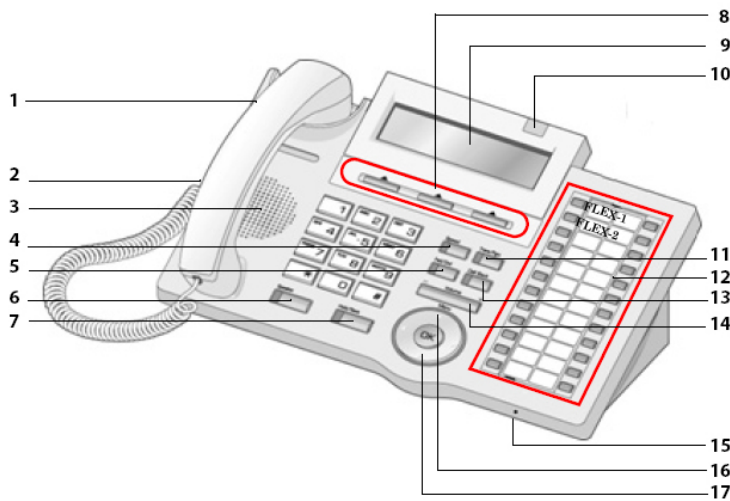


## Vertical SBX IP320



SBX IP 320 24-Button Keypad - Basic Features (4024-00)		
1	Handset	Used for handset call.
2	Headphone Jack	This allows connection of a 2.5mm headset.
3	Speaker	Device used to listen to a caller in a handsfree mode when in speaker mode.
4	Speed	Used to access speed dialing, save number redial, and last number redial. Button is also used to access flexible button programming.
5	DND	The Do Not Disturb feature lets you activate a "do not ring this phone" mode. When DND is active, this button is red.
6	Speaker Button	Speaker toggles speakerphone state between speaker mode and handset mode. The button is red when speakerphone is active.
7	Hold/Save	This button puts a call on hold or saves the PGM.
8	3 Soft Buttons	Used to work in conjunction with fixed and flexible features.
9	LCD Display	Displays phone status information, dialing directories, and test message information.
10	Ring LED	Illuminates when the phone is ringing.
11	Trans/PGM	This button is used to set up a conference call or transfer a call.
12	Flexible	24 Flexible buttons are available for CO line, DSS/BLF, or feature code assignment.
13	Call back	A station can initiate a call back request to another busy station. Once that station becomes idle, the station that left the call back request is signaled.
14	Volume	The volume button adjusts the audio level.
15	MIC	Microphone used to speak to a caller in a handsfree mode when in speaker mode.
16	Menu (↑ key)	Use the menu button to move to the desired option (Dial, MSG, Program) and use for arrows key.
17	Phone Book (↓ key)	Use this button to save a phone number and to make calls with saved information.

### Entering Programming Mode

To enter programming mode, perform the following Steps (must be completed at ext-100):

1. Lift the Handset or press the speaker button on the Admin station. ICM dial tone will sound.
2. Press the [TRANS/PGM] button and dial \*#. A confirmation tone will sound.
3. Enter the Admin password, if a password has been set; a confirmation tone sounds indicating that the Station is in Admin Programming mode. Note: By default, there is no password.

### System Time/Date Setting (PGM 178)

In this program mode, the following items can be customized:

1. Press the [TRANS/PGM] button.
2. Dial 178.
3. Follow the specific procedure as listed in the Table.

PGM 178	DESCRIPTION	PROCEDURE	COMMENTS
System Time	Sets the System time; Hour/Min in sequence (ex., for 11:30, enter 1130).	+ FLEX1 + VALUE (4 digits) + [HOLD/SAVE]	
System Date	Sets the System Date; Month/Day/Year in sequence (ex., for 27/January/2004, enter 270104).	+ FLEX2 + VALUE (MMDDYY) + [HOLD/SAVE]	