# Telecom

# EXECUTIVE PHONE MODEL 200S
# OPERATION MANUAL

# CONTENTS

To ensure you fully enjoy the 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.

- Option of wall mounting.

- Line powered.

1. Handset Park Position
2. Switch Hook
3. Handset Hook Socket
4. Display
5. Speaker
6. One-touch Memory Buttons
7. Speaker Volume Control
8. Handsfree ON-OFF control
9. Microphone

## FRONT VIEW
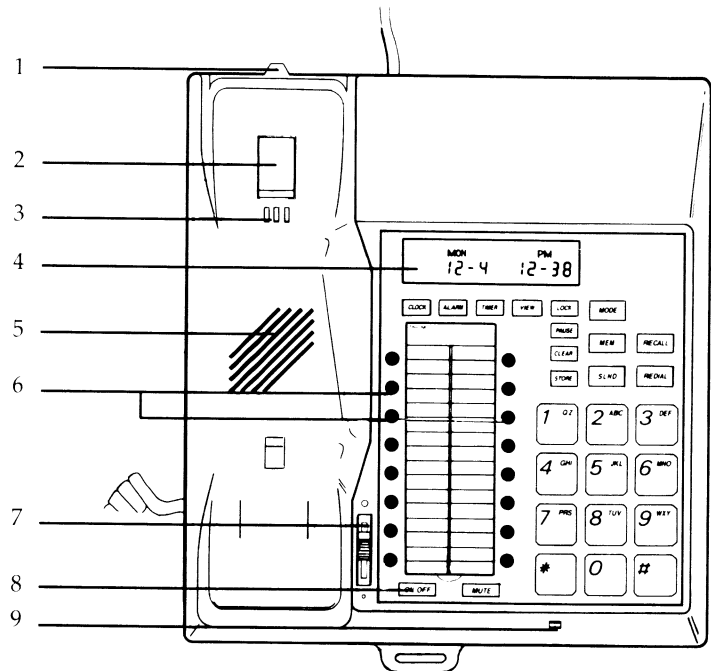
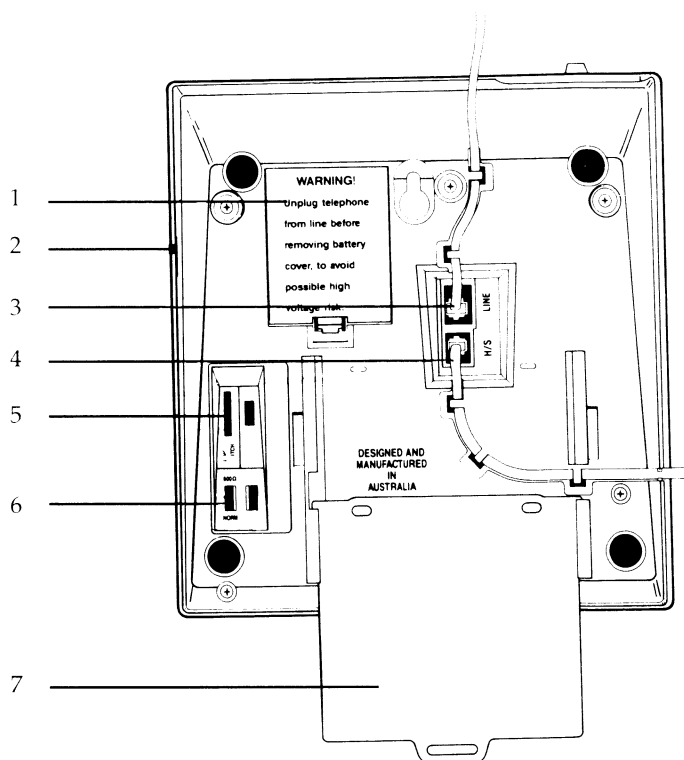**BACK VIEW**

1. Battery Cover
2. Ringer Volume
3. Line Cord
4. Handset Cord
5. Ringer Pitch
6. PABX Line Switch
7. Abbreviated Dialling Index Card (slide out)

1

2

3

4

5

6

WARNING!
Unplug telephone
from line before
removing battery
cover, to avoid
possible high
voltage risk.

LINE

H/S

DESIGNED AND
MANUFACTURED
IN
AUSTRALIA

7

# PARTS CHECKLIST

Your package should include the following items:

a.  One Telecom Executive Phone (includes slide out Abbreviated Dialling Index).
b.  Three metre Line Cord.
c.  Three spare Colour Index Cards.
d.  Wall Mount Bracket with Handset Hook.
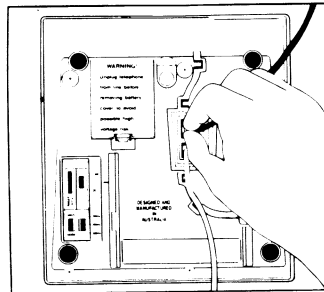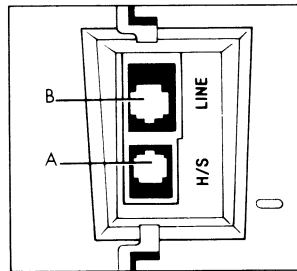e.  Three AA size Batteries.
f.  This User Guide.
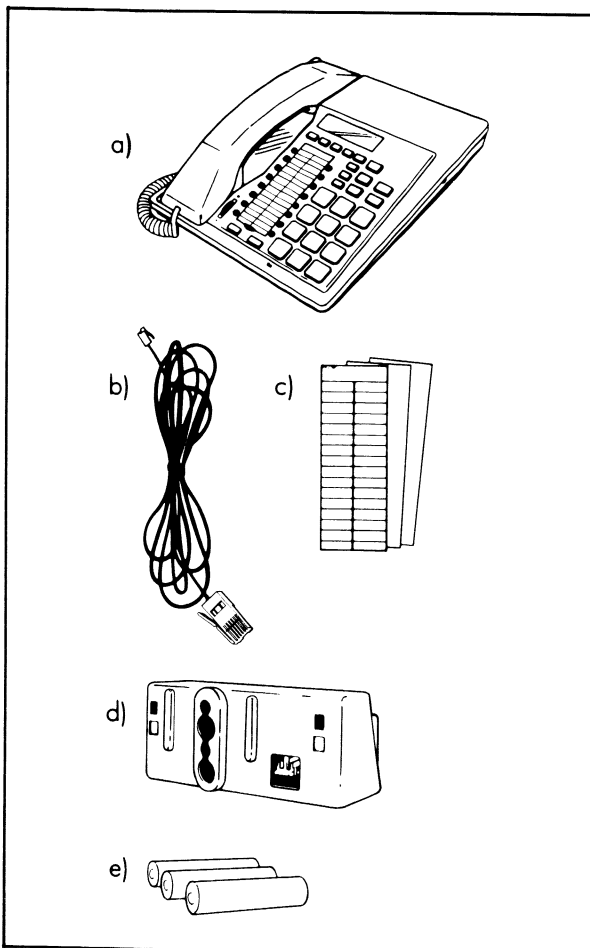
## HOW TO INSTALL YOUR TELEPHONE

Before connecting your Telecom Executive Phone, 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.





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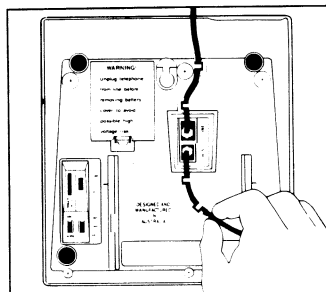
**Notes:**

1.    Load batteries as per instructions on page 10 before plugging into the line.

2.    PABX line switch may need to be changed. See page 24.

3.    This telephone is permanently set in the TONE mode for New Zealand operation.

The Telecom Executive phone is designed to mount on a modular wall socket.

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

## HOW TO INSTALL YOUR TELEPHONE ON A WALL
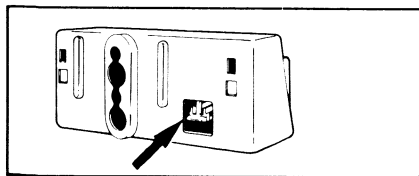


Before installation on the wall make sure all switches on the base are set correctly.
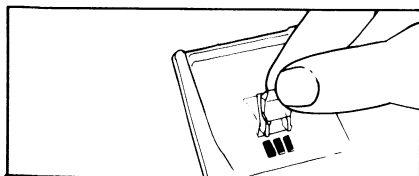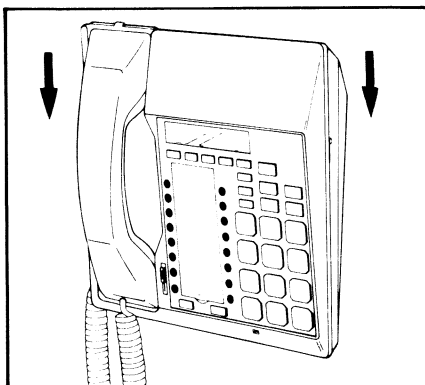
Slide the wall bracket into place on the base of the telephone.
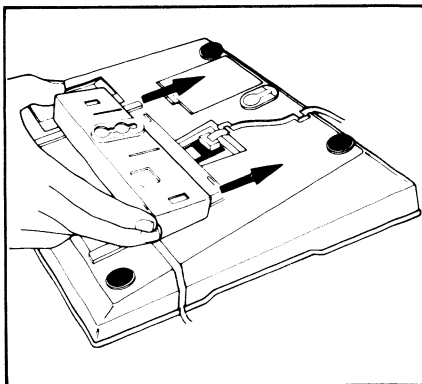


Connect the short line cord (provided with your modular socket) between the base of the telephone and the modular wall socket. Line up the slots on the base of the telephone with the studs on the wall socket, then push the telephone down firmly until it locks in position.
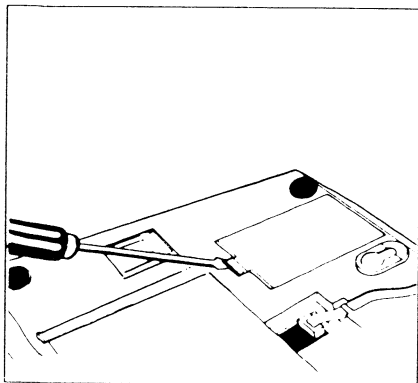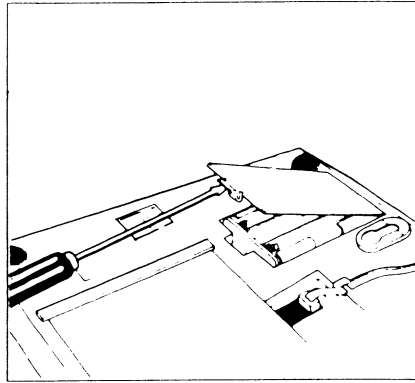
# BATTERIES

Your telephone is fitted with three AA size dry cell batteries. The batteries are necessary to ensure the correct functioning of all features in the telephone. When the battery is low the low battery indicator BAT will appear on the display. When the batteries are low, or if there are no batteries fitted, the telephone may be used to answer calls, or make manually dialled calls, but the alarm will not function and memory dialling and other functions may not operate correctly.
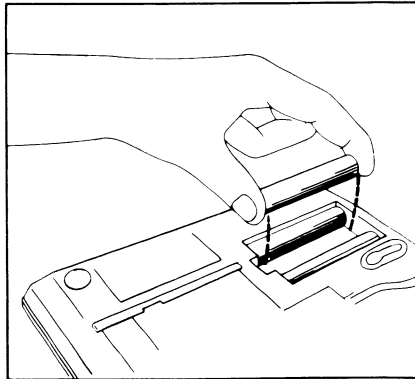
```
MON            BAT
 12-4      12-38
```
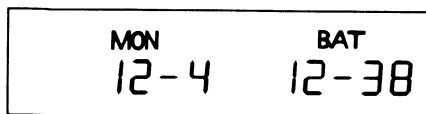
To change the batteries, first disconnect the telephone from the line, to avoid a possible safety hazard. Then remove the battery cover by lifting the latch on the base of the telephone. Be careful not to operate any buttons on the front of the telephone, or you could lose memory.

Remove the old batteries from the case and replace the batteries.



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, provided that the handset is on-hook. If the handset is off-hook, the batteries will discharge quickly.
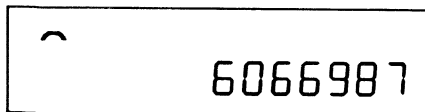
**Note:** Batteries should not be left in the Telephone after going flat as they may corrode and cause damage.
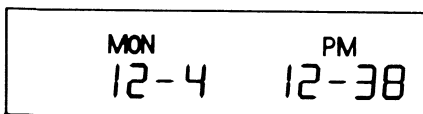
To make a call either lift the handset and use the keypad to dial the number, the display will indicate the number dialled.

**HOW TO MAKE A CALL**

```
⌒
      6066987
```

To complete the call replace the handset, and the display screen will revert to its day, date and time function.

```
 MON          PM
 12-4     12-38
```

Or you may proceed with a call while your handset remains on-hook. Press the ON-OFF button. Dial the number you want, when your call is answered you may lift the handset to conduct your call in privacy, or use the loudspeaker to conduct your conversation hands-free.
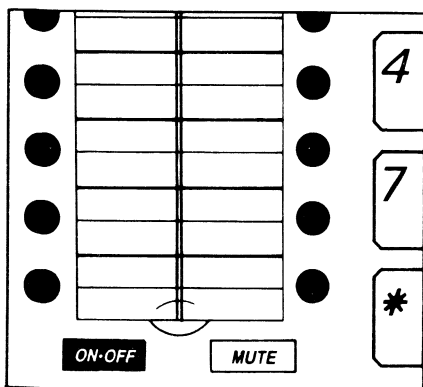
**Note:** You may at any time switch between handset and hands-free by lifting the handset to cancel the hands-free mode; or, to return to the hands-free mode, press the ON-OFF button and replace the handset. The dial pad incorporates a raised pip on the 5 button to aid sight-impaired users.

## MUTE

If you do not want the other party to hear any conversation the microphone can be muted (and later reactivated) by pressing the MUTE button.
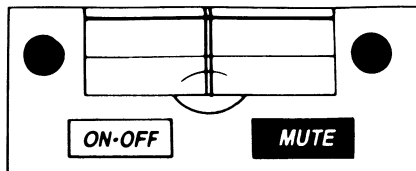


1.    To answer an incoming call, either lift the handset, or press the ON-OFF button and conduct the call hands-free.
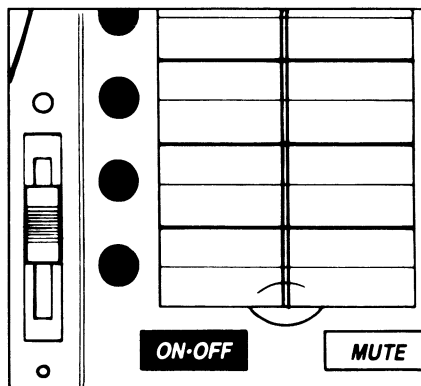
2.   The loudspeaker volume control allows you
     to adjust the volume of the incoming
     conversation heard on the loudspeaker.
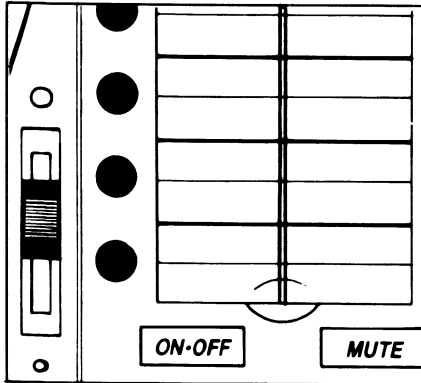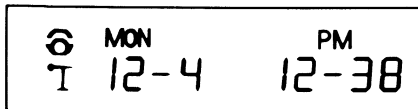


3.   At all times, the display indicates whether or
     not the handset or the microphone are in use.

## MEMORY DIALLING

Memory dialling 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.
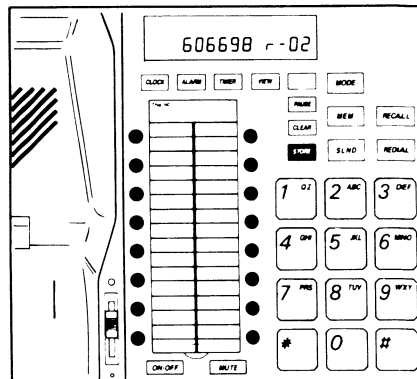


Now replace the handset (or press the ON-OFF button).

**Note:** If connected to a PABX add 1 to obtain the outside line. Refer also to Page 25 "Use on a PABX Extension".

If more than one number is being stored there is no need to replace the handset (pr press the ON-OFF button) after the first number is stored. Finally fill in the appropriate space on the Colour Index Card. To do this, clip out the clear plastic window by inserting a finger nail under the latch.
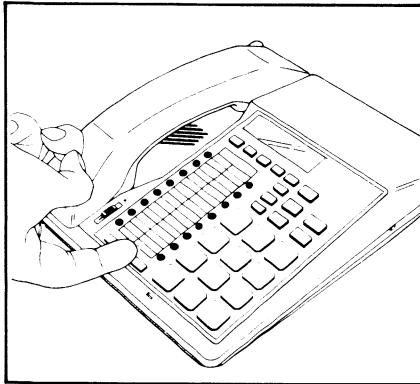


Three spare Colour Index Cards have been provided for your use. If you use a pencil, the card can be erased and re-used to accommodate changes.
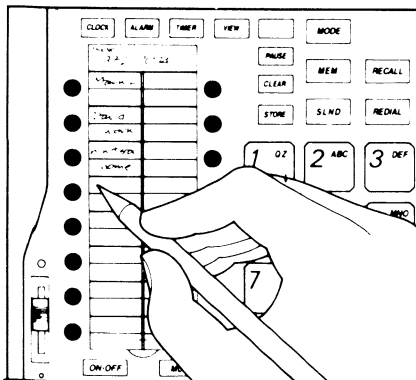
To store a number in Abbreviated Dialling lift the handset (or press the ON-OFF button), press the STORE button, dial the number you wish to store followed by MEM (from 01 to 99) of the required Abbreviated Dialling memory location.
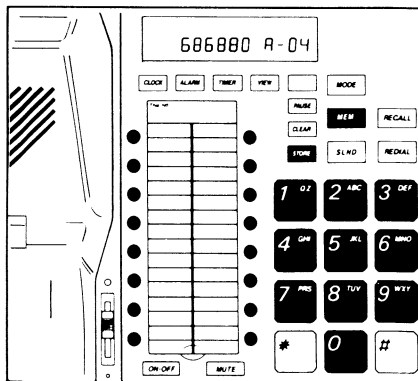


Now replace the handset (or press the ON-OFF button). If more than one number is to be stored, the same sequence should be followed, ie: press the STORE button, dial the number to be stored by MEM (from 01 to 99). Lastly, in pencil, fill in the name or telephone number on the slide out Abbreviated Dialling Index at the foot of the telephone.
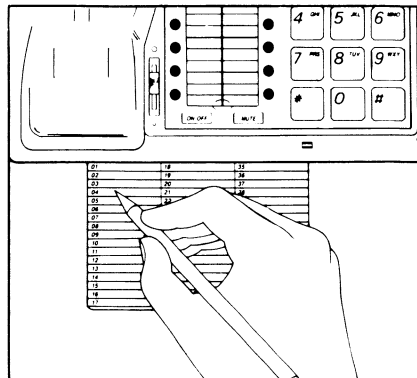
The number stored in Redial may be transferred to a One-Touch or Abbreviated Dialling memory location, by going off-hook, pressing STORE followed by a One-Touch dialling button, or MEM followed by an Abbreviated Dialling address, then going on-hook.

**Note:** Press CLEAR to delete the last digit if an incorrect digit is entered while storing numbers.

If your telephone is connected to a PABX extension, refer Page 25 "Use on a PABX Extension".

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).
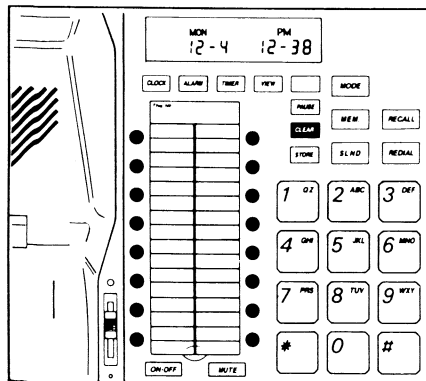
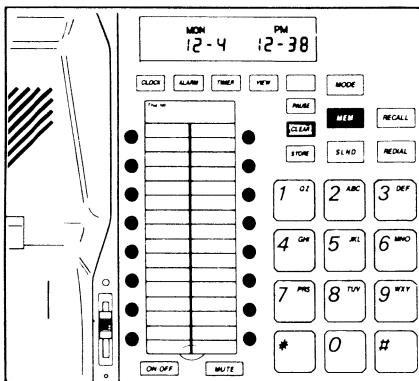To clear a number stored in Abbreviated Dialling lift the handset (or press the ON-OFF button), press the CLEAR button, followed by MEM and the address (from 01 to 99). Now replace the handset (or press the ON-OFF button).

## 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.
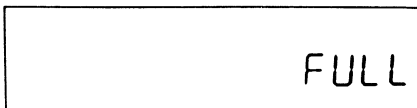
A typical mix of numbers might be:

| | |
|---|---|
| 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 |

To dial a number from One-Touch memory: lift the handset (or press the ON-OFF button), press the required One-Touch memory button.
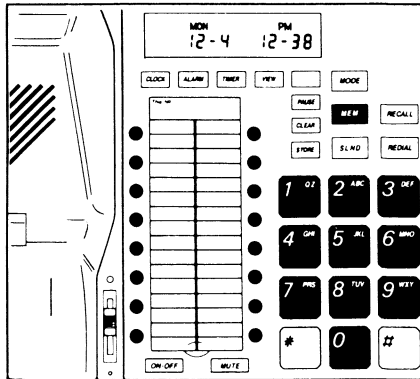
**DIALLING NUMBERS FROM MEMORY**
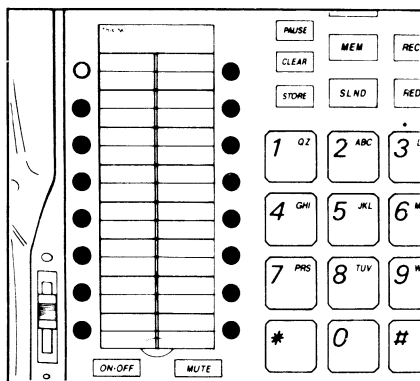
To dial a number from Abbreviated Dialling memory: lift the handset (or press the ON-OFF button), press MEM (01 - 99) from the MEM Index.



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 or overseas telephone numbers, and also the Abbreviated Dialling commands (such as call diversion, call pick-up or automatic call back) that are available on many PABXs.

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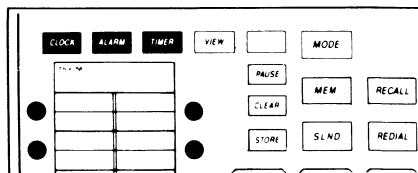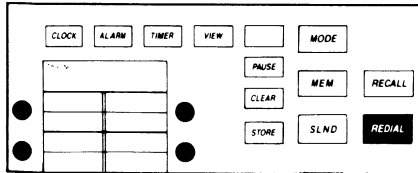
If the last number you dialled was engaged or did not answer, either simply press the REDIAL button (for hands-free) or lift the handset and press REDIAL, and the last number dialled will be re-dialled and shown on the display.

**LAST NUMBER REDIAL**



Operation of the REDIAL button 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, goes on-hook, then, after one minute idle, the number is tried again (ie:. two attempts).
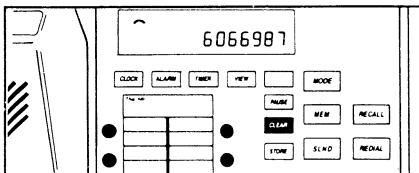
**REPEAT DIALLING**
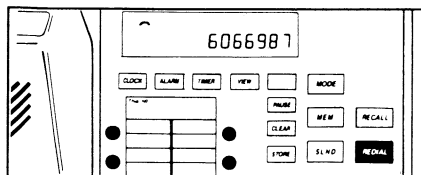
When the call is answered press MUTE or lift the handset to accept the call and stop Repeat Dialling. Press CLEAR while on-hook to stop Repeat Dialling. Going off-hook during the Repeat Dialling procedure automatically stops Repeat Dialling.



## SAVE LAST NUMBER DIALLED

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. 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, and then going on-hook.
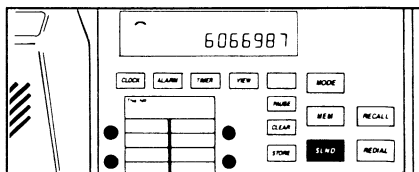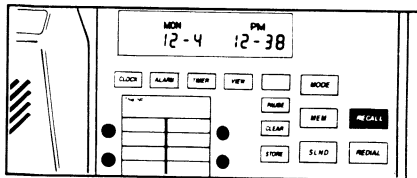
To call the number, lift the handset and press the SLND for a hands-free call.
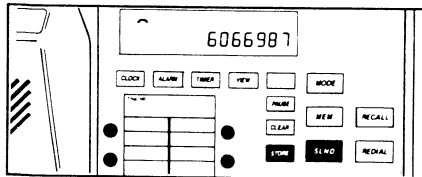
This facility allows extension users on PABX systems the facility to transfer calls and also access PABX features available on your system.

**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.

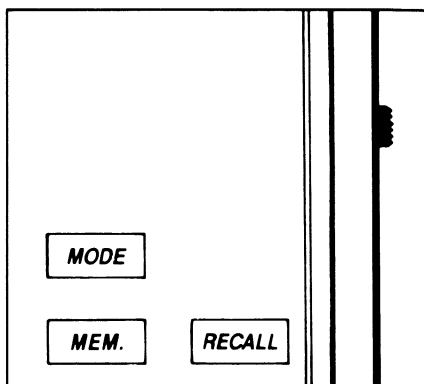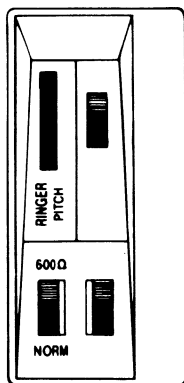## TONE RINGER CONTROLS

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.



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

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 1.

This 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.
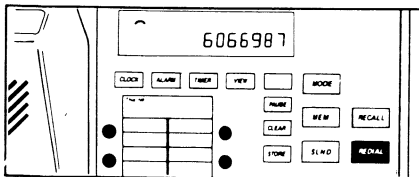
If you need an access pause after dialling the outside access code, you will need to insert a pause when storing numbers in memory dialling, by using the PAUSE button. Follow the procedure as shown above for storing a number in memory, but dial the outside access code and PAUSE before dialling the number you wish to store.
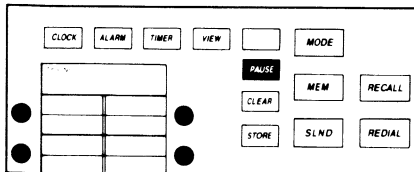
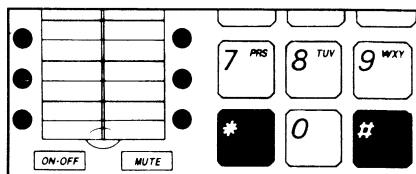The buttons * and # may be used, when the telephone is set for Tone signalling, to control special PABX exchange facilities.



## 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.
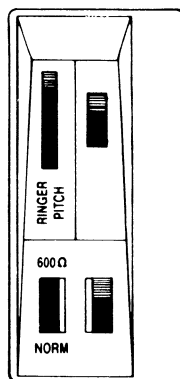


For comfortable conversation, the sidetone level (the sound of your own voice that you hear in the receiver) should be as low as possible. On some types of PABX the sidetone may reduce if the switch is moved to the 600 position. (If it does not, return the Line Switch to NORM).

The contents of a memory location may be displayed using the VIEW button. 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 second 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.

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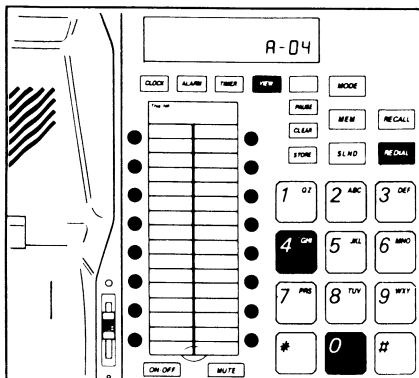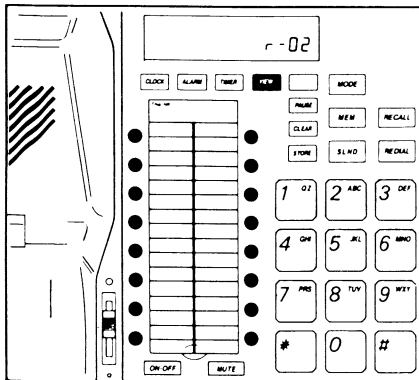
Last Number Redial is viewed by pressing VIEW and REDIAL. To exit the VIEW mode when off-hook, simply go on-hook or press CLOCK. The display will default to Clock after 15 seconds when on-hook.
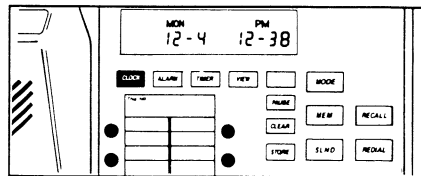


If a memory location is empty, the display will show: ——.

## 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. This mode can be cleared to the default non-display mode by pressing CLEAR and TIMER while off-hook. The timer can be started manually by pressing TIMER while off-hook.
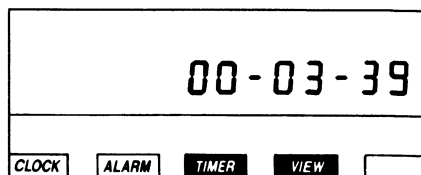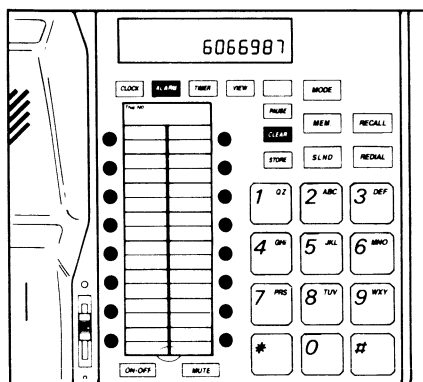
In each case the timer is stopped by going on-hook. If the timer is being displayed (by auto display mode or by manually starting the timer), the timer reading will be displayed for a further 15 seconds after going on-hook or until another call is initiated or answered.

The time for the last call can be viewed by pressing TIMER while on-hook.
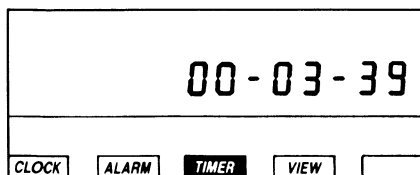
## DAY, DATE AND TIME

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.
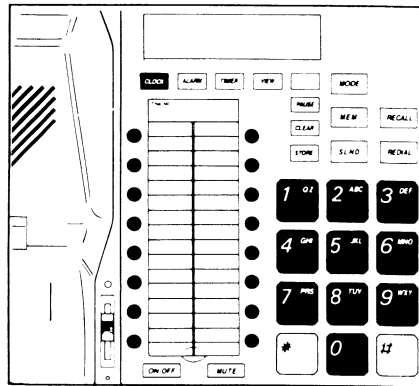


## ALARM FACILITY

The digital clock includes an alarm facility. To set or reset the alarm time, lift the handset (or press ON-OFF), press ALARM and then set the time in 24 hour mode HH-MM, then hand up (or press ON-OFF). Please note that the alarm setting must be completed in 15 seconds.
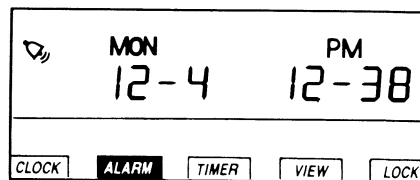
At the set time, an alarm will sound every day for one minute. To stop the alarm signal, press the ALARM button.

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



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.

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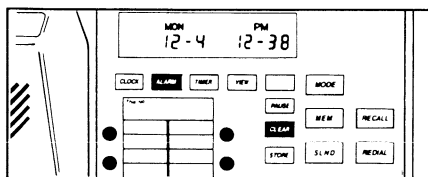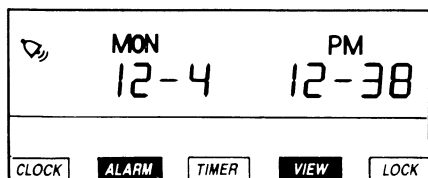under strict quality control measures. It can be expected to give many years of trouble free service, especially if these simple tips are followed:

-   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.

# TELECOM EXECUTIVE
# QUICK REFERENCE GUIDE

Either lift handset and dial the number,

**TO MAKE
A CALL**

or    Press the ON/OFF button (hands-free) dial
      the number and use the speaker or for privacy
      lift the handset.

Replace the handset or if using handsfree mode
press the ON/OFF button.

**TO CANCEL
A CALL**

Press MUTE on either handset or handsfree calls to
mute the caller.

**MUTE**

Either lift the handset and speak to the caller,

**RECEIVING
A CALL**

or    Press the ON/OFF and use the loud speaker.

Press RECALL and dial extension number:

**TRANSFER
A CALL**

a.    Announce call and replace handset.
b.    If there is no answer/busy press RECALL to
      return to the caller.

a.    Press REDIAL to call the last number either
      on busy or no reply.

**REDIAL**

b.    Repeat dialling. By pressing the REDIAL
      twice in succession before replacing the
      receiver the telephone will try the call at one
      minute intervals.

a.    Press SEND before replacing the receiver.

**SAVED LAST
NUMBER**

b.    Press SEND to ring the number.

**TIMER**

To activate:

a. Press ON/OFF.
b. Press VIEW.
c. Press TIMER (screen displays "on").
d. Press ON/OFF.

**TO USE**

When call is ringing or answered press VIEW.

**Note**: The clock will remain on screen until the next call is made.

Return to date and time

Press ON/OFF twice.

**STORING MEMORY NUMBERS**

One Touch:

a. Press ON/OFF.
b. Press STORE.
c. Dial number to be stored (PABX users add 1 + No.).
d. Press a one touch memory button.
e. Press ON/OFF.

**Note**: If more than one number is being stored repeat steps B to D.

Record the number in pencil on the space provided
on the index card

To Cancel:

a.    Press ON/OFF.
b.    Press CLEAR.
c.    Dial appropriate button.
d.    Press ON/OFF.

Press the one touch button

Storing Memory Numbers (01 - 99):

**TO USE ONE
TOUCH
NUMBERS**

a.    Press ON/OFF.
b.    Press STORE.
c.    Dial number to be stored (PABX users
      add 1 + No.).
d.    Press MEM number (01 - 99).
e.    Press the ON/OFF.

**Note:** If more than one number is being stored
repeat steps B to D.

Record the number in pencil on the space provided
on the index card beneath the phone.

To Cancel:

a.    Press ON/OFF.
b.    Press CLEAR.
c.    Press MEM.
d.    Dial appropriate 2 digit number (01 - 99).
e.    Press ON/OFF.

# TELECOM EXECUTIVE
# QUICK REFERENCE GUIDE

**TO USE MEMORY NUMBERS**

Press MEM (01 - 99)

**TO SET TIME AND DATE**

a.   Press ON/OFF.
b.   Press CLOCK twice.
c.   Press * until display shows correct day.
d.   Press CLOCK.
e.   Dial 4 digits (DD-MM) for date and month.
f.   Press CLOCK.
g.   Dial 4 digits for the time (24 hours).
     (Press * after this if 12 hour is required).
h.   Press ON/OFF.

**CASA** modular systems

Telecom