

Alcatel 2730 Telephone

U S E R G U I D E



▼
ALCATEL
BUSINESS SYSTEMS

Contents

2	Introduction	19	Repeat Dialling
3	Parts Checklist	20	Save Last Number Dialed
4	Controls Front	21	Recall Facility
5	Controls Back	22	Tone Ringer Controls
6	How to Install your Telephone	23	Use on a PABX Extension
7	How to Mount your Telephone on a Wall	24	PABX Line Switch
9	Batteries	25	Mode Facility
10	How to Use the Telephone	26	View Facility
11	How to Make a Call	27	Call Duration Timer
13	Memory Dialling	28	Day, Date and Time
16	Memory Capacity	29	Alarm Facility
17	Dialling Numbers from Memory	30	PIN Lock Security
18	Last Number Redial	32	Taking Care of your Telephone

Introduction

Congratulations on your purchase of the Alcatel 2730 Telephone.

Wholly designed and manufactured in Australia, it represents an exciting new development in telephone design. It uses the very latest communications engineering techniques to offer you a completely new style of telephone, one that will set new standards of convenience and reliability.

To ensure you fully enjoy its benefits, please read these instructions and keep them handy for future reference.

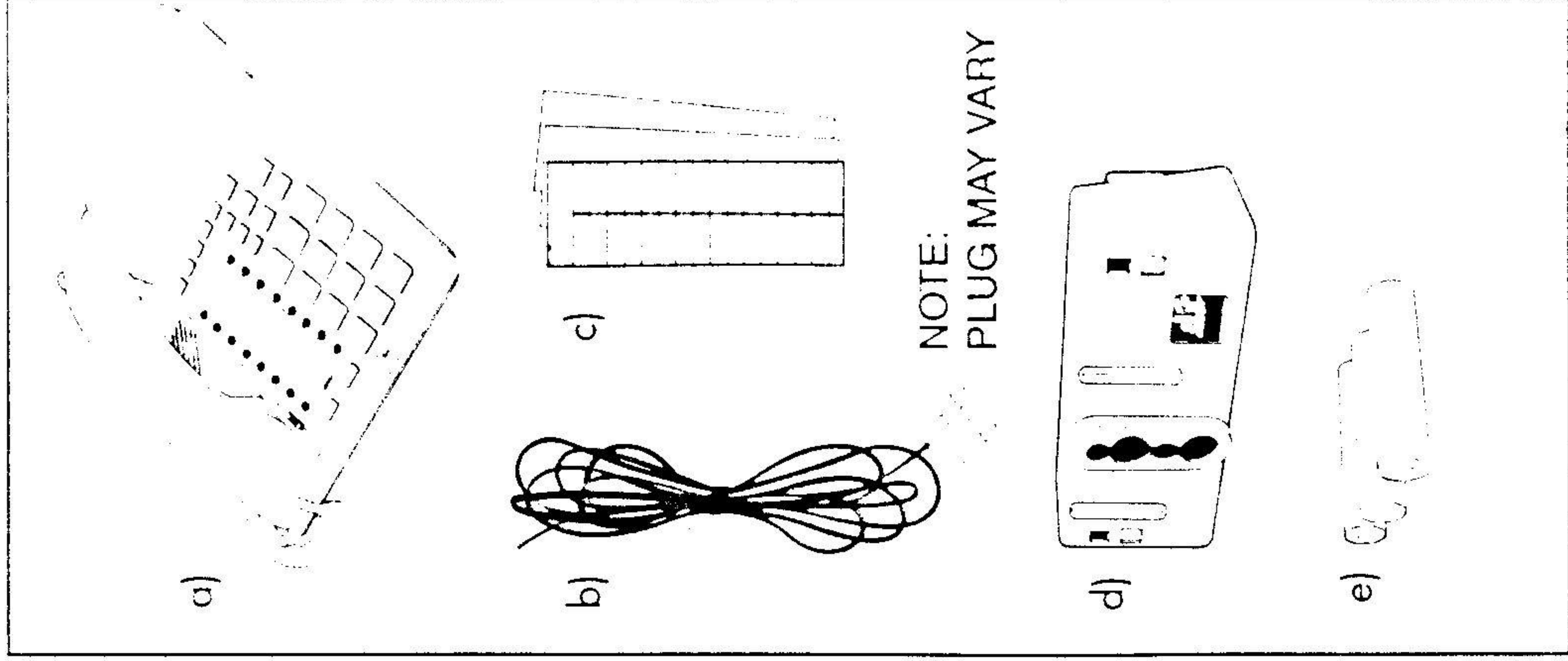
This telephone provides a wide range of convenient, time-saving and space-saving features. These include:

- Built in microphone and loudspeaker for hands-free operation
- Visual display
- 16 One-touch memory dialling buttons
- Up to 99 Abbreviated Dialling memories
- Day, date and time display
- Call duration timer
- Alarm
- PIN lock security
- Option of wall mounting
- Line powered

Parts Checklist

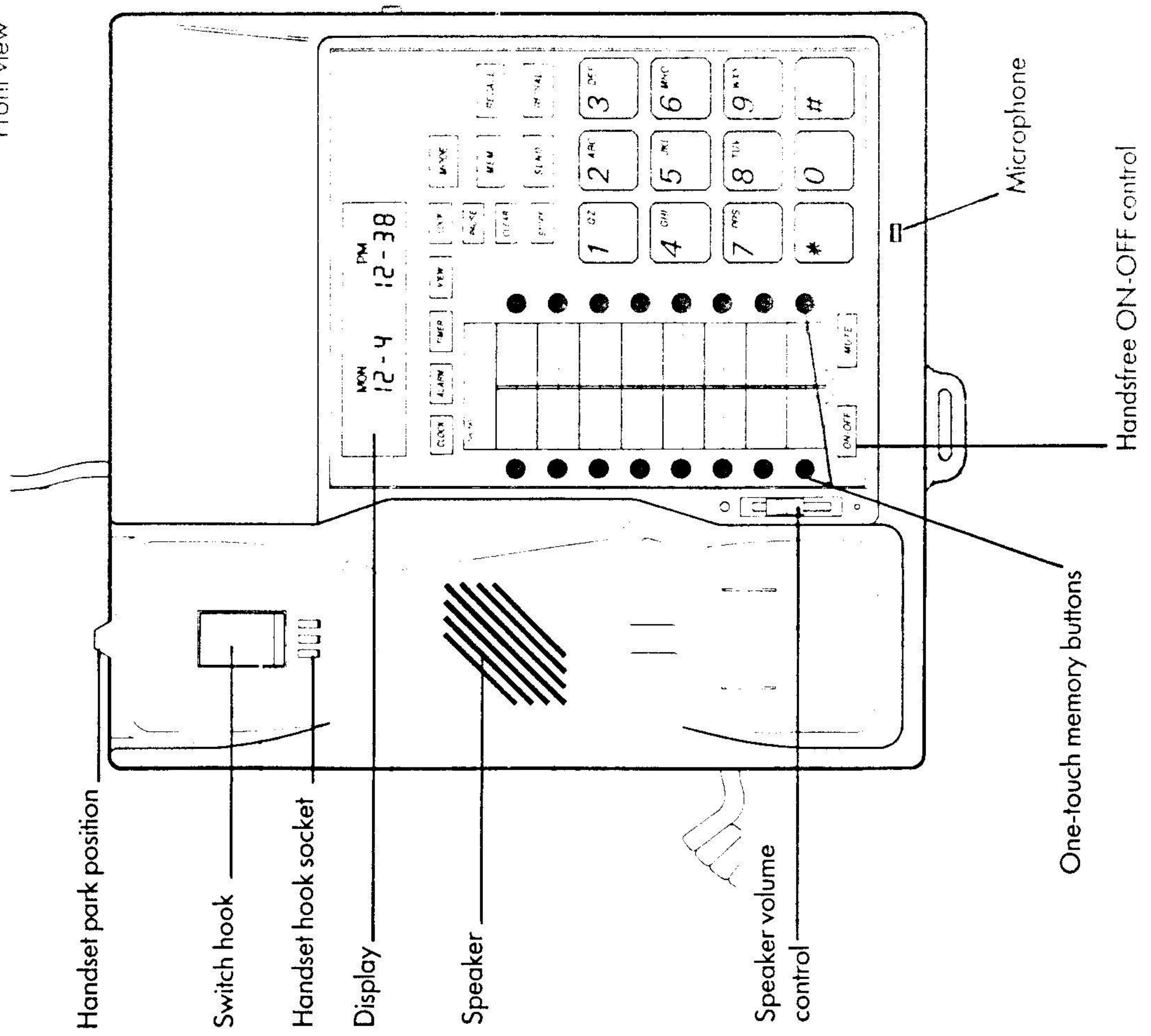
Your package should include the following items:

- a) One Alcatel 2730 Telephone (includes slide out Abbreviated Dialling index)
- b) Three metre line cord
- c) Three spare Colour Index Cards
- d) Wall mount bracket with handset hook
- e) Three AA size batteries
- f) This user guide

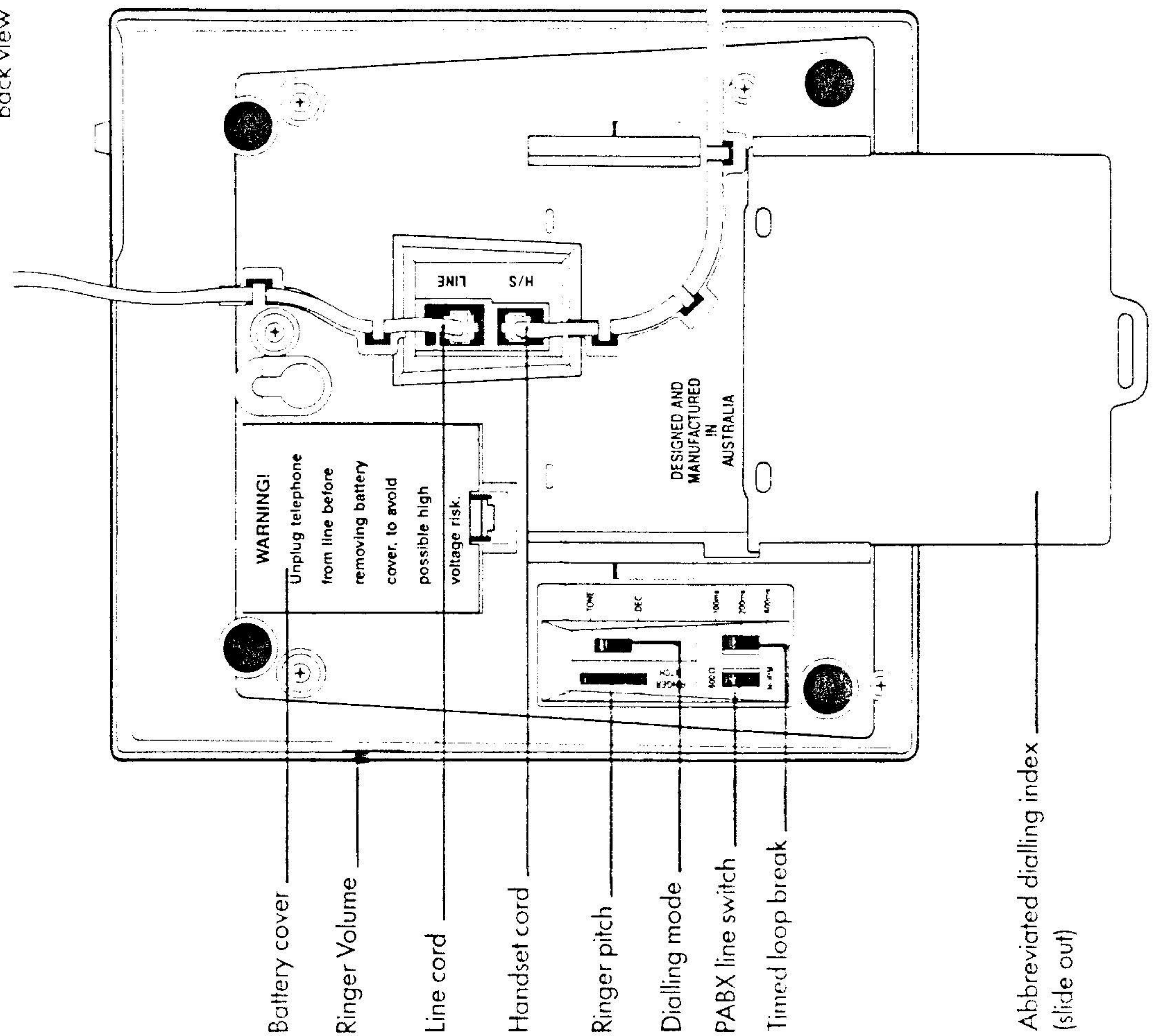


Controls

Front view



Back view



How to Install your Telephone

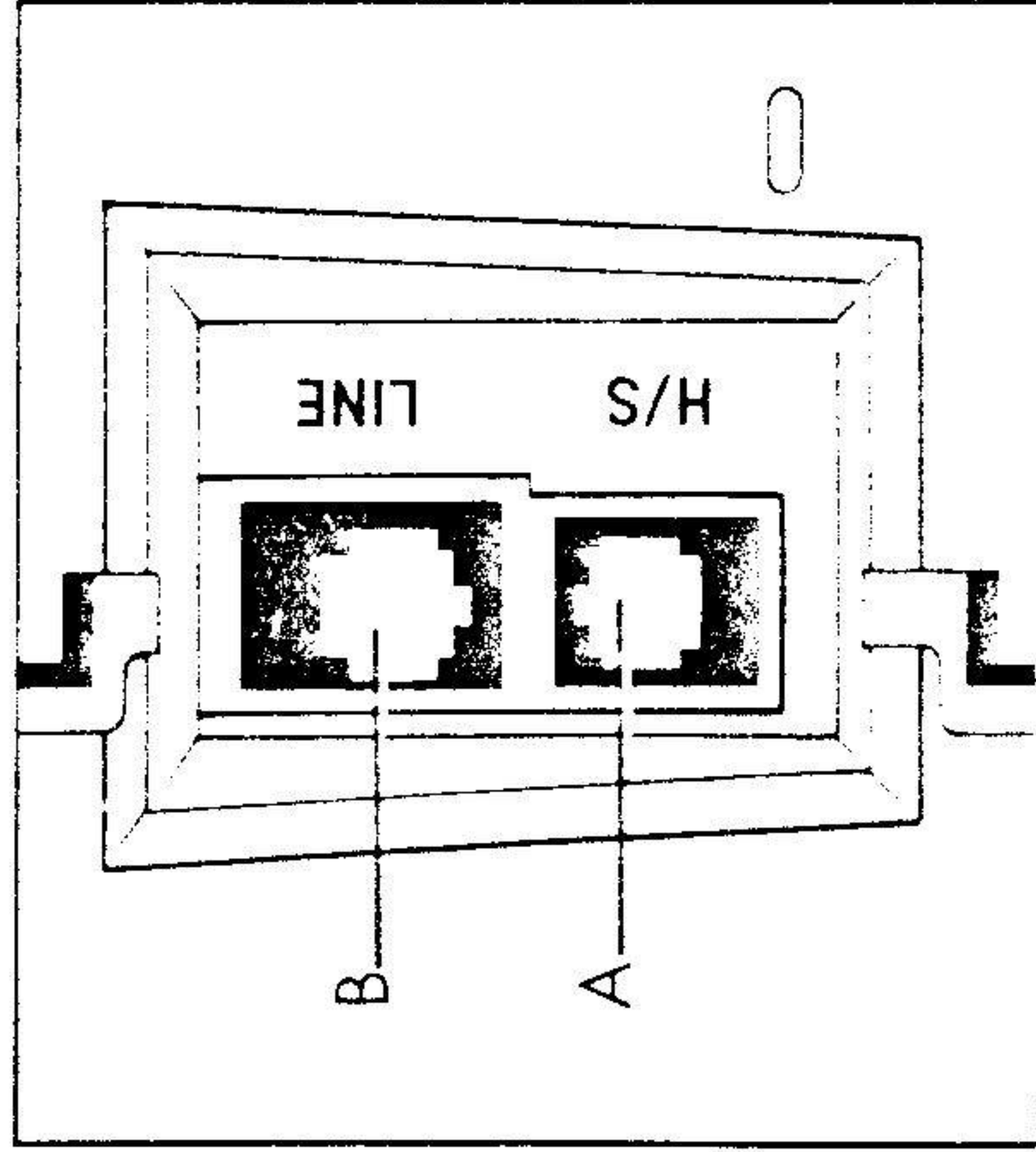
Before connecting your Alcatel 2730 Telephone, you will need to attach the handset cord and the line cord to the base of the telephone.

The handset cord will plug into the smaller socket (A) on the base of the telephone. The line cord will plug into the socket (B) directly above it (1) (2).

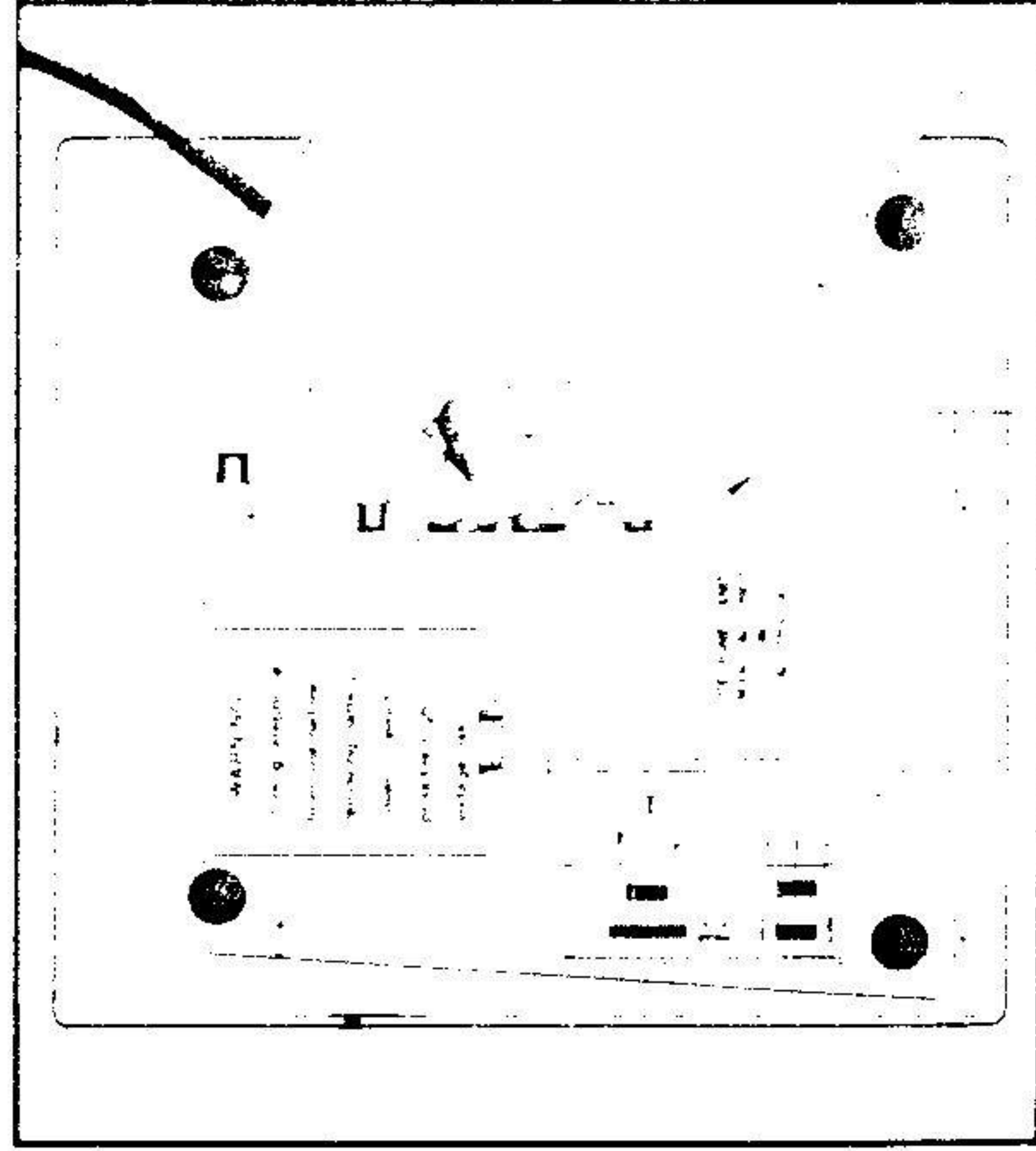
Both cords should be pushed into the grooves on the base of the telephone, and held in place by the clamps provided (3). Ensure your handset is in the on-hook position.

Notes

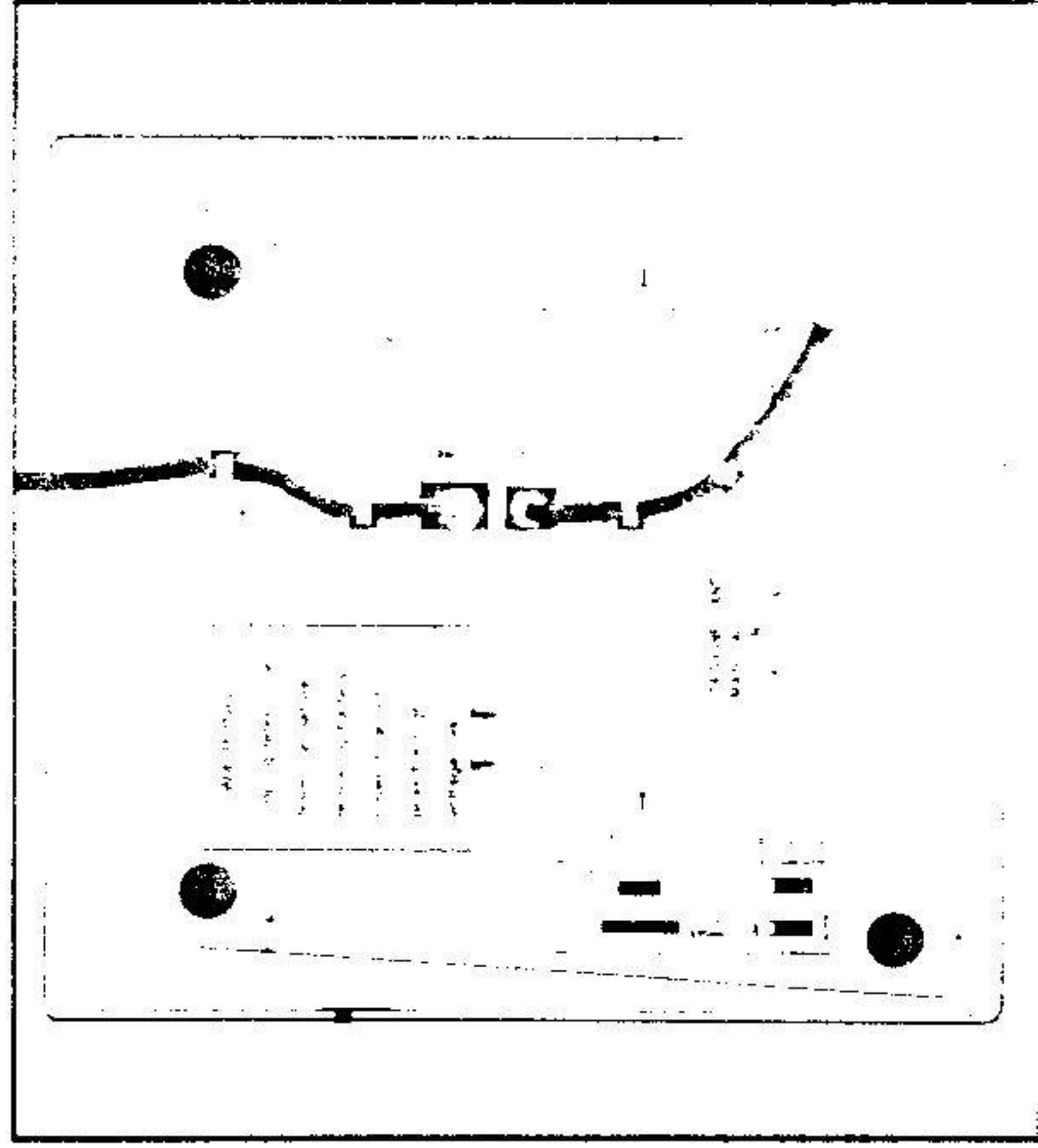
- 1 Load batteries as per instructions on page 9 before plugging into the line.
- 2 Set dialling mode as shown on page 10.
- 3 Recall may need to be set if on a PABX etc. See page 23.
- 4 PABX line switch may need to be changed. See page 24.



1



2



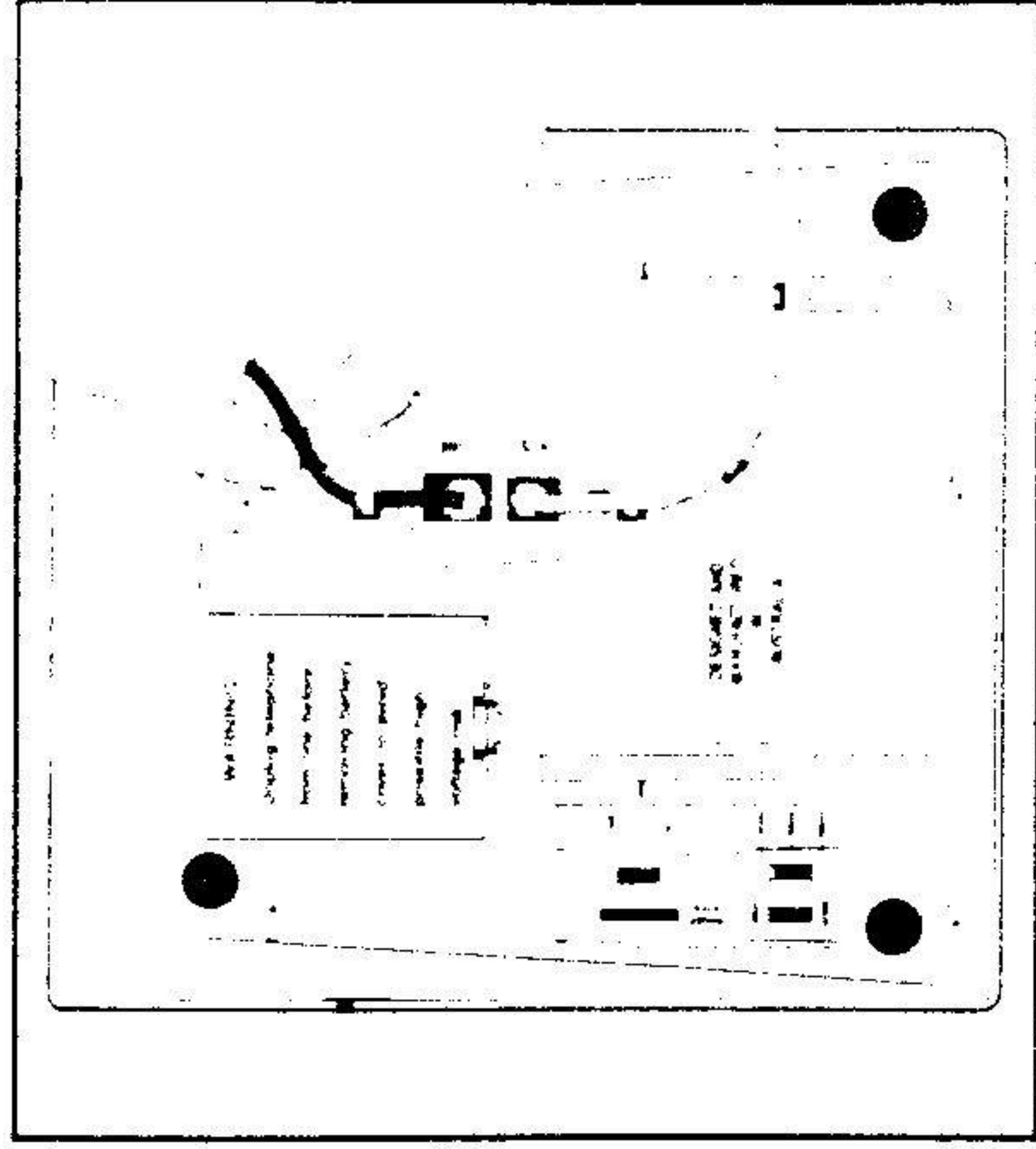
How to Install your Telephone on a Wall

The Alcatel 2730 Telephone is designed to mount on a modular wall socket. If you need to have a socket installed, please contact a licensed installer.

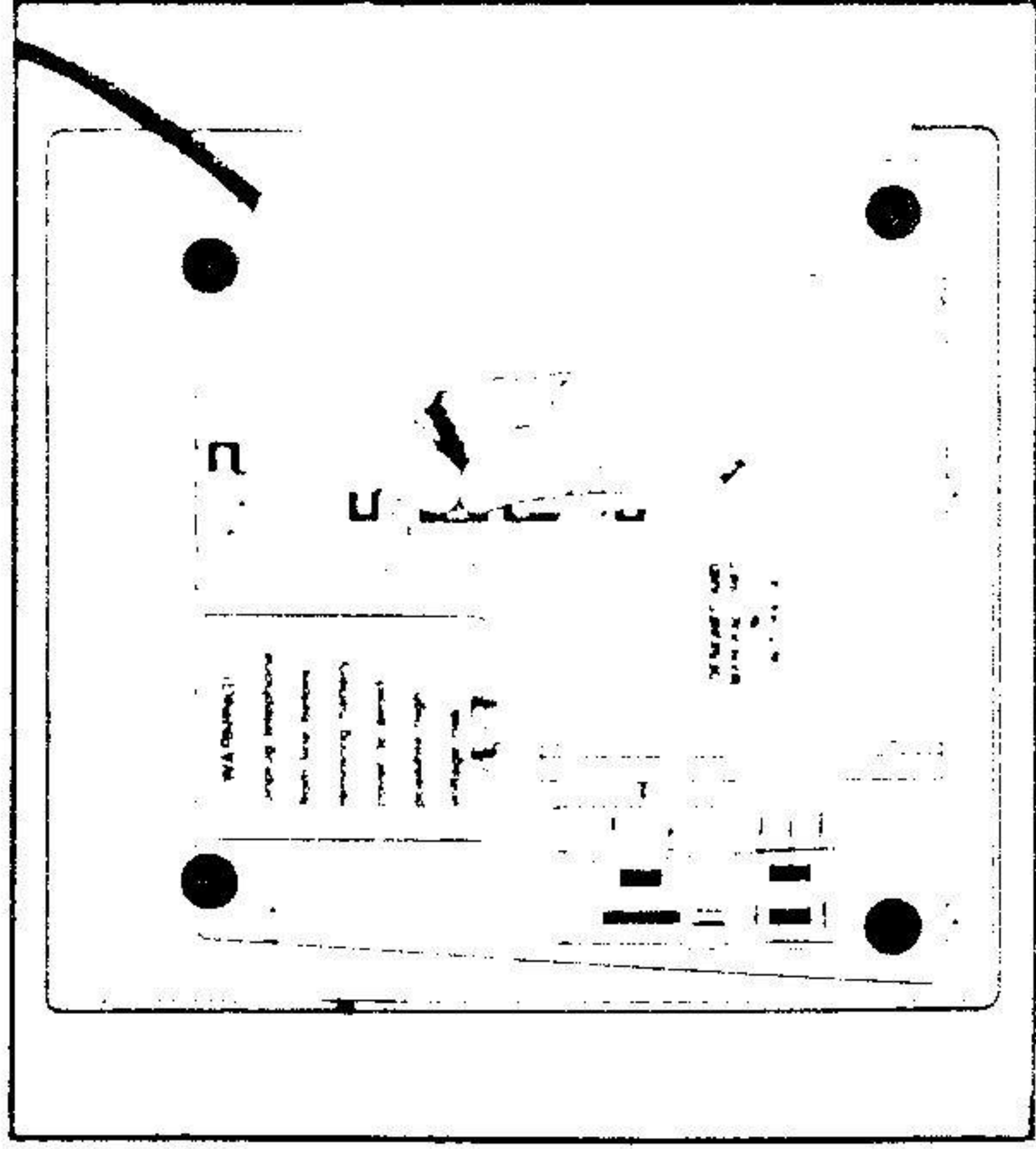
To mount your telephone on a modular wall socket, first disconnect the long line cord from the base of the telephone (1) and (2).

Break off the handset hook from the wall mount bracket (3), and insert this in the space provided below the switch hook on the telephone (4). This allows the handset to be hung up in a vertical position.

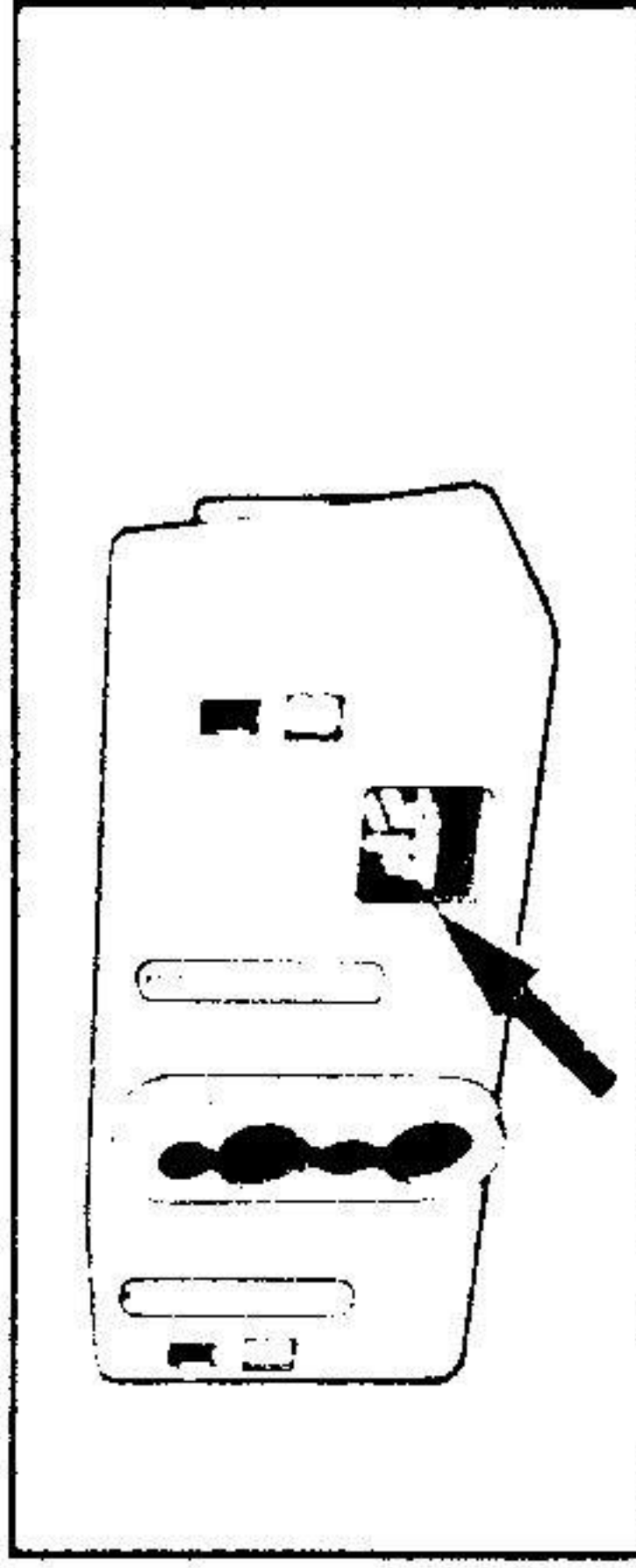
Before installation on the wall make sure all switches on the base are set correctly.



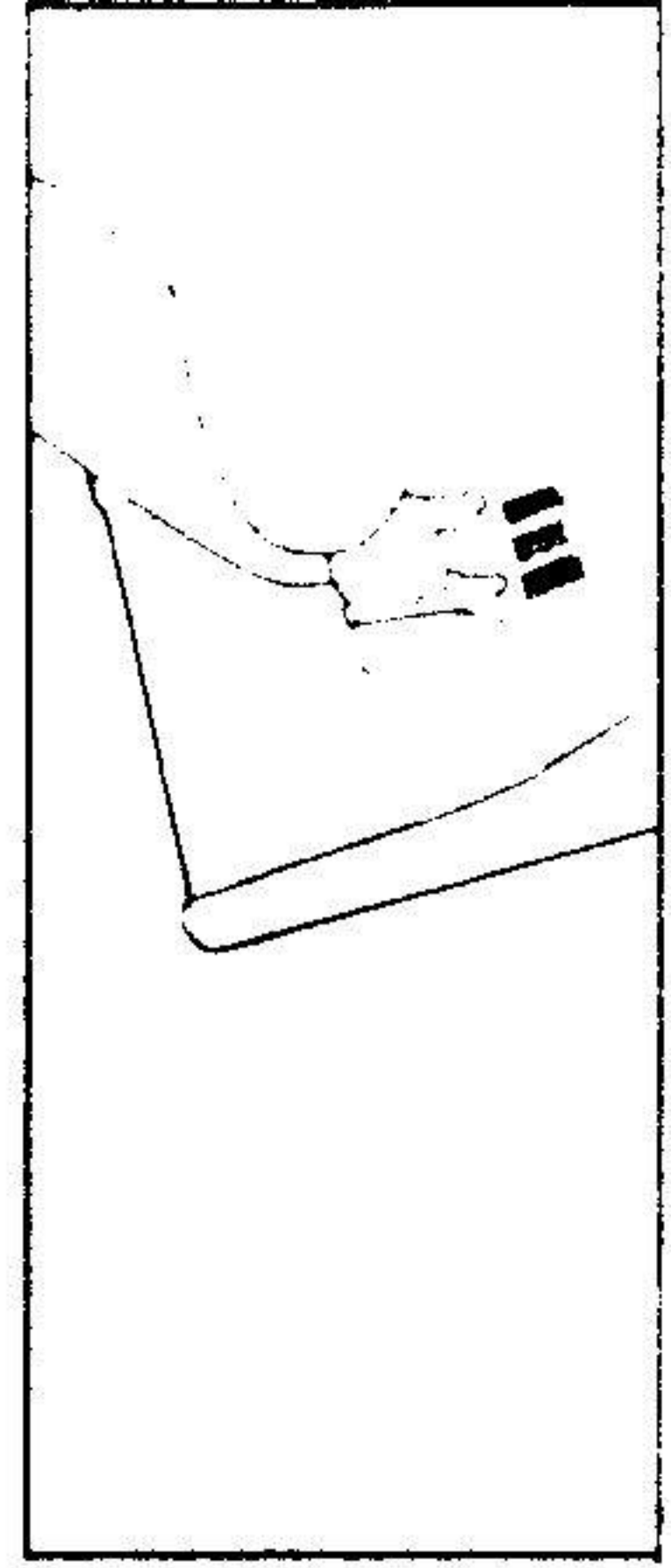
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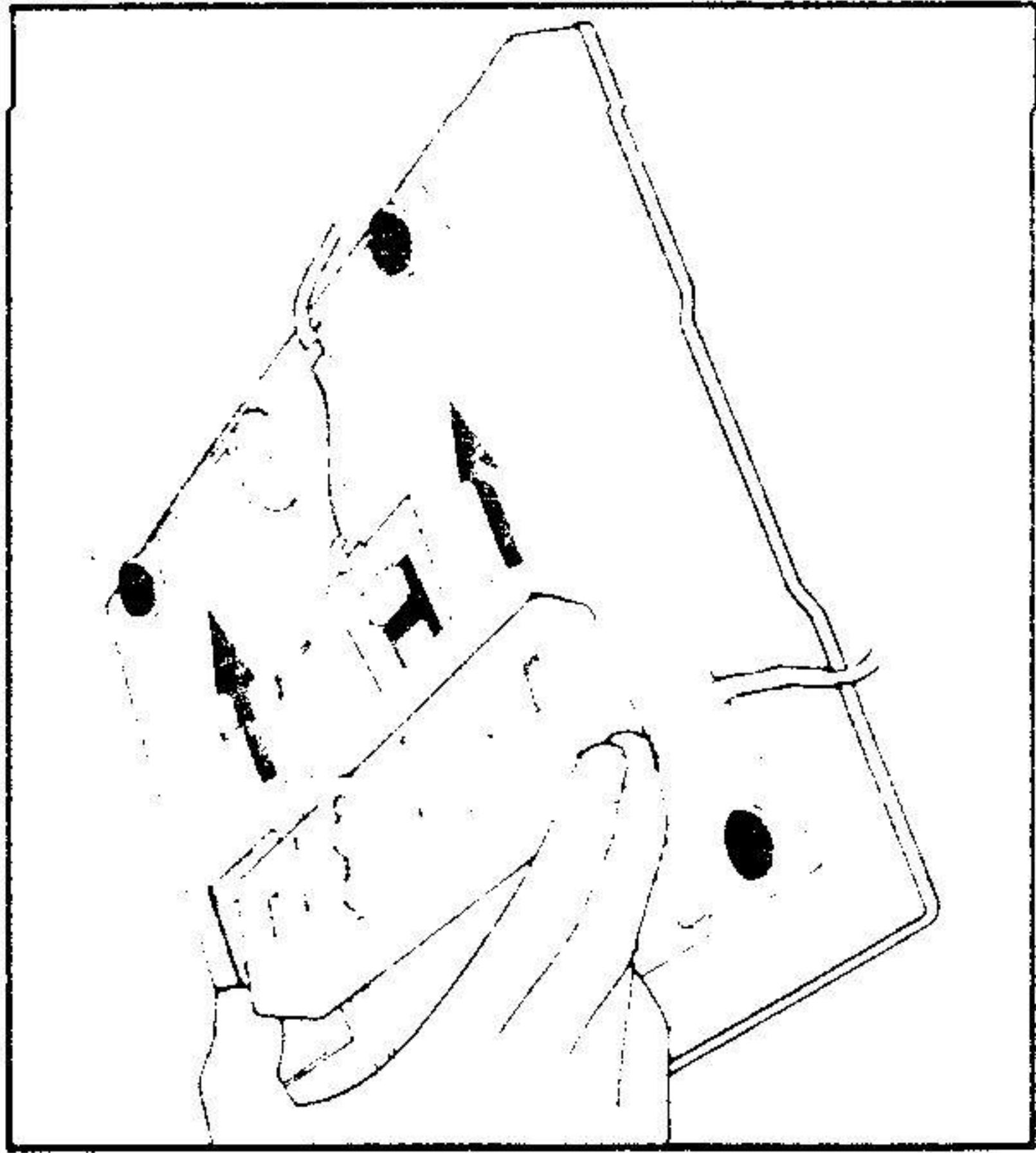
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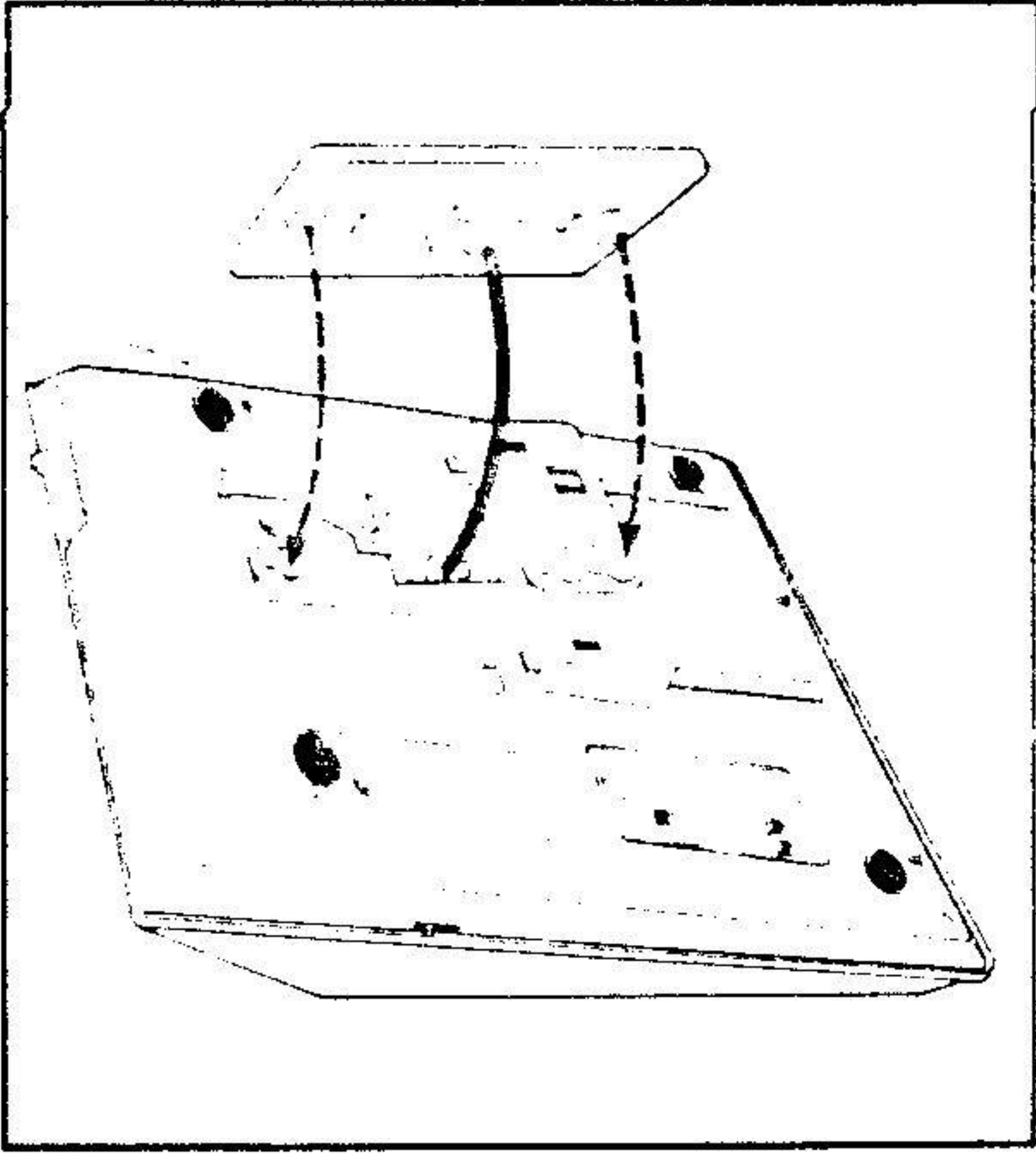
How to Install your Telephone on a Wall

Slide the wall bracket into place on the base of the telephone (5).

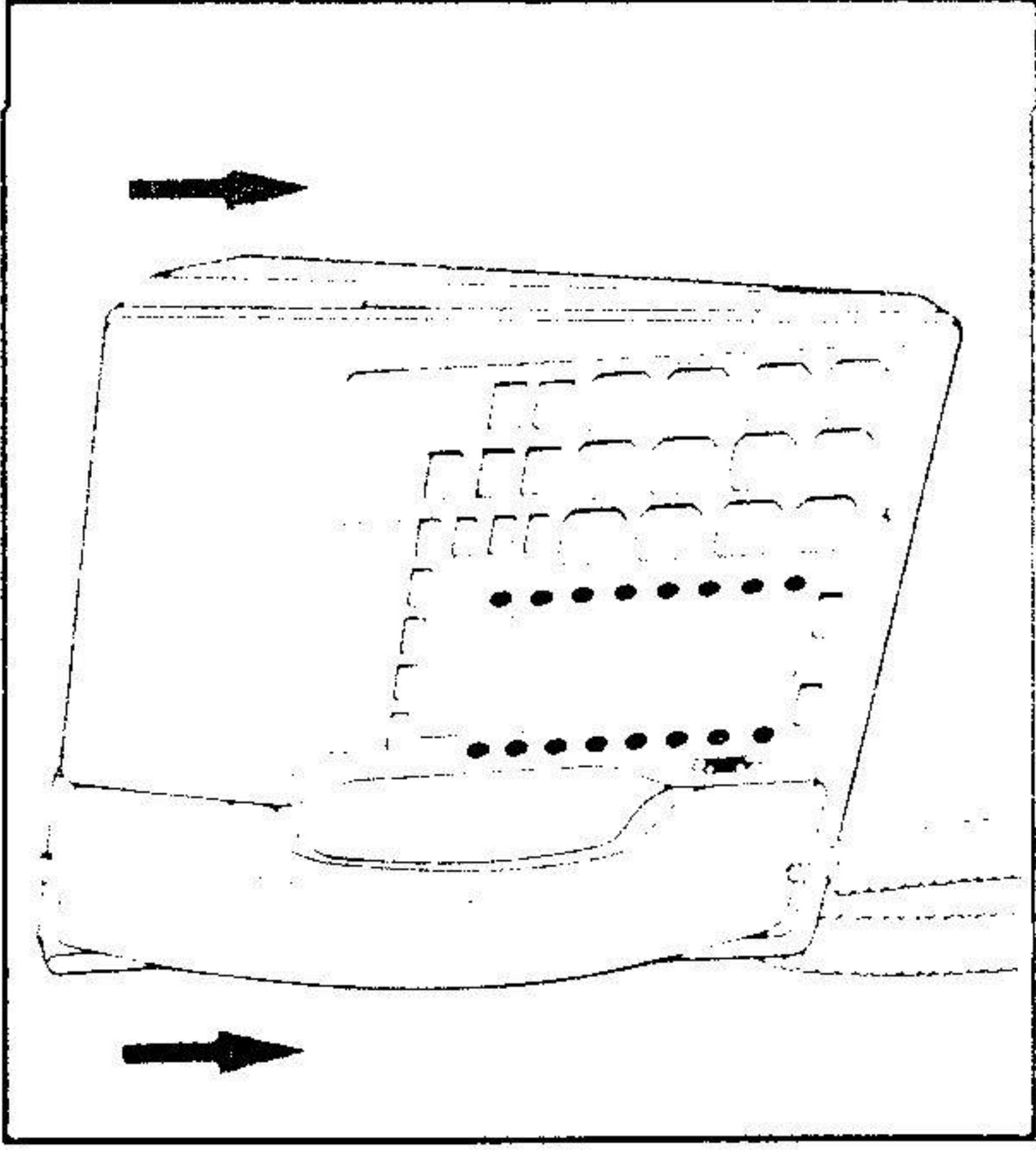
Connect the short line cord (provided with your modular socket) between the base of the telephone and the modular wall socket (6). Line up the slots on the base of the telephone with the studs on the wall socket, then push the telephone down firmly until it locks in position (7).



5



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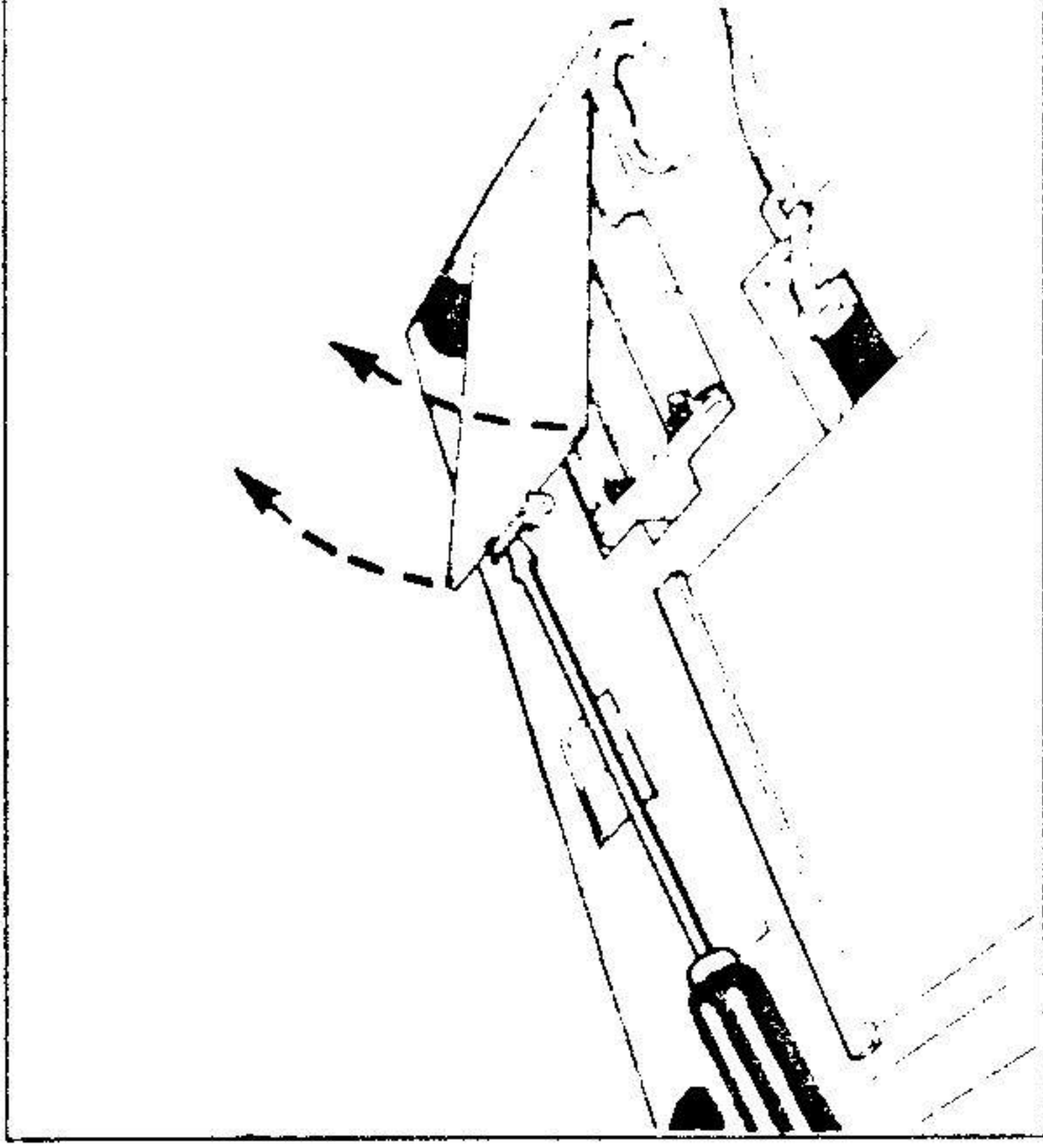
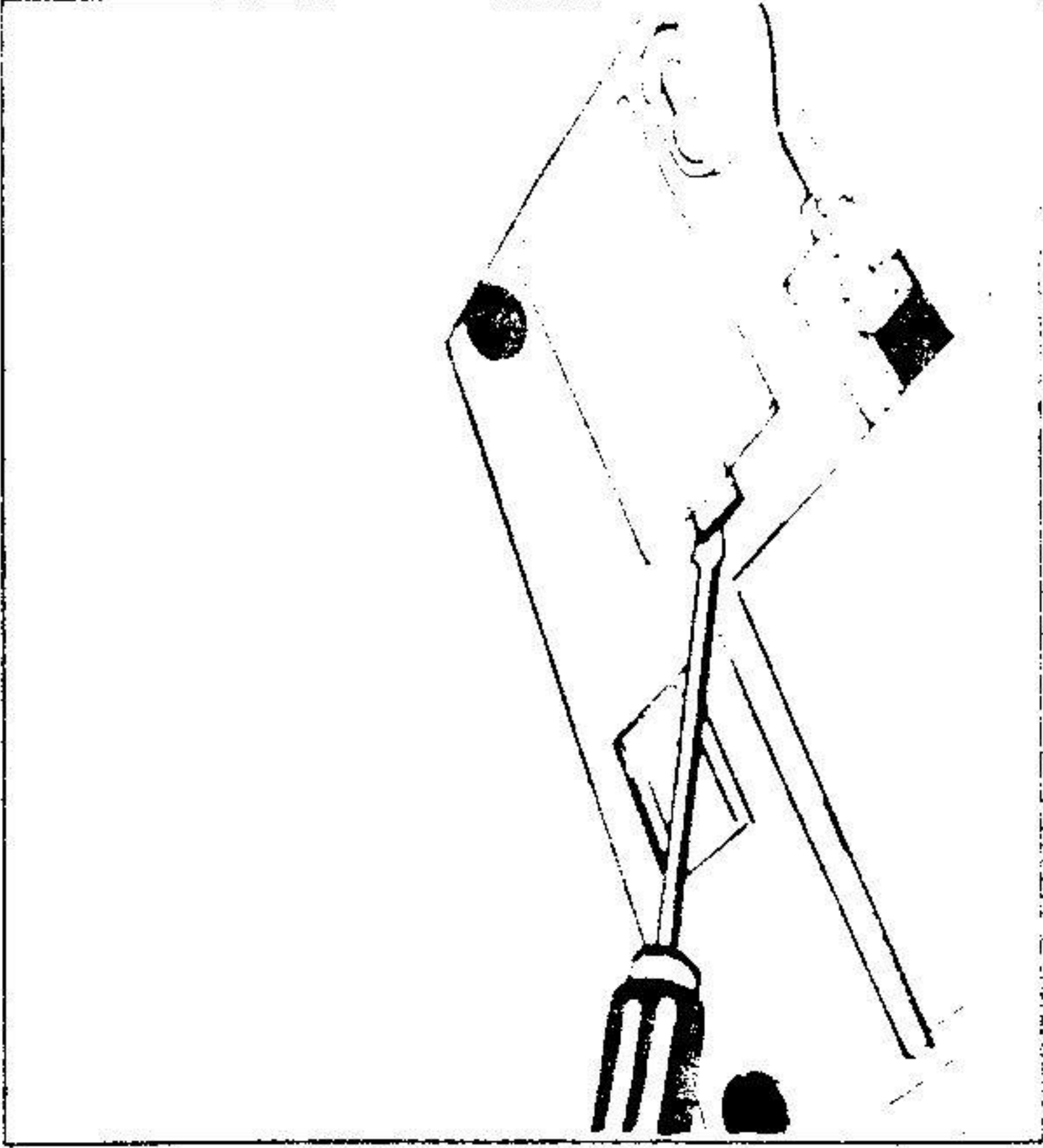
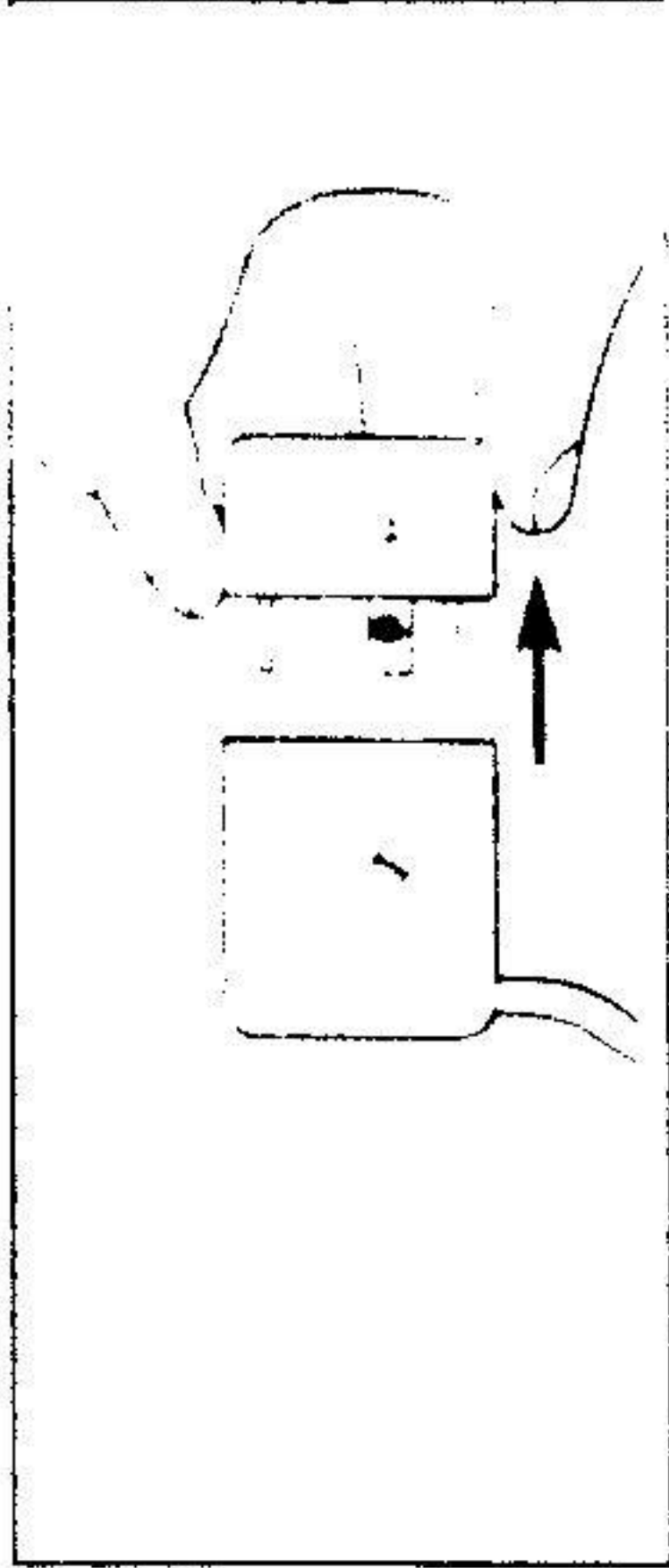


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Batteries

Telecom's Touchtone EXECUTIVE is fitted with three AA size dry cell batteries. When the battery is low the low battery indicator BAT will appear on the display (1). When the batteries are low, or if there are no batteries fitted, the telephone may be used to answer calls, or make manually dialed calls, but the alarm will not function and memory dialling and other functions may not operate correctly.

To change the batteries, first disconnect the telephone from the line, to avoid a possible safety hazard (2). Then open the battery cover on the base of the telephone with the aid of a small screwdriver (3) and (4). Be careful not to operate any buttons on the front of the telephone, or you could lose memory.

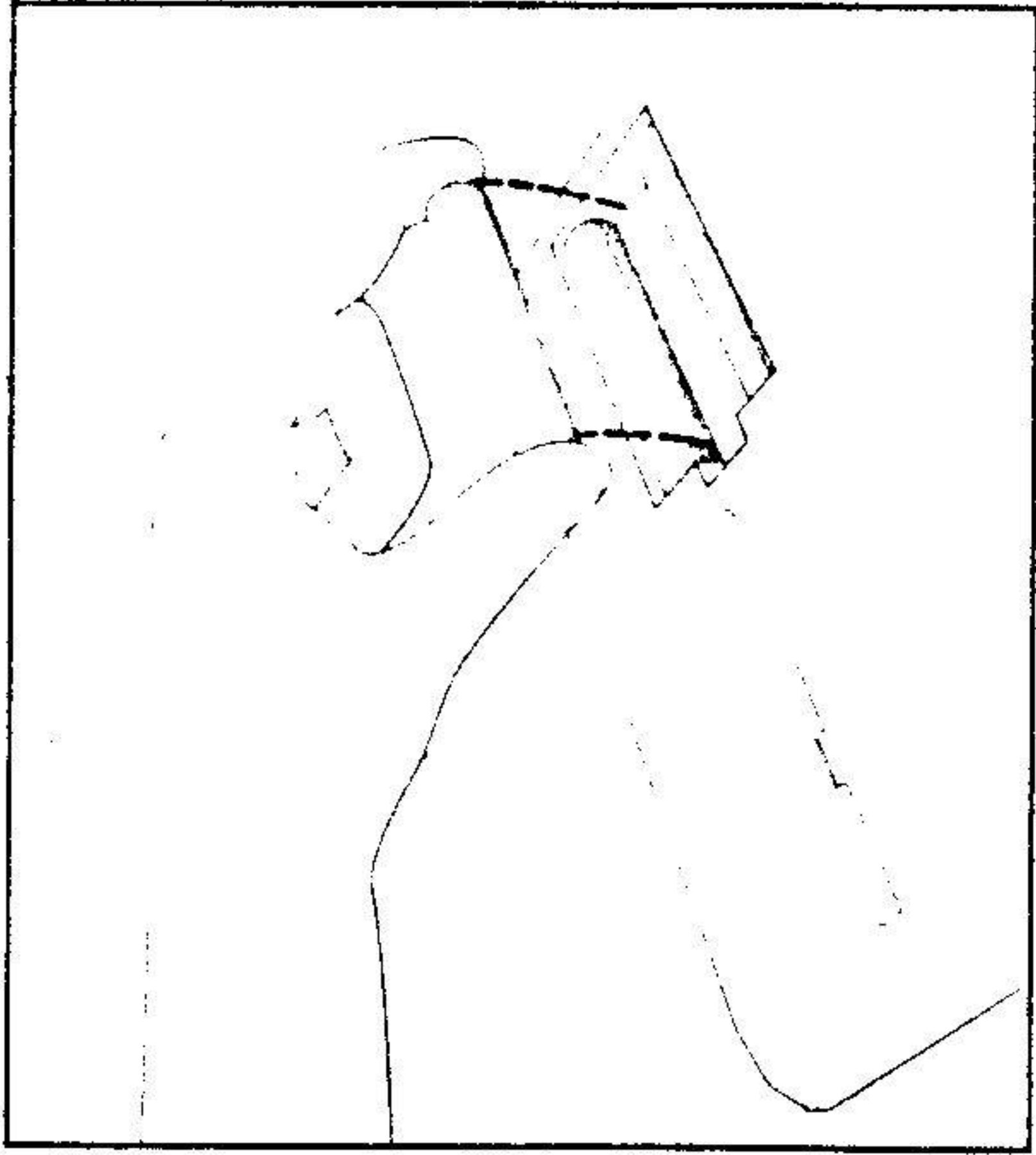


Batteries

Remove the old batteries from the case and replace the batteries (4).

Replace the battery cover, place the handset on-hook and plug in the telephone. Lift and replace the handset to clear BAT.

Stored telephone numbers, time and date will be maintained by the batteries when the telephone is disconnected from the line for the specified shelf life of the batteries, provided that the handset is on-hook. If the handset is off-hook, the batteries will discharge quickly.

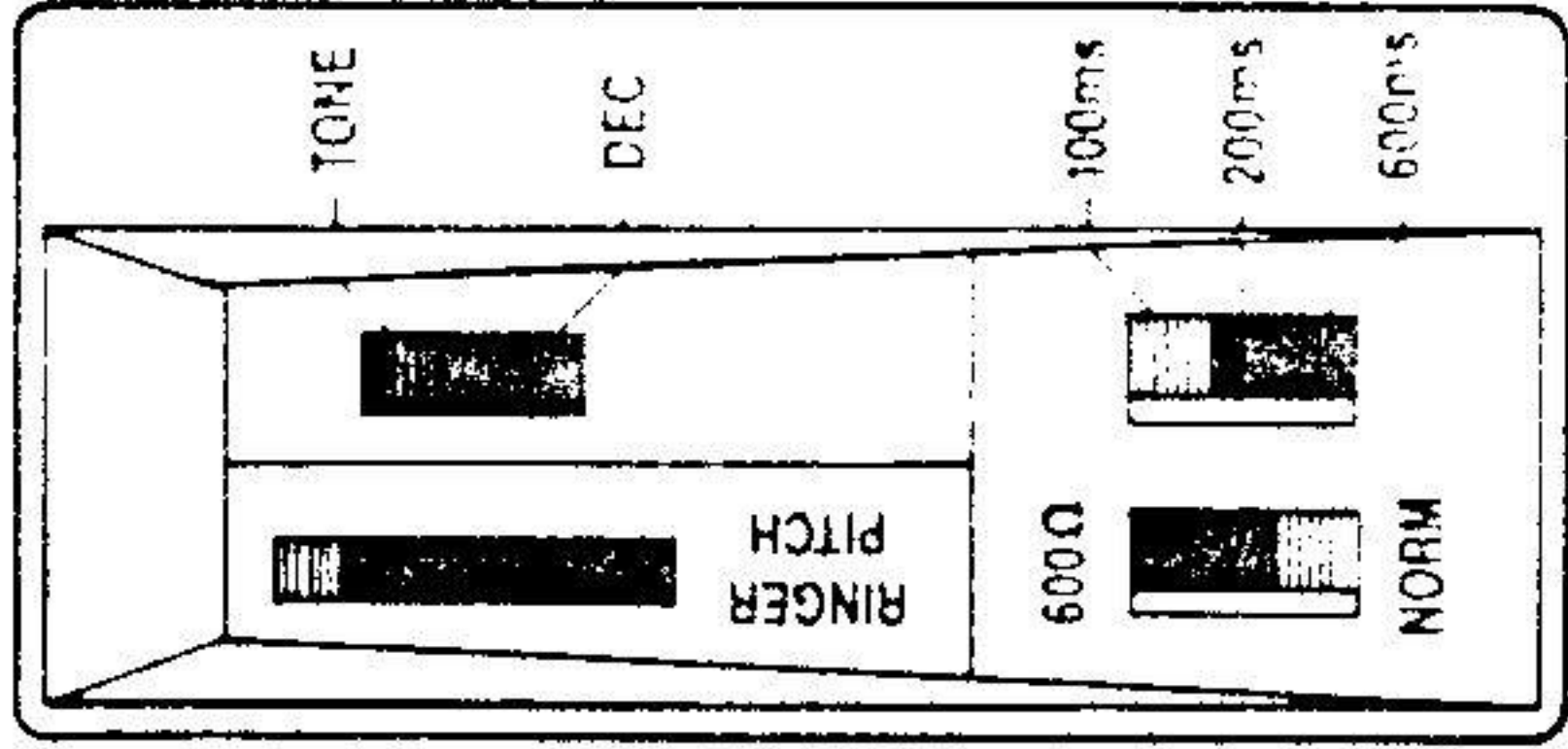


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Note: Batteries should not be left in the telephone after going flat as they may corrode and cause damage.

How to Use the Telephone

First, check the dialling mode setting on the base of the telephone. Your Alcatel 2730 Telephone can be adapted to either Decadic or Tone (DTMF) signalling. If your exchange line requires Decadic signalling (i.e. numbers are dialled via the number of dialling pulses sent to the exchange), you will be unable to make calls unless the Signalling Switch is set to DEC. Similarly, if your exchange line or PABX requires Tone signalling (i.e. numbers are dialled via dialling tones sent to the exchange), the Signalling Switch should be set to TONE (1). If you are unsure whether your telephone service requires Decadic



1

How to Make a Call

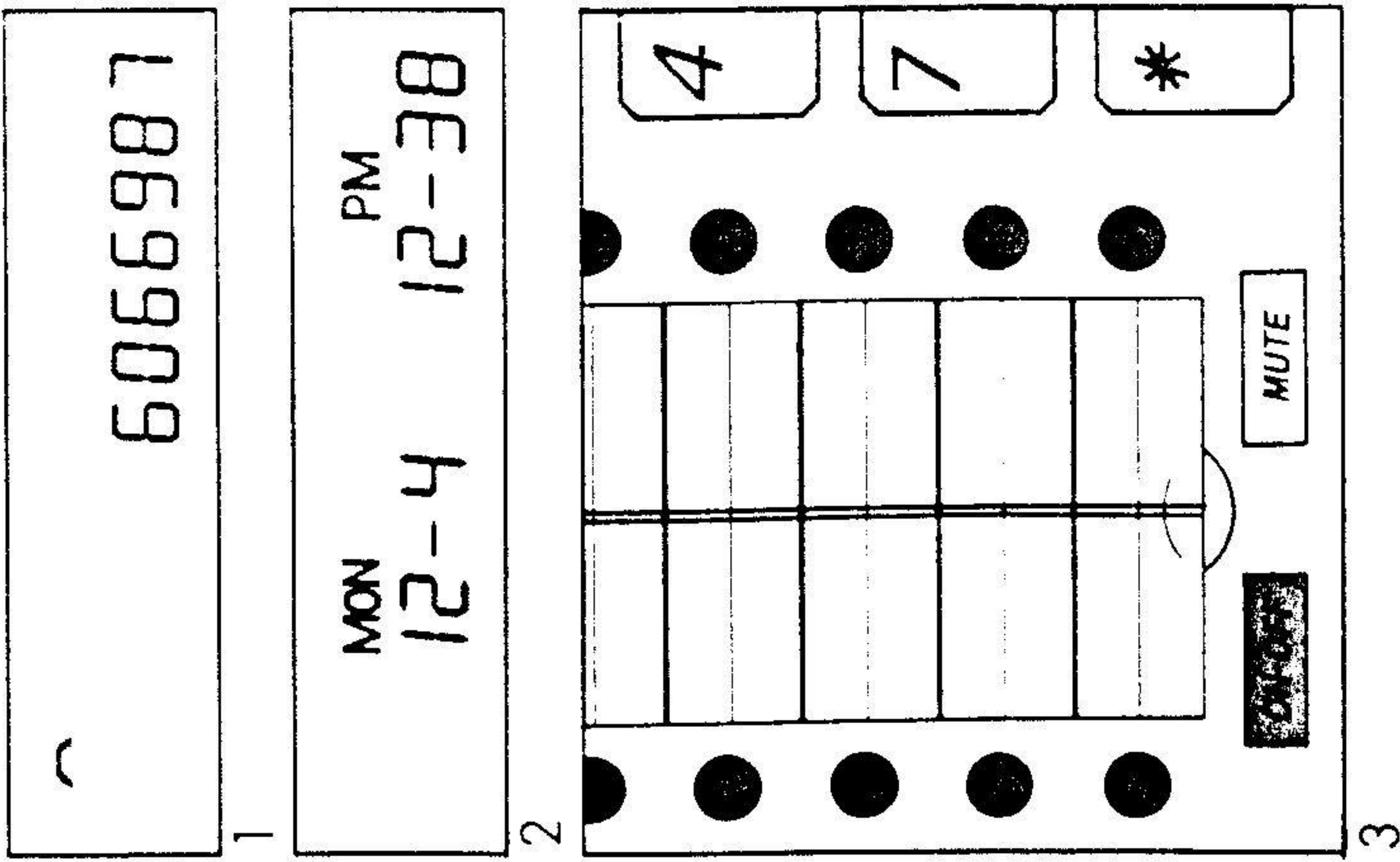
To make a call, you may simply lift the handset, wait for dial tone and use the keypad to dial the number you want.

The display will indicate that the handset is in use, and will also display the number dialled (1). When you complete the call, replace the handset, and the display screen will revert to its day, date and time function (2).

Alternatively, you may dial, and proceed with a call while your handset remains on-hook. Simply press the ON-OFF button (3). When you receive dial tone, dial the number you want. The built-in loudspeaker will let you know the progress of your call. When your call is answered you may lift the handset to conduct your conversation, or take advantage of the built-in loudspeaker and microphone to conduct your conversation hands-free.

You may at any time switch between handset and hands-free operation simply by lifting the handset to cancel the hands-free mode; or, to return to the hands-free mode, press the ON-OFF button and replace the handset.

The dial pad incorporates a raised pip on the 5 button to aid sight-impaired users.



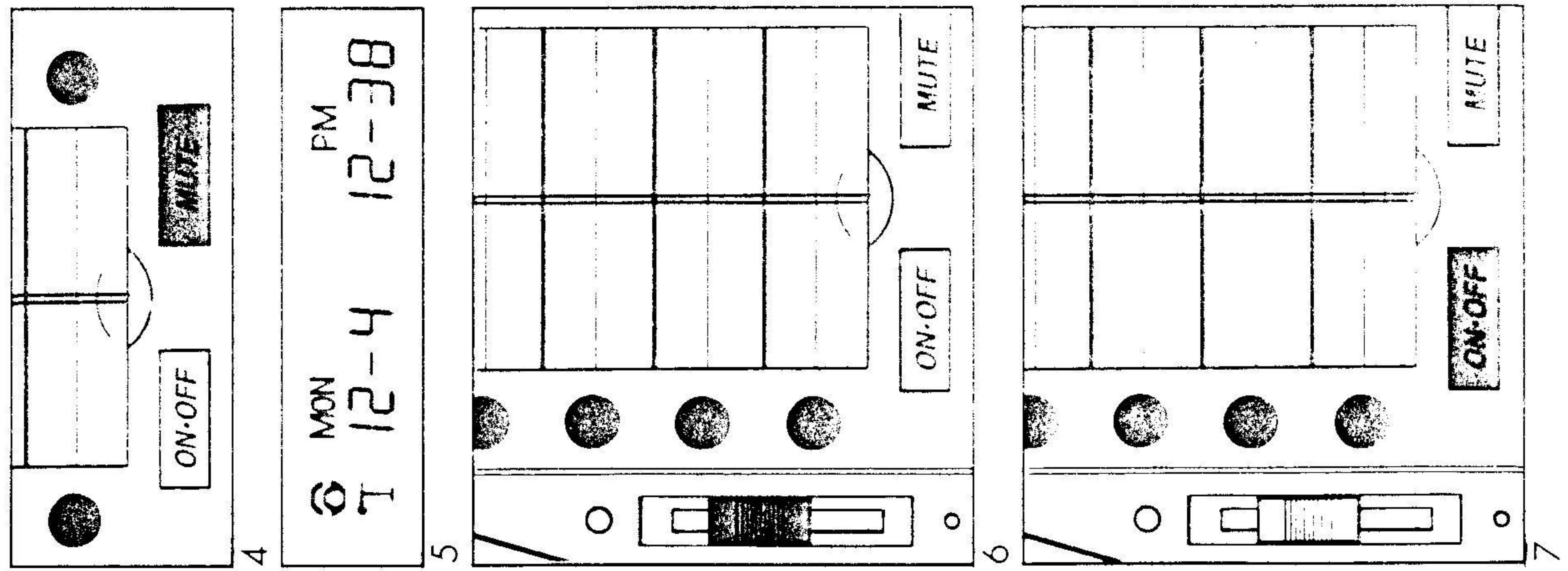
How to Make a Call

You will also find the microphone mute facility valuable. If you do not want the other party to hear any conversation within the range of the microphone, the microphone can be muted (and later reactivated) by pressing the MUTE button (4).

At all times, the display indicates whether or not the handset or the microphone are in use (5).

The loudspeaker volume control allows you to adjust the volume of the incoming conversation heard on the loudspeaker (6).

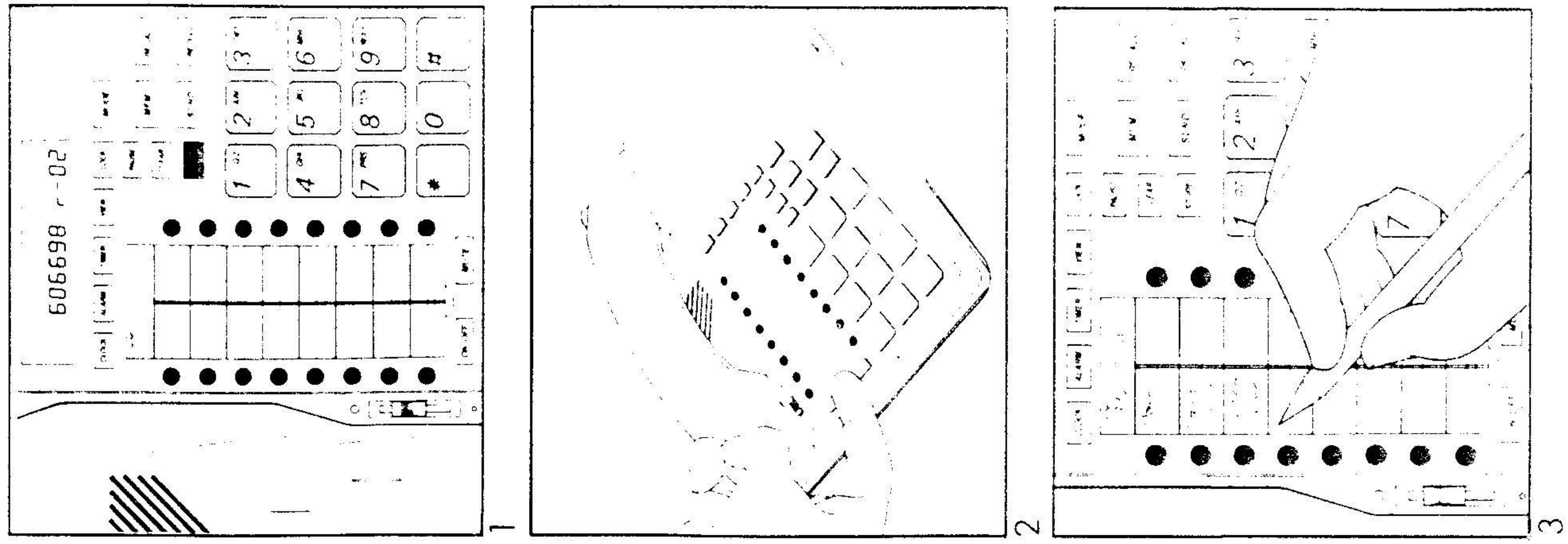
To answer an incoming call, you may either lift the handset, or press the ON-OFF button and conduct the call hands-free (7).



Memory Dialling

Your Alcatel 2730 Telephone gives you the convenience of memory dialling. It allows you to call your 16 most frequently-called numbers at the touch of a single button. Up to 99 more numbers may be stored in Abbreviated Dialling (see below for further information on memory capacity).

To store a number in One-Touch memory: lift the handset (or press the ON-OFF button), press the STORE button, dial the number you wish to store (the number will come up on the display), and press the required One-Touch memory button (1). Now replace the handset (or press the ON/OFF button). If more than one number is being stored there is no need to replace the handset (or press the ON-OFF button) after the first number is stored. The same sequence should be followed i.e. press the STOP button, dial the number to be stored etc. Finally fill in the appropriate space on the Colour Index Card. There is a space adjacent to each One Touch dialling button to write the name of the party (or the dialling command) whose telephone number is stored there. To do this, clip out the clear plastic window by inserting a finger nail under the latch (2). Three spare Colour Index Cards have been provided for your use. If you use a pencil, the card can be erased and reused to accommodate changes (3).

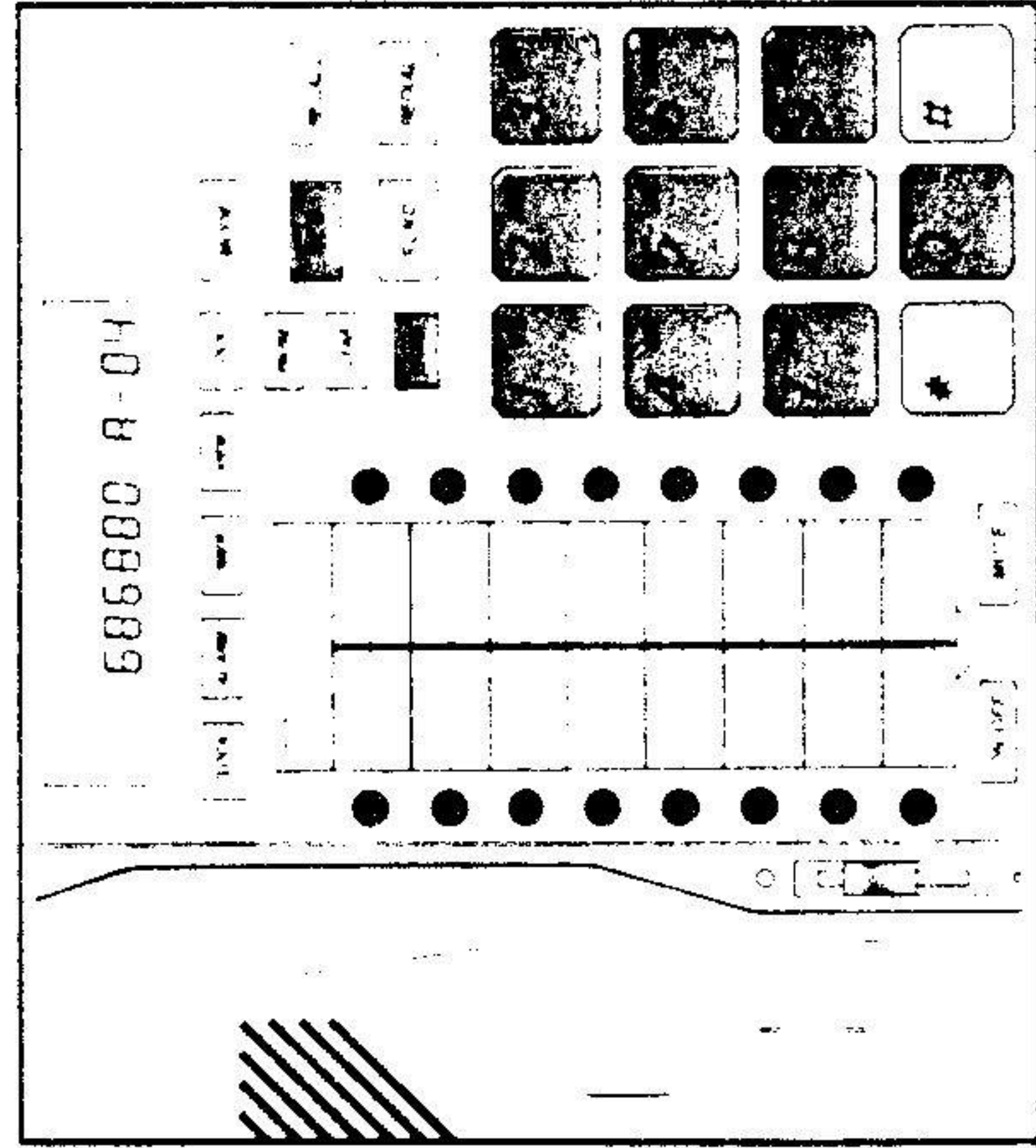


Memory Dialling

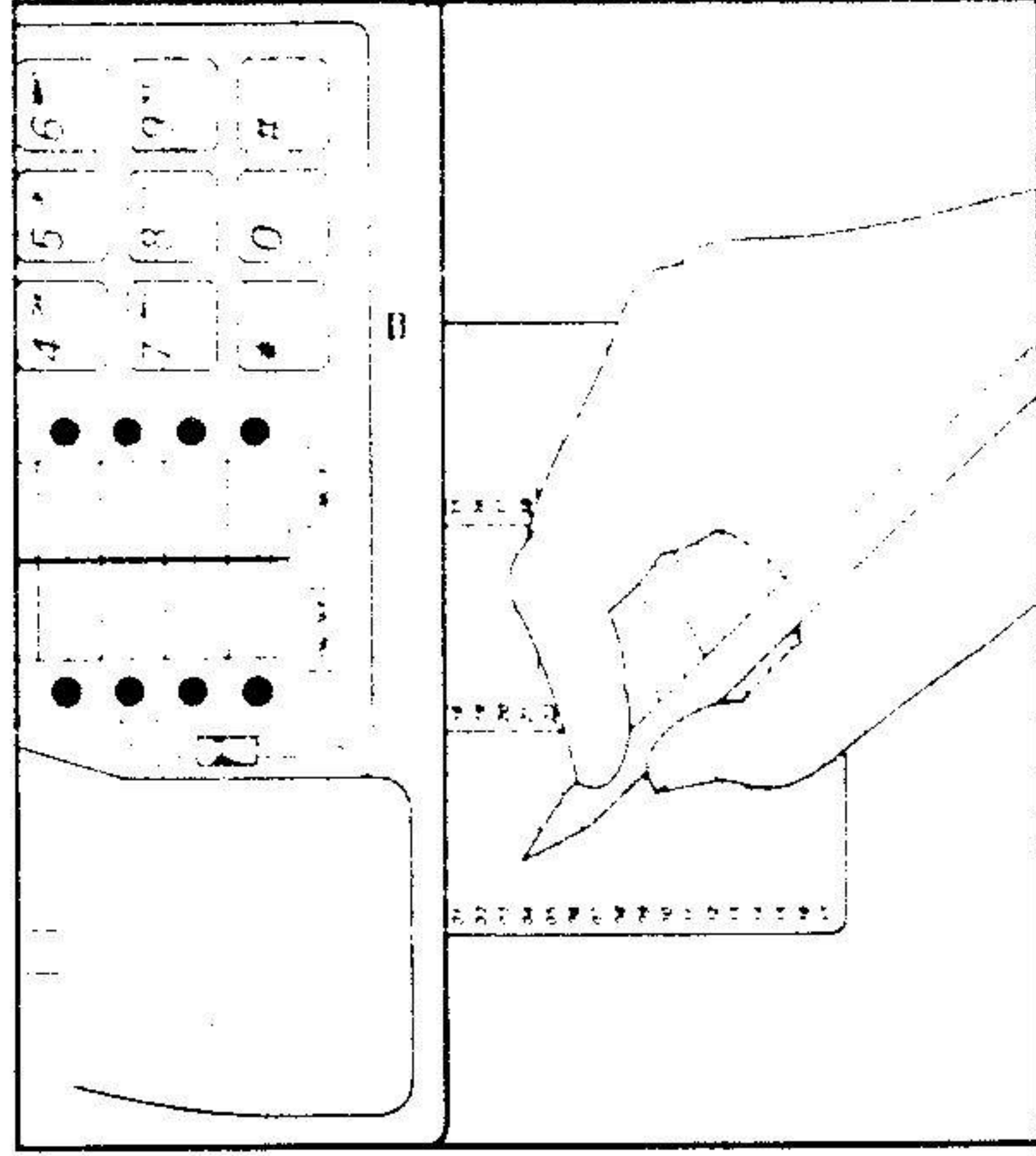
To store a number in

Abbreviated Dialling: lift the handset (or press the ON-OFF button), press the STORE button, dial the number you wish to store (the number will come up on the display), followed by MEM and the address (from 01 to 99) of the required Abbreviated Dialling memory location (1). Now replace the handset (or press the ON-OFF button). There is no need to replace the handset (or press the ON-OFF button) after the first number is stored, if more than one number is to be stored. The same sequence should be followed i.e. press the STORE button, dial the number to be stored followed by MEM and the address (from 01 to 99). Lastly, fill in the name or telephone number on the slide out Abbreviated Dialling Index at the foot of the telephone (2).

The number stored in Redial may be transferred to a One-Touch or Abbreviated Dialling memory location, by going off-hook, pressing STORE followed by a One-Touch dialling button, or MEM followed by an Abbreviated Dialling address, then going on-hook.



1



2

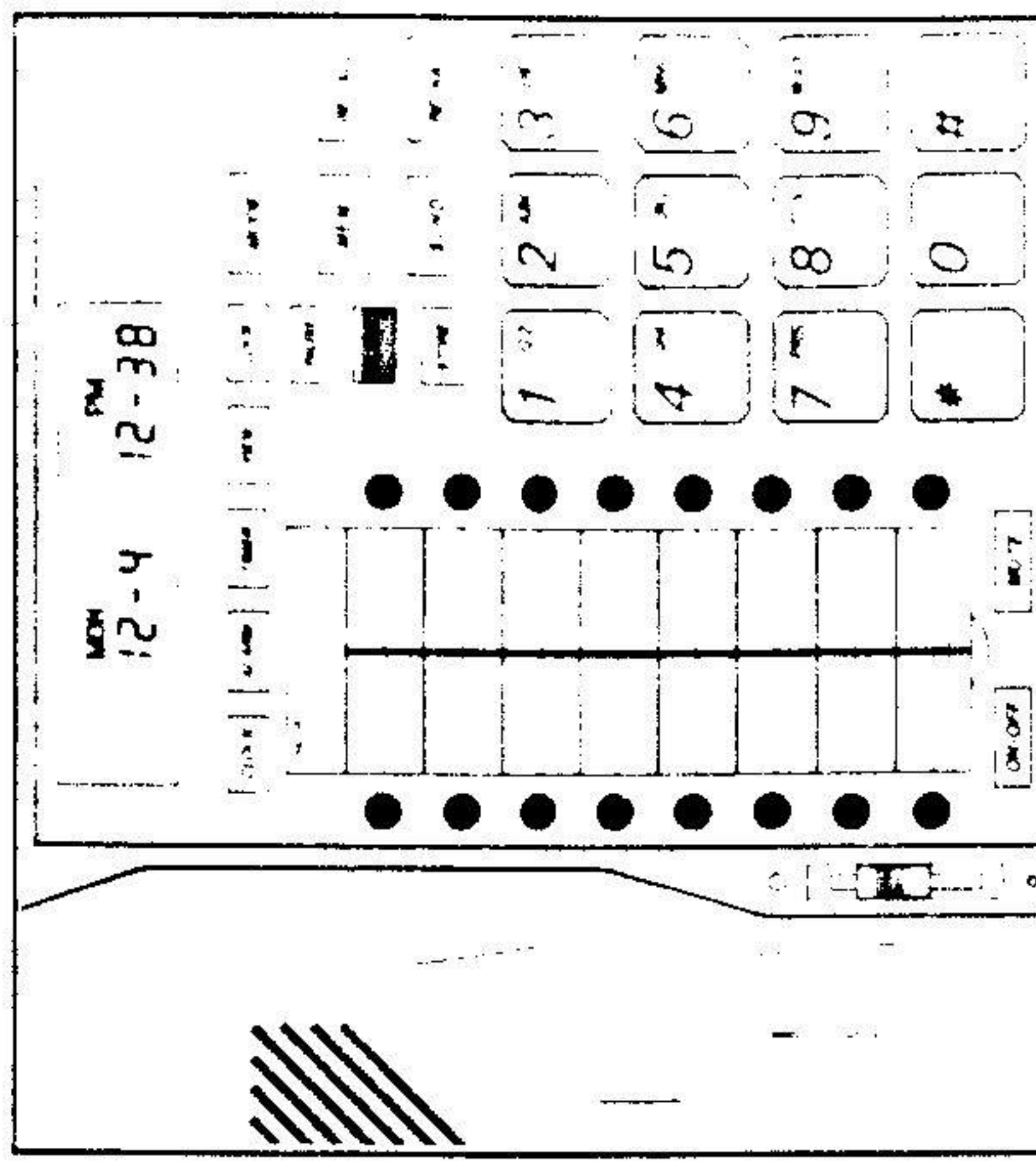
Note: If an incorrect digit is entered while storing numbers in memory, press CLEAR to delete the last digit.

To clear a number stored in

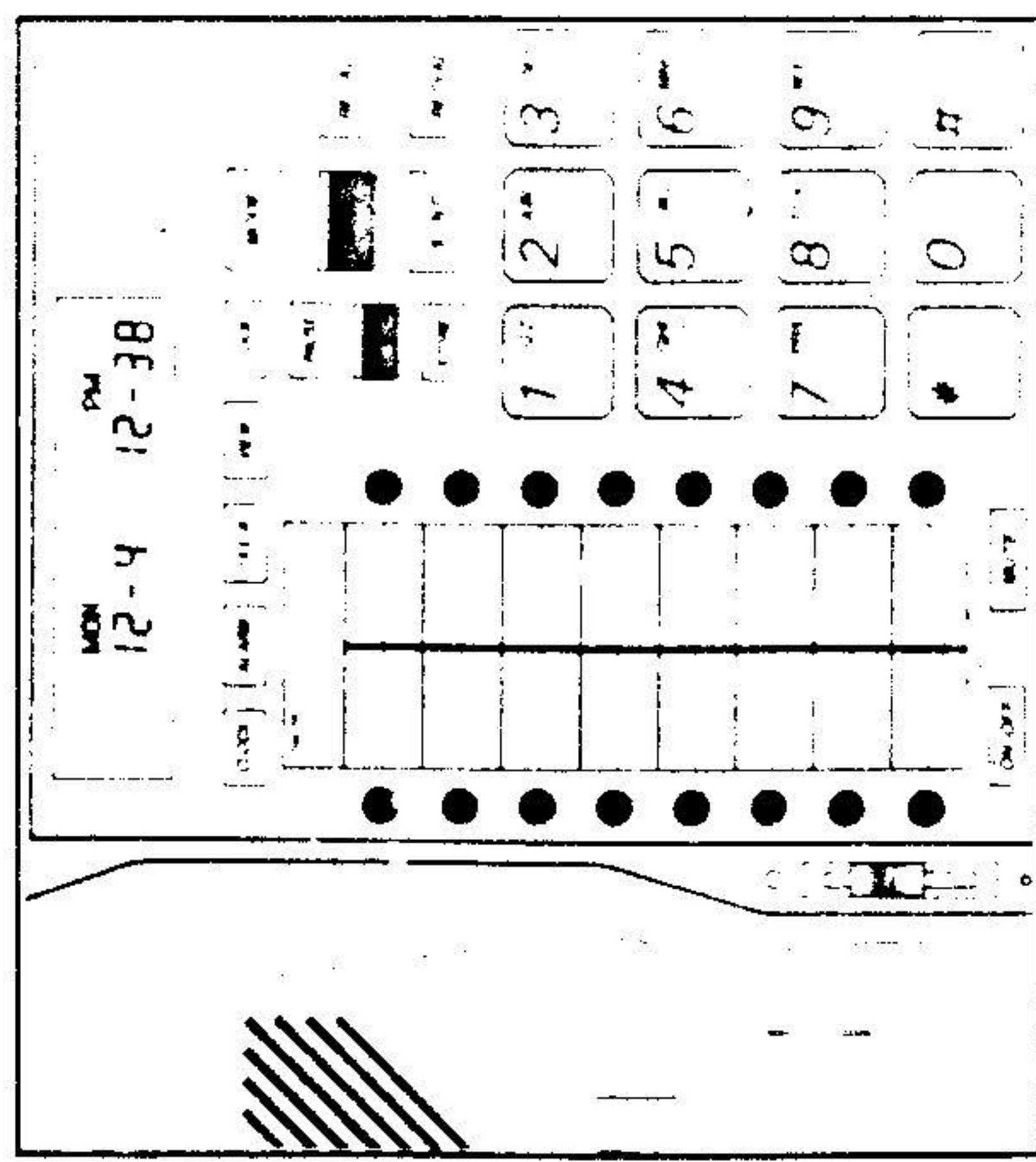
One-Touch memory: lift the handset (or press the ON-OFF button), press the CLEAR button followed by the required One-Touch dialling button. Now replace the handset (or press the ON-OFF button (1).)

To clear a number stored in

Abbreviated Dialling: lift the handset (or press the ON-OFF button), press the CLEAR button, followed by MEM and the address (from 01 to 99). Now replace the handset (or press the ON-OFF button (2).



1

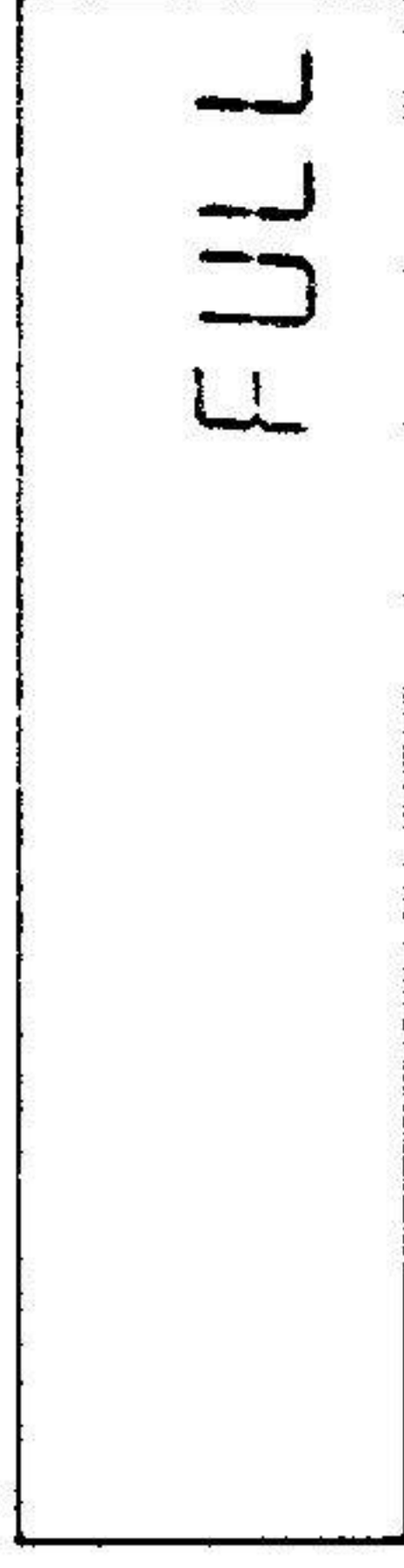


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Memory Capacity

The total memory capacity, for both One-Touch and Abbreviated Dialling, is 694 digits. The space occupied by each number in memory consists of the number of digits plus an address (2 digits for One-Touch, 3 digits for Abbreviated Dialling). For example, a 7 digit number in One-Touch memory will take up a 9 digit space ($7 + 2$). A 16 digit number in Abbreviated Dialling memory will take up a 19 digit space ($16 + 3$). Also, if included, Pause takes up one digit, while Recall and Mode take up 2 digits each. The display will show FULL when the memory is fully occupied (1). A typical mix of numbers might be:

- | | |
|----|------------------------------|
| 6 | 16 digit Abbreviated numbers |
| 6 | 11 digit Abbreviated numbers |
| 6 | 11 digit One-Touch numbers |
| 6 | 9 digit One-Touch numbers |
| 24 | 9 digit Abbreviated numbers |
| 5 | 4 digit Abbreviated numbers |
| 4 | 4 digit One-Touch numbers |



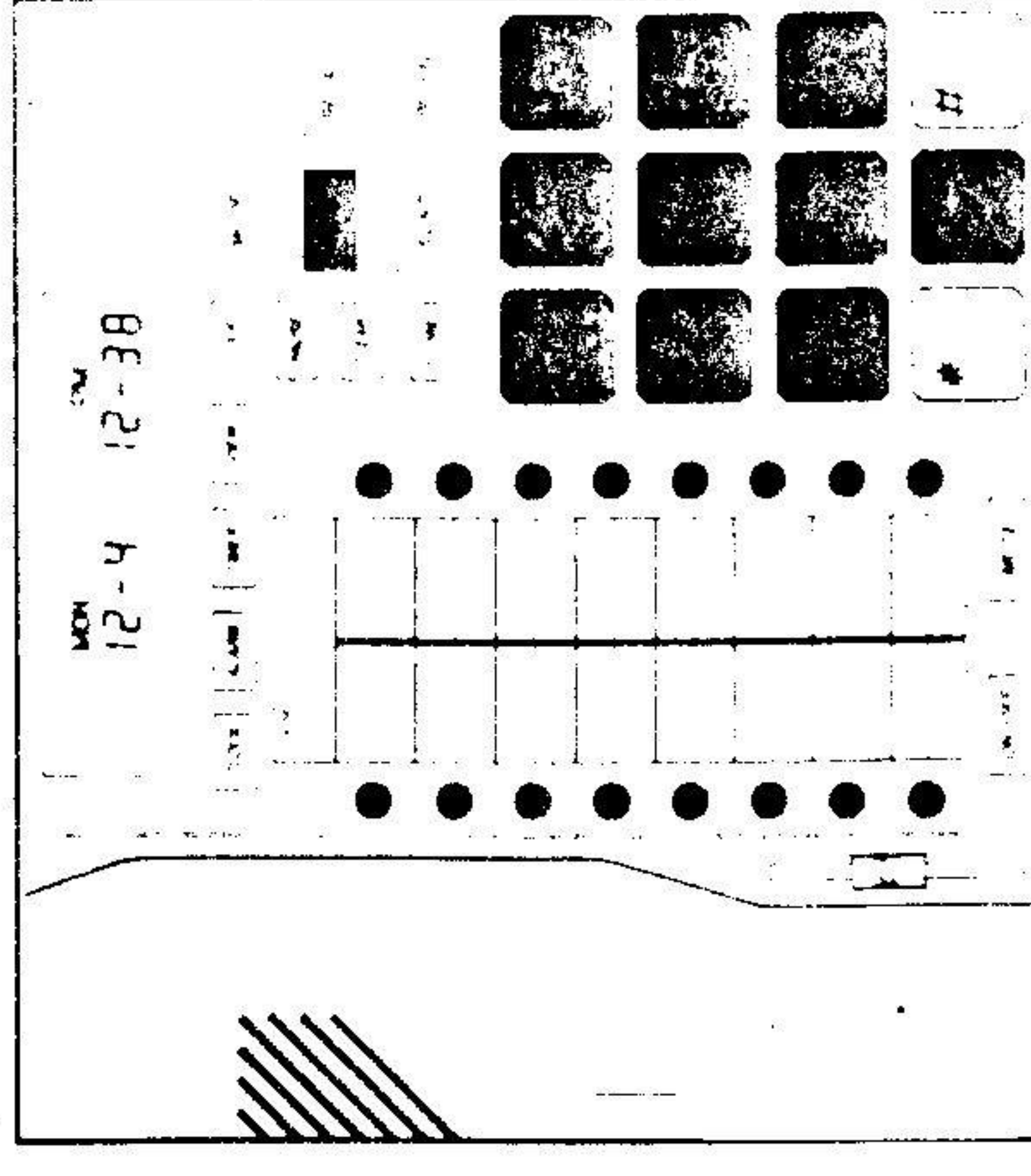
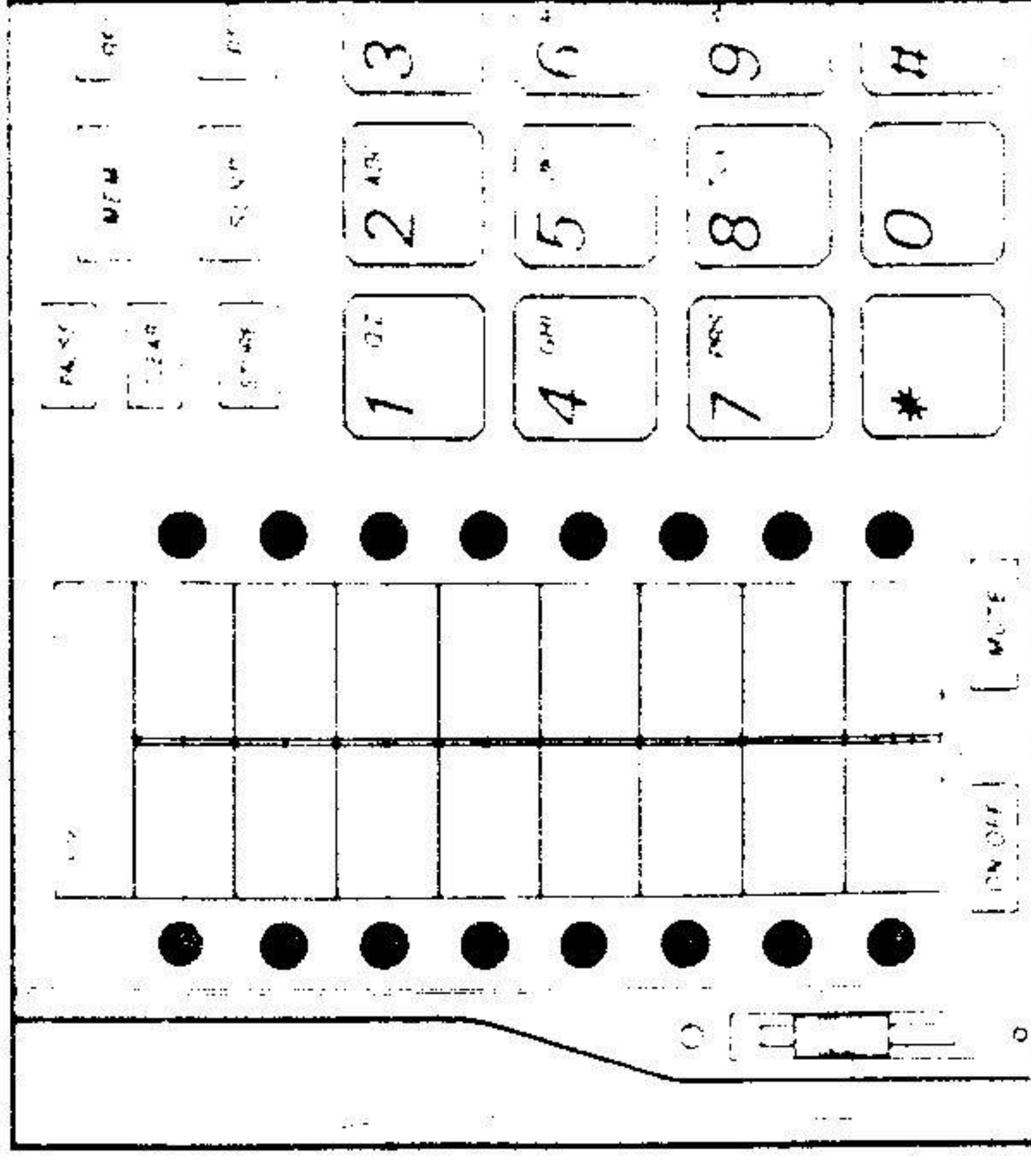
Dialling Numbers from Memory

To dial a number from One-Touch memory: lift the handset (or press the ON-OFF button), wait for dial tone, and then press the required One-Touch memory button (1).

To dial a number from Abbreviated Dialling memory: lift the handset (or press the ON-OFF button), wait for dial tone, and then press MEM followed by the address of the required Abbreviated Dialling memory location (from 01 to 99) [2].

If you try to dial a number from an empty memory location, the display will show: - - - - -.

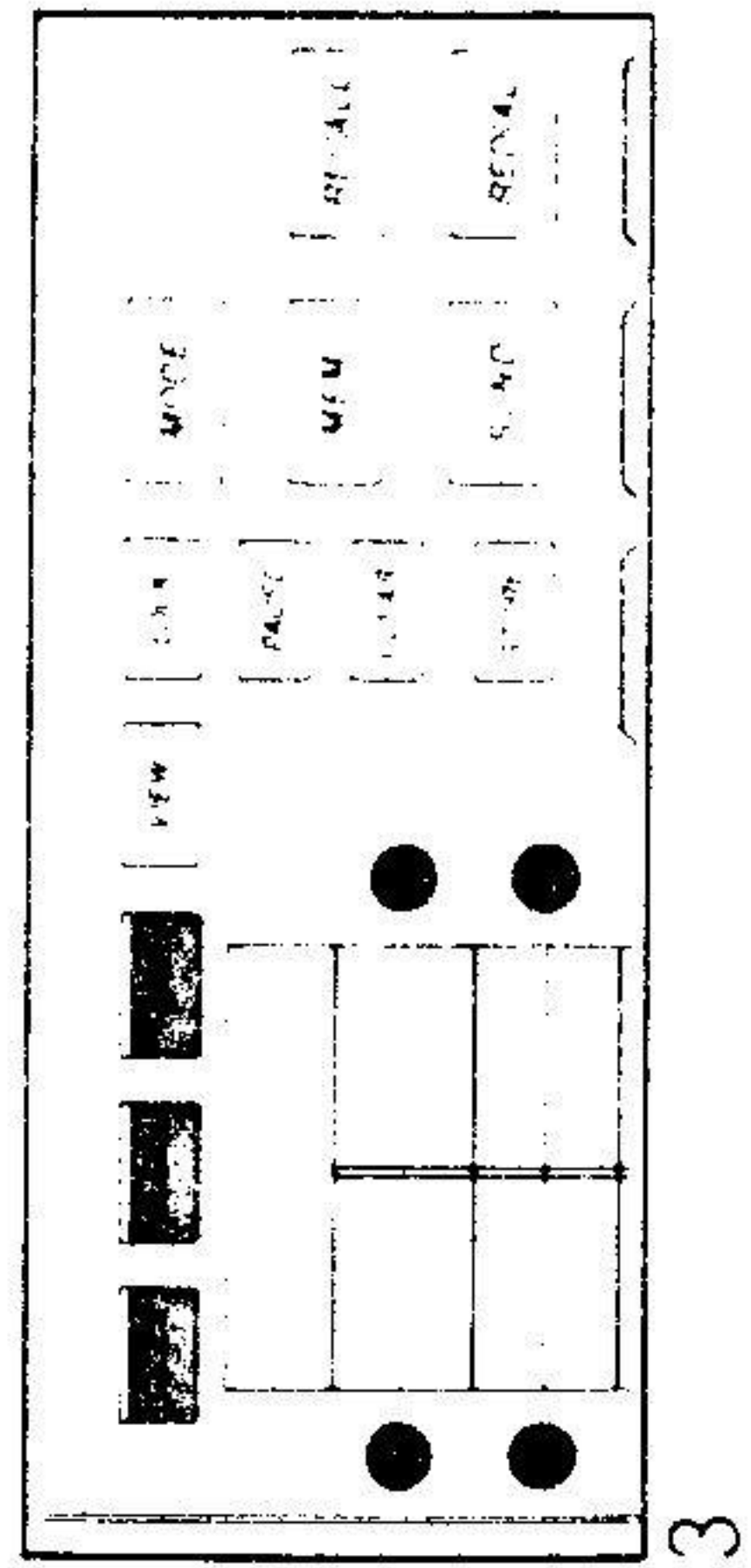
The One-Touch or Abbreviated Dialling memories can hold telephone numbers of up to 32 digits including *, and #, and functions access pause, mode change and recall. They can therefore be used to store local, interstate or overseas telephone numbers, and also the Abbreviated Dialling commands (such as call diversion, call pickup or automatic call back) that are available on many PABXs.



Dialling Numbers from Memory

Your own telephone number can be written on the space provided at the top of the Colour Index Cards (3).

When dialling from memory in the hands-free mode, by just pressing a One-Touch memory dialling button (Or MEM plus an Abbreviated Dialling address), there is a 3 second delay before the number is dialled. This allows dial tone to be established. In a small number of exchange areas 3 seconds may not be long enough for dial tone to be established. In this case you should use the alternative procedure of pressing the ON-OFF button (or lifting the handset) and waiting for dial tone before dialling from memory. This also applies to Redial and SLND.



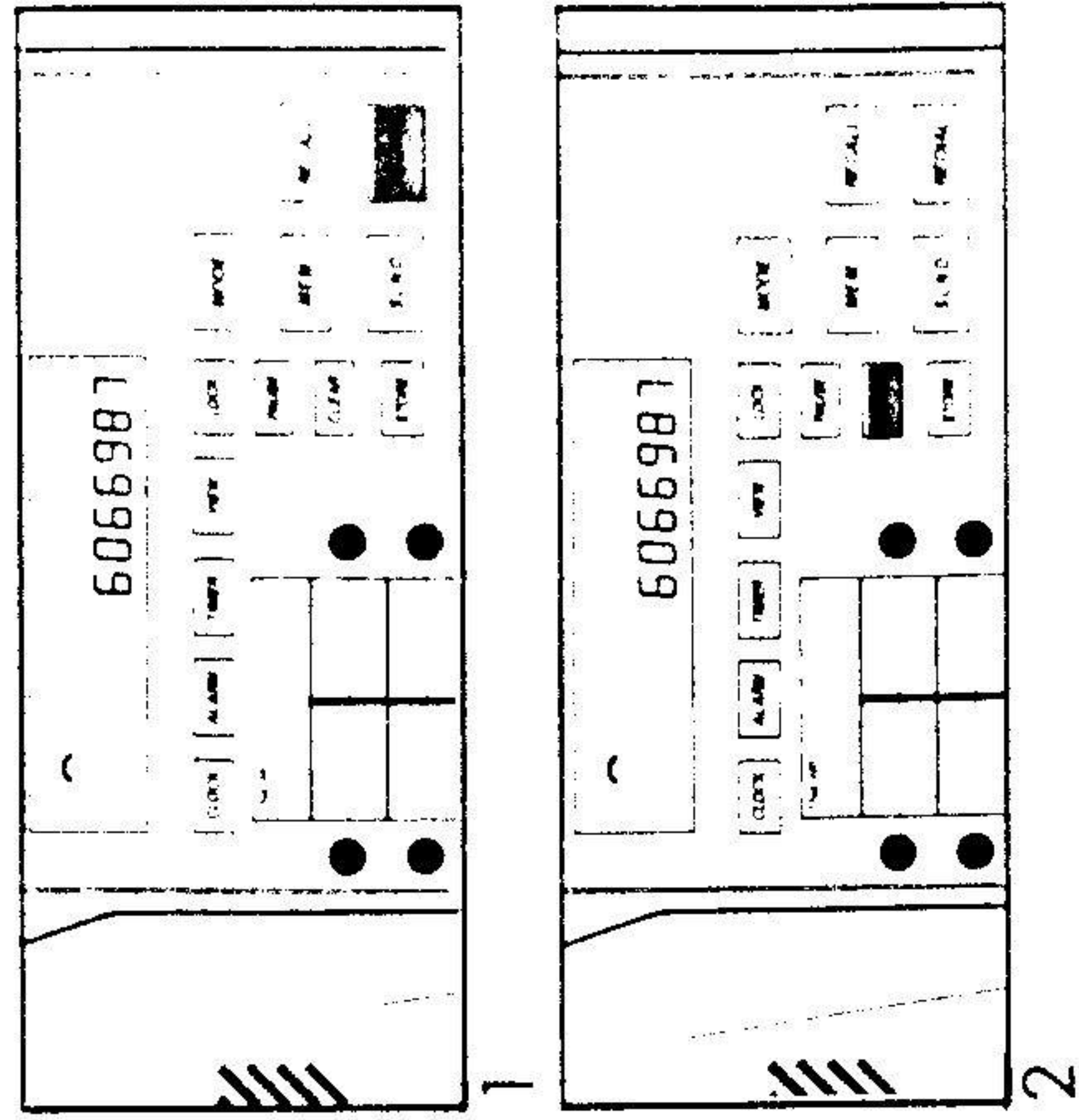
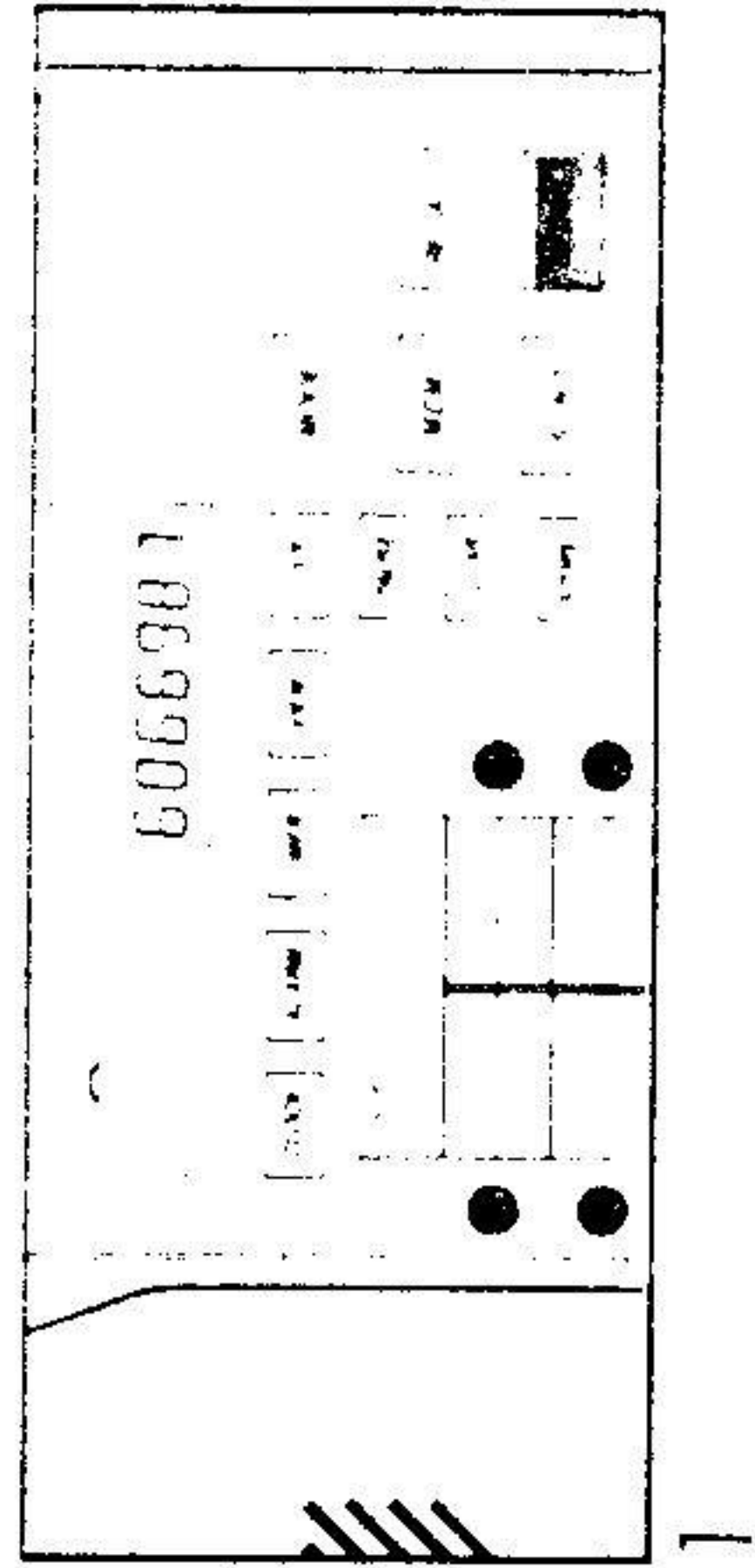
Repeat Dialling

Operation of the REDIAL button (1) twice in succession, while on-hook, initiates Repeat Dialling or, while off-hook, initiates Repeat Dialling one minute after you go on-hook. Repeat Dialling puts the telephone into hands-free mode and after a pre-dialling delay, dials the number in Redial. The telephone is put in the mute condition and remains off-hook for 30 seconds, and goes on-hook, then, after one minute idle, the number is tried again (i.e. two attempts).

When the call is answered press MUTE or lift the handset to accept the call and stop Repeat Dialling. Press CLEAR while on-hook to stop Repeat Dialling (2). Going off-hook during the Repeat Dialling procedure automatically stops Repeat Dialling.

Last Number Redial

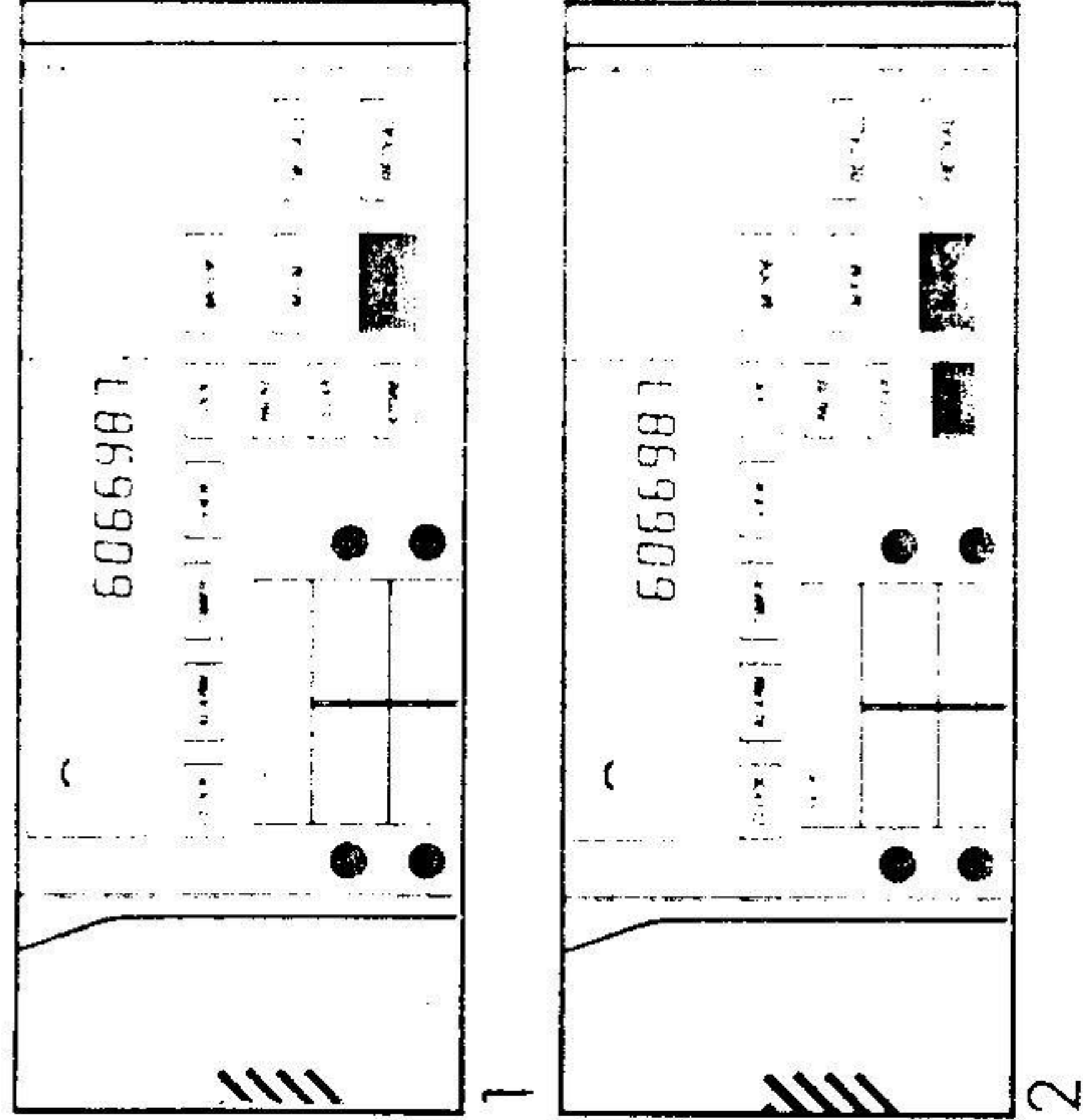
If the last number you dialled was engaged or did not answer, either simply press the REDIAL button (1) (for hands-free) or lift the handset and press REDIAL, and the last number dialled will be re-dialled and shown on the display.



Save Last Number Dialed

The number stored in Redial can be transferred to the Save Last Number store, by pressing the SLND button, after dialling the number and before terminating the call (1). The number stored in Redial can also be transferred to SLND, after going on-hook, by going off-hook again and then pressing STORE and then SLND (2), and then going on-hook.

To call the number, lift the handset and press the SLND or simply press SLND for a hands-free call.



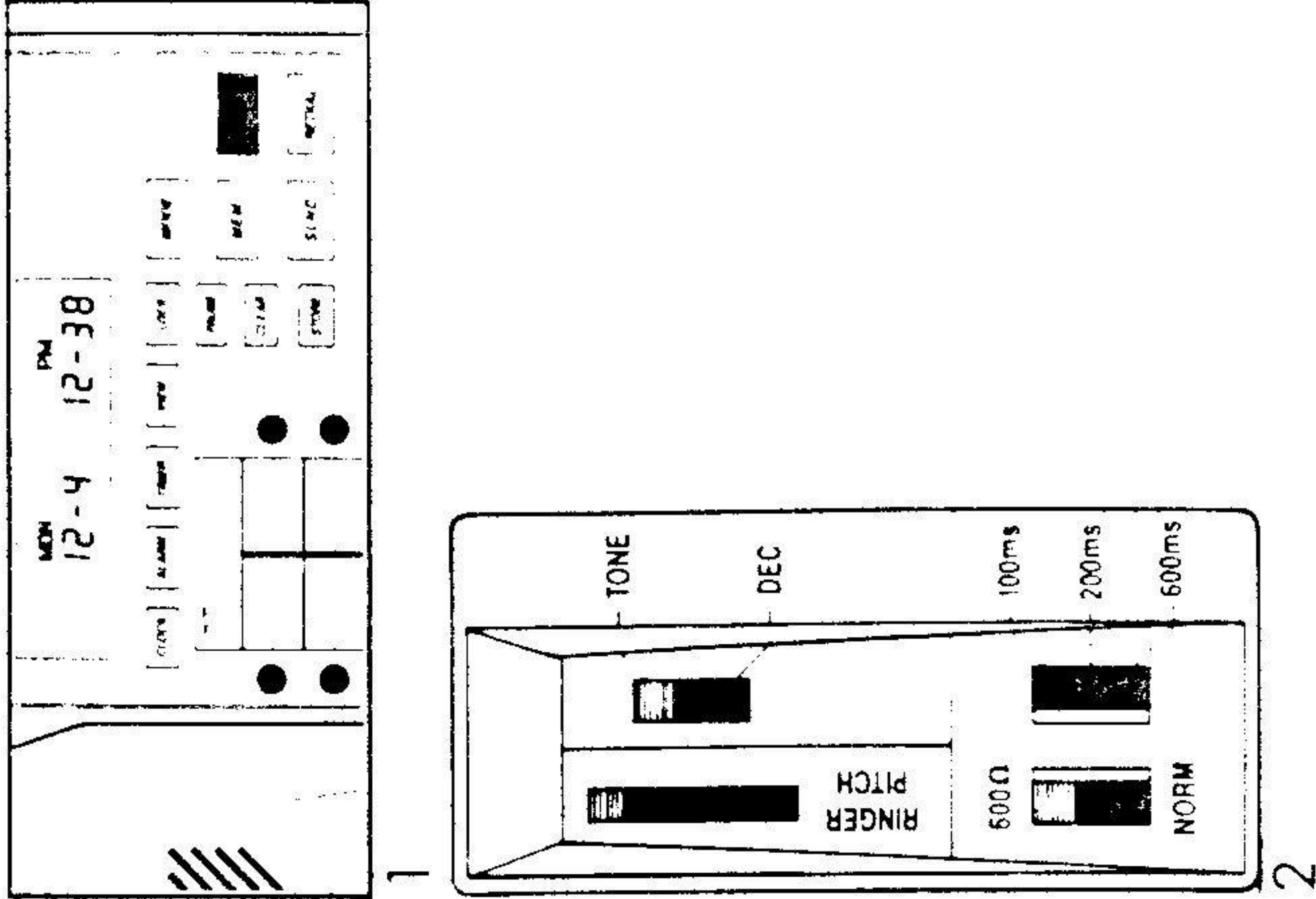
Recall Facility

You will need to use the RECALL button where the Alcatel 2730 Telephone is used on a PABX extension service.

If your PABX requires an Earth recall signal to provide access to its facilities (such as call pickup and call transfer) the RECALL button will provide an Earth recall signal. This applies no matter which position the signalling switch on the base of the telephone has been set to.

If no Earth signal is required, the RECALL button on your telephone will automatically provide a Timed Loop Break recall signal of either 100, 200 or 600 milliseconds. The Signalling Switch (on the base) should be set to 100ms, 200ms or 600ms to provide the Timed Loop Break duration required by your PABX (2).

Note: Recall and any following digits will not be stored in the Redial memory, but can be stored in One-Touch and Abbreviated Dialling memory.

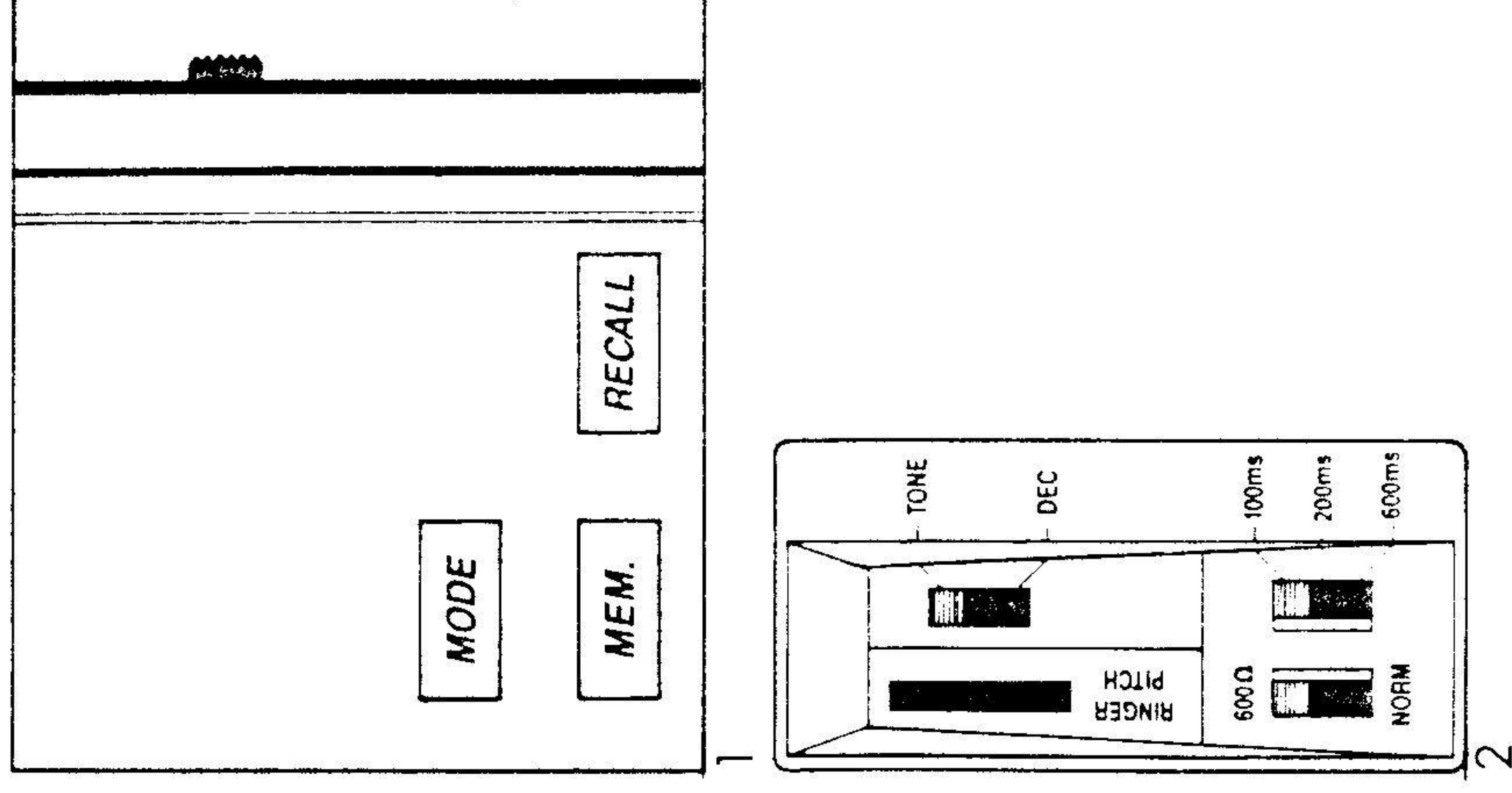


Tone Ringer Controls

The volume and pitch of the Tone Ringer on your telephone can be readily adjusted to suit any environment.

The ringer volume control is located on the side of the telephone (1).

The pitch control located on the base of the telephone may be adjusted to set the pitch of the ring signal (2).



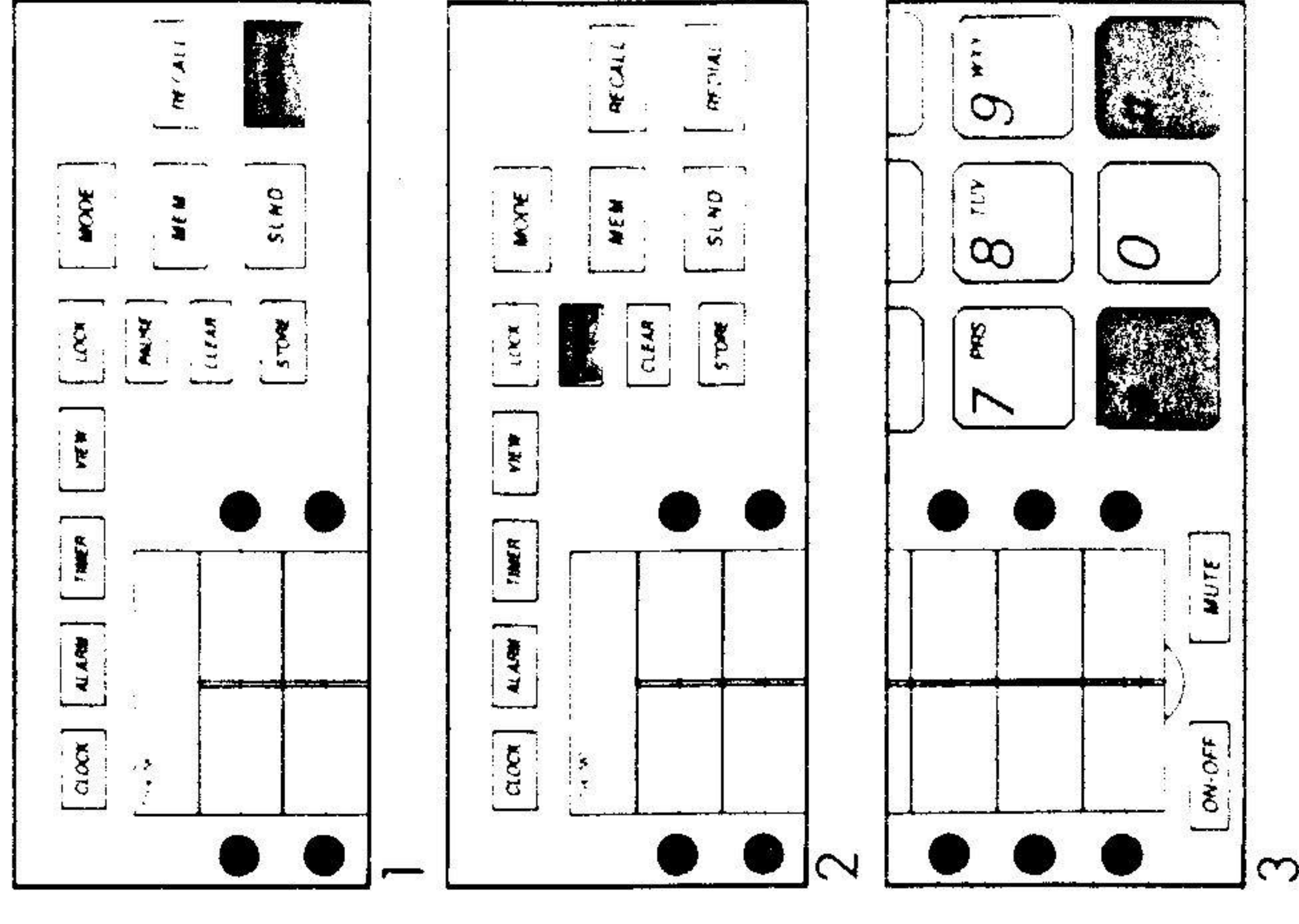
Use on a PABX Extension

If you are using your telephone on a PABX extension, many PABXs will require a pause (an access pause) of a few seconds after dialling the outside access code, which is usually 0.

The Alcatel 2730 Telephone features an automatic access pause: the first time you pause for one second or longer when dialling a number (waiting for access to an outside line) a three second pause is stored in the Redial memory, and inserted in the stored number when you operate the REDIAL button (1).

If you need an access pause after dialling the outside access code, you will need to insert a pause when storing numbers in memory dialling, by using the PAUSE button (2). Follow the procedure as shown above for storing a number in memory, but dial the outside access code and PAUSE before dialling the number you wish to store.

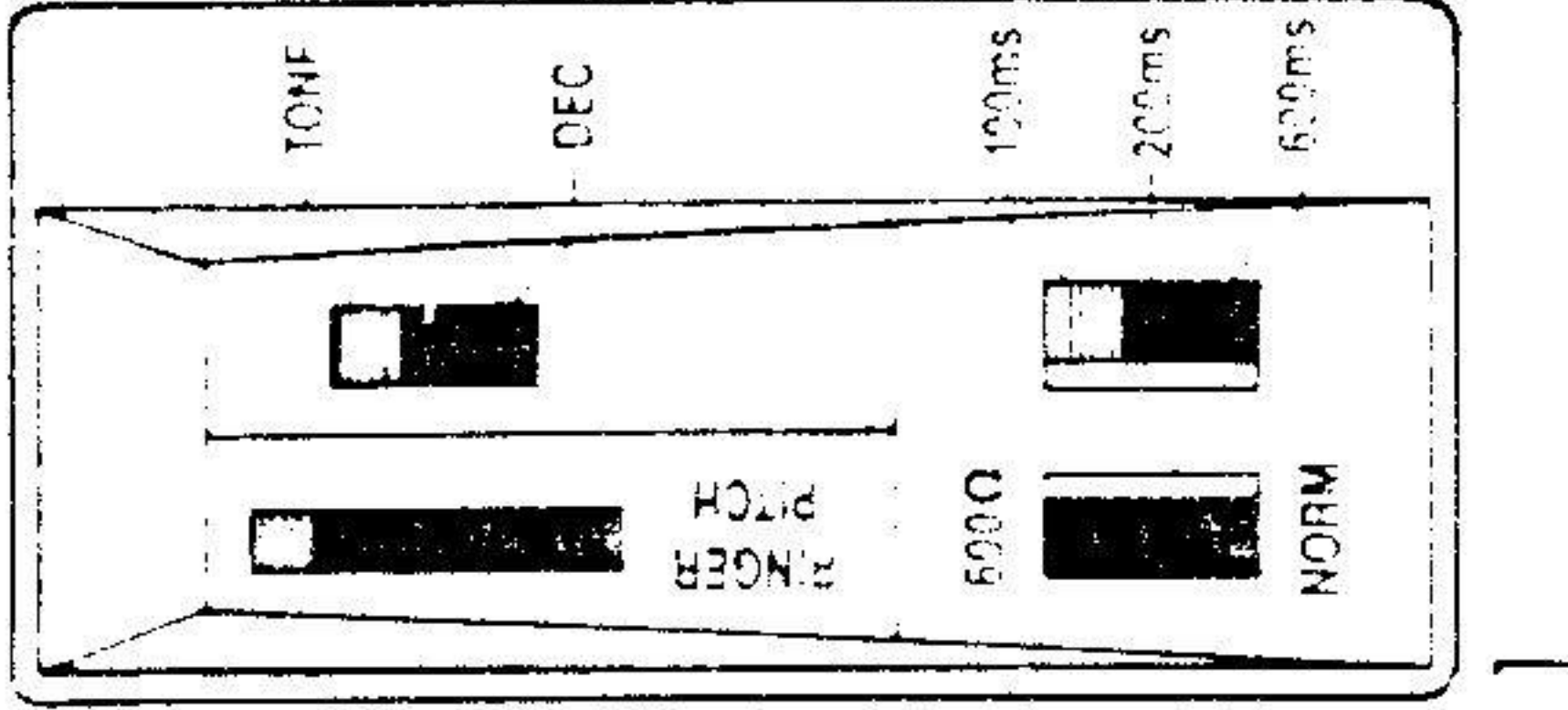
The buttons * and # may be used, when the telephone is set for Tone signalling, to control special PABX exchange facilities (3).



PABX Line Switch

The Line Switch on the base of your telephone as delivered will be set to NORM: this is compatible with the line impedance requirements of most PABXs (1).

For comfortable conversation, the sidetone level (the sound of your own voice that you hear in the receiver) should be as low as possible. On some types of PABX the sidetone may reduce if the switch is moved to the 600Ω position. (If it does not, return the Line Switch to NORM).

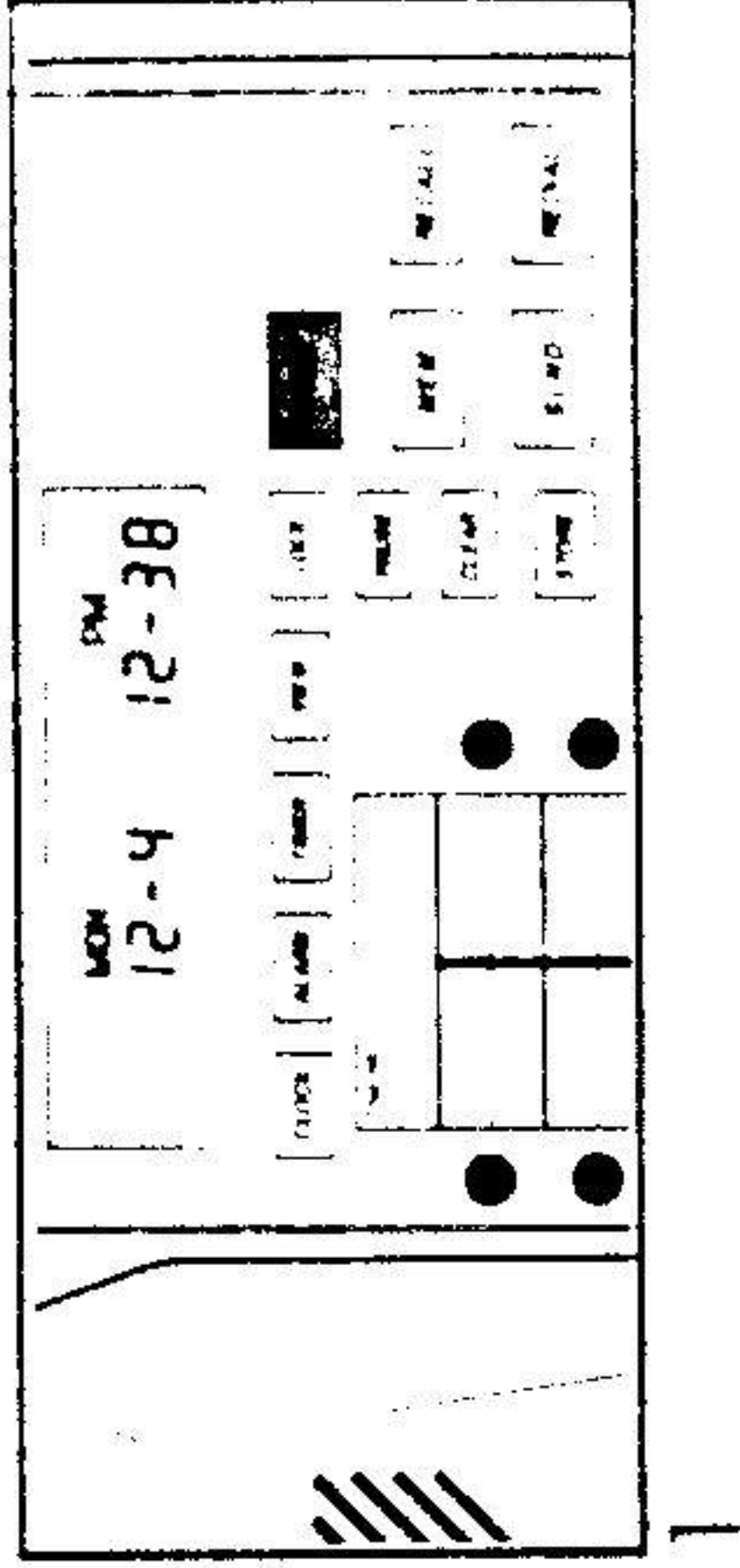


Mode Facility

If you are using your telephone on a Decadic signalling service, you may occasionally need to dial some numbers via Tone signalling. (This may apply where Tone dialling signals are required by equipment such as telephone pagers, or services such as Voice Mail).

When Tone dialling is required press the MODE button before dialling the digits required (1). The telephone will revert to Decadic signalling once the handset has been returned to the on-hook position.

If a number involving the Mode facility is dialled via Redial only those digits dialled before the MODE button was pressed will be re-dialled. This is to protect the privacy of codes such as electronic banking identification numbers that may be dialled after a Mode change. Where security is not required, you may store a number including Mode change and following digits in one of the memory dialling memories. The Mode command occupies a two digit space.

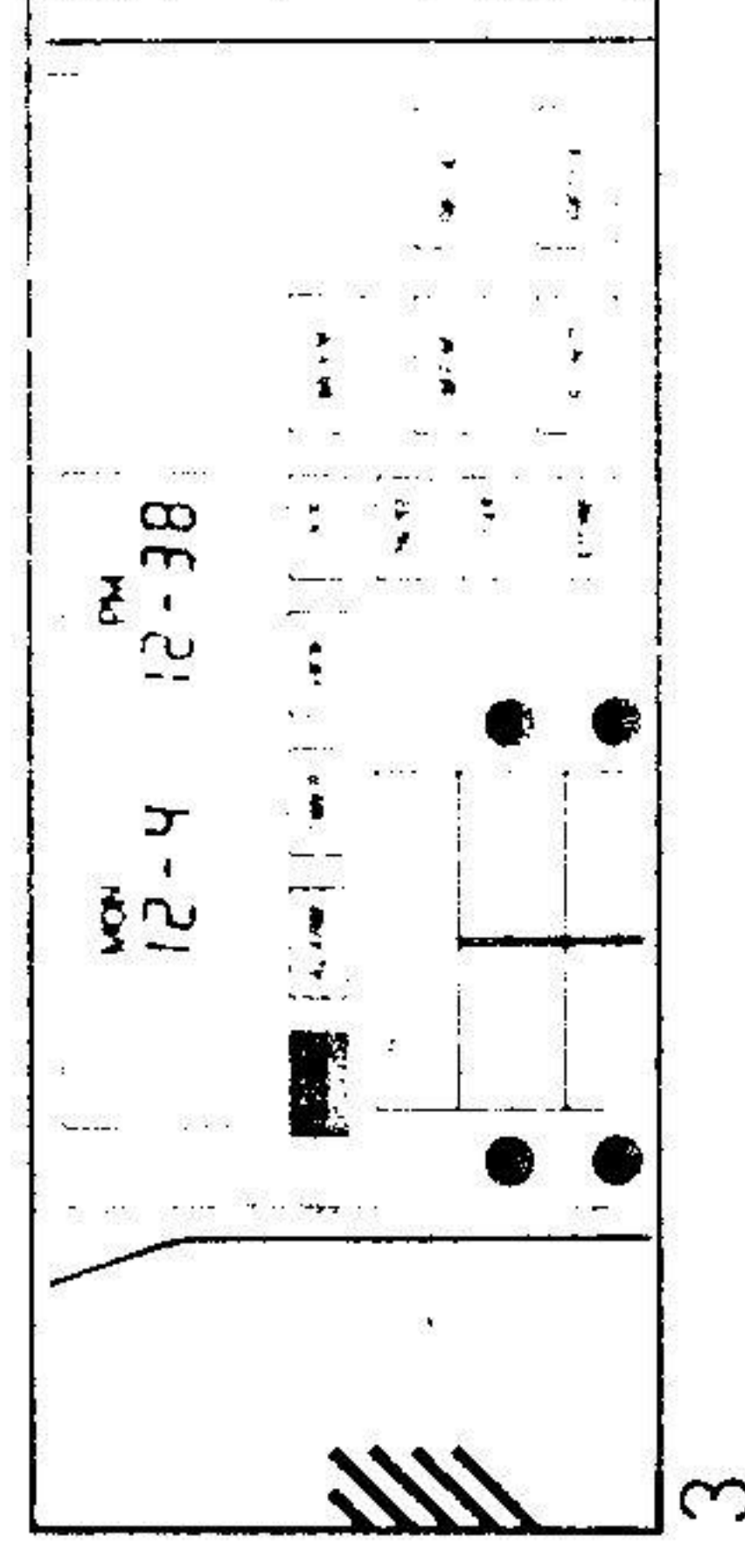
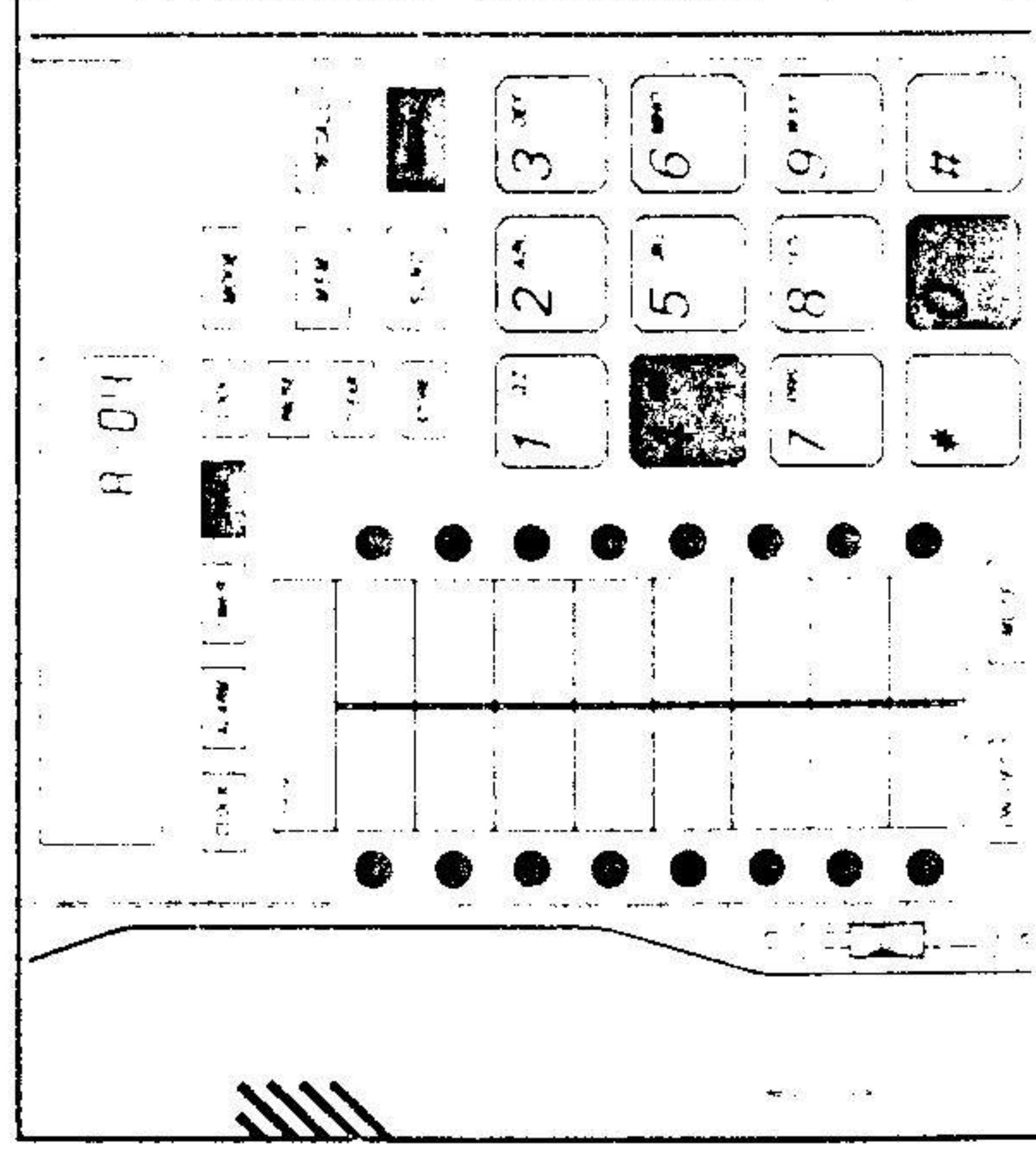
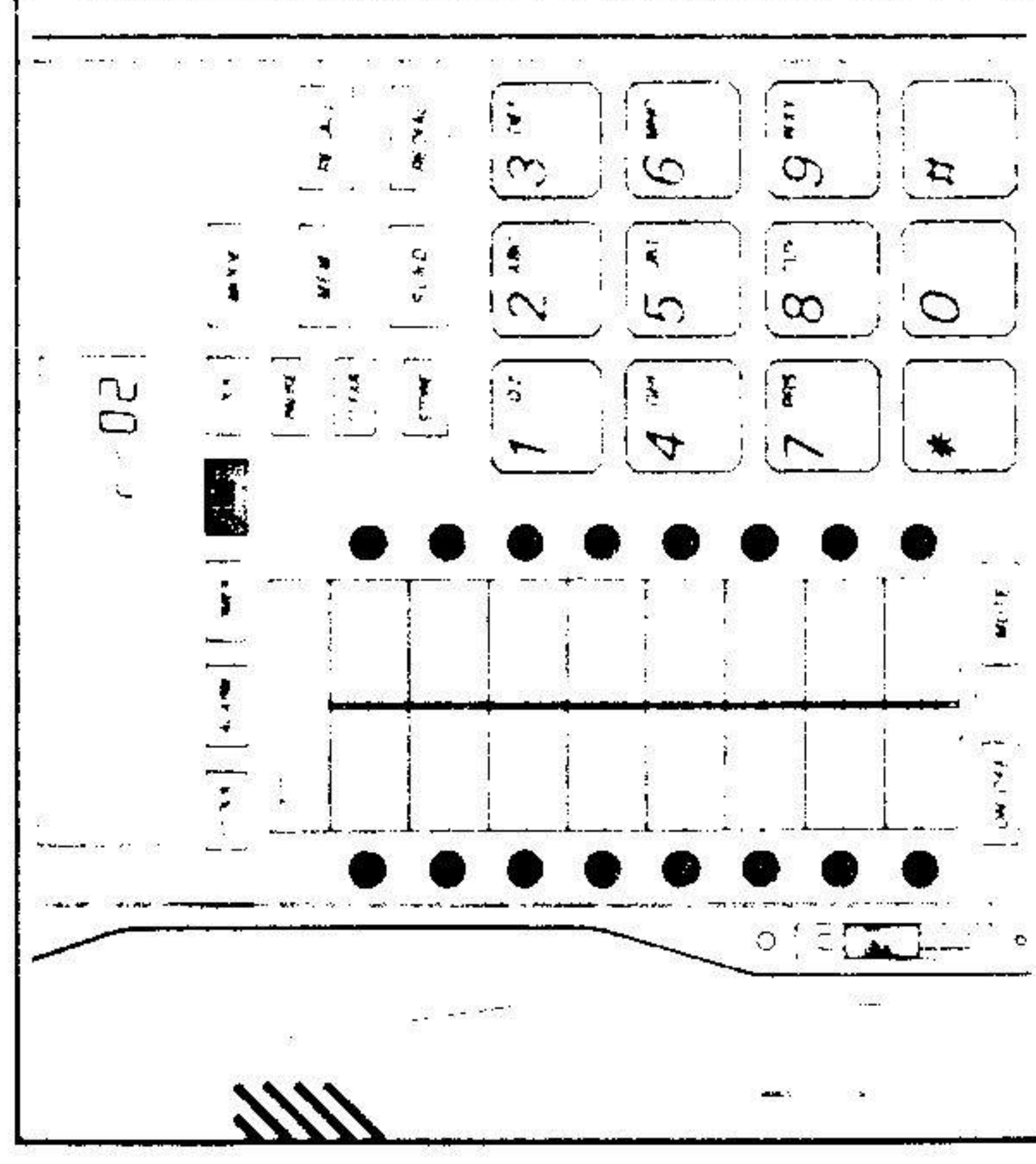


View Facility

The contents of a memory location may be displayed using the VIEW button (1). A One-Touch memory is viewed by pressing VIEW followed by a corresponding One-Touch memory button. The display shows the memory address for several seconds and then the stored number. The One-Touch buttons are listed from top to bottom down the left and then right hand sides from r-01 to r-16. Abbreviated memory may also be viewed by pressing VIEW then MEM and the two digit memory location (2).

Last Number Redial is viewed by pressing VIEW and REDIAL. To exit the VIEW mode when off-hook, simply go on-hook or press CLOCK (3). The display will default to Clock after 15 seconds when on-hook.

If a memory location is empty, the display will show: - - - - -.

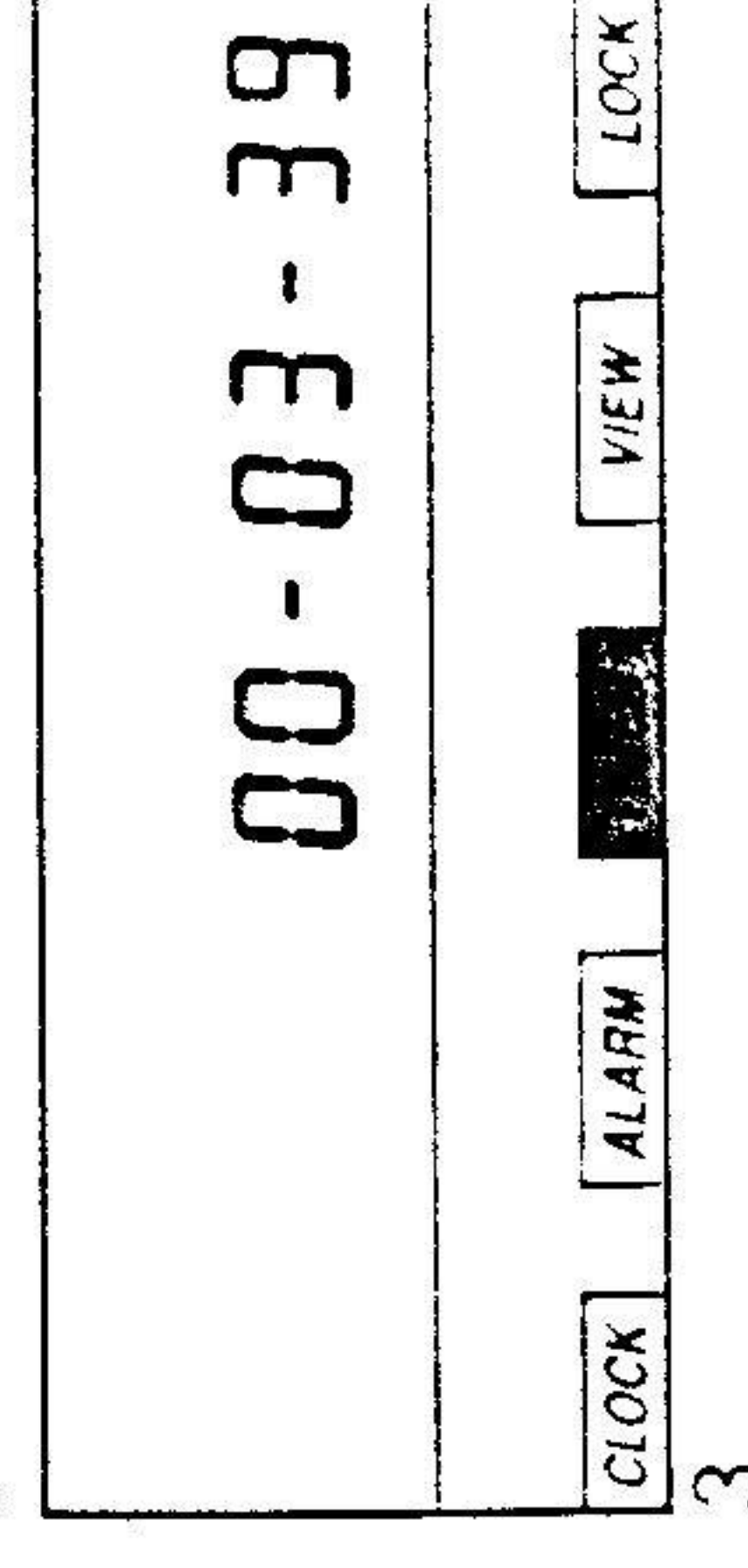
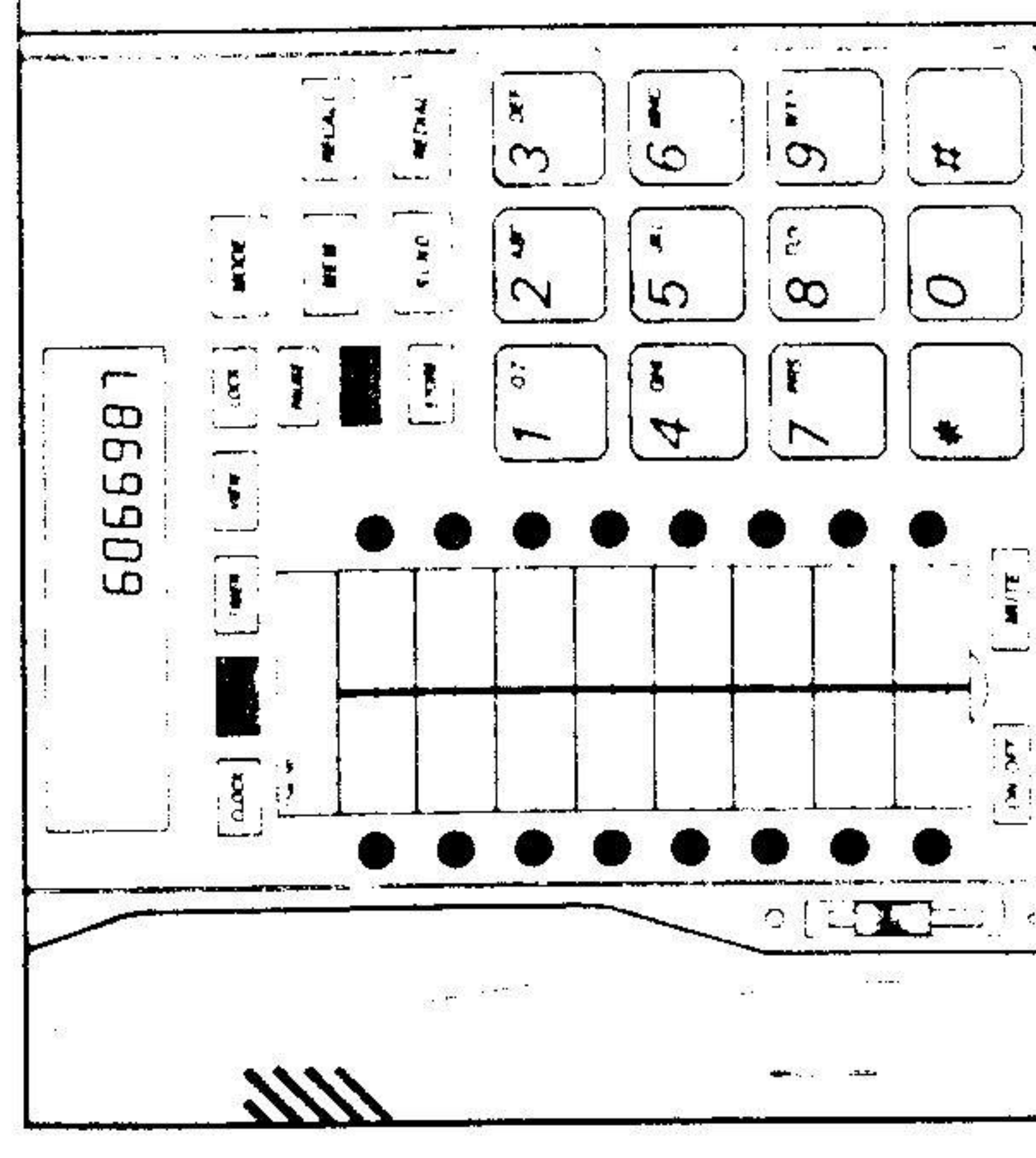
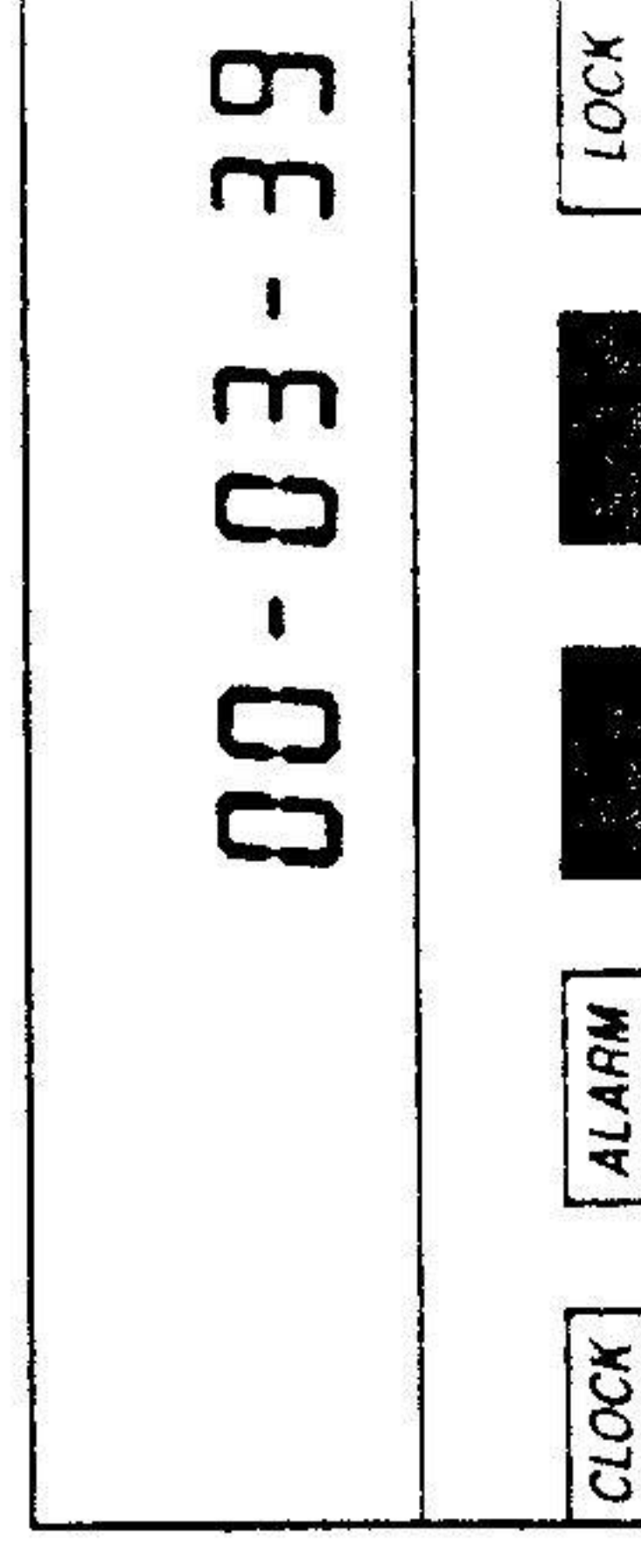


Call Duration Timer

The display also includes a Timer facility. The telephone may be set to display the timer on all calls by pressing VIEW and TIMER while off-hook (1). This mode can be cleared to the default non-display mode by pressing CLEAR and TIMER while off-hook (2). The timer can be started manually by pressing TIMER while off-hook.

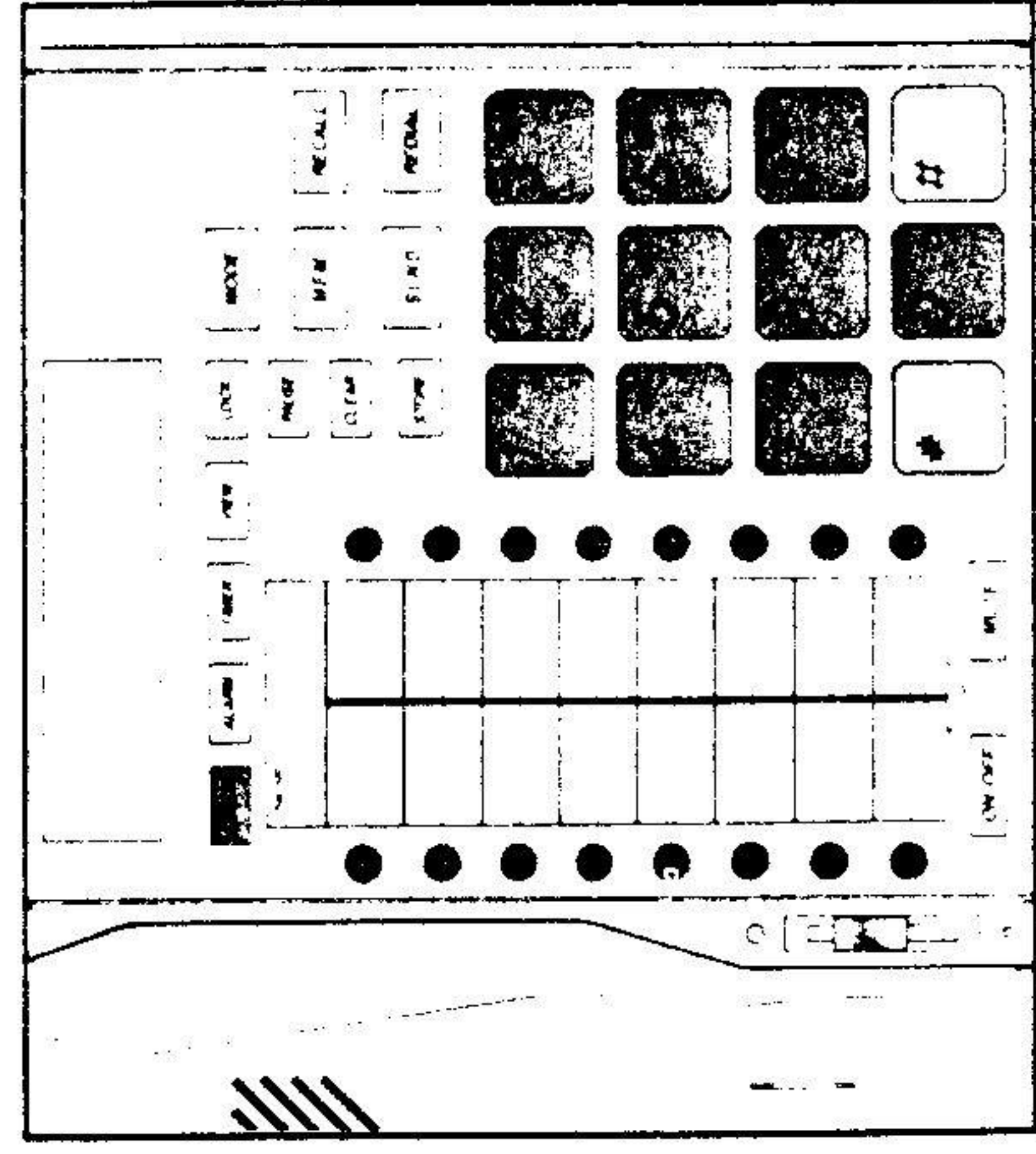
In each case the timer is stopped by going on-hook. If the timer is being displayed (by auto display mode or by manually starting the timer), the timer reading will be displayed for a further 15 seconds after going on-hook or until another call is initiated or answered.

The time for the last call can be viewed by pressing TIMER while on-hook (3).



Day, Date and Time

To set the Day, Date and Time, lift the handset or press ON-OFF, press CLOCK twice, press * until the correct day is displayed then press CLOCK, press the dial keys to set the new date (DD-MM format) press CLOCK and press the dial keys to set the time in 24 hour mode HH-MM. If 12 hour time mode is required press *, otherwise replace the handset or press ON-OFF for 24 hour mode. CLOCK may be used to step from field to field (1).



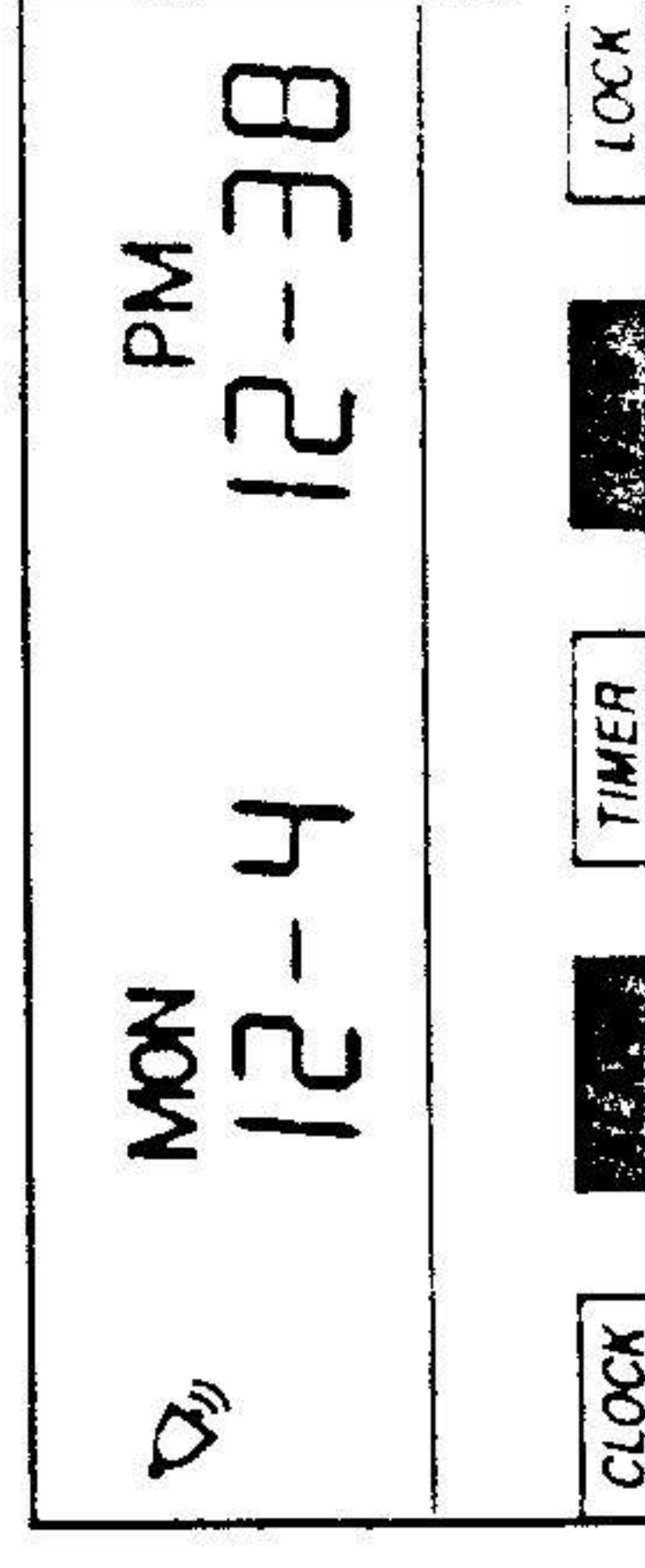
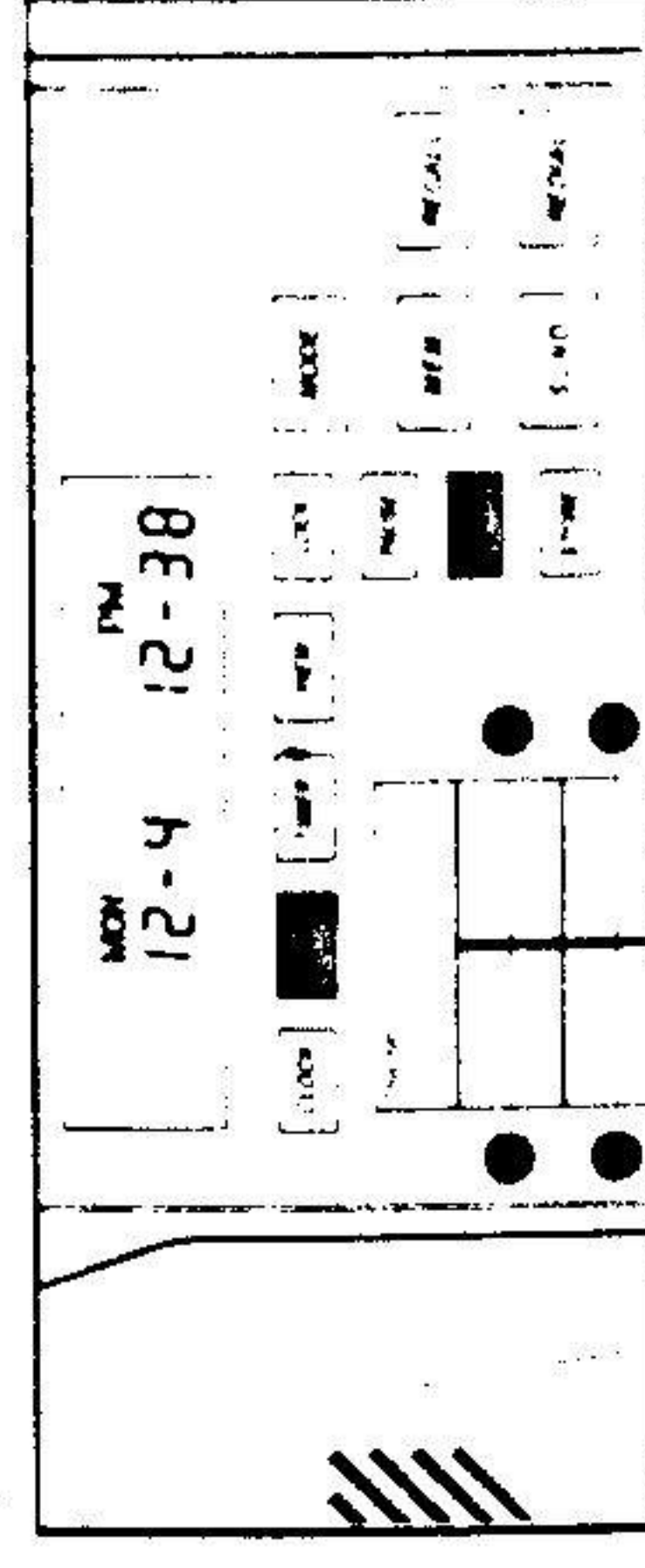
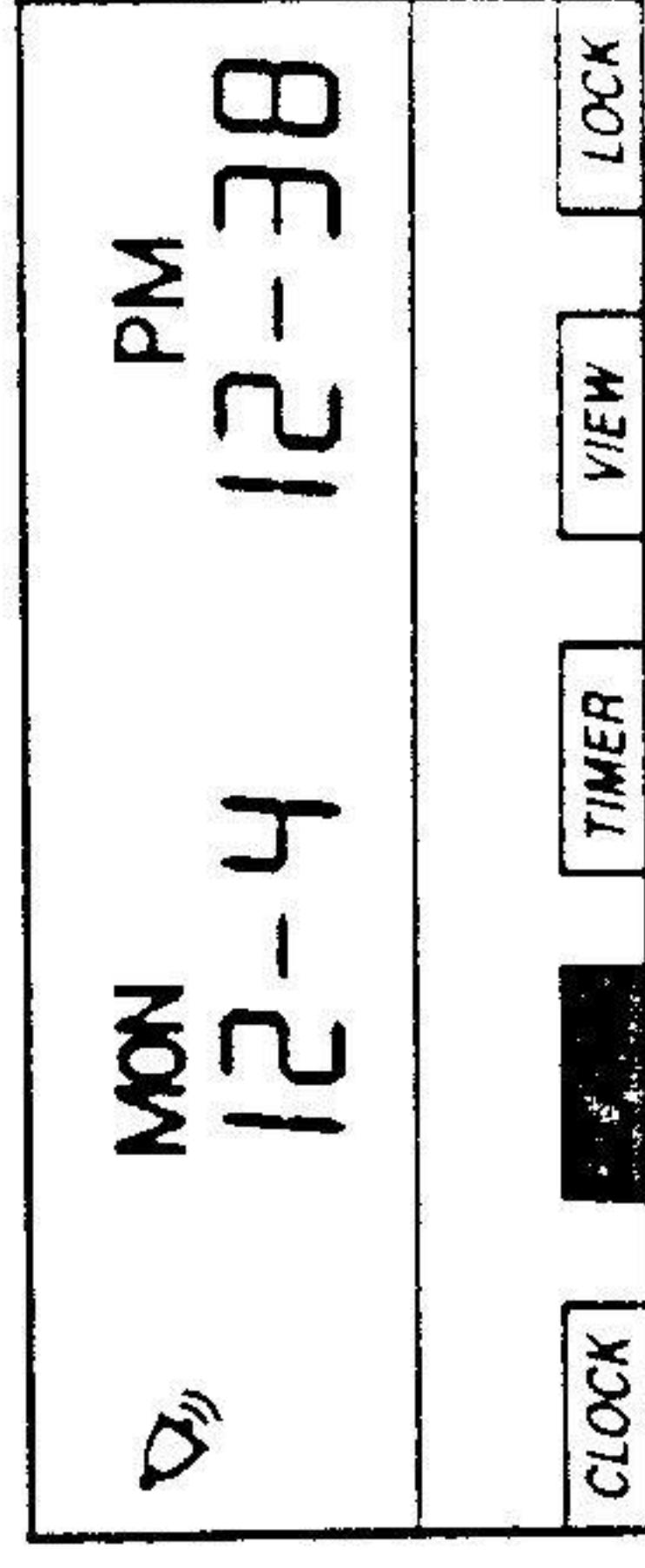
Alarm Facility

The digital clock includes an alarm facility. To set or reset the alarm time, lift the handset (or press ON-OFF), press ALARM (1) and then set the time in 24 hour mode HH-MM, then hang up (or press ON-OFF). Please note that the alarm setting must be completed in 15 seconds.

At the set time, an alarm will sound every day for one minute. To stop the alarm signal, press the ALARM button.

To clear the alarm setting, go off-hook, press CLEAR and then ALARM (2).

To check the alarm setting, press VIEW and ALARM on-hook. The alarm time will be displayed in the same mode (12 hour or 24 hour) as selected for the clock (3).

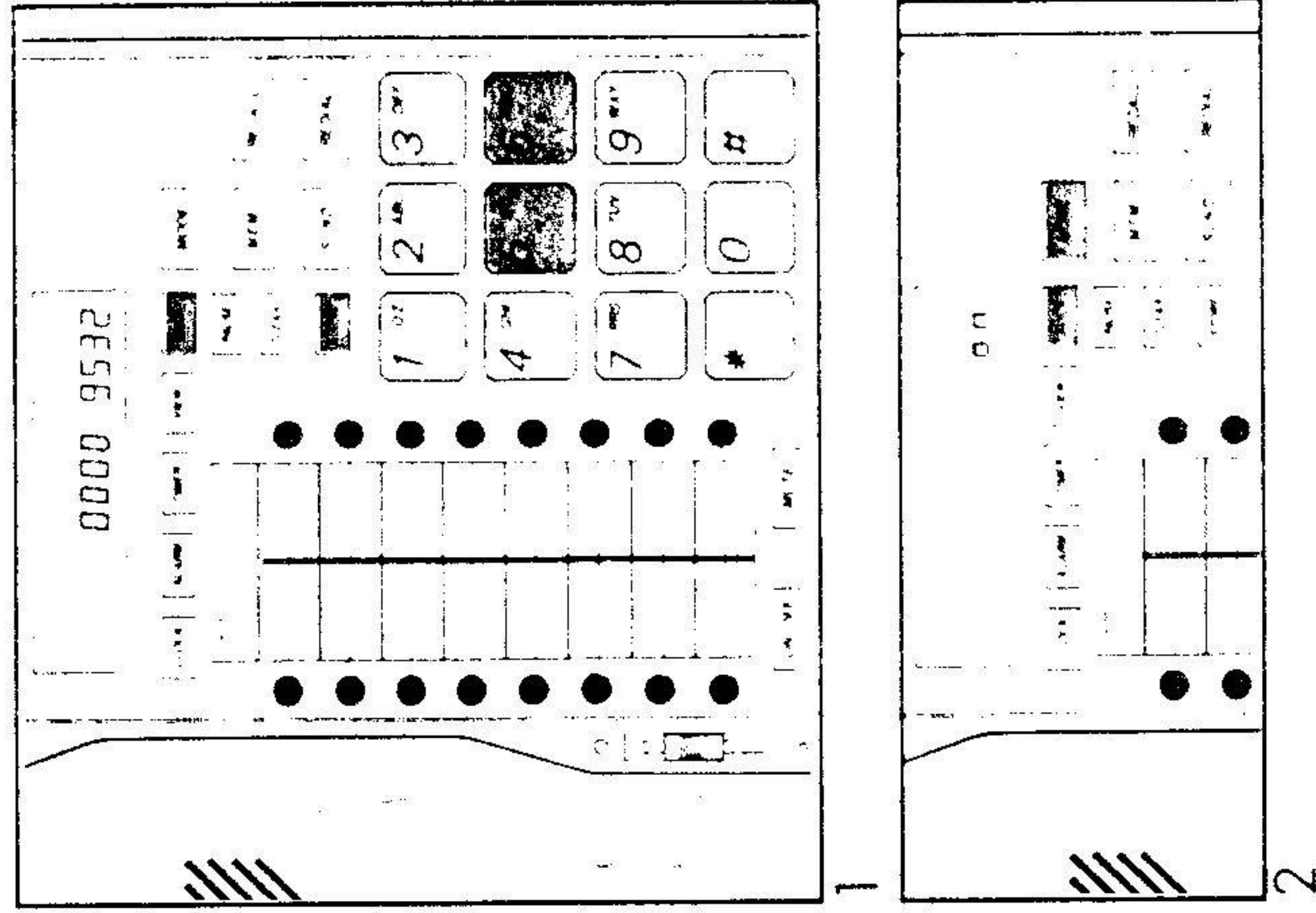


PIN Lock Security

The Alcatel 2730 Telephone provides a PIN lock security control to prevent unauthorised use of the telephone. While the PIN lock is in operation, only digit 0, which allows access to the emergency number '000' and the PABX access code, and the number stored in the first One-Touch memory may be dialled. Incoming calls may still be answered.

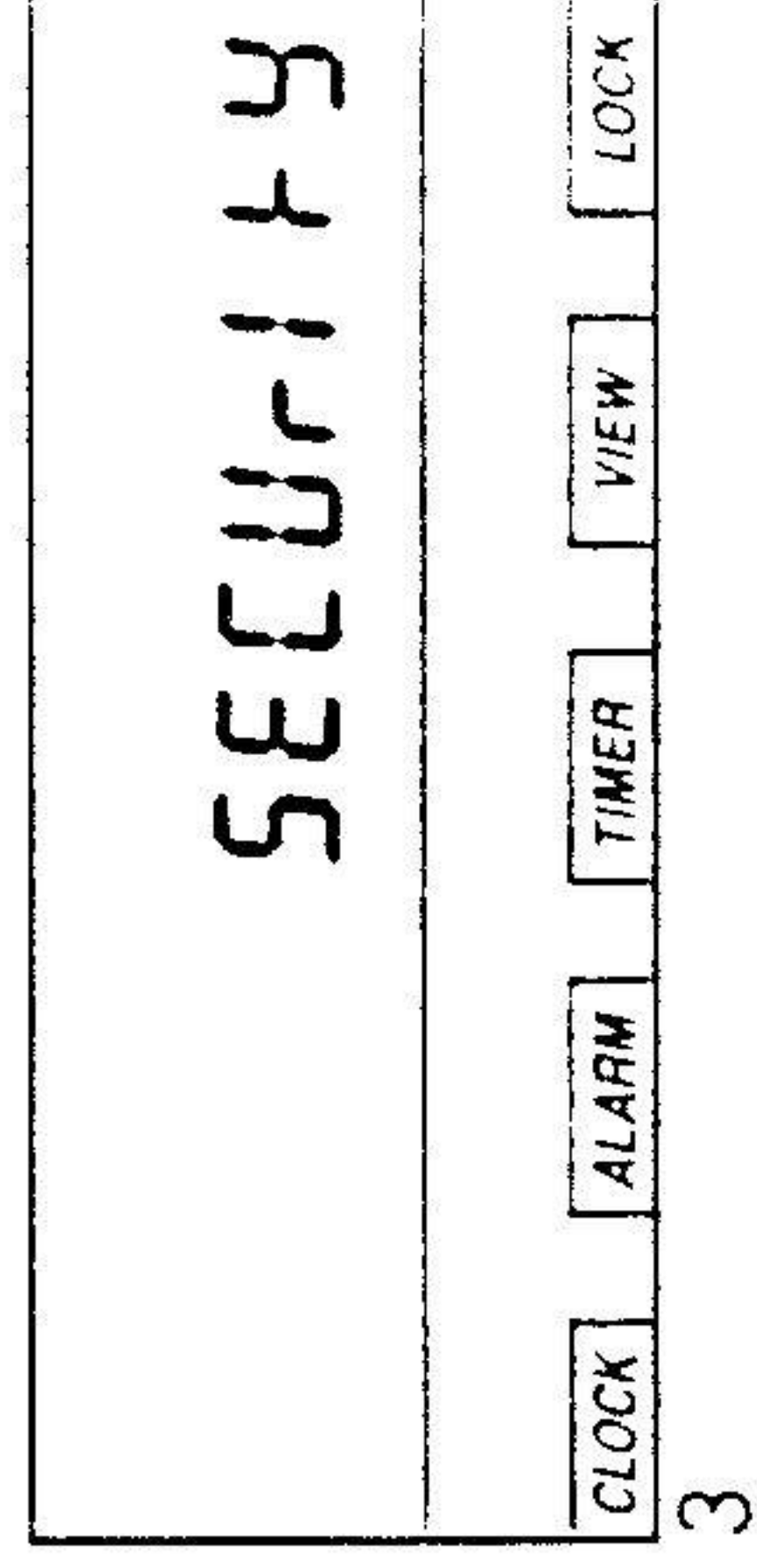
The PIN in the telephone is initially set to 0000. To enter your own PIN, lift the handset or press ON-OFF, press the STORE, press LOCK, dial the old PIN (for new telephones 0000), dial a new 4 digit PIN, remember or note your new PIN, replace the handset or press ON-OFF. The numbers will be displayed during this operation to confirm that the correct digits have been entered (1).

To lock the telephone lift the handset or press ON-OFF, press LOCK, press MODE then replace the handset or press ON-OFF again (2). To unlock the telephone, lift the handset or press ON-OFF, press LOCK, dial the PIN, then replace the handset or press ON-OFF.



The PIN may be reset to 0000 by unplugging the telephone and removing the batteries for 20 minutes. All memory in the telephone will be cleared.

If an incorrect PIN is entered the telephone will display SECURITY (3). The display will continue to show SECURITY while on-hook until the telephone is unlocked with the correct PIN.



Taking Care of your Telephone

Your Alcatel 2730 Telephone has been manufactured using the latest technology, and highest quality components and workmanship, under strict quality control measures. It can be expected to give many years of trouble-free service, especially if these simple tips are followed:

- Handle your telephone with care, avoid hard knocks.
- Do not subject it to extremes of temperatures.
- Do not use in damp, steamy or greasy locations.
- Do not use in very dusty locations.
- Clean the surface only with a slightly damp cloth. Do not use detergents, and never immerse your telephone in water.
- Remember your telephone is a sensitive electrical device, and you should treat it accordingly.
- Do not tamper with this telephone. It is sold under the condition that it may not be connected to the telephone network if it has been modified or interfered with in any way – such interference could make it unsafe to use.