

Notes:

Attendant's Guide

From Extension 100 or Attendant's phone

To change System Date and Time

1. Press the [TRANS/PGM] button.
 2. Dial "0" for "Attendant"
 3. Dial "4" for "Date and Time"
 4. Dial "1" for "System Date Time Set"
- Dial Date Month/Day/Year then press "OK"
Dial Time in military time 1945 for 7:45 PM
Then press "OK" to save.

To change Day / Night Mode

1. Press the [DND/FWD] button.
 2. Dial "1" for "Day Mode" or "2" for "Night Mode"
- Then press "OK" to save.

To record main greeting

1. Press the [TRANS/PGM] button.
 2. Dial "0" for "Attendant"
 3. Dial "6" for "Record VSF Announcement"
- Enter your recording number, typically 001.
Enter your "REC TYPE" typically 1.
Listen to and then follow prompts to record the new greeting.
Then press "OK" to save.

System speed dial programming

To program a Station Speed Dial number using the [SPEED] button

1. Press the [TRANS/PGM] button.
2. Press the [SPEED] button.
3. Dial the Speed Dial bin number (2000-4999). Press select a line button or dial a line access code.
5. Dial the number to be stored.
6. Press the [HOLD/SAVE] button.
7. If desired, enter a name, see alphanumeric entry chart below.
8. Press the [HOLD/SAVE] button.

1 If you would like to see changes or modifications to

this user guide please email us at

service@ohiotele.com

For additional copies of this guide please go to

<http://www.ohiotele.com/summit-user-guide.pdf>



Vertical Summit

4024 Telephone User Guide



Ohio
TeleCom, LLC

www.OhioTele.Com

800-821-2686

To call an outside party

1. Press a line button or dial 9.
2. Dial the desired telephone number.
3. Lift handset if a private call is desired.
Hang up handset when complete.

To call an internal party

1. with the handset down press their button or dial their extension.
2. Lift handset if a private call is desired.
Hang up handset when complete.

To transfer a call to an internal party using supervised transfer

1. While active with the caller press the [HOLD/SAVE] button.
2. Dial the extension or press the button of the desired extension.
- 3 When the extension answers tell them the line that the outside party is on.
Hang up handset when complete.

To transfer a call to an internal party using supervised transfer

1. While active with the caller press the [HOLD/SAVE] button.
2. Dial the extension or press the button of the desired extension.
- 3 When the extension answers tell them the line that the outside party is on.
Hang up handset when complete.

To transfer a call to an internal party using blind transfer

1. While active with the caller press the [TRANS/PGM] button.
2. Dial the extension or press the button of the desired extension.
Hang up handset when complete.

To transfer a call to an internal parties

Voice Mail

1. While active with the caller press the [TRANS/PGM] button.
2. Press the [CALL BACK] button.
- 3 Dial the extension or press the button of the internal party.

Hang up handset when complete.

To Change your Intercom Ring or Speaker Mode.

1. While your phone is idle.
[TRANS/PGM] button.
2. Dial 13
3. Select from the different modes.
 - 1 for handsfree.
 - 2 for ring until answered
 - 3 for private mode, muted microphone

Then press "OK" to save.

To change your ring tone

1. Press the [TRANS/PGM] button.
2. Dial "1" for Ring Selection.
3. Dial "1" for Intercom or "2" for outside Line ring
4. Dial Ring Tone selection "1"- "15", the ring tone is received, then press "OK" to save.

To program a Station Speed Dial number

using the [SPEED] button

1. Press the [TRANS/PGM] button.
2. Press the [SPEED] button.
3. Dial the Speed Dial bin number (00-99).
Press select a Line button or dial a Line access code.

5. Dial the number to be stored.
6. Press the [HOLD/SAVE] button.
7. If desired, enter a name, see alphanumeric entry chart below.
8. Press the [HOLD/SAVE] button.

Flex button programming and use

To assign a Flex button as a {SPEED DIAL} or station dial button.
[TRANS/PGM] + {FLEX} + Station Number or [SPEED] + Speed Dial bin number + [HOLD/SAVE]

To dial using a Flex button.

1. Press the flex button.
2. Lift handset if a private call is desired.
Hang up handset when complete.

These 2 features require "call transfer/3 way call" from dial tone provider.

To transfer a call to an external party

1. While active with the caller press the right arrow button inside of the "OK" Button.
2. Look on the LCD screen and then press the button under "FLASH".
- 3 When the extension answers tell them they have a call.

Hang up handset when complete.

To confer a call to an external party

1. While active with the caller press the right arrow button inside of the "OK" Button.
2. Look on the LCD screen and then press the button under "FLASH".
- 3 When the extension answers tell them they have a call.

4. While active with the party press the right arrow button inside of the "OK" Button.
5. Look on the LCD screen and then press the button under "FLASH".
A 3 way call has been established. Hang up handset to drop out of the transfer.