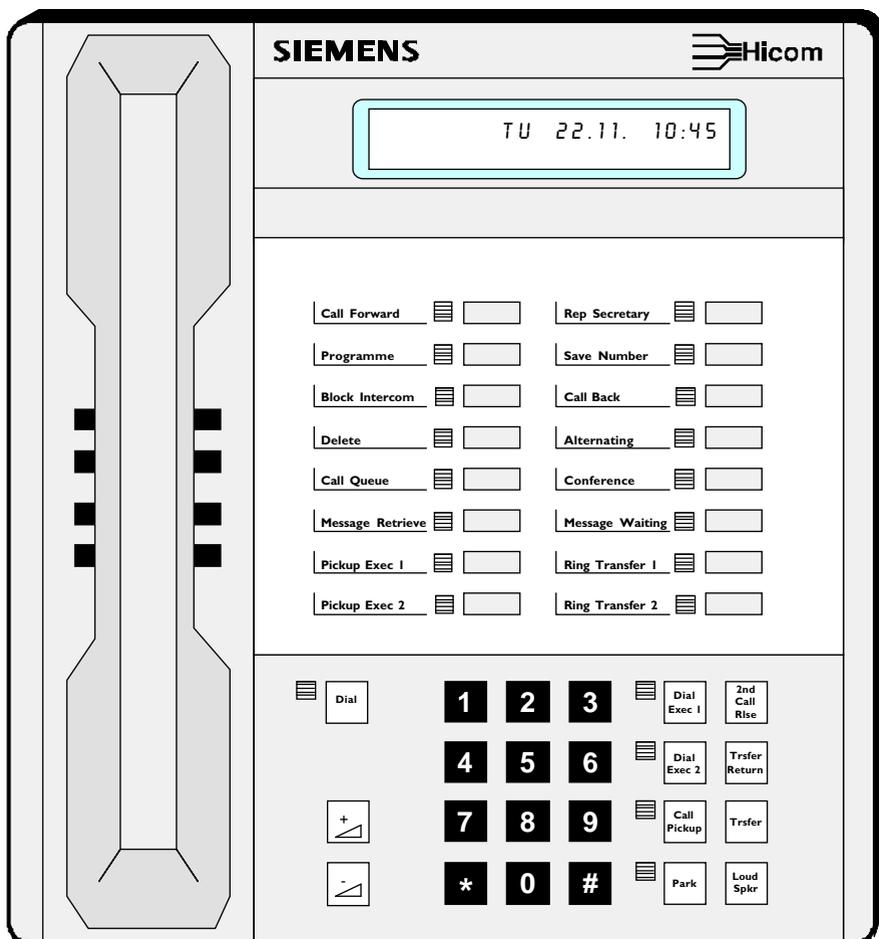


SIEMENS

Hicom 300

Set T24/T25 Operating Instructions



Hicom 300 Digital User Guide

Index

Introduction	4
Executive / Secretary Features	
Dial Executive / Dial Secretary	5
Answering Calls for Executive/s	6
Intercom	7
Ring Transfer	8
Representative Secretary	9
Call Forwarding Preset	11
Call Forwarding Variable	13
Standard Features	
Internal and External Dialling	14
Dialling the Switchboard	14
Call Pick Up	15
Call Park	16
Call Transfer	17
Enquiry Call	19
Call Queuing	20
Alternating between Calls	21
Transfer a Second Caller	22
3 Way Conference	23
Call Back	24
External Line Reservation	26
Call Diversion Features	
Call Forwarding Preset	27
Call Forwarding Variable	29

Index - cont'd

PIN Features

Follow Me	30
Electronic Telephone Lock	31
Mobile Class of Service	32

Optional Features

System Abbreviated Dialling	33
Individual Abbreviated Dialling	34
Speed Dialling	35
Stored Number Redial	37
Do Not Disturb	38
Executive Override	39
Call Trace	39
Timed Reminder	40
Night Service	41
Key Settings (+/-)	41

Introduction

This guide is designed to assist extension users on a Siemens Hicom 300 Communications System to use all authorised features.

Your extension may not be authorised * to use all features. The Siemens representative can confirm features that are available to you.

Your extension may also be subject to trunk barring thus restricting where you may dial.

A variety of instruments are available for use on the Hicom 300. e.g.-

Siemens Set T25 - Digital Loudspeaking feature telephones

Siemens Set T24 - Digital Open Listening feature telephones

Siemens Set T8 - Digital Open Listening feature telephones

Siemens euroset - Multi-frequency Loudspeaking telephones

Venus - Analogue telephones

Please refer to the separate instruction manuals for the Set T8, Analogue and euroset instruments.

* - authorised features are those features that your company has designated for your use and may vary from extension to extension.

The Set T24 is a Digital feature telephone instrument with on-hook dialling and loudspeaker facilities but no microphone.

The Set T25 is a Digital feature telephone instrument with Hands-Free operation allowing for on-hook dialling and bothway speech.

Dial Executive / Dial Secretary

The **Dial Exec / Dial Sec** keys have multiple functions

These keys provide direct access to the executive or secretary without using the **Trsfer** key.

The LED indicates when the executive or secretary is busy on a call.

Transfer a call to the Executive or Secretary.

- press **Dial Exec / Dial Sec** key
- announce call
- replace handset

Dial Executive or Secretary

- press **Dial Exec / Dial Sec** key

Answering Calls for Executive/s

When the secretary is **free**, calls for the executive/s will ring on her extension.

Answer call for executive/s

- display shows - SOURCE OF CALL
FOR EXEC 1/2/3/4
- lift handset or press loudspeaker key

Transfer the call

- press **Dial Exec** key
- announce the call
- replace handset or press loudspeaker key

When the secretary is **busy**, calls for her executive/s will flash on **Pickup Exec** key/s and a ping ring will warn her of holding call.

Answer call for executive when busy

- ask your current caller to hold on
- press **Pickup Exec** key

You are now connected to your executive's call and your original call is on hold.

Transfer the second call

- press **Dial Exec** key
- announce the call
- press **2nd Call Release** key

1st caller is now on the line.

Intercom

This feature allows the Executive to operate the Set T24/25 as a loudspeaking intercom to the Secretary.

The Secretary also has the option to disable this feature by pressing the **Block Intercom** key

Intercom Call from Executive

- press **Dial Sec** key
- Secretary T24/25 rings
- press **Intercom** key
- the Secretary T24/25 loudspeaker is activated

or

- press **Intercom** key
- press **Dial Sec** key
- the Secretary T24/25 loudspeaker is activated

Block Intercom Call at Secretary T24/25

- press **Block Intercom** key

If the Executive presses the **Intercom** key at this stage then the Secretary T24/25 will ring but the loudspeaker will not be activated.

The display will also show - PROTECTED.

Ring Transfer

Incoming calls for the Executive can be forwarded from the Secretary to the Executive for answering.

This feature can be activated from either extension.

Activate Ring Transfer

- press **Ring Transfer** key
- **Ring Transfer** LED is on
- display shows - RING TRANSFER TO EXEC
ACTIVATED

Incoming calls for the Executive which normally ring on the Secretary's extension will now be diverted to the Executive's extension.

Cancel Ring Transfer

- press **Ring Transfer** key
- **Ring Transfer** LED goes off
- display shows - RING TRANSFER TO EXEC
DEACTIVATED

Representative Secretary

When a Secretary is temporarily absent a 2nd (Representative) Secretary, who has a Set T24/25, may be nominated to receive incoming calls for the Executive/s.

Incoming calls for the Secretary will not be forwarded.

Programme Representative Secretary number

- press **Programme** key
- display shows - PRESS FEATURE KEY
OR DIAL CODE
- press **Rep Secretary** key when display shows NEW NUMBER
- dial nominated Secretary's extension number
- press **Programme** key
- display shows - STORED
- **Rep Secretary** LED is on

Deactivate Representative Secretary

- press **Rep Secretary** key
- **Rep Secretary** LED goes off

Reactivate Representative Secretary

- press **Rep Secretary** key
- **Rep Secretary** LED is on

When the Executive presses the **Dial Sec** key the call is routed to the Representative Secretary.

Representative Secretary - cont'd

Change Representative Secretary number

- press **Programme** key
- display shows - PRESS FEATURE KEY
OR DIAL CODE
- press **Rep Secretary** key
- display shows - CURRENT DESTINATION
- wait until display changes to - NEW NUMBER?
- dial new Secretary's extension number
- press **Programme** key
- display shows - STORED
- **Rep Secretary** LED is on

Call Forwarding Preset

Calls for the secretary can be forwarded to a predetermined extension for answering.

This can be to either a Digital or analogue extension.

Program Preset Extension Number

- press **Programme** key
- display shows - PRESS FEATURE KEY
OR DIAL CODE
- press **Call Forward** key **twice**
- display shows - NOTHING STORED
NEW NUMBER?
- dial required extension number
- press **Programme** key
- display shows - FORWARDING STORED
- **Call Forward** LED is on (i.e. feature is activated automatically)
- display shows - FORWARDING TO
EXT NO NAME

The predetermined extension number has now been permanently programmed. Calls will now go to the Preset destination immediately.

Deactivate Call Forwarding

- press **Call Forward** key
- **Call Forward** LED goes off
- display shows - FORWARDING
DEACTIVATED

When Preset Call Forward destination has been programmed but deactivated it will serve as Call Forward No Answer i.e. If your extension rings for longer than +/- 25 seconds it will automatically divert to the Preset extension number.

Call Forwarding Preset - cont'd

Activate Call Forwarding

- press **Call Forward** key
- **Call Forward** LED is on
- display shows - FORWARDING TO
EXT NO NAME

Calls will now go to the Preset destination immediately.

Change Preset Extension Number

- press **Programme** key
- display shows - PRESS FEATURE KEY
OR DIAL CODE
- press **Call Forward** key **twice**
- display shows - FORWARDING
CURRENT DESTINATION
- wait until display shows - FORWARDING
NEW NUMBER?
- dial required extension number
- press **Programme** key
- display shows - FORWARDING STORED
- **Call Forward** LED is on (i.e. feature is activated automatically)
- display shows - FORWARDING TO
EXT NO NAME

Call Forwarding Variable

This feature allows you to divert all your calls to an extension of your choice and will **override** your Call Forward Preset destination.

Activate Call Forwarding

- press **Programme** key
- display shows - PRESS FEATURE KEY
OR DIAL CODE
- press **Call Forward** key **once** only
- dial required extension number
- press **Programme** key
- display shows - FORWARDING
STORED
- **Call Forward** LED is on
- display shows - FORWARDING TO
EXT NO NAME

When you lift your handset, special dial tone will also be heard to remind you that the feature is activated.

Cancel Call Forwarding

- **Call Forward** LED is on
- press **Call Forward** key
- **Call Forward** LED goes off

Calls will now ring as normal on your extension.

Your Call Forward Preset destination will now be restored.

Internal and External Dialling

Handset operation

- lift handset, listen for internal dial tone
- dial the required internal or external number (preceded by "0") for outside line

Handsfree operation

- do not lift your handset
- dial the required internal or external number (preceded by "0") for outside line

NB Your telephone may have restricted dialling facilities, e.g. trunk calls may not be permitted.

Dialling the Switchboard

Handset operation

- lift handset, listen for internal dial tone
- dial 9

Handsfree operation

- do not lift your handset
- dial 9

Call Pick Up

The call pick up feature allows you to answer any ringing extension in your pickup group from your extension.

Activate Call Pick Up

An extension within your pickup group is ringing

- **Call Pickup** LED light flashes
- a ping ring will also alert you to incoming call
- display shows - SOURCE OF CALL
DESTINATION OF CALL
- lift your handset, listen for internal dial tone
- press **Call Pickup** key
- incoming call is answered

or-

- **Call Pickup** LED light flashes
- a ping ring alerts you to incoming call
- display shows - SOURCE OF CALL
DESTINATION OF CALL
- press **Call Pickup** key
- incoming call is answered for handsfree operation

Call Park

Calls may be parked on your Set T24/25 for retrieval from your instrument, or any other digital telephone in your Call Pickup group which is equipped with a **Park** key.

Only 1 call per pickup group may be parked at a time.

Park a Call

- press Park key
- Park LED flashes
- replace your handset or press Loudspeaker key
- Park LED remains flashing

Retrieve a Parked Call

- Park LED is flashing
- lift your handset, listen for internal dial tone
- press Park key
- Park LED is off
- caller is now on line

or-

- press Park key
- Park LED is off
- caller is now on line for handsfree operation

Call Transfer

You may transfer an internal or external call from your extension to any other extension or to the switchboard.

Transfer to a Free Extension (Announcing the Call)

- press **Trsfer** key, listen for internal dial tone
- dial the required extension or switchboard
- when the extension or the switchboard answers, announce the call and replace the handset

Transfer to a Free Extension (Call not Announced)

- press **Trsfer** key, listen for internal dial tone
- dial the required extension or switchboard
- when you hear ring tone, replace your handset

The call has now been transferred. If the ringing extension does not answer within a predetermined time the call will automatically be transferred back to your extension.

Transfer to a Busy Extension

- press **Trsfer** key, listen for internal dial tone
- dial the required extension number
- when you hear busy tone, replace your handset

The call has now been transferred to the busy extension. If the busy extension terminates the call within a predetermined time and replaces the handset the transferred call will ring the extension. If the extension remains busy the call will automatically be transferred to your extension.

Call Transfer - cont'd

Transfer using the Dial keys

- press the required **Dial** (DSS) key (internal only)
- when the extension answers, announce the call and replace the handset

or-

- when you hear ring tone, replace your handset

or-

- when you hear busy tone, replace your handset

Return to Caller

If no reply or busy tone is received then you may return to the original caller without attempting to transfer the call.

- press **Trsfer Return** key
- you are now connected to the caller

Enquiry Call

This feature allows you to hold an existing call, dial another extension or even an external number, conduct a conversation without the original caller over-hearing, and then return to the original caller.

Activate Enquiry Call

- press **Trsfer** key, listen for internal dial tone
- dial the required extension number or dial "0" and then the required external number
- conduct your conversation
- press **Trsfer Return** key to return to the original call

Activate Enquiry Call using the Dial keys

- press the required **Dial** (DSS) key
- conduct your conversation
- press **Trsfer Return** key to return to the original call

You may use the **Alternating** key to switch between the original and 3rd party calls. In each case the other party is automatically placed on hold.

Call Queuing

This feature allows a 2nd call to camp on your extension when you are busy on a call. The caller will receive ringing tone instead of busy tone.

Activate Call Queuing

- press **Call Queue** key
- **Call Queue** LED is on

When you are busy on a call and a 2nd call arrives it will be signalled by the flashing of your **Call Pickup** LED, and on all other digital instruments in your Pickup Group. A ping ring will also alert you to the 2nd call.

If you do not use the Call Pickup feature to answer the 2nd call then the call will be routed to your Call Forward Preset destination which could be your Voice Mail.

NB Please ensure that the **Call Queue** key is also activated on the Executive's extension so that the Executive's 2nd call can be answered by the Secretary.

Alternating between Calls

You have a call on the line and wish to **make** a second call and want to alternate between both calls.

- press **Trsfer** key
- dial the required extension or external number

or

- press the **Dial / DSS** key

or

You have a call on the line and wish to answer a second call and want to alternate between both calls.

- press **Call Pickup** key

or

- press **Pickup Exec** key

You may use the **Alternating** key to switch between the original and 3rd party calls. In each case the other party is automatically placed on hold.

Transfer a Second Caller

Answer 2nd Caller

If you are busy on a call when the **Call Pickup** LED starts flashing and you wish to answer the waiting call.

- ask 1st caller to hold
- press **Call Pickup** key
- 1st caller is placed on hold
- 2nd caller is now on line

Transfer 2nd Caller

- press **Trsfer** key
- dial required extension number
- press **2nd Call Release** key
- 1st caller is now on line

Return to Caller

If no reply or busy tone is received then you can return to the second caller without attempting to transfer the call.

- press **Trsfer Return** key
- 2nd caller is now on line

You can now either alternate between the 2 remaining calls or return to 1st caller.

- press **Trsfer Return** key
- 1st caller is now on line

3 Way Conference

This feature allows you to bring a third party into an existing conversation on your extension.

The options allowed are:

1. 3 extensions
2. 2 extensions and one external party
3. 1 extension and two external parties.

Activate a 3 Way Conference

- you are engaged on a call
- press **Trsfer** key, listen for internal dial tone
- dial the required extension or "0" and the external number
- when the called party answers press **Conference** key
- conference tone is heard and all 3 parties are connected.
- display shows - CONF 1 - 2 - 3

Activate a 3 Way Conference using the Speed Dial keys

- you are engaged on a call
- press the required **Speed Dial** key
- when the called party answers press **Conference** key
- conference tone is heard and all 3 parties are connected
- display shows - CONF 1 - 2 - 3

If the third party is no longer required, press the **Trsfer Return** key to disconnect.

Call Back

Call Back requests can be left on extensions which have been rung and not answered or are busy.

Activate Call Back - Busy

- called extension is busy
- press **Call Back** key
- display shows - WILL CALL BACK
- replace your handset or press Loudspeaker key

The system will automatically call you back when both your extension and the called extension are free.

- display shows - NAME and NUMBER
FREE
- lift handset or press **Loudspeaker** key
- ring tone is heard as the required extension is rung

Activate Call Back - No answer

- called extension does not answer
- press **Call Back** key
- display shows - WILL CALL BACK
- replace your handset or press **Loudspeaker** key

When the called party returns to the office and has used the telephone the system will ring your telephone.

- lift handset or press **Loudspeaker** key
- ring tone is heard as the required extension is rung

Call Back - cont'd

If the called extension is a Set T24/25 digital instrument, with a mailbox facility, then a message will be left in the user's mailbox to call your extension.

Should you fail to answer a **Call Back** that you have activated, the system will automatically cancel the feature after ringing your extension for a predetermined time.

Cancel Call Back

- press **Call Back** key
- display shows - EXT NO and NAME
DATE and TIME
- press **Delete** key
- display shows - AUTO CALLBACK
DELETED
- if required press **Call Back** key again to scroll
- press Programme key

Call Back Message Request

In your absence a caller has left a Call Back request on your extension.

- **Message Waiting** LED is on
- press **Message Waiting** key
- display shows - NAME CALL N
DATE and TIME
- if required press **Call Back** key again to scroll
- press **Message Retrieve** key
- caller appearing on display will be rung

External Line Reservation

Should you dial “0” for a line and receive busy tone, i.e. all lines are busy, you may reserve the first line to become free for your use.

Activate External Line Reservation

You have dialled “0” for an external line and receive a busy tone, do not replace your handset.

- display shows - PLEASE TRY LATER
- press **Call Back** key
- display shows - WILL CALL BACK
- replace your handset or press Loudspeaker key

When an external line becomes free your extension will ring.

- display shows - 0
FREE
- lift handset or press **Loudspeaker** key
- internal dial tone is heard
- Dial “0” for the line and required external number.

Call Forwarding Preset

Your line can be forwarded to a predetermined extension for answering. This can be to either a Digital or analogue extension.

Program Preset Extension Number

- press **Programme** key
- display shows - PRESS FEATURE KEY
OR DIAL CODE
- press **Call Forward** key **twice**
- display shows - NOTHING STORED
NEW NUMBER?
- dial required extension number
- press **Programme** key
- display shows - FORWARDING STORED
- **Call Forward** LED is on
- display shows - FORWARDING TO
EXT NO NAME

The predetermined extension number has now been permanently programmed. Calls will now go to the Preset destination immediately.

Deactivate Call Forwarding

- press **Call Forward** key
- **Call Forward** LED goes off
- display shows - FORWARDING
DEACTIVATED

When Preset Call Forward destination has been programmed but deactivated it will serve as Call Forward No Answer i.e. If your extension rings for longer than +/- 25 seconds it will automatically divert to the Preset extension number.

Call Forwarding Preset - cont'd

Reactivate Call Forwarding

- press **Call Forward** key
- **Call Forward** LED is on
- display shows - FORWARDING TO
EXT NO NAME

Calls will now go to the Preset destination immediately.

Change Preset Extension Number

- press **Programme** key
- display shows - PRESS FEATURE KEY
OR DIAL CODE
- press **Call Forward** key **twice**
- display shows - FORWARDING
CURRENT DESTINATION
- wait until display shows - FORWARDING
NEW NUMBER?
- dial required extension number
- press **Programme** key
- display shows - FORWARDING STORED
- **Call Forward** LED is on (i.e. feature is activated automatically)
- display shows - FORWARDING TO
EXT NO NAME

Call Forwarding Variable

This feature allows you to divert all your calls to an extension of your choice and will **override** your Call Forward Preset destination.

Activate Call Forwarding

- press **Programme** key
- display shows - PRESS FEATURE KEY
OR DIAL CODE
- press **Call Forward** key **once** only
- dial required extension number
- press **Programme** key
- display shows - FORWARDING
STORED
- **Call Forward** LED is on
- display shows - FORWARDING TO
EXT NO NAME

When you lift your handset, special dial tone will also be heard to remind you that the feature is activated.

Cancel Call Forwarding

- **Call Forward** LED is on
- press **Call Forward** key
- **Call Forward** LED goes off

Calls will now ring as normal on your extension.

Your Call Forward Preset destination will now be restored.

Follow Me

This feature allows you to activate call forwarding at a remote extension to enable calls to follow you from extension to extension.

Activate Follow Me

When you arrive at the remote extension where you wish to receive calls made to your extension.

- dial *25 and your PIN number
- display shows - ID ENTERED FOR XXXX
- dial *10
- **Call Forward** LED on
- display shows - FORWARDING
ACTIVATED

Incoming calls to your extension will now be diverted to this extension. When you activate this feature it transfers various facilities to this extension e.g. Barring Restrictions, Stored No. Redial etc.

Cancel Follow Me

At the remote extension

- first dial #10 (this cancels your Call Forwarding)
- **Call Forward** LED goes off
- dial #25 (this cancels your facilities)
- display shows - IDENTIFICATION DELETED

NB Should you forget to cancel your PIN at the remote extension, contact the extension and ask them to dial #25. The ID will however be automatically cancelled if the extension is not used for 5 minutes. The **Call Forward** can be cancelled from your own extension.

Electronic Telephone Lock

This feature allows you to lock your extension, by dialling your PIN number, which prevents unauthorised use of your extension. The PIN number assigned to your extension will be provided by your System Administrator.

Lock your Extension

- dial *21 and your PIN number
- display shows - CARRIED OUT

Your extension will now be restricted to local or internal calls only
Special dial tone will be heard to remind you that the feature is activated.

Unlock your Extension

- dial #21 and your PIN number
- display shows - CARRIED OUT

Mobile Class of Service

This feature allows you to activate your own Class of Service on an extension that has a lower Class of Service.

Activate Mobile Class of Service

- dial * 25 and your PIN number
- display shows - ID OF EXTENSION NUMBER ENTERED

Call will now register against your name

Cancel Mobile Class of Service

- dial # 25
- display shows - IDENTIFICATION DELETED

NB Should you forget to cancel your PIN at the remote extension, contact the extension and ask them to dial #25. The ID will however be automatically cancelled if the extension is not used for 5 minutes. The **Call Forward** can be cancelled from your own extension.

System Abbreviated Dialling

The system allows for the storage of 16000 external telephone numbers divided into 16 groups, each containing 1000 numbers. You can have access to any 2 groups i.e. 2000 numbers. By utilising the system abbreviated dialling you will be permitted to dial specific numbers that would be outside your normal trunk barring limits.

Use the System Abbreviated Dialling

- select the relevant access code from your Abbreviated Dialling Directory
- dial the relevant code xxxxx
- display shows - DIALLED NUMBER
- wait whilst system dials the number

The system will now dial the required external number, the time taken will vary according to the type of main exchange to which your Hicom 300 is connected. No tones will be heard whilst dialling is in progress.

Individual Abbreviated Dialling

In addition to the System Abbreviated dialling lists you may programme 10 additional numbers, under the dial keypad digits 0-9, for your exclusive use. These numbers will, however, be subject to any trunk barring limits which apply to your extension.

Programme numbers

- press Programme key
- display shows - PRESS FEATURE KEY
OR DIAL CODE
- dial *81
- display shows - SPEED DIAL
- enter digit (0-9) under which to store new number
- display shows - NOTHING STORED
- **wait** until display changes to - NEW NUMBER?
- enter required external number (preceded by 0 for outside line)
- press Programme key
- display shows - STORED

Dial numbers

- dial #81
- enter digit (0-9) under which required number is stored
- display shows - DIALLED NUMBER
- wait whilst system dials the number

Speed Dialling

Spare keys on the Set T24/25 and all the keys on the add-on Set T29 are available for programming of direct dialling numbers, external or internal.

There are 2 types of direct dialling keys available:-

1. **Speed Dial** keys (Dial)

These keys are programmable by yourself for any external or internal numbers, subject to your trunk barring limits.

2. **Direct Station Select** (DSS)

These keys are available for the programming of internal numbers. Each DSS key must have an associated LED to indicate the status of the extension i.e. busy or free. These keys can be used to pickup calls that flash on them if your phone is free.

Programme Speed Dial and DSS numbers

- press **Programme** key
- display shows - PRESS FEATURE KEY
OR DIAL CODE
- press required **Speed Dial** key
- display shows - SPEED DIAL
NOTHING STORED
- enter required number
- press **Programme** key
- display shows - STORED

Dial numbers

- press required **Dial** or **DSS** key
- display shows - NUMBER DIALLED

Speed Dialling - cont'd

The Set T29 add-on Dialler

The Set T29 is equipped with 29 keys of which 28 are programmable, the 29th being a **Shift** key.

The **Shift** key is used for the programming of the 28 keys on the lower level giving a total of 56 programmable numbers.

The LED's are used to indicate the status of the extensions i.e. busy or free.

Speed Dial numbers can be programmed on the upper and lower levels.

If a **DSS** key is programmed then the lower level function is lost.

When programming or using the lower level keys the **Shift** key must first be pressed to activate this level.

The **Shift** key LED will be on to indicate use of the lower level.

Stored Number Redial

This feature allows you to store any desired number for later re-dialling. The number may be stored for as long as required.

Store a Number

You have dialled a number and have not been answered or the number is busy, do not replace your handset.

- press **Save Number** key
- display shows - STORED
- replace your handset or press Loudspeaker key

Redial the Number

- press **Save Number** key
- display shows - DIALLED NUMBER
- the number is now automatically dialled by the system
- lift handset when called party answers

The number will remain stored until another number is stored, thus erasing the previous number.

Do Not Disturb

If authorised you can use this feature to prevent incoming calls on your extension. Outgoing calls can be made in the normal manner.

A Secretary Set T24/25 and the switchboard are able to override the feature if required.

Activate Do Not Disturb

- press **Do Not Disturb** key or dial *20
- display shows - DO NOT DISTURB
ACTIVATED
- **Do Not Disturb** LED is on

When you lift your handset, special dial tone will also be heard to remind you that the feature is activated.

Cancel Do Not Disturb

- press **Do Not Disturb** key or dial #20
- display shows - DO NOT DISTURB
DEACTIVATED
- **Do Not Disturb** LED goes off

Executive Override

This feature allows authorised extensions to interrupt a call in progress.

Activate Executive Override

- dial required internal number
- busy tone is heard
- dial *26 or press **Override** key
- you will be connected to the call in progress.
- a periodic warning tone is heard to warn all parties that **Override** is in operation

Call Trace

This feature allows you to trace the origin of the call on which you are busy.

Activate Call Trace

- call is in progress
- dial *24
- display shows - CARRIED OUT
- you are still connected to the call.

When the call is terminated contact the System Administrator for the source of the call.

Timed Reminder

Timed reminders or alarms can be programmed to remind you of meetings or appointments.

Set Timed Reminder (e.g. 3:30 pm)

- press **Remind** or **Programme** key + *23
- display shows - REMINDER
NOTHING STORED
- or time of current alarm/s
if **Remind** LED is on
- enter 1530
- press **Programme** key
- display shows - STORED
- **Remind** LED is on

Alarm will sound for 30 seconds at 15:30, or stop if **Remind** key is pressed. If **Remind** key is not pressed then alarm will be repeated after 5 minutes and then automatically cancelled.

Display Timed Reminders

- **Remind** LED is on
- press **Remind** key to scroll for alarms
- display shows - REMINDER
15:30

Cancel Timed Reminder

- press **Remind** key until required alarm is displayed or **Prog** + *23
- press **Delete** key
- display shows - DELETED
- **Remind** LED goes off if this is the last remaining alarm

Night Service

When the night bell rings

- dial *88
- you are now connected to the caller

Check with System Administrator if any other type of Night Service is operational.

Key Settings (+/-)

The Plus and Minus keys allow for the individual setting of the levels of speech, ringing, ring tones and display contrast.

Change Speech Volume

- whilst busy on a call
- press + or – keys to adjust Speech volume
- press + and – keys simultaneously to store setting

Change Ringing volume, Ring Tone frequency or Display contrast

- Do not lift handset
- press + and – keys simultaneously
- display shows selection for keys 1,2,3 and 4

- press 1 and then + or – keys to adjust Ringing volume
- or 2 and then + or – keys to adjust Ping Ring volume
- or 3 and then + or – keys to adjust Ring Tone frequency
- or 4 and then + or – keys to adjust Display contrast

- press + and – keys simultaneously to store setting