time and date.

Note: You may change any number by dialing over existing digits, or erase completely then reprogram.

Setting External Call Forward

When you wish to have incoming calls redirected out over another line to a specific telephone number, activate this feature by:

- First enabling user programming.
- Then enable each line to be forwarded:
 - Dial # 4 5. Display shows 00000000 indicating all eight lines in the system.
 - Dial in new data, exactly eight digits as requested.
 - 0 = do not call forward this line
 - 1 = call forward this line.
 - Dial # to set new data.

Now assign outgoing line and telephone number to be dialed:

- Press **ALM/SD** button.
- Dial speed dial code **9 9**.
- Enter line group access code 09 or 80, or 81 through 88 (for SKP-816H, 83 for SKP-308H) for a specific line to be used (81=line 1, 88=line 8 — for SKP-816H, 83=line 3 for SKP-308H)
- Dial the telephone number to be forwarded to.
- Press **ALM/SD** button to store number.

Note: Repeat procedure C to change call forward destination. External forwarding works regardless of day or night mode operation.

Cancelling External Call Forward

Follow procedure B under <SETTING EXTERNAL CALL FORWARD>.

Setting line or lines to **0** will cancel feature.

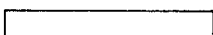
Programming Line Names

Incoming calls can display a line identify when answered. To assign a name or directory ID for each outside line:

Enable **USER PROGRAMMING**, then:

- With the handset on-hook, dial **# 1 6. LINE DIRECTORY** is displayed.

- Press the outside line button to be named.
- Press **HOLD** button to clear any previously entered data.
- Enter directory ID in the same manner as STATION DIRECTORY except use **DSS** buttons 1, 2, 3 and 4 to select the first, second, third or fourth character on each dial pad button.
- Press another line button and enter ID.
- Press **#** after all lines have been identified.



Setting the Date and Time

Enable system programming, then:

- Dial **# 5 5**. Display shows YY MM DD W HH MM
- Dial new information as follows:
 - YY = Last two digits of the year
 - MM = Month (01 through 12)
 - DD = Day of the month (01 through 31)
 - W = Day of the week (1 through 7). Week begins with Monday and ends on Sunday.
 - HH = Hour (use 24 hour clock)
 - MM = Minutes 00 to 59
- Dial **#** to set current date and time. Phone returns to normal use.

ATTENDANT FEATURES







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