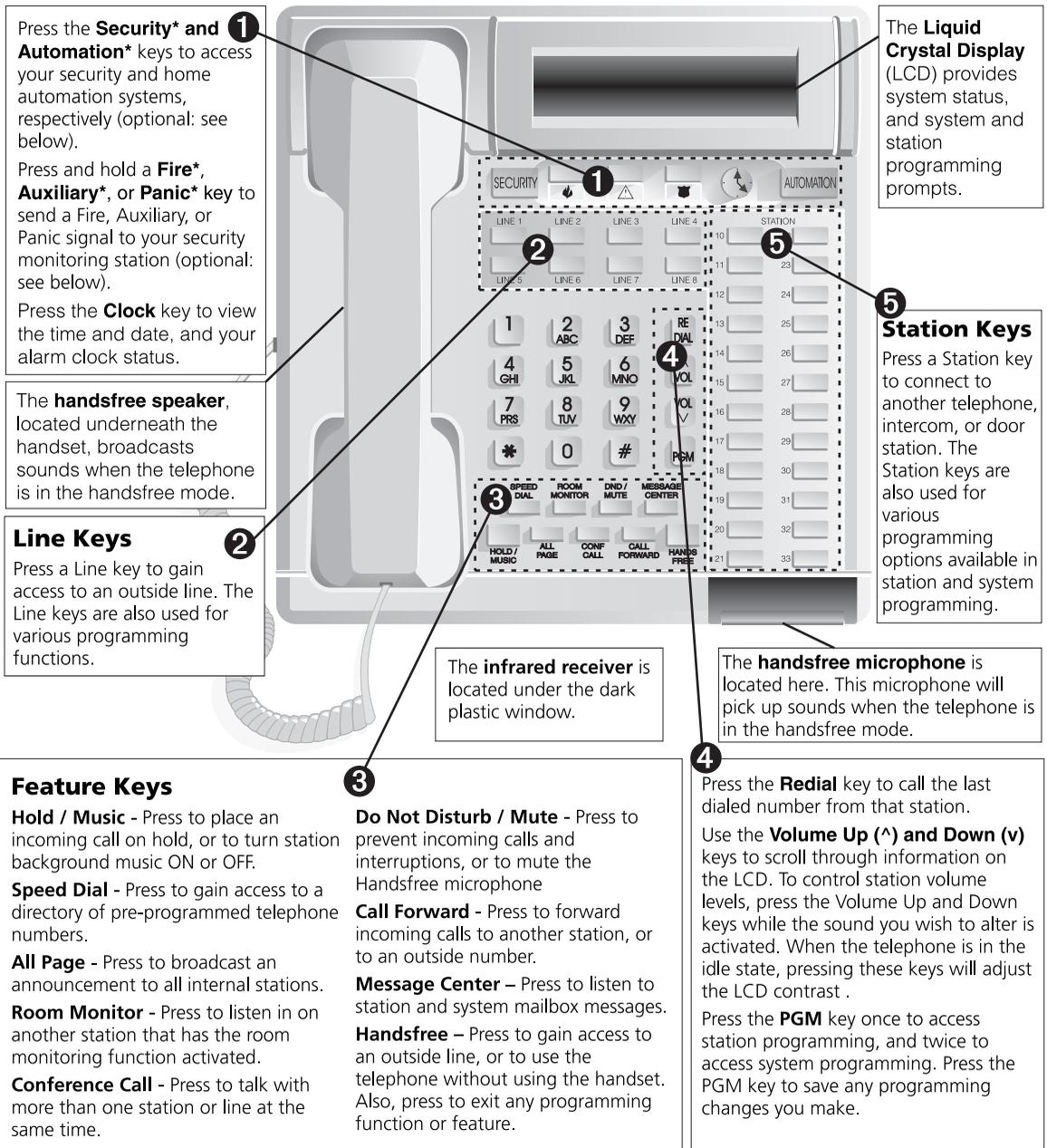


User's Guide

EKT-824



The Communiqué Telephone Station



Press the **Security*** and **Automation*** keys to access your security and home automation systems, respectively (optional: see below).

Press and hold a **Fire***, **Auxiliary***, or **Panic*** key to send a Fire, Auxiliary, or Panic signal to your security monitoring station (optional: see below).

Press the **Clock** key to view the time and date, and your alarm clock status.

The **handsfree speaker**, located underneath the handset, broadcasts sounds when the telephone is in the handsfree mode.

Line Keys
Press a Line key to gain access to an outside line. The Line keys are also used for various programming functions.

Feature Keys
Hold / Music - Press to place an incoming call on hold, or to turn station background music ON or OFF.
Speed Dial - Press to gain access to a directory of pre-programmed telephone numbers.
All Page - Press to broadcast an announcement to all internal stations.
Room Monitor - Press to listen in on another station that has the room monitoring function activated.
Conference Call - Press to talk with more than one station or line at the same time.

Do Not Disturb / Mute - Press to prevent incoming calls and interruptions, or to mute the Handsfree microphone
Call Forward - Press to forward incoming calls to another station, or to an outside number.
Message Center - Press to listen to station and system mailbox messages.
Handsfree - Press to gain access to an outside line, or to use the telephone without using the handset. Also, press to exit any programming function or feature.

The **Liquid Crystal Display (LCD)** provides system status, and system and station programming prompts.

Station Keys
Press a Station key to connect to another telephone, intercom, or door station. The Station keys are also used for various programming options available in station and system programming.

The **handsfree microphone** is located here. This microphone will pick up sounds when the telephone is in the handsfree mode.

Press the **Redial** key to call the last dialed number from that station.
 Use the **Volume Up (^) and Down (v)** keys to scroll through information on the LCD. To control station volume levels, press the Volume Up and Down keys while the sound you wish to alter is activated. When the telephone is in the idle state, pressing these keys will adjust the LCD contrast .
 Press the **PGM** key once to access station programming, and twice to access system programming. Press the PGM key to save any programming changes you make.

*The Security and Automation keys, and Fire, Auxiliary and Panic keys are for use with your home security system and must be programmed by your installer. You must have a Communiqué Security Interface Card in order for these keys to function. Please ask your installer for more information.

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Introduction

This *User's Guide* describes the Communiqué™ EKT-824™ Digital Display Telephone, its features, and how to use them. In some places this *Guide* will refer to options available to customize your system. To change these options, please see your system administrator.

Your Communiqué system may be set up to work with a security alarm system, a home automation system, or other optional devices. Please consult your system administrator or installer for more information on these options.

To take full advantage of the many features of your Communiqué digital telephone, we recommend that you review this *Guide* before using your new telephone.

About This Guide

Section 1 deals with the basics of making and answering telephone calls using the Communiqué.

Section 2 describes how to use more advanced features, such as transferring calls, and making conference calls.

Section 3 describes the Communiqué Message Center and its features.

Section 4 explains how to customize your Communiqué system

Appendix A shows how to install your Communiqué telephone for either desktop or wall use.

If you are unfamiliar with any of the terms used in this *Guide*, please see the **Glossary** at the back (Appendix B).

Throughout this *Guide*, the word "Station" refers to other telephones on the system.

The Basics – Answering and Making Calls

Answering an External Call

1. Lift the handset, OR press , OR press the flashing Line key.
2. When finished, replace the handset in the cradle OR press



Answering an Internal Call

1. When you hear two short beeps, begin speaking.
▶ The call will be a handsfree call. For more privacy, lift the handset.
2. When finished, replace the handset in the cradle OR press



Answering a Call Waiting Call

NOTE: For this feature to work, you must subscribe to the Call Waiting service provided by your local telephone company.

1. Press  when you hear the Call Waiting tone.
▶ The system connects you with the new caller. The  behaves like a “Flash” key with Call Waiting and other telephone company services that require you to “flash” the line.
2. To return to the first caller, press  again.

Making an External Call

1. Lift the handset and press a Line key, OR for handsfree mode, just press a Line key.
2. Dial the telephone number.
3. When finished, replace the handset in the cradle, or press



NOTE: If your system is set by your Installer for pulse dialing, you can temporarily switch to tone dialing by pressing  before entering any Touch-Tone™ digits.

Touch-Tone is a trademark of Stentor Resource Centre Inc.

Making an Internal Call

1. Press the Station key corresponding to the person you wish to call.
▶ Both parties will hear two short beeps indicating that the connection has been made. The display will show the name of the station to which you have been connected. The call will be a handsfree call. For more privacy, lift the handset.

- When finished, replace the handset in the cradle, OR press



NOTE: You can view the station directory listings by pressing [4]. Your display reads “Internal Station Directory”. Press each of the Station keys in turn to view all the station labels on the display. When you have found the station you wish to call, press that Station key again to make the connection.

Placing a Call on Hold

- Press  **HOLD / MUSIC** ONCE for system hold.
 - The Line key for this call will flash quickly on the telephone that initiated the hold, and slowly on all other telephones. A system hold call can be retrieved from any telephone.

OR

Press  **HOLD / MUSIC** TWICE for exclusive hold.

- The Line key for this call will flash slowly on the telephone that initiated the hold, and be solidly lit on all other telephones. An exclusive hold call can only be retrieved from the telephone that initiated the hold.

NOTE: Calls placed on hold and not retrieved after a set period of time will ring back at the telephone that originated the hold. If the call is not answered after a set period of time, all telephones on the system will ring.

Using the Redial Feature to Make a Call

- Press  to dial the last number called.
- When connected, speak through the handsfree microphone or lift the handset for more privacy.
- When finished, replace the handset in the cradle, OR press



Using the Automatic Redial Feature to Make a Call

NOTE: For this feature to work properly, do not subscribe to any auto redial service available from your telephone company.

- When you hear the busy signal, press .
 - Your telephone will automatically dial the busy number a preset number of times. You will hear each attempt through the speaker.
- When connected, speak through the handsfree microphone or lift the handset for more privacy.
- When finished, replace the handset in the cradle, OR press



Using Caller ID Callback to Make a Call

NOTE: In order for this feature to work, you must be retrieving your messages from the Message Center, and Caller ID service must be enabled by your local telephone company on the line on which the message was received.

1. Listen to your messages as described in the Message Center section.
▶ If Caller ID is enabled on the line on which the message was received, the display will show the caller's telephone number.
2. To immediately return the call, after listening to the message press



NOTE: Redial will not work during message playback.

3. When connected, speak through the handsfree microphone or lift the handset for more privacy.
4. When finished, replace the handset in the cradle, OR press



Using Speed Dial to Make a Call

There are two separate speed dial directories available on your Communiqué telephone:

- a system speed dial directory with up to 300 numbers available at every telephone
- a personal speed dial directory with up to 20 numbers available only from your telephone

To make a call using speed dial:

1. To call a system speed dial number press  **SPEED DIAL** ONCE.
OR

To call a personal speed dial number press  **SPEED DIAL** TWICE.

2. Use the  and  keys to scroll through the listings in the speed dial directory.
▶ All listings are in alphabetical order. To jump to a particular name, press the number key that corresponds to the first letter of the name.
3. When the desired name is reached press a Line key to make the call.
▶ The call will be a handsfree call. For more privacy, lift the handset.
4. When finished, replace the handset in the cradle, OR press



NOTE: To add numbers to your personal speed dial directory, see *Customizing Your Telephone*. To add numbers to the system speed dial directory, please see your system administrator.

Using Advanced Features

Transferring Calls

You can transfer calls from one telephone to another, or to the Message Center.

Transferring a Call to Another Telephone

1. Press the Station key to which you wish to transfer the call.
▶ The caller will automatically be put on hold.
2. Announce the call to the recipient party.
3. Place the handset in the cradle, OR press  **HANDS FREE** to complete the transfer.

NOTE: *If the transferred call is not answered after a set period of time or if the recipient's telephone is busy, the call will be transferred back to the telephone that initiated the transfer. If the call is not answered after a set period of time, all telephones on the system will ring.*

Transferring a Call to a Mailbox

To transfer the call to a Station mailbox:

1. Press the Station key corresponding to that mailbox.
2. Press  **MESSAGE CENTER** and hang up.

To transfer the call to the System mailbox:

1. Press  **MESSAGE CENTER** and hang up.

Conference Calls

Your Communiqué telephone system has conference calling and group listening to allow you to have multi-party conversations.

Group Listening

You can have other people in your office listen in on a telephone conversation using the group listening feature.

1. While speaking on the handset, press  **HANDS FREE**.
▶ The speaker is active, but the handsfree microphone is muted. To speak to the caller, you must use the handset.
2. When finished, replace the handset in the cradle and press  **HANDS FREE**.

Making a Conference Call

You can talk to two people at the same time using the conference call feature.

1. While connected to the first caller, press  **CONF CALL**.
➡ The call will be put on hold automatically.
2. Press a Station key to connect to an internal party.
OR
Press a Line key and dial the number of the outside party you wish to add to the call.
➡  **CONF CALL** lights up and the display indicates the two other parties on the conference call, for example:
Station 20 Line 3
3. Press  **CONF CALL** to connect all parties.
4. To disconnect only one party, press the Station or Line key of the party to which you wish to remain connected.
➡ The other party is automatically disconnected.
5. When finished, replace the handset in the cradle, or press  **HANDS FREE**.

Placing a Conference Call on Hold

You can place one party on hold while you continue to talk privately with the other party. You can then return to Conference Call mode.

1. Press  **HOLD / MUSIC**.
➡  **HOLD / MUSIC** and  **CONF CALL** flash slowly and you will hear internal dial tone.
2. Press the Line or Station key of the party to which you wish to speak privately.
➡  **CONF CALL** stops flashing and the other party is put on hold.
3. To add the other party back to the conference call, press  **CONF CALL**.
4. When finished replace the handset in the cradle, or press  **HANDS FREE**.

Call Forwarding

You may choose to forward your calls to another extension, or to the Message Center.

Forwarding Your Calls

1. Press  **CALL FORWARD**.
 The Station key for your extension flashes quickly, and the display reads:
 Call Forward to NONE
2. To forward calls to voice mail, press  **MESSAGE CENTER**.
 The display reads:
 Call Forward To Message Center
 OR
 To forward calls to another extension, press the Station key corresponding to that extension.
 The display reads:
 Call Forward To Station XX
3. Press  **HANDS FREE**.
 The  **CALL FORWARD** flashes slowly to indicate that your extension has been forwarded.

Cancelling Call Forwarding

1. Press  **CALL FORWARD**.
2. Press the Station key corresponding to your extension.
 The display reads:
 Call Forward To NONE
3. Press  **HANDS FREE**.
 The  **CALL FORWARD** stops flashing to indicate that call forwarding is cancelled.

Paging

Use paging to make an announcement to everybody on the premises, or to ask somebody to call you (Meet Me page).

Broadcasting an All Page Announcement

To make an announcement over the whole system, use the all page feature.

1. Press  **ALL PAGE**.
- ▶ All Communiqué telephones on the system will beep twice, and the handsfree microphone on the telephone making the page will be activated.
2. Pick up the handset and make the announcement, OR make the announcement through the Handsfree microphone.
3. When finished replace the handset in the cradle, OR press



Broadcasting a Meet Me Announcement

1. Press  **ALL PAGE**.
- ▶ All Communiqué telephones on the system will beep twice and the handsfree microphone on the telephone making the page will be activated.
2. Pick up the handset and make the 'Meet Me' announcement, OR make the 'Meet Me' announcement through the handsfree microphone.
3. Do not hang up. Wait for the 'Meet Me' answer.
4. When finished, or if you receive no answer, replace the handset in the cradle, OR press  **HANDS FREE**.

Answering a Meet Me Announcement

1. Press  **ALL PAGE**.
- ▶ The Handsfree microphone on your telephone will be activated and connect you to the paging telephone. The page will be a handsfree call. For more privacy, lift the handset.
2. When finished replace the handset in the cradle, OR press



Handling Busy Lines

Your Communiqué telephone system has a number of advanced features that will alert you when a busy outgoing line becomes free.

Line Callback

This feature will notify you when a busy outgoing line becomes free. When you attempt to make a call, and all lines are already in use, you will hear a busy tone. To initiate line callback:

1. When you get a busy line, press .
2. Hang up.
 - ▶ When a line becomes available, your telephone will ring with an extended ring.
3. When you hear the extended ring pick up the handset, OR press .
 - ▶ You will hear a dial tone.
4. Make your call.
5. When finished replace the handset in the cradle, OR press



NOTE: *If the Callback is not answered after 8 rings, the Callback request will be cancelled and the line will be released.*

Line Camp-on

This feature will seize an outgoing line when a busy line becomes free. Line camp-on has priority over line callback. To initiate line camp-on:

1. When you get a busy line, press . DO NOT hang up.
 - ▶ When a line becomes available, your telephone will automatically seize the line and you will hear a dial tone.
2. Dial the number.
 - ▶ The call will be a handsfree call. For more privacy, lift the handset.
3. When finished replace the handset in the cradle, OR press



Speed Dial Camp-on

This feature will seize an outgoing line and automatically dial a speed dial number. When you know all outgoing lines are already busy, initiate speed dial camp-on as follows:

1. Press  .
2. Use the  and  keys to scroll through the listings in the Speed Dial Directory.
 - ▶ All listings are in alphabetical order. To jump to a particular name, press the number key that corresponds to the first letter of the name.
3. Press a Line key.
 - ▶ You will hear a busy signal.
4. Press  . DO NOT hang up.
 - ▶ The  will flash slowly and the display reads Spd Dial Campon Line x.
When the line becomes available, your telephone will automatically seize the line and dial the selected number. The call will be a handsfree call. For more privacy, lift the handset.
5. When finished replace the handset in the cradle, OR press  .

Redial Camp-On

This feature will seize an outgoing line and automatically dial the last number dialed from your telephone. When you know all lines are already busy, initiate redial camp-on as follows:

1. Press  .
2. Press a Line key.
 - ▶ You will hear a busy signal.
3. Press  . DO NOT hang up.
 - ▶ The  will flash slowly and the display reads Redial Campon Line x.
When the line becomes available, your telephone will automatically seize the line and dial the last number dialed from your telephone. The call will be a handsfree call. For more privacy, lift the handset.
4. When finished replace the handset in the cradle, OR press  .

Caller ID Call Log You may view the Caller ID information of the last 100 incoming telephone calls when your telephone is not in use.

1. Press  .
 - ▣▣▣▣ All lines with Caller ID information will be lit and the display reads
Call Display Log ... Select a Line.
2. Press a lit Line key to view the call log for that line.
 - ▣▣▣▣ The display reads
Line X ... XX Call(s)
or if no calls have been logged on that line, the display reads
Call Display Log..Empty.
3. Use the  and  keys to scroll through the list of calls for that line.
4. To view the date and time of call, press  .
5. To return to the previous display, press  again.
6. To erase the call log entry, press  .
7. When finished press  .

Additional Features

Room Monitoring

Authorized users may listen in to other Communicé stations without the knowledge of the other station user. This feature can be useful for such things as room monitoring, helping to determine the cause of a burglar alarm on your alarm system, or coaching staff members on the use of the telephone.

The system administrator can limit who can use this feature with a Room Monitor PIN. The administrator can also limit which stations can be monitored.

1. To monitor a station press  .
2. Enter the Room Monitor PIN (if required).
3. Press the Station key of the station you want to monitor.

Muting the Microphone

This feature will mute (turn off) the station microphone while the telephone is in use. To mute the station microphone:

1. Lift the handset, OR press  **HANDS FREE**.
2. Press  **DND/MUTE**.
3. To turn the microphone back on press  **DND/MUTE** again.

Do Not Disturb (DND)

You can block all incoming calls from reaching your Communiqué station using the do not disturb feature. To turn on DND:

1. When the station is not in use, press  **DND/MUTE**.
2. To turn off DND, press  **DND/MUTE** again.

Call Screening

You can use your Communiqué telephone to screen incoming calls. When in the "Call Screening" mode, you may listen to callers as they leave a message in your mailbox. Then, you can decide whether you wish to talk to them immediately, or to let them finish leaving a message.

To turn on call screening:

1. Press  **HANDS FREE**, then press  **MESSAGE CENTER**.
2. Press  **7 PRS**, then  **6 MNO**.
3. Press  **HANDS FREE**.
4. To turn call screening off, repeat steps 1 to 3.

To screen calls:

When call screening is turned on, unanswered incoming calls will be directed to the message center where the caller may leave a message. At every station with call screening activated, the caller leaving a message will be broadcast through the Handsfree speaker and the display will read...

Press Message Key to Talk

To talk to the caller at any time during the message recording, press

 **MESSAGE CENTER**

The portion of the message which the caller began to record will be erased, and you can carry on a normal conversation.

Recording a Telephone Conversation

You can use the Communiqué to record conversations on your telephone. Please ask your system administrator if your telephone has access to this feature.

1. Press  **ROOM MONITOR** to begin recording.
 - ▶▶▶ The  **ROOM MONITOR** will flash quickly. Both parties will hear a voice announcement "Recording" followed by a tone. The conversation will be recorded after the tone and will be stored in the message center.
2. To stop recording, press  **ROOM MONITOR** again. You may continue your conversation.
 - ▶▶▶ If the recording limit is reached, both parties will hear "The recording limit has been reached" and the  **ROOM MONITOR** will stop flashing.

Answering the Door

Your installer may have included door stations on your system. Door stations can be used to replace a doorbell. When a visitor presses the button on the door station, an "all page" will be sent to all Communiqué stations.

To speak to the person at your door:

1. Press  **ALL PAGE** at any Communiqué station.

Using Your Communiqué Remote Control

If you have a Communiqué remote control device, you can answer calls when you are in the building, but away from your station.

1. When the telephone rings, point the remote control toward your Communiqué station and press [HF] (Handsfree).
2. The station will answer the call handsfree, and you can speak to the caller. For more privacy, go to your station and lift the handset.

Remote (Off-premises) Access

You can access your Communiqué system from any Touch-Tone™ telephone, anywhere in the world. Using the remote access feature, you can perform such functions as "All Page" and "Room Monitor". You can also access the message center. If installed, system automation and security system functions may also be available. Ask your system administrator for more information on the remote access features available to you.

Using the Message Center

The Message Center acts as a voice mailbox for all telephone messages left by callers when you are not available to take their calls. We recommend that you program your Communiqué telephone with a Personal Identification Number (PIN) to restrict access to your personal mailbox and to protect the privacy of your messages. This section describes the features available on your message center.

NOTE: *Before attempting to use any of the Message Center features, please check with your system administrator that the Message Center has been installed, and that you have access to it.*

Programming Your Personal Identification Number (PIN)

1. Press **PGM**.
▶▶▶ The display reads `Select Station..Program Item.`
2. Press the Line 1 key.
▶▶▶ The Line 1 key flashes slowly and the display reads `Program Station..PIN.`
3. Press the Line 1 key again.
▶▶▶ The display reads `Station..PIN > NONE.`
4. Enter a four-digit PIN, then press **PGM** to save your selection.
5. Press **HANDS FREE** to exit the programming function.
▶▶▶ Your PIN now protects your mailbox.

Changing Your Personal Identification Number (PIN)

1. Press **PGM**.
▶▶▶ The display reads `Select Station Program Item.`
2. Press the Line 1 key.
▶▶▶ The Line 1 key flashes slowly and the display reads `Program Station..PIN.`
3. Press the Line 1 key again.
▶▶▶ The display reads `Station PIN?.`
4. Enter your four-digit PIN.
▶▶▶ The display reads `Station..PIN > XXXX.`
5. To erase this PIN, press **#**, then enter your new four-digit PIN.
6. Press **PGM** to save your selection.
7. Press **HANDS FREE** to exit the programming function.
▶▶▶ Your new PIN now protects your mailbox.

Setting Up Greetings

Recording Your Personal Greeting

1. Press  .
➡ The display reads `Select Station...Program Item`.
2. Press  .
➡ The display reads `Record Station...Greeting`.
3. Press  again.
4. Enter your PIN.
➡ The display reads `Station Greeting...(Not) Recorded` and a voice prompt will say "To begin recording, press R(7). To listen to the recording, press L(5). To erase the recording, press E(3). To repeat this help menu, press H(4)".
5. Press  .
➡ The display reads `Station Greeting...Lift Handset`.
6. Lift the handset.
➡ The display reads `REC Greeting Now...PGM=STOP`.
7. After you hear the tone, begin recording your personal greeting.
To stop recording, press  .
➡ Your personal greeting will be played back automatically. After playback, your greeting will be saved and the display reads `Station Greeting...Recorded`.
8. When finished, press  .

Changing Your Personal Greeting

1. Press **PGM**.
➡ The display reads `Select Station..Program Item.`
2. Press **MESSAGE CENTER**.
➡ The display reads `Record Station..Greeting.`
3. Press **MESSAGE CENTER** again.
4. Enter your PIN.
➡ The display reads `Station Greeting..Recorded` and a voice prompt will say "To begin recording, press R(7). To listen to the recording, press L(5). To erase the recording, press E(3). To repeat this help menu, press H(4)".
5. Press **3 DEF**.
➡ The display reads `Erase Complete.`
6. Press **7 PRS**.
➡ The display reads `Station Greeting..Lift Handset.`
7. Lift the handset.
➡ The display reads `REC Greeting Now..PGM=STOP.`
8. After you hear the tone, begin recording your personal greeting. To stop recording, press **PGM**.
➡ Your personal greeting will be played back automatically. After playback, your greeting will be saved and the display reads `Station Greeting..Recorded.`
9. When finished, press **HANDS FREE**.

Messages

Viewing the Number of Messages

You may check the message center status at any time to view the number of messages in the system mailbox and your personal mailbox:

1. Press **MESSAGE CENTER**.
➡ The display reads `System MSG = X..Private MSG = X.`
After a few seconds, the display will automatically return to the time and date screen.

Listening to Personal Messages

When there are messages in the Message Center, the  MESSAGE CENTER on your Communicé telephone will be flashing. To listen to personal messages:

1. Pick up the handset, OR press  HANDS FREE .
2. Press  MESSAGE CENTER .
 - ▶ If you have personal messages, your Station key will flash quickly.
3. Press your Station key.
 - ▶ The display reads Station PIN?.
4. Enter your PIN.
 - ▶ The display reads Messages = X and a voice prompt will say "Total messages, X. To listen to a message, press L(5). To erase the message, press E(3). To pause the message, press P(7). To continue from pause, press C(2). To back up five seconds, press B(2). To repeat this help menu, press H(4)."
 - ▶ The messages will now play back in the order in which they were recorded. The display reads 04:09P WED 02/28... #=Quit P=Pause during message playback to indicate the date and time when the message was recorded. At the end of each message, the date and time of the message will be announced.
5. When finished, replace the handset in the cradle OR press  HANDS FREE .

Listening to System Messages

When there are messages in the Message Center, the  MESSAGE CENTER on your Communicé telephone will be flashing. To listen to system messages:

1. Pick up the handset, OR press  HANDS FREE .
2. Press  MESSAGE CENTER .
 - ▶ If there are system messages, the  MESSAGE CENTER will be lit.
3. Press  MESSAGE CENTER .
 - ▶ The display reads Messages = X and a voice prompt will say "Total messages, X. To listen to a message, press L(5). To erase the message, press E(3). To pause the message, press P(7). To continue from pause,

press C(2). To back up five seconds, press B(2). To repeat this help menu, press H(4).”

- ▶▶▶▶ The messages will now play back in the order in which they were recorded. The display reads 04:09P WED 02/28 #=Quit P=Pause during message playback to indicate the date and time when the message was recorded. At the end of each message, the date and time of the message will be announced.

4. When finished, replace the handset in the cradle, OR press



Returning Calls to People Who Have Left Messages

NOTE: *In order for this feature to work, you must be retrieving your messages from the Message Center and Caller ID service must be enabled by your local telephone company on the line on which the message was received.*

To return a call from a new message:

1. Access your Message Center mailbox as above to listen to your messages. If Caller ID is enabled on the line on which the message was received, the display will show the caller's telephone number.
2. To immediately return the call, after listening to the message press . The Communiqué dials the number automatically.

NOTE: *Redial cannot take place during message playback.*

3. When connected, speak through the handsfree microphone, or lift the handset for more privacy.
4. When finished replace the handset in the cradle, OR press



To return a call from an old message:

1. Access your Message Center mailbox.
2. Use the and keys to scroll through the messages until you find the one you want.
 - ▶▶▶▶ The display reads MSG XX of XX OLD...5551234.
3. Press to dial the number.
 - ▶▶▶▶ The display reads Select a Line.

4. Press a Line key.
- ➡ The Communiqué dials the number automatically.
5. When connected speak through the handsfree microphone, or lift the handset for more privacy.
6. When finished replace the handset in the cradle, OR press



Recording Memo Messages

A Memo Message is an internal message that you can record and send to one or more stations.

NOTE: *The system can accommodate only one Memo Message at a time. If a Memo Message already exists, you must erase it before you can record yours, or wait to record yours at another time.*

1. Pick up the handset.
2. Press  .
- ➡ The display reads Message Center.
3. Press  .
4. Enter your PIN.
- ➡ The display reads Memo Message No Message Recorded or Current Memo must be deleted, and a voice prompt will say “To begin recording, press R(7). To listen to the recording, press L(5). To erase the recording, press E(3). To repeat this help menu, press H(4)”.
5. If there is no existing Memo Message, press  to record your message, OR to erase an existing Memo Message and record a new one, press  and then  .
- ➡ The display reads Memo Message REC PGM=STOP.
6. After you hear the tone, begin recording your Memo Message. To stop recording, press  .
- ➡ Your memo message will be played back automatically and the display reads Memo Message Playing PGM=STOP. After playback the Communiqué will save your Memo Message, and the display reads Memo Message..Memo Recorded.

7. Press the Station key corresponding to the mailbox to which you wish to send the message. Repeat until all mailboxes are selected.
 - ▣▣▣▣ The selected Station key will flash quickly. To cancel, press the Station key again. It will stop flashing.
8. When finished, press .

Transferring a Message to Another Mailbox

NOTE: Message transfer cannot take place during message playback.

1. Pick up the handset, OR press .
2. Press , then press your Station key.
3. Enter your PIN.
 - ▣▣▣▣ The display reads Messages = X and a voice prompt will say "Total messages, X. To listen to a message, press L(5). To erase the message, press E(3). To pause the message, press P(7). To continue from pause, press C(2). To back up five seconds, press B(2). To repeat this help menu, press H(4)."
4. Press  twice.
 - ▣▣▣▣ The display reads MSG XX of XX OLD.
5. Use the  and  keys to scroll through the messages to locate the message to transfer.
6. Press .
 - ▣▣▣▣ The display reads DSS/MSG to XFER...# to Cancel.
7. Press the Station key corresponding to the mailbox to which you wish to send the message.

OR

Press  to transfer the message to the system mailbox.
8. When finished, press .

Transferring a Message to More Than One Mailbox

To transfer a personal message or a system message to more than one mailbox, convert the message to a Memo Message. If necessary, delete the existing Memo Message.

1. Pick up the handset, OR press .
2. Press , then press your Station key.

3. Enter your PIN.
 - ▮ The display reads `Messages = X` and a voice prompt will say "Total messages, X. To listen to a message, press L(5). To erase the message, press E(3). To pause the message, press P(7). To continue from pause, press C(2). To back up five seconds, press B(2). To repeat this help menu, press H(4)."
4. Press **#** twice.
 - ▮ The display reads `MSG XX of XX OLD`.
5. Use the **^** **VOL** and **∇** **VOL** keys to scroll through the messages to locate the one to transfer.
6. Press **8** **TUV**.
 - ▮ The display reads `DSS/MSG to XFER...# to Cancel`.
7. Press the Station key corresponding to your mailbox.
 - ▮ If a Memo Message is already recorded, you will be prompted to delete it. Please see "Recording Memo Messages" on page 21.
8. Press **MESSAGE CENTER**, then press **6** **MNO**.
9. Enter your PIN.
 - ▮ The display reads `Memo Message...Memo Recorded`.
10. Press the Station key corresponding to the mailbox to which you wish to send the message. Repeat until all mailboxes are selected.
11. When finished, press **HANDS FREE**.

Intercepting a Call

When an outside caller is leaving a message in the Message Center, you may intercept the call at any telephone on the system.

1. Lift the handset, OR press **HANDS FREE**.
2. Press **MESSAGE CENTER**.
 - ▮ The portion of the message already recorded will automatically be erased.
3. Begin speaking.

NOTE: *If the telephone you are using does not have access to the line on which the call is received, you cannot intercept the call and the display reads "Message Center...is busy".*

Customizing Your Communiqué Telephone

On your Communiqué telephone you can:

- set up your own speed dial directory
- adjust the volume for ringing, paging and other features
- adjust the contrast of the telephone display
- adjust the backlighting levels of the telephone keypads
- protect your settings and your mailbox with a personal identification number (PIN).

You may also be able to use these optional features, if they are installed on your system:

- set alarm clock reminders
- have background music play over your telephone
- have background music play to callers on hold

NOTE: You must press  to save your selection before you exit any programming option. If you do not, your selection will not be saved.

Speed Dial Numbers

There are two separate speed dial directories available on your Communiqué telephone:

- a system speed dial directory with up to 300 numbers available at every telephone
- a personal speed dial directory with up to 20 numbers available only from your telephone

This section describes how to program your personal speed dial directory. To program numbers into the system speed dial directory, please see your system administrator.

Programming Your Personal Speed Dial List

You can program up to 20 speed dial numbers at your Communiqué telephone for your exclusive use.

1. Press , then press .
▶ The display reads Program Station...Speed Dial.
2. Press  again, then enter your PIN.
▶ The display reads Speed Dial Empty...PGM to Insert or UP/DN=List #=DEL...PGM=INS *=EDIT.
3. Press .
▶ The display reads Name? 2-9=A-Y..0=SPACE 1=0Z.

- Enter the name using the keypad as outlined in the Names and Labels Chart below.

# of key presses	1	2 ABC	3 DEF	4 GHI	5 JKL	6 MNO	7 PRS	8 TUV	9 WXY	0
1	Q	A	D	G	J	M	P	T	W	Space
2	Z	B	E	H	K	N	R	U	X	
3	'	C	F	I	L	O	S	V	Y	
4	1	2	3	4	5	6	7	8	9	

NOTE: In the Name programming area, enter the letter "O" to represent zero.

- Once a key has been pressed, for example  (J), the display reads PGM=DONE...J.
- Use the  key to move to the next letter and the  key to back up to the previous letter.
- When you have entered the full name, press  .
 - The display reads Number? PGM=DONE...HOLD=PAUSE.
- Enter the telephone number using the keypad.
 - Each number will appear on the display as it is entered. To delete a number, press  . To enter a pause, press  . Each pause is 2 seconds.
- When you have entered the complete telephone number, press  .
 - The display will return to the speed dial menu and read UP/DN=List #=DEL...PGM=INS *=EDIT.
- Press  to enter another name and number, OR press  to exit speed dial programming.

NOTE: You must program both the name and telephone number for each speed dial entry.

Deleting a Speed Dial Number

1. Press **PGM**, then press **SPEED DIAL**.
 ↳ The display reads Program Station...Speed Dial.
2. Press **SPEED DIAL** again, then enter your PIN.
 ↳ The display reads UP/DN=List #=DEL...PGM=INS *=EDIT.
3. Use the **^ VOL** and **VOL v** keys to scroll through the listings in your personal speed dial directory.
 ↳ All listings are in alphabetical order. To jump to a particular name, press the number key that corresponds to the first letter of the name.
4. Press **#**.
 ↳ The display reads JANE SMITH...Delete 9=Y/6=N?
5. Press **9 WXY** to delete, OR press any other key to cancel the request.
6. To delete another number, repeat steps 3 to 5, OR press **HANDS FREE** to exit speed dial programming

Changing a Speed Dial Number

1. Press **PGM**, then press **SPEED DIAL**.
 ↳ The display reads Program Station...Speed Dial.
2. Press **SPEED DIAL** again, then enter your PIN.
 ↳ The display reads UP/DN=List #=DEL...PGM=INS *=EDIT.
3. Use the **^ VOL** and **VOL v** keys to scroll through the listings in your personal speed dial directory.
 ↳ All listings are in alphabetical order. To jump to a particular name, press the number key that corresponds to the first letter of the name.
4. Press *****.
 ↳ The display reads PGM=DONE...JANE SMITH.
5. Use the **^ VOL** and **VOL v** keys to move to the letter that you want to change, then change the letter using the keypad as outlined in the Names and Labels Chart above.
 ↳ Once a key has been pressed, for example **9 WXY** (Y), the display reads PGM=DONE...JAYE SMITH.

6. Use the  key to move to the next letter and the  key to back up to the previous letter.
7. Press  once the name is changed.
 - The display reads JAYE SMITH...5552525.
8. Use the  and  keys to move to the number that you want to change, then change the telephone number using the keypad.
 - Once a key is pressed, for example , the display will read JAYE SMITH...5752525.
 - To delete a number, press . To enter a pause, press . Each pause is 2 seconds.
9. When you have changed the telephone number, press .
 - The display will return to the speed dial menu and read UP/DN=List #=DEL...PGM=INS *=EDIT.
10. To change another name and number repeat steps 3 to 9, OR press  to exit speed dial programming.

Volume and Ring Patterns

Adjusting Volume Levels

You can adjust the volume level for paging, ringing, background music, and the alarm clock. You can also change the ring pattern for your station.

1. Press , then press .
 - The display reads Set Station...Volume Levels.
2. Press  again.
 - Station keys 10 through 13 will be lit and the display reads Select Volume...Option.
3. Select a feature:
 - Paging volume: press the Station 10 key.
 - Ringer volume: press the Station 11 key.
 - Background music volume: press the Station 12 key.
 - Alarm clock maximum volume: press the Station 13 key.
 - The selected Station key flashes slowly and the display reads Set XXXX Level...Min  Max.
4. Use the  and  keys to adjust the volume to the desired level.

5. Press  to save your setting.
 - ▣▣▣▣ Station keys 10 through 13 will be lit and the display reads *Select Volume...Option.*
6. Repeat steps 3 to 5 as necessary until all volume levels are adjusted.
7. When finished setting the volume levels, press  to exit programming.

NOTE: *The page, ringer, and background music levels can also be adjusted when these features are active using the  and  keys.*

Selecting a Ring Pattern

You can select one of four different ring patterns to distinguish your Communiqué telephone from others close by.

1. Press , then press .
 - ▣▣▣▣ The  will flash slowly and the display reads *Program Station...Ring Mode.*
2. Press  again, then enter your PIN.
 - ▣▣▣▣ The Station 10 and 11 keys will be lit, and the display reads *Select Ring...Mode Option.*
3. Press the Station 11 key to select the ring pattern option.
 - ▣▣▣▣ Station key 11 flashes and the display reads *Ringer Number...Selected.*
4. Press the Station 11 key again.
 - ▣▣▣▣ Station keys 10 through 13 will be lit, and the display reads *Station XX...Ringer #[1].*
5. Press each lit Station key in turn to listen to the ring pattern.
6. Press  when you have found the ring pattern you like.
7. Press  to exit programming.

Turning On “Off-hook” Ringing

You can choose to have off-hook ringing on your telephone. This is the sound heard when you are taking one telephone call and another call is waiting. Ask your system administrator if your telephone has access to this feature.

1. Press , then press .
 - ▣▣▣▣ The  will flash slowly and the display reads *Program Station...Ring Mode.*

2. Press  again, then enter your PIN.
 - Station keys 10 and 11 will be lit and the display reads `Select Ring..Mode Option.`
3. To select the off-hook ringer option, press the Station 10 key.
 - The Station 10 key flashes and the display reads `Offhook Ring..Selected.`
4. Press the Station 10 key again.
 - The display reads `Station XX..Offhook Ring [N].`
5. To turn the off-hook ringer ON, press the Station 10 key, OR
To turn the off-hook ringer OFF, press the Station 11 key.
6. Press  to save your selection.
7. Press  to exit programming.

Station Voice Over

When an internal call is placed to another station, the callers voice will automatically be broadcast through the receiving station's handsfree speaker. You can change this feature so that the station will ring instead.

To turn off Station Voice Over:

1. Press , then press .
 - The display reads `Program Station..Voice Over.`
2. Press  again.
 - The Station 10 and 11 keys light and the display reads `Voice Over is..Enabled.`
3. To turn Station Voice Over ON, press the Station 10 key.
To turn Station Voice Over OFF, press the Station 11 key.
4. Press  to save your selection.
5. Press  to exit programming.

Display Contrast and Keypad Backlighting

You can adjust the contrast of the LCD display, and the backlighting levels of the LCD display and telephone keypads.

Adjusting the Display Contrast

You can adjust the contrast of the LCD display using the  and  keys. To adjust the contrast, the telephone must not be in use and the (optional) background music must be turned off.

Adjusting Backlighting Levels

Your telephone has two groups of keypads for which you can adjust the backlighting:

- the LCD display and keypad (yellow)
- the Line, Station and Function keys (red).

There are five levels of intensity, from off to bright.

To adjust the backlighting of the LCD display and keypad, press  repeatedly.

To adjust the backlighting of the the Line, Station and Function keys, press  repeatedly.

Night Mode Backlighting

If you use your telephone in a bedroom, you can set the backlighting to Night Mode. When in Night Mode, and when the telephone is not in use, the keys will not be back lit. As soon as the telephone is active, the backlighting will turn on.

To turn on Night Mode:

1. Press , then press .
 The display reads Night Mode...Enable/Disable.
2. Press  again.
 The Station 10 and 11 keys light and the display reads Night Mode...Disabled.
3. To turn Night Mode ON, press the Station 10 key.
To turn Night Mode OFF, press the Station 11 key.
4. Press  to save your selection.
5. Press  to exit programming.

Background Music, Music on Hold, Alarm Clock Music

Your Communiqué system can provide background music, music on hold, or alarm clock music. Ask your system administrator if your system has these optional features, and if your telephone has access to these features.

Background Music

Background music can be heard at your Communiqué telephone when it is not being used.

To turn background music ON, press  **HOLD / MUSIC**.

To turn background music OFF, press  **HOLD / MUSIC** again.

Radio Station Presets

If you have the optional Communiqué radio tuner connected to your system, you may program up to 8 radio stations of your choice.

1. Press  **HOLD / MUSIC** to turn background music ON.
2. Press .
- ▮▮▮▮ The 8 Line keys and the Station keys 10 to 12 will be lit. The Line keys represent the 8 programmed radio station locations and the Station 12 key is the memory programming key. The display reads, for example 87.9FM A=AM...Vol1=SEL HF=Done.
3. Tune the Communiqué to the radio station you wish to save using the  and  keys. To switch to AM radio, press . To switch to FM radio, press .
4. Press the Station 12 key.
 - ▮▮▮▮ The Station 12 key will flash slowly and the display reads, for example, 94.1FM A=AM...Set Memory=L1-L8.
5. Press a Line key to save the radio station.
6. Repeat steps 3 through 5 until all 8 radio station locations are programmed.
7. When finished, press .

NOTE: *The Communiqué system can play only one radio station at a time. Once a station is selected, it will be the only station available at all Communiqué telephones.*

Music on Hold

When the Communiqué system has background music available, all incoming callers will hear music when placed on hold, or when a call is transferred from one Communiqué telephone to another.

Alarm Clock Music

You can program your Communiqué telephone for a different alarm time each day of the week. If you select the music option as the alarm sound, you may select the programmed radio station that will be heard when the alarm sounds.

To turn on the alarm clock:

1. Press **PGM**, then press .
 - The  will flash slowly and the display reads `Set Alarm Clock`.
2. Press  again.
 - Station keys 10 through 13 will be lit and the display reads `Select Alarm...Clock Option`.
3. Press the Station 10 key.
 - The display reads `Alarm On...[N] 9=Y, 6=N`.
4. To turn the alarm clock ON, press . To turn the alarm clock OFF, press .
 - When the alarm clock is on, the  will be lit.
5. Press **PGM** to save your selection.
 - The display reads `Select Alarm...Clock Option`.
6. Press  to exit programming.

To set the alarm time:

1. Press **PGM**, then press .
 - The  will flash slowly and the display reads `Set Alarm Clock`.
2. Press  again.
 - Station keys 10 through 13 will be lit and the display reads `Select Alarm...Clock Option`.
3. Press the Station 11 key.
 - The display reads `Set Alarm Clock...12:00A`.

4. Use the keypad to enter the time. Press  for AM time, or  for PM time.
 - The display reads (for example) Set Alarm Clock...02:20P.
5. Press  to save your selection.
 - The display reads Select Alarm...Clock Option.
6. Press  to exit programming.

To select how the alarm clock will sound (music or chime):

1. Press , then press .
 - The  will flash slowly and the display reads Set Alarm Clock.
2. Press  again.
 - Station keys 10 through 13 will be lit and the display reads Select Alarm...Clock Option.
3. Press the Station 12 key.
 - The display reads Alarm is Chime...6=Music, 2=Chime.
4. To select wake to music, press .
 - To select wake to chime, press .
 - For wake to music to work, your system administrator must program an Alarm Clock Radio station.
5. Press  to save your selection.
 - The display reads Select Alarm...Clock Option.
6. Press  to exit programming.

To set the maximum volume of the alarm clock radio station, please see “Adjusting Volume Levels” on page 27.

To select the days of the week the alarm will sound on:

1. Press , then press .
 - The  will flash slowly and the display reads Set Alarm Clock.
2. Press  again.
 - Station keys 10 through 13 will be lit and the display reads Select Alarm...Clock Option.

3. Press the Station 13 key.

➡ The display reads

```
S M T W T F S
N N N N N N N
```

4. Use the  and  keys to move to each day of the week.

5. To have the alarm sound on the selected day, press .

To prevent the alarm from sounding on that day, press .

➡ In the example below, the alarm will go off from Monday to Friday, but not on Saturday or Sunday.

```
S M T W T F S
N Y Y Y Y Y N
```

In the above example, the alarm will go off from Monday to Friday and not on Saturday or Sunday.

6. To save your selection, press .

➡ The display reads Select Alarm...Clock Option.

7. Press  to exit programming.

When the alarm sounds

To turn off the alarm, pick up and replace the handset.

To turn off the alarm and listen to background music, press .

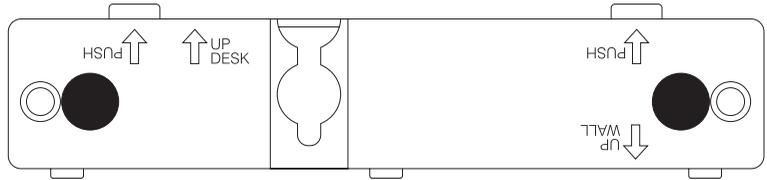
To “snooze”, press . The alarm will sound again in 7 minutes.

NOTE: *With Music Alarm, the selected radio station will become the music on hold station until a different selection is made.*

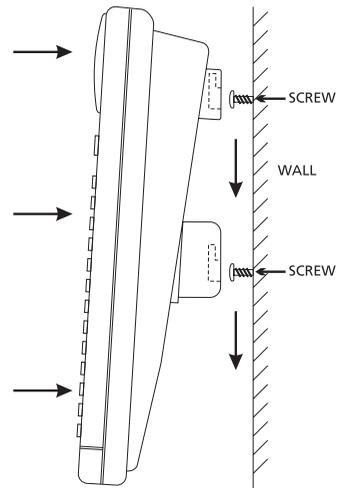
Appendix A: Installing and Connecting Your Communiqué Telephone

Your Communiqué digital telephone is suitable for both desktop and wall mount use with the included mounting bracket. To protect the surface on which the telephone is to be used, attach the supplied rubber feet to the telephone and to the mounting bracket, in the places provided.

- For Desktop Use**
1. Observing the arrows, attach the mounting bracket to the back of the telephone using the slots located at the *top* of the set.



- For Wall Mount Use**
1. Observing the arrows, attach the mounting bracket to the back of the telephone using the slots located at the *middle* of the set.
 2. Locate the area on the wall to which the telephone is to be mounted and fasten the two mounting screws to the wall at a distance to match the two mounting holes on the back of the set.
 3. Place the telephone over the screws and press it down to lock it into place.



Adjusting Display Contrast

When first connected to the system, the contrast of the LCD display on your Communiqué telephone is at the lowest setting.

You can adjust the contrast of the LCD display using the  and  keys.

To adjust the contrast, the telephone must not be in use and the (optional) Background Music must be turned off. For more options, see “Display Contrast and Keypad Backlighting” on page 30.

Appendix B: Glossary

Automation Key



This key is at the top right of the station keypad. Your installer can connect your Communiqué system, through your Security system, with certain “Home Automation” devices. Special equipment is required for this option to be available. When your system is set up this way, you can access the home automation function using this key. Consult your installer for more information.

Background Music

Music provided by your Communiqué system for hold, transfer and alarm clock features.

Call Screening

When in the “Call Screening” mode, you may listen to callers as they leave a message in your mailbox. Then, you can decide whether you wish to talk to them immediately, or let them finish leaving a message.

Call Waiting

A service offered by most telephone service providers. If you have this service, when you are using the telephone, the service will notify you that there is a new incoming call on your line. You can answer the new call, and switch between the callers using .

Caller ID

A service offered by most telephone service providers. If you have this service and call display equipment, your telephone will display the names and telephone numbers of callers (providing this information is available).

Camp-on

This feature will give you access to an outgoing line as soon as one becomes free. Line camp-on has priority over line callback.

Conference Call

You can talk to two different people at the same time using the conference call feature.

Group Listening

You can have other people in your office listen in on a telephone conversation using the group listening feature.

Handsfree

A method of making or answering calls without lifting the receiver (handset). Sometimes also known as “speakerphone”.

Line Key



There are eight line keys numbered 1 through 8, located near the top left portion of the telephone (please see “The Communiqué Telephone Station” inside the front cover). These keys represent the eight outgoing telephone lines available on the Communiqué system. These keys are also used for setting various options on the system.

Meet Me Page

You can use paging to ask somebody to call you. The person you paged can call you by pressing .

Memo Message

An internal message that you can record and send to one or more stations.

Message Center

The Communiqué system “voice mail”, consisting of a system mailbox and up to 24 personal mailboxes. All system users can retrieve messages left in the system mailbox from any telephone. A personal PIN usually restricts retrieval of messages from personal mailboxes.

Paging

You can use paging to make an announcement to everybody on the premises, or to ask somebody to call you (Meet Me page).

Personal Identification Number (PIN)

A PIN determines whether or not you are permitted to access certain features in your system. For example, you must enter your PIN in order to access your personal mailbox (voice mail).

Personal Greeting

The message that callers will hear when they are transferred to your voice mailbox.

Program (PGM) Key



“PGM” is an abbreviation of the word “Program”. You will use this key when setting up your Communiqué station.

Redial

A fast way to dial the number of the last call you made.

Scroll

On occasion, you will be instructed to scroll through items listed on the display. The  and  keys act as “scroll” keys in certain system menus.

Security Key



This key is at the top left of the station keypad. Your installer can connect your Communiqué system to your Security system. Special equipment is required for this option to be available. When your system is set up this way, you can access your security system using this key. Consult your installer for more information.

Station

An individual Communiqué telephone set.

Station Key



There are 24 station keys, numbered 10 through 33, located along the right hand side of the telephone in two vertical rows. These keys correspond to the 24 stations (telephone sets) available on the Communiqué system. These keys are also used for setting various options on the system.

System Administrator

The person responsible for the system programming of your Communiqué Telephone system.

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Limited Warranty

Digital Security Controls Ltd. warrants the original purchaser that for a period of twelve months from the date of purchase, the product shall be free of defects in materials and workmanship under normal use. During the warranty period, Digital Security Controls Ltd. shall, at its option, repair or replace any defective product upon return of the product to its factory, at no charge for labour and materials. Any replacement and/or repaired parts are warranted for the remainder of the original warranty or ninety (90) days, whichever is longer. The original owner must promptly notify Digital Security Controls Ltd. in writing that there is defect in material or workmanship, such written notice to be received in all events prior to expiration of the warranty period.

International Warranty

The warranty for international customers is the same as for any customer within Canada and the United States, with the exception that Digital Security Controls Ltd. shall not be responsible for any customs fees, taxes, or VAT that may be due.

Warranty Procedure

To obtain service under this warranty, please return the item(s) in question to the point of purchase. All authorized distributors and dealers have a warranty program. Anyone returning goods to Digital Security Controls Ltd. must first obtain an authorization number. Digital Security Controls Ltd. will not accept any shipment whatsoever for which prior authorization has not been obtained.

Conditions to Void Warranty

This warranty applies only to defects in parts and workmanship relating to normal use. It does not cover:

- damage incurred in shipping or handling;
- damage caused by disaster such as fire, flood, wind, earthquake or lightning;
- damage due to causes beyond the control of Digital Security Controls Ltd. such as excessive voltage, mechanical shock or water damage;
- damage caused by unauthorized attachment, alterations, modifications or foreign objects;
- damage caused by peripherals (unless such peripherals were supplied by Digital Security Controls Ltd.);
- defects caused by failure to provide a suitable installation environment for the products;
- damage caused by use of the products for purposes other than those for which it was designed;
- damage from improper maintenance;

- damage arising out of any other abuse, mishandling or improper application of the products.

Digital Security Controls Ltd.'s liability for failure to repair the product under this warranty after a reasonable number of attempts will be limited to a replacement of the product, as the exclusive remedy for breach of warranty. Under no circumstances shall Digital Security Controls Ltd. be liable for any special, incidental, or consequential damages based upon breach of warranty, breach of contract, negligence, strict liability, or any other legal theory. Such damages include, but are not limited to, loss of profits, loss of the product or any associated equipment, cost of capital, cost of substitute or replacement equipment, facilities or services, down time, purchaser's time, the claims of third parties, including customers, and injury to property.

Disclaimer of Warranties

This warranty contains the entire warranty and shall be in lieu of any and all other warranties, whether expressed or implied (including all implied warranties of merchantability or fitness for a particular purpose) And of all other obligations or liabilities on the part of Digital Security Controls Ltd. Digital Security Controls Ltd. neither assumes nor authorizes any other person purporting to act on its behalf to modify or to change this warranty, nor to assume for it any other warranty or liability concerning this product.

This disclaimer of warranties and limited warranty are governed by the laws of the province of Ontario, Canada.

WARNING: Digital Security Controls Ltd. recommends that the entire system be completely tested on a regular basis. However, despite frequent testing, and due to, but not limited to, criminal tampering or electrical disruption, it is possible for this product to fail to perform as expected.

Out of Warranty Repairs

Digital Security Controls Ltd. will at its option repair or replace out-of-warranty products which are returned to its factory according to the following conditions. Anyone returning goods to Digital Security Controls Ltd. must first obtain an authorization number. Digital Security Controls Ltd. will not accept any shipment whatsoever for which prior authorization has not been obtained.

Products which Digital Security Controls Ltd. determines to be repairable will be repaired and returned. A set fee which Digital Security Controls Ltd. has predetermined and which may be revised from time to time, will be charged for each unit repaired.

Products which Digital Security Controls Ltd. determines not to be repairable will be replaced by the nearest equivalent product available at that time. The current market price of the replacement product will be charged for each replacement unit.

AVIS: L'étiquette de l'Industrie Canada identifie le matériel homologué. Cette étiquette certifie que le matériel est conforme à certaines normes de protection, d'exploitation et de sécurité des réseaux de télécommunications. Industrie Canada n'assure toutefois pas que le matériel fonctionnera à la satisfaction de l'utilisateur.

Avant d'installer ce matériel, l'utilisateur doit s'assurer qu'il est permis de le raccorder aux installations de l'entreprise locale de télécommunication. Le matériel doit également être installé en suivant une méthode acceptée de raccordement. L'abonné ne doit pas oublier qu'il est possible que la conformité aux conditions énoncées ci-dessus n'empêchent pas la dégradation du service dans certaines situations.

Les réparations de matériel homologué doivent être effectuées par un centre d'entretien canadien autorisé désigné par le fournisseur. La compagnie de télécommunications peut demander à l'utilisateur de débrancher un appareil à la suite de réparations ou de modifications effectuées par l'utilisateur ou à cause de mauvais fonctionnement.

Pour sa propre protection, l'utilisateur doit s'assurer que tous les fils de mise à la terre de la source d'énergie électrique, les lignes téléphoniques et les canalisations d'eau métalliques, s'il y en a, sont raccordés ensemble. Cette précaution est particulièrement importante dans les régions rurales.

AVERTISSEMENT: L'utilisateur ne doit pas tenter de faire ces raccordements lui-même; il doit avoir recours à un service d'inspection des installations électriques, ou à un électricien, selon le cas.

L'indice de charge (IC) assigné à chaque dispositif terminal indique, pour éviter toute surcharge, le pourcentage de la charge totale qui peut être raccordée à un circuit téléphonique bouclé utilisé par ce dispositif. La terminaison du circuit bouclé peut être constituée de n'importe quelle combinaison de dispositifs, pourvu que la somme des indices de charge de l'ensemble des dispositifs ne dépasse pas 100.

AC REN = 1.4B DC REN = 1.2

FCC COMPLIANCE STATEMENT

CAUTION: Changes or modifications not expressly approved by Digital Security Controls Ltd. could void your authority to use this equipment.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Re-orient the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

The user may find the following booklet prepared by the FCC useful: "How to Identify and Resolve Radio/Television Interference Problems". This booklet is available from the U.S. Government Printing Office, Washington D.C. 20402, Stock # 004-000-00345-4

IMPORTANT INFORMATION

This equipment complies with Part 68 of the FCC Rules. On the side of this equipment is a label that contains, among other information, the FCC registration number of this equipment.

NOTIFICATION TO TELEPHONE COMPANY The customer shall notify the telephone company of the particular line to which the connection will be made, and provide the FCC registration number and the ringer equivalence of the protective circuit.

FCC Registration Number: F23CAN-24626-MF-E

AC REN: 1.4BDC REN = 1.2 Service Order Code: 9.0F

USOC Jack: RJ11C Authorized Network Ports: 02LS2

TELEPHONE CONNECTION REQUIREMENTS Except for the telephone company provided ringers, all connections to the telephone network shall be made through standard plugs and telephone company provided jacks, or equivalent, in such a manner as to allow for easy, immediate disconnection of the

NOTICE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. Industry Canada does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the Load Numbers of all the devices does not exceed 100.

AC REN = 1.4B DC REN = 1.2

terminal equipment. Standard jacks shall be so arranged that, if the plug connected thereto is withdrawn, no interference to the operation of the equipment at the customer's premises which remains connected to the telephone network shall occur by reason of such withdrawal.

INCIDENCE OF HARM Should terminal equipment or protective circuitry cause harm to the telephone network, the telephone company shall, where practicable, notify the customer that temporary disconnection of service may be required; however, where prior notice is not practicable, the telephone company may temporarily discontinue service if such action is deemed reasonable in the circumstances. In the case of such temporary discontinuance, the telephone company shall promptly notify the customer and will be given the opportunity to correct the situation.

ADDITIONAL TELEPHONE COMPANY INFORMATION The security control panel must be properly connected to the telephone line with a USOC RJ-31X telephone jack.

The FCC prohibits customer-provided terminal equipment be connected to party lines or to be used in conjunction with coin telephone service. Interconnect rules may vary from state to state.

CHANGES IN TELEPHONE COMPANY EQUIPMENT OR FACILITIES The telephone company may make changes in its communications facilities, equipment, operations or procedures, where such actions are reasonably required and proper in its business. Should any such changes render the customer's terminal equipment incompatible with the telephone company facilities the customer shall be given adequate notice to the effect modifications to maintain uninterrupted service.

RINGER EQUIVALENCE NUMBER (REN) The REN is useful to determine the quantity of devices that you may connect to your telephone line and still have all of those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices that you may connect to your line, you may want to contact your local telephone company.

EQUIPMENT MAINTENANCE FACILITY If you experience trouble with this telephone equipment, please contact the facility indicated below for information on obtaining service or repairs. The telephone company may ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning. Digital Security Controls Ltd. 160 Washburn St., Lockport, NY 14094

