

# Oregon Phone Quick Reference Guide For Spirit 308/616 – System Customization

**Administration** – Set the **Admin** switch on the Spirit controller to **ON**. At extension 10 (6-button or 24-button phone) press **INTERCOM**, press **SPEAKER**, dial \*0. Install the administration overlay. All of the following procedures are done while in **Administration**. The numbers in parentheses after the program heading are the factory default values. Light patterns indicate current settings: 1=Off, 2=On, 3=Slow flash, 4=Wink

**System Customization** – Dial 1, customize a feature below

## **Automatic Privacy (2)**

Press **FEATURE**

Dial 1

1=Off, 2=On

## **Toll Call Check (1)**

Press **FEATURE**

Dial 2

1 = 1 required, 2 = 1 not required

## **Held Call Reminder (1)**

Press **FEATURE**

Dial 3

0=No reminder, 1=1 min, 2=2 mins,

3=3 mins, 4=4 mins

## **Line Type (2)**

Press **FEATURE**

Dial 4

Press line button(s)

1=Unavailable line, 2=Outside line,

3=PBX/Centrex line

## **PBX Line Access Codes (9)**

Press **FEATURE**

Dial 5

Add code – Dial code (0-9), press **ADD**

Delete code – Dial code (0-9), press **DROP**

Erase all codes – Press **DROP**, dial \*

## **External Alert (2)**

Press **FEATURE**

Dial 6

Press line button(s)

1=Never, 2=Night only, 3=Day only,

4=Always

## **Dial Type (2)**

Press **FEATURE**

Dial 7

Press line button(s)

1=Touchtone, 2=Dial pulse

# Oregon Phone Quick Reference Guide For Spirit 308/616 – Telephone Customization

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**Telephone Customization** – Dial 2, press **STATION**, dial extension (10-25)

## **Line Use Permission (2)**

Press **FEATURE**

Dial 1

Press line button(s)

1=No permission, 2=Full permission,  
3=Answer only

## **Automatic Line Selection (2)**

Press **FEATURE**

Dial 2

Press line button(s)

1=Not eligible, 2=Eligible

## **Line Ringing Options (2)**

Press **FEATURE**

Dial 3

Press line button(s)

1=No ring, 2=Normal, 3=Abbreviated,  
4=Delayed

## **Night Ringing (2)**

Press **FEATURE**

Dial 4

1=Normal ring, 2=Programmed ring

## **Outside Service (2)**

Press **FEATURE**

Dial 5

1=Outward restricted, 2=Unrestricted,  
3=Toll restricted

## **Copy To Telephone**

Press **COPY TO**

Dial extension (10-25)

## **Copy To All**

Press **COPY TO**

Press \* (All telephones must be idle)

# Oregon Phone Quick Reference Guide For Spirit 308/616 – Miscellaneous System

**Administration** – Set the **Admin** switch on the Spirit controller to **ON**. At extension 10 (6-button or 24-button phone) press **INTERCOM**, press **SPEAKER**, dial \*0. Install the administration overlay. All of the following procedures are done while in **Administration**.

## **System Speed Dial – Dial 3**

Dial telephone number (16 digits max, including pauses and one flash)

Press **MEMORY**

Dial 2-digit code (30-79 = Unrestricted, 80-99 = Restricted)

Repeat for each number to be stored

(Pause = press **HOLD**, Flash = press **DROP**)

## **System Reset**

Dial 009009

System is returned to factory default

# Oregon Phone Quick Reference Guide For Spirit 308/616 – Telephone Features

## Personal Speed Dial – Storing At 6-Button Telephone

Press **INTERCOM**

Press **SPEAKER**

Dial \*0

Dial phone number (16 digits max. including pauses and one flash)

Press **MEMORY**

Dial 2-digit code (10-25)

(Pause = Press **HOLD**, Flash = Press **DROP**)

## Personal Speed Dial – Storing At 24-Button Telephone

Press **INTERCOM**

Press **SPEAKER**

Dial \*0

Dial phone number (16 digits max. including pauses and one flash)

Press auto-dial button (10-25)

(Pause = Press **HOLD**, Flash = Press **DROP**)

## Intercom Dial Codes

**Do Not Disturb on** = \*2

**Do Not Disturb off** = #2

**Night Service on** = \*4

**Night Service off** = #4

**Send Message** = \*6

**Cancel Message** = #6

**Pickup Ringing Call** = \*8 + extension (10-25)

**Loudspeaker Paging** = 60

**Internal Page All** = 61

## Features

**Personal Speed Dial (6-button)** = Press **MEMORY**, dial 2-digit code (10-25)

**Personal Speed Dial (24-button)** = Press auto-dial button (10-25)

**System Speed Dial** = Press **MEMORY**, dial 2-digit code (30-99)

**Last Number Redial** = Press **MEMORY**, dial 0

**Line Reserve** = Press busy line button. Phone will signal when line is free.

**Privacy Release** = Hold down line button as other party presses line button to join call

**Flash** = Press **RECALL/DROP**

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**Oregon Phone**

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