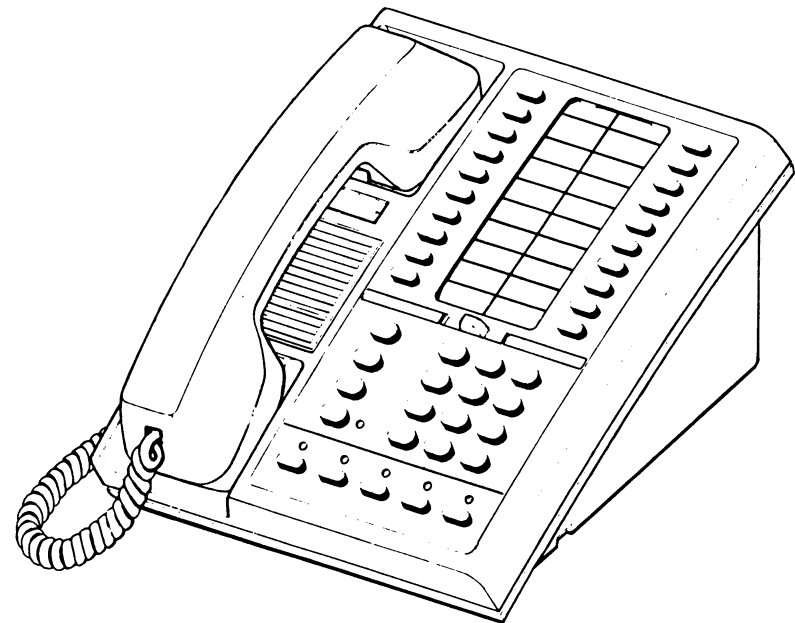


# Solo II Four-Line Telephone System

User's  
Guide

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# COMDIAL

Charlottesville, Virginia 22906-7266

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The User's Guide is applicable for the following Solo II telephone models:

- 5641X-xx Rev A and Later
- 5641S-xx Rev A and Later

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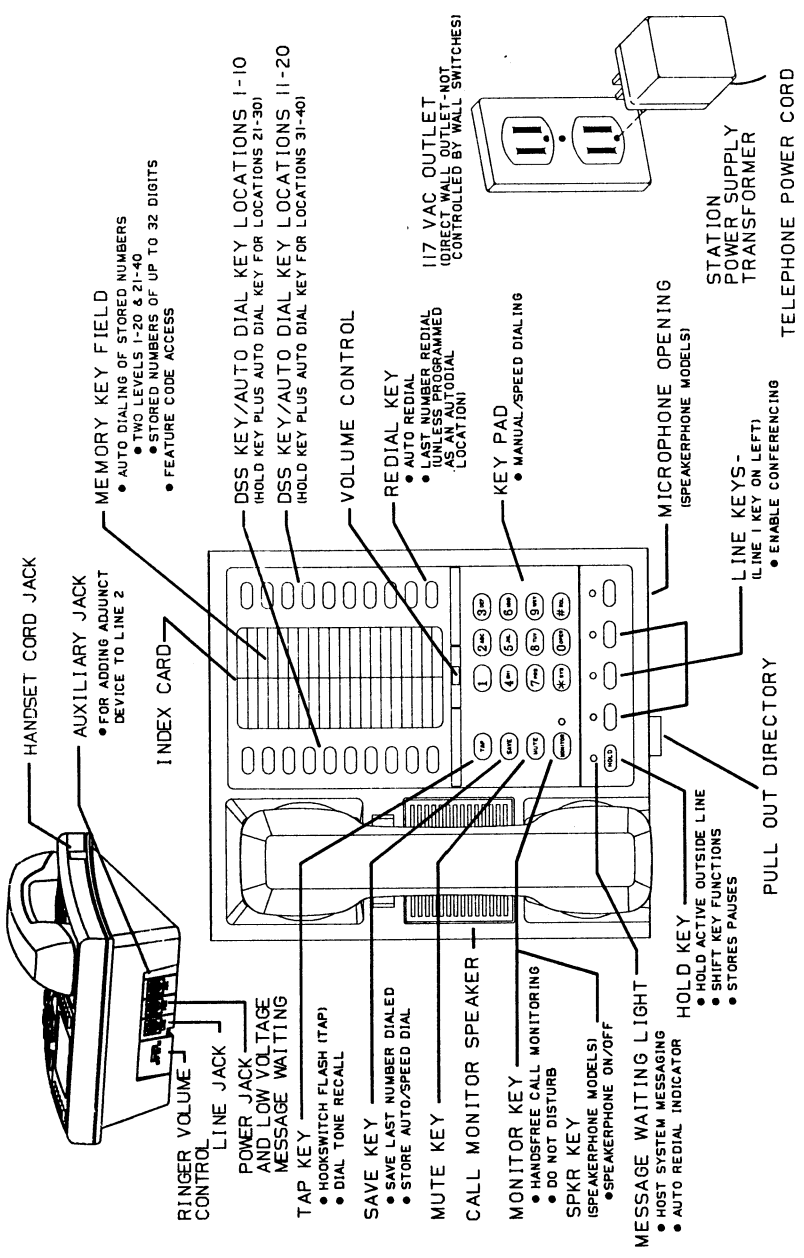
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HANDSET CORD JACK

AUXILIARY JACK  
 • FOR ADDING ADJUNCT DEVICE TO LINE 2

MEMORY KEY FIELD  
 • AUTO DIALING OF STORED NUMBERS  
 • TWO LEVELS 11-20 & 21-40  
 • STORED NUMBERS OF UP TO 32 DIGITS  
 • FEATURE CODE ACCESS

INDEX CARD

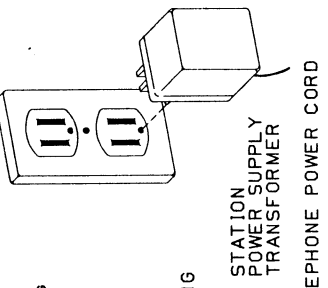
DSS KEY/AUTO DIAL KEY LOCATIONS 11-10  
 (HOLD KEY PLUS AUTO DIAL KEY FOR LOCATIONS 21-30)  
 DSS KEY/AUTO DIAL KEY LOCATIONS 11-20  
 (HOLD KEY PLUS AUTO DIAL KEY FOR LOCATIONS 31-40)

VOLUME CONTROL

REDIAL KEY  
 • AUTO REDIAL  
 • LAST NUMBER REDIAL (UNLESS PROGRAMMED LOCATION)

KEY PAD  
 • MANUAL/SPEED DIALING

117 VAC OUTLET  
 (DIRECT WALL OUTLET - NOT CONTROLLED BY WALL SWITCHES)



MICROPHONE OPENING  
 (SPEAKERPHONE MODELS)

LINE KEYS -  
 (LINE 1 KEY ON LEFT)  
 • ENABLE CONFERRING

RINGER VOLUME CONTROL

LINE JACK

POWER JACK AND LOW VOLTAGE MESSAGE WAITING

TAP KEY  
 • HOOKSWITCH FLASH (TAP)  
 • DIAL TONE RECALL

SAVE KEY  
 • SAVE LAST NUMBER DIALED  
 • STORE AUTO/SPEED DIAL

MUTE KEY

CALL MONITOR SPEAKER

MONITOR KEY  
 • HANDSFREE CALL MONITORING  
 • DO NOT DISTURB  
 SPKR KEY  
 (SPEAKERPHONE MODELS)  
 • SPEAKERPHONE ON/OFF

MESSAGE WAITING LIGHT  
 • HOST SYSTEM MESSAGING  
 • AUTO REDIAL INDICATOR

HOLD KEY  
 • HOLD ACTIVE OUTSIDE LINE  
 • SHIFT KEY FUNCTIONS  
 • STORES PAUSES

PULL OUT DIRECTORY

### Solo II Controls and Indicators

Notes

## Executive Override (Of Privacy)

If your station is configured for Executive Override of Privacy, you can break into a conversation on an outside line.

- Press lighted line.
- Join in-progress call.

## SPEAKERPHONE

### Operating Your Speakerphone

**NOTE:** A speakerphone can be identified by the microphone opening on the front right-hand edge of the housing (refer to the illustration provided in the front of this manual).

### Placing a Call

- Press line button.
- Dial number or press programmable button.

#### When party answers,

- Speak toward your telephone.

### Answering a Call

- Press line button.
- Speak toward your telephone.

### Ending a Call

- Press SPKR.

### Switching From Handset To Speakerphone

- Press SPKR.
- Hang up handset.

### Switching From Speakerphone To Handset

- Lift handset.

## BASIC OPERATION

### Making a Call

#### On Hook

1. Press line button. Listen for dial tone.
2. Dial number.
3. Lift handset when party answers.
4. Hang up handset to end call.

#### Off Hook

1. Lift handset.
  2. Press line button. (This step is not necessary if idle line preference has been assigned to station.)
  3. Listen for dial tone.
  4. Dial number.
- Hang up handset to end call.

### Answering a Call

1. Press flashing line button. (This step not necessary if ringing line preference is assigned and is ringing)
2. Lift handset.

### Placing a Call on Hold

- Press HOLD.
- To return to call on hold,
- Press flashing line button.

**NOTE:** Any station can retrieve held call.

**Hold Recall** - A held call will automatically sound three tone bursts at the station that placed it on hold after a programmed period of time.

**Abandon Hold Detection** - If a distant party hangs up and the host system provides disconnect supervision, the holding station will:

- Drop line from hold condition
- Turn off line status indicator

## Transferring Outside Calls

If the line on which the call appears is shared by you and the station to receive the call,

1. Press #.(Call is placed on hold automatically.)
2. Press station number programmable button for the desired station.
3. Voice announce the call and line number.
4. Hang up handset.

If the line on which the call appears is not shared by you and the station to receive the call,

- Use host system transfer facility.

**NOTE:** See TAP/Recall discussion.

## Making Conference Calls

1. Establish first outside call and press HOLD.
2. Establish second outside call.
3. Press and hold down line button for second call.
4. Press line button for first call.
5. Release both line buttons. Conference is established.

To selectively disconnect one member of the conference,

- Press line button of line to be saved. (The other line will be disconnected automatically.)

**NOTE:** Conference transmission levels are not compensated and connections of parties must be supervised by one inside party.

- When the handset is hung up after a call is completed, positive disconnect prevents false ringback from the host system.

## Mute Button

To prevent other party from hearing,

- Press MUTE (monitor light flutters) button.
- Press MUTE again to resume conversation (monitor light turns off).

## Host System Messaging

- The message waiting light (located above the HOLD button) may be turned on and off by the host system message desk.
- All messaging schemes will light the same message waiting light. Verify the scheme used on your installation to determine proper message pick-up procedure.

## Station Directory

A pull-out directory in the front of your telephone contains a card that can be used to store numbers as follows:

- Level 2 autodial identification for locations 21-40.
- Speed dial identification locations for locations 1-0.

**NOTE:** Level 1 autodial locations 1-20 should be written on the station index card located between the programmable buttons on your telephone along with the station select button.

## Using the Dataport

- Your telephone is equipped with a dataport/auxiliary jack located on the back edge of your telephone. This jack is a standard RJ11 configured modular jack, and is connected directly across line 2. This dataport is not controlled by the hookswitch. It is used to connect adjunct devices such as modems and data terminals to the line. Some adjunct devices can be operated on the line at the same time that your telephone is off hook on the same line, while others cannot. Refer to the manual associated with the device for details.

When party answers,

- Lift handset. (If on speakerphone, press **MONITOR** button or station will hang up.)

To cancel call and automatic redial action,

- Lift and replace handset during ringing.

To cancel between call attempts,

- Press **REDIAL** button again, or lift and replace handset.

**NOTE: If another station becomes active on the same line, further redial action is suspended.**

### Idle Line Preference

If your station is configured for Idle Line Preference,

- When the handset is lifted, the idle line is automatically selected for call origination unless it is already busy.

### Ringing Line Preference

If your telephone is configured for ringing line preference,

- An incoming call ringing on any line can be answered without first pressing the line button.

### Tap/Recall

If your system has been configured for tap,

- Press **TAP** to generate a timed "hookswitch flash" for accessing PBX, Centrex, and custom calling services.

If your system has been configured for recall,

- Press **TAP** to disconnect (as if you had hung up), and obtain a new dial tone for another call.

**NOTE: System can be configured for recall or tap, but not for both.**

### Positive Disconnect/Recall

- If the hookswitch in the handset cradle is pressed and released while the handset is off hook, a timed disconnect of the active line is performed. This feature retains the dial tone recall feature for use on stations where the **TAP** button is programmed to provide a "TAP" feature.

## FEATURE OPERATION

### Line Monitoring

To dial a number handsfree,

1. Press line button.
2. Dial number.
3. Listen to call ringing.
4. Lift handset when party answers.

To activate line monitoring while on a call,

1. Press **MONITOR**.
2. Hang up handset.

**NOTE: This feature is useful when a party places you on hold. You can monitor until caller's return, then lift handset to resume conversation.**

To cancel monitoring,

- Lift handset to resume conversation.
- OR-
- Press **MONITOR** to disconnect.

### Automatic Dialing (Autodialing)

There are 40 autodial storage locations available in two levels of 20 locations per level. The **HOLD** button is used in a shift function to get to the second level of autodial locations.

To autodial numbers,

- Press desired button (in programmable button field) for autodial locations 1-20 (level 1).
- OR-
- Press **HOLD** button, then desired button for autodial locations 21-40 (level 2).

When party answers,

- Lift handset.

**NOTE: The station automatically chooses the line that was stored as part of the autodial location. If that line is busy, press a line button and make the autodial selection again. If no line is stored, the station automatically chooses the last line that was used. If the last line used is busy, the station automatically selects the idle line preference (if one is assigned). If the idle**

*line preference is busy or unavailable, press a line button and make the autodial selection again.*

To program numbers,

1. Press #.
2. Press **SAVE**. Listen for tone.
- 3a. Press desired button (in programmable button field) for autodial locations 1-20 (level 1). Tone will stop.  
-OR-
- 3b. Press **HOLD** button, then programmable button for autodial locations 21-40 (level 2).
4. If specific line is to be used, press that line button.
5. Dial number sequence to be stored (up to 32 digits).
  - Press dial pad to store digits 1-9, 0, #, and \*.
  - Press **HOLD** to store pause, if required.
  - Press **TAP** to store hookswitch flash, if required.
6. Press **SAVE** and repeat procedure from autodial button selection for each number to be stored.
7. Press **MONITOR** to end programming.
8. Record level 1 autodial numbers on the index card and record level 2 autodial numbers on the pull-out directory in front of your telephone.

## Station Speed Dialing

To speed dial numbers,

- Press desired keypad button for speed dial locations 0-9. (If on line listening to dial tone, press **HOLD** button and then dial desired keypad button 0-9.)

**NOTE:** Refer to the note given in the Automatic Dialing discussion concerning automatic line choice by the station.

To program numbers,

- Following same steps given for Automatic Dialing using the keypad buttons 0-9 as speed dial locations.
- Record speed dial numbers on station pull-out directory.

## Redialing

### Saved Number Redial

The last number dialed can be saved for redial at any time.

To save number,

- Press **SAVE**, during or after the call.

To dial saved number,

- Press **HOLD** button.
- Press **SAVE** button.

When party answers,

- Lift handset.

To cancel,

- Press **MONITOR**.

### Last Number Redial

The last number previously dialed can be redialed automatically stored to replace a previously stored number. A special button is provided for the last number.

- Press **REDIAL** button.
- Listen for ringing or busy tone.

**Ringing:** Pick up handset when party answers.

**Busy:** Press **MONITOR** to disconnect.

### Automatic Last Number Redial

The last number previously dialed can be redialed repeatedly.

- Press **REDIAL** button twice.
- Station places a 20-second call (approximately 5 rings). If not answered, station will hang up. Sequence will repeat 10 times).

**NOTE:** If the **REDIAL** button must be programmed for autodial, it is unavailable as a redial button.

If on line listening to busy tone or to ring with no answer, turn on automatic last number redial as follows,

- Hang up handset or press **MONITOR** button if using speakerphone.
- Press **REDIAL** button twice.
- Station will redial number once a minute for 10 minutes.