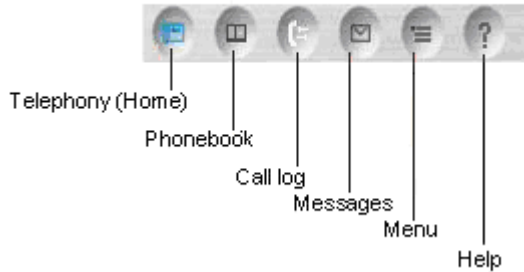


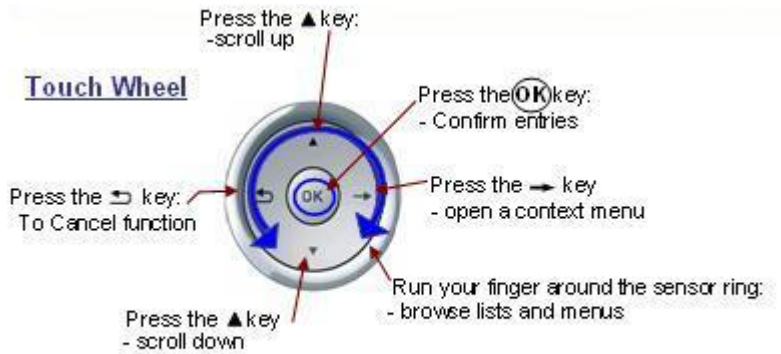


**FAMU**

**APPLICATION / MODE KEYS**



**Touch Wheel**

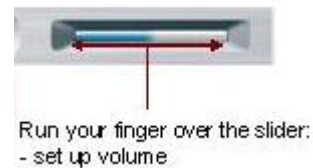


**Icon Definitions (appearing on Display Screen)**

Icon	Explanation
	You have received one or more new messages
	One or more new entries have been added to the call lists
	Call forwarding is active

**TOUCHSLIDER:**

Used to set the volume of telephone ring and call



**Function Keys and Audio Keys**



Key	Function during text input	Function when held down
	Write special characters	Deactivate the ring tone.
	Switch between upper/lower case and digit entry.	Activate telephone lock.

**NAVIGATION / TOUCHWHEEL OPTIONS DURING INCOMING CALL**

*WHILE TELEPHONE IS RINGING*

- Accept** – Select **OK** to **Answer call via speaker**
- Reject** – Scroll and select **OK** to **Disconnect** Incoming Call
- Deflect** – Scroll and select **OK**. Type desired destination number and **OK** to **Redirect** incoming call






**FEATURE**






**TOUCHGUIDE MENU/Button Options**

**ANSWERING A CALL**



While telephone is ringing – Lift **Handset**  
**OR**  
 Press the **Speaker** button. (Speaker LED will illuminate)  
**OR**  
 Press the **Headset** button (Headset LED will illuminate)  
 (icon appears in display)

<p><b>Placing a call:</b></p> <p><i>NOTE: All telephones have a “hot” keypad that allows immediate dialing without lifting receiver. This will automatically activate the SPEAKER option on each telephone. To move a call from speaker to handset, simply lift handset.</i></p>	<p>EXTERNAL CALLS:</p> <ul style="list-style-type: none"> <li>• Dial the 10-digit telephone number and select <b>OK</b></li> </ul> <p>INTERNAL CALLS:</p> <ul style="list-style-type: none"> <li>• Dial Internal Extension number only and select <b>OK</b></li> </ul>
<p><b>INTERCOM CALL (COM GROUP)</b></p> <p><i>Place an intercom call to a member of your “group” using the telephone’s speaker.</i></p>	<ul style="list-style-type: none"> <li>• Press the <b>COM SPEAK</b> button</li> <li>• Dial the 2-digit intercom code for the individual you wish to “intercom”</li> <li>• Wait for confirmation tone and then begin speaking.</li> </ul>
<p><b>LAST NUMBER REDIAL</b></p> <p><i>Enables user to REDIAL the last number dialed (internal or external)</i></p>	<p><u>HANDSET-FREE</u></p> <ul style="list-style-type: none"> <li>• Press the <b>OK button twice</b> (call defaults to Speakerphone)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Lift the handset</li> <li>• Press <b>OK</b> on <b>Redial</b> menu option (number displays in field)</li> </ul>
<p><b>HOLD</b></p> <p></p> <p><i>Place a caller on hold .at your extension, retrievable only by user. The HOLD ICON will appear in the display as the call is holding.</i></p> <p><b>KEYSETS</b> – contain the extension number on a sensor button</p> <p><b>NONKEYSETS</b> – display the extension number on the telephone display</p>	<p>During a call, lightly press the <b>HOLD</b> button</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>LIGHTLY</b> press the <b>EXTENSION</b> button (if a keyset)</li> </ul> <p><b>KEYSETS:</b> Extension will blink to indicate HELD CALL</p> <p><b>NONKEYSETS:</b> The <b>Hold Icon</b> will appear on the display next to caller ID</p> <p><b>NOTE: For NON KEYSETS - Do NOT replace handset in cradle during hold.</b></p> <p><b>To take the call OFF of HOLD:</b></p> <ul style="list-style-type: none"> <li>• Scroll (&gt;) to and select <b>RECONNECT</b> from menu options</li> <li>OR Replace the handset in cradle and answer</li> <li>• <b>KEYSETS</b> may press the blinking extension to reconnect to caller</li> </ul>
<p><b>TRANSFER</b></p> <p><i>Transfer a call to another party</i></p> <p><i>* NOTE – If BLIND TRANSFER is selected, the call will immediately transfer to desired extension</i></p> <p><b>CONSULT</b></p> <p><i>Consult privately with a 2<sup>nd</sup> party</i></p> <p><b>CONFERENCE</b></p> <p><i>Create a Quick Conference Call (maximum of 3 parties)</i></p>	<ul style="list-style-type: none"> <li>• During a call, press the <b>TRANSFER</b> button OR select <b>CONSULT</b> from the menu</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Scroll  to and select <b>BLIND TRANSFER</b></li> <li>• Dial the extension number, select <b>OK</b> <b>(If conducting a Blind Transfer, call is now transferred)</b></li> <li>• If <b>CONSULTING</b> or <b>CONFERENCING</b></li> <li>• Announce the call</li> <li>• Hang up or Scroll  to and select: <ul style="list-style-type: none"> <li>○ <b>Alternate</b> (toggles between the two calls)</li> <li>○ <b>Complete Xfer</b> (sends the call)</li> <li>○ <b>Conference</b> (joins all parties)</li> <li>○ <b>Blind Transfer</b></li> <li>○ <b>Hold</b> (places current connection on Hold)</li> <li>○ <b>Disconnect &amp; Return</b> (disconnects current connection and returns to call being transferred)</li> </ul> </li> <li>• If the party does not answer or does not want to join:</li> <li>• Scroll  to and select <b>Disconnect &amp; Return</b></li> </ul>
<p><b>MUTE</b></p> <p><i>To temporarily deactivate the microphone on the handset or speakerphone.</i></p> <p></p>	<ul style="list-style-type: none"> <li>• Press the <b>Mute</b> button</li> <li>• The light on Mute button will illuminate to ensure feature is activated.</li> <li>• To Deactivate mute, press the lit <b>Mute</b> button</li> <li>• The light on the Mute button will deactivate</li> </ul>

<p><b>DO NOT DISTURB (DND)</b></p> <p><i>Disables ringer and notifies callers that you are “unavailable”</i></p> 	<ul style="list-style-type: none"> <li>• While telephone is idle</li> <li>• Press the &gt; arrow to access the menu</li> <li>• Scroll ⬆ to and select <b>Do Not Disturb On</b> (DND icon will appear on display)</li> </ul> <p><b>To Cancel DND:</b></p> <ul style="list-style-type: none"> <li>• While telephone is idle</li> <li>• Press the &gt; arrow to access the menu</li> <li>• Scroll ⬆ to and select <b>Do Not Disturb Off</b></li> </ul>
<p><b>RINGER CUTOFF</b></p> <p><i>To disable the RINGER but allow incoming calls</i></p> 	<p><u>To DEACTIVATE ringer</u></p> <ul style="list-style-type: none"> <li>• <b>Press and hold</b> the ASTERISK * button (with a bell on it) located on the keypad for approx. 3 seconds</li> </ul> <p>(A BELL ICON with a slash through it will appear in display indicating ringer is deactivated)</p> <p><u>To ACTIVATE ringer</u></p> <ul style="list-style-type: none"> <li>• Press and hold the ASTERISK * button for approx. 3 seconds</li> </ul>
<p><b>CALL WAITING</b></p> <p><i>To accept a 2<sup>nd</sup> call while on telephone</i></p> <p><b>2<sup>nd</sup> calls may also be DEFLECTED using DEFLECT option</b></p>	<ul style="list-style-type: none"> <li>• During a call, if a 2<sup>nd</sup> party is calling, a “Beep” tone is heard AND display shows <b>CALL WAITING</b></li> <li>• To answer the 2<sup>nd</sup> call, <b>select and confirm the ACCEPT</b> option from display</li> <li>• The 1<sup>st</sup> call is automatically placed on <b>soft HOLD</b> and you will be connected to 2<sup>nd</sup> call</li> <li>• <b>To end the 2<sup>nd</sup> call and return to the 1<sup>st</sup>,</b> press the <b>DISCONNECT</b> key.</li> </ul>  <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Hang up from current call. The 2<sup>nd</sup> call will ring through with “<b>Recalling</b>” on display.</li> </ul> <p>Answer telephone</p>
<p><b>FORWARD</b></p> <p><i>Temporarily redirect calls to another destination</i></p>  <p><b>NOTE: THE FAR LEFT CIRCULAR APPLICATION BUTTON IS THE TELEPHONY/HOME BUTTON</b></p> 	<ul style="list-style-type: none"> <li>• Press <b>CALL FORWARD</b> button (gray button with fwd arrow and dot)</li> <li>• If nothing else is pressed, calls will automatically fwd to predetermined target...usually voicemail</li> <li>• To select a different forwarding destination: <ul style="list-style-type: none"> <li>○ Press Call Forward button, Scroll ⬆ to and select <b>Edit Call Forwarding</b></li> <li>○ Scroll ⬆ down and select <b>ON</b> from <b>ALL CALLS</b> field</li> <li>○ Scroll ⬆ down and select the <b>Destination Field</b></li> <li>○ Scroll ⬆ down and select <b>Edit favorites</b></li> <li>○ Scroll ⬆ and pick a <b>Destination (1 thru 5)</b></li> <li>○ Enter the <b>extension</b> for this destination</li> <li>○ Press <b>OK</b></li> <li>○ Scroll ⬆ up and select <b>Save &amp; Exit</b> from <b>Forwarding Favourites</b> screen</li> <li>○ <b>NOTE:</b> Before exiting the Forward Status screen, be sure that the correct fwd target is displayed in the DESTINATION field.</li> <li>○ Scroll ⬆ up and select <b>Save &amp; Exit</b> from <b>Call Forward Status</b> screen</li> <li>○ Press the Telephony/HomeButton to return to your telephony HOME screen.</li> </ul> </li> </ul> <p><b>To Cancel Forwarding:</b></p> <ul style="list-style-type: none"> <li>• Press <b>Call Forwarding</b> button (illumination of button is deactivated)</li> </ul>

## CALL LOG/LIST



The CALL LOG/LIST icon will appear in DISPLAY if a call is RECEIVED, FORWARDED, MISSED OR DIALED. Once the list is viewed, the ICON will deactivate.

Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.

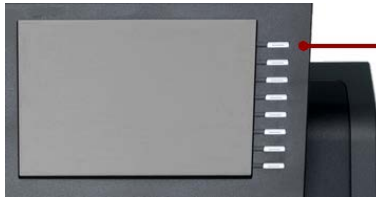
Multiple calls from the same number are only listed once. The number of call attempts is logged in the "Details" context Menu..

## TO ACCESS A NUMBER FROM YOUR CALL LOG/LIST:

- **From Idle Menu**, Press the circular **CALL LOG** button (If you have missed calls, this button will be illuminated along with the Call Log display notification.)
- Select from: MISSED, DIALED, RECEIVED or FORWARDED tabs by pressing the **Call Log** button
- Scroll  $\blacktriangle$  and select a number from the list OR simply view the Missed Calls list to clear the Call Log notification from your display

## TO PROGRAM A SENSOR BUTTON ON TELEPHONE

IF a 1-touch speed dial number is desired, be sure to select **REPDIAL** in the Normal or Shifted field.



8 free programmable touch keys with blue LEDs

- Press and hold sensor button to be programmed
- Once Program Screen appears, Scroll  $\blacktriangle$  down to **Normal** OR **Shifted** field and press **OK**
- Scroll  $\blacktriangle$  down and select desired feature for button
- Scroll  $\blacktriangle$  down to **Label** field and press **OK**
- Using keypad, type desired label for button (if applicable)
- Select **OK** in bottom corner
- Scroll  $\blacktriangle$  down to **Settings** and press **OK**
- Type **number** for the system to speed dial
- Scroll  $\blacktriangle$  down and select **OK**
- Scroll  $\blacktriangle$  up and select **Save & Exit** from Options field
- Press the Telephony/HomeButton to return to your telephony HOME screen.

## AUDIO SETTINGS

- Press the **MENU** Button
- Access **USER** menu (If prompted, password is 123456)
- Scroll  $\blacktriangle$  to and select **Audio**
- Scroll  $\blacktriangle$  to and select **Volumes** or **Settings**
- **Scroll**  $\blacktriangle$  to and select **Ringer Melody**
- Scroll  $\blacktriangle$  to and select tone 1 thru 8
- Select **Save & Exit** and press **OK**