

Dictaphone

Connexions™ System Telephone with Handset Dictation Quick Reference Guide

(For complete instructions, see Operating Instructions for the Connexions™ Telephone.)

USING YOUR TELEPHONE

Standard Telephone Operation

- Pick up the handset.
- Press selected line key (multi-line telephone only).
- Dial the number.
- Replace handset when you finish your call.

Using the Speakerphone

- Press the SPEAKER/MUTE key.
- Wait for the dial tone.
- Dial the number.
- Press the STOP key when you finish the call.

Muting the Speakerphone

- Press the SPEAKER/MUTE key during your conversation.
- Press the SPEAKER/MUTE key again to resume 2-way conversation.

Answering a Call

- To answer a call, pick up the handset or press SPEAKER/MUTE key.
- With a multi-line telephone, press the flashing line key.

Using the Hold Feature

- To put a call on hold, press the HOLD key.
- To cancel hold with handset onhook, press SPEAKER/MUTE or pick up handset (single-line telephone). Press appropriate line key on multi-line telephone.
- To cancel hold with handset offhook, press HOLD (single-line telephone). Press appropriate line key on multi-line telephone.

Automatic Redialing

- Press the ON menu key when the REDIAL prompt appears.
- Press REVISE to change the number of redial tries.
- Any use of telephone cancels redial function.

Memory Redialing

- Press the DIAL key to display the last number dialed.
- Press BACK to scroll through the last five numbers dialed.
- Press DIAL again to dial the number.

USING YOUR DIRECTORY

- Press the DIRCTY menu key.

To add a name and number to the directory:

- Press the ADD menu key.
- Enter the name from the keypad, one letter at a time, pressing SELECT after each letter appears. (Press BACK for corrections.)
- Press SELECT to enter name into the directory.
- Enter the telephone number, using DICTATE/PAUSE key to enter pauses where necessary.
- Press SELECT after the entire number is displayed.

To edit your directory:

- Press the EDIT menu key.
- Press keypad key containing first letter of entry to be edited. (Hold down key to scroll.)
- Press SELECT when name appears on screen.
- Press DELETE to delete name and number. Press REVISE to make changes to name. Press OK to save the name but change the number, then follow screen prompts.
- Press STOP to return to Main Menu.

QUICK ACCESS PROGRAM KEYS

- Press the PROGM menu key.
- Press the KEYS menu key.
- Press the key you want to program; enter digits and press SELECT.

ADDITIONAL TELEPHONE FEATURES

- Press the PROGM menu key.

To set up Security Code, Author ID, Time and Date:

- Press the ID/TIME menu key and respond to the sequence of prompts.

To set up Electronic Lock, Delayed Ring, Ring Tone Selection, Toll Saver for Auto Answer, Dialing Format and Custom Line Select features:

- Press the TEL menu key and respond to the sequence of prompts.

AUTOMATIC TELEPHONE ANSWER

Setting up for Automatic Answer:

- Press the MSG menu key.
- Press the AUTO ANS menu key to set up for Automatic Telephone Answer, then follow the prompts to record an Announce message.

To use the Auto Answer feature:

- After setup, press TELEPHONE on recorder, or use a quick access key programmed with Feature Code # * 03. (See Connexions™ Telephone Operating Instructions.)

- When a call is received, an asterisk (*) appears on the telephone display screen.

To play back messages:

- Press [*] key until 1 appears on display.
- Press PLAY menu key.
- After all messages have been played back, press STOP on telephone and turn off recorder.

RECORDING TELEPHONE CONVERSATIONS

Setting up for Telephone Recording:

- Press the MSG menu key.
- Press the AUTO REC menu key to set up for Automatic Recording.
- Select BEEPS? Press menu key for YES or NO.

To use the Telephone Recording feature:

- After setup, press TELEPHONE on the recorder, or use a quick access key programmed with Feature Code # * 03. (See Connexions™ Telephone Operating Instructions.)

DICTATION

To dictate:

- Insert a cassette in the recorder.
- Pick up handset.
- Press the DICTATE/PAUSE key on the telephone keypad.
- Press the Record button on the handset to begin recording.
- Use the handset yoke controls to move tape: To rewind, push yoke control up and hold; release for playback. To stop playback, pull yoke control down and release.

To record Q-Alert® cue tones (a display module must be attached to the recorder to use Category 2 and 4 cues):

- Press the CUE #1 menu key to record a Category 1 cue tone.
- Press CUE #1 twice to record a Category 2 cue tone.
- Press the CUE #2 menu key to record a Category 3 cue tone.
- Press CUE #2 twice to record a Category 4 cue tone.

Hands-free dictation:

- With the handset onhook, press DICTATE/PAUSE key on the telephone keypad.
- Press the DICTATE menu key for continuous recording (Record Lock).
- For voice-activated recording, press VOX button on the recorder.

To exit dictate mode:

- Hang up handset, or press STOP on telephone.

To answer calls during dictation:

- Press STOP or key for line that is ringing on a multi-line telephone.
- To resume dictation, press DICTATE/PAUSE.

To dictate into a systems recorder:

- Pick up the handset and press appropriate quick access key.
- Press the Record button on the handset and begin recording.
- To put recorder on hold, press HOLD key; to resume dictating, press the quick access key.
- To exit dictate mode, hang up.

PHONE-IN DICTATION

Setting up for Phone-in (Remote) Dictation:

- Press the MSG menu key.
- Press the REM DICT menu key to set up for Remote Dictation, then follow the sequence of prompts.

To use the Remote Dictation feature:

- After setup, press TELEPHONE on recorder, or use a quick access key programmed with Feature Code # * 03. (See Connexions™ Telephone Operating Instructions.)

TRANSCRIPTION

To transcribe:

- Plug headset and foot control into appropriate jacks on telephone.
- With handset onhook, press DICTATE/PAUSE.
- Press TRANS menu key.
- Move tape using foot control pedals.

To exit transcribe mode:

- Press STOP on telephone.

To answer calls during transcription:

- Pick up handset or press SPEAKER/MUTE.

For telephone answering without removing headset:

- Program a quick access key with Feature Code # * 11.
- Press the appropriate quick access key before beginning transcription.
- To answer call, press SPEAKER/MUTE or key for line that is ringing on a multi-line telephone.

To resume transcription:

- Press STOP or hang up handset.
- Press quick access key for transcription.
- Press the TRANS menu key.