

Lucent Technologies
Bell Labs Innovations



**Integrated Services
Digital Network (ISDN)
8510T Voice Terminal
Feature Package 3
User's Manual**

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Issue 2
December 1996

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IMPORTANT SAFETY INSTRUCTIONS

Only the most careful attention has been devoted to quality standards in the manufacture of your new telephone. Safety is a major factor in the design of every set. But, safety is YOUR responsibility too.

Please read carefully the helpful tips listed below and on the next page. These suggestions will enable you to take fullest advantage of your new voice terminal. Then, retain these tips for later use.

When using your telephone equipment, the following safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons.

- Read and understand all instructions.
- Follow all warnings and instructions marked on the telephone.
- This telephone can be hazardous if immersed in water. To avoid the possibility of electrical shock, do not use the telephone while you are in the bathtub or shower, or when you are wet. If you accidentally drop the telephone into water, do not retrieve the equipment until you have first unplugged the line cord from the modular wall jack. Do not reconnect the telephone until it has dried thoroughly.
- Avoid using the telephone (other than the cordless type) during electrical storms in your immediate area. There is a remote risk of electric shock from lightning. Urgent calls should be brief. Even though protective measures may have been installed to limit electrical surges from entering your home or business, absolute protection from lightning is impossible.
- If you suspect a natural gas leak in the vicinity of the telephone, report it immediately, but use a telephone away from the area in question. The telephone's electrical contacts could generate a tiny spark. While unlikely, it is possible that this spark could ignite heavy concentrations of gas.
- Never push objects of any kind into the telephone through housing slots since they may touch hazardous voltage points or short out parts that could result in a risk of electric shock. Never spill liquid of any kind on the telephone. If liquid is spilled, however, dry immediately, and refer any service problems to qualified service personnel.
- To reduce the risk of electric shock, do not disassemble the telephone. There are no user serviceable parts inside. Opening or removing covers may expose you to hazardous voltages. Incorrect reassembly can cause electric shock when the telephone is subsequently used.

- Slots and openings in the housing must not be blocked or covered. The openings should never be blocked by placing the telephone on a sofa, rug or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
- The telephone should be operated only from the type of power source indicated on the marking label. If you are not sure of the type of power supply being used, contact a qualified service person.
- Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by persons walking on it.
- Do not overload the AC wall outlets and extension cords as this can result in risk of fire or electric shock.
- Before cleaning, disconnect all cords from the telephone. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- Disconnect the cords on the telephone and refer servicing to qualified service personnel when these conditions exist:
 - ▶ When the power supply cord or plug is damaged or frayed.
 - ▶ If liquid has been spilled into the product.
 - ▶ If the product has been exposed to rain or water.
 - ▶ If the telephone does not operate normally by following the operating instructions. Do not attempt to adjust any other controls since doing so may result in damage and will require extensive work by a qualified technician to restore the product to normal operation.
 - ▶ If the product has been dropped or the housing has been damaged.
 - ▶ If the product exhibits a distinct change in performance.

SAVE THESE INSTRUCTIONS



When you see this warning symbol on the product, refer to the instructions booklet packed with the product for information before proceeding.

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Introduction

The Lucent Technologies 8510T voice terminal can be added to your Integrated Services Digital Network (ISDN) communications system. In order to provide you with excellent quality and reliability, Lucent Technologies has designed this new voice terminal with the latest advances in telecommunications technology.

The 8510T voice terminal offers 10 call appearances, Mute, Redial, Conference, Drop, Transfer, and Hold buttons, a Speakerphone which can also be optioned as a listen-only Speaker, a Volume control, and an Adjunct jack for adjunct equipment, all that you will need for easy and efficient call-handling. Four softkeys (the keys with arrows printed on them) and 4 display control buttons located below a 2-line by 24-character liquid crystal display can be used to access such features as a personal Directory, a Call Log which lists the most recent incoming and outgoing calls, the Self-Test feature, and a personalized ringing pattern for the voice terminal.

The following features have been included for the hearing and visually impaired person:



- Two small bars have been placed on the **5** dial pad key;
- The rate at which the display messages appear on your screen can be set at **Slow**, **Medium**, or **Fast**;
- Confirmation and error tones;
- Compatibility with inductively coupled hearing aids.

ORGANIZATION OF THIS MANUAL

This manual is arranged into the following sections:

- **Your ISDN 8510T Voice Terminal** — shows the top and bottom views of the 8510T and explains its features.
- **Feature Descriptions** — lists the voice features and the features that can be accessed with the softkeys, tells what each feature does, and suggests how you might use it.
- **Voice Features** — gives step-by-step procedures on using voice features.
- **Features Accessed with the Display and Softkeys** — describes the softkeys and how to use them to access features such as setting up and using a personal Directory of frequently called numbers and viewing a Call Log of incoming and outgoing calls.

- **Tones and Their Meaning** — lists and describes the various voice terminal tones.
- **Labeling and Installing the Designation Card** — explains how to remove and label the designation card.
- **Installation** — gives brief step-by-step procedures for connecting your voice terminal to the system, desktop installation such as connecting the handset and the line cord, and, if appropriate, attaching adjunct equipment.
- **Technical Description** — provides information on the technical aspects of the 8510T voice terminal.

CONVENTIONS USED IN THIS MANUAL

A **rectangular box** containing a feature name, such as Redial , represents any button having a feature assigned to it, with a corresponding feature name label.

A **2-line screen**, such as

MENU >
Directory CallLog Option

represents the display that is shown when you press the Menu display control button. The second line of the display lists the features you can access by using the 4 softkeys (the buttons labeled with arrows).

A NOTE ON THE TERM, ``SYSTEM MANAGER``

In this manual it is often suggested that you refer to your **System Manager** for more information. The System Manager may also be called the *System Administrator* or, possibly, the *Telecommunications Manager*. For handy reference, use the space below to write your System Manager's name, room number, and extension.

Name _____

Room _____ Extension _____

Your ISDN 8510T Voice Terminal

Before you begin using your ISDN 8510T voice terminal, familiarize yourself with the voice terminal features, lights, jacks, and other components that are available to you. To help you do this, **Figures 1 and 2** show you the top and bottom views of the 8510T voice terminal.

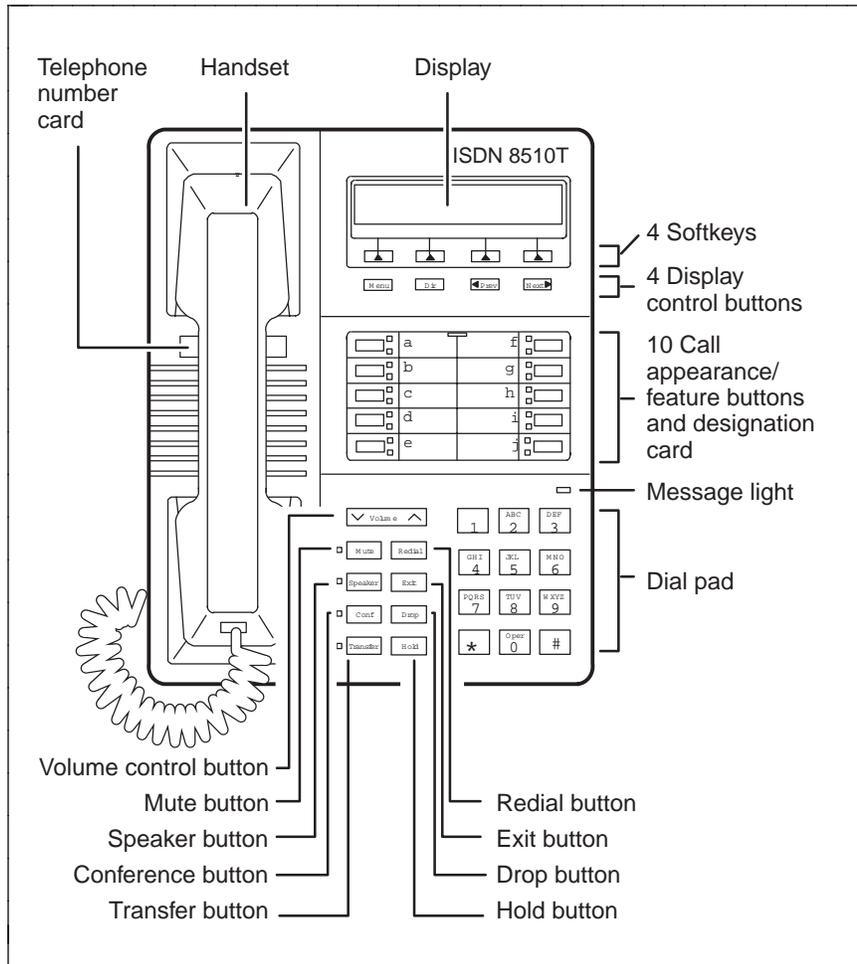


FIGURE 1 8510T Voice Terminal (Top View)

The 8510T voice terminal components pictured in **Figure 1**, the top view, are described below and on the next page. For your convenience, they are listed alphabetically.

Call appearance/feature buttons These 10 buttons are devoted *either* to handling incoming and outgoing calls (call appearances) and are labeled with the exchange (numbers) and extension number *or* they can be used as feature buttons to access voice features such as Call Forward or Send All Calls; these are labeled with the feature name. Each of these 10 call appearance/feature buttons has a red light, which indicates the *selected line* and a green light which indicates the *status of that line or feature*.

Conference button For setting up conference calls with an additional party.

Designation card For noting the call appearance telephone number or extension or feature that the button can access.

Dial pad The standard 12-button pad for dialing telephone numbers and accessing features. The letters, "Q" and "Z," have been added to the appropriate dial pad keys for entering directory names, and the "5" button on your dial pad has raised bars for visually-impaired users.

Display control buttons These 4 buttons are labeled **Menu**, **Dir**, **< Prev**, and **Next >** .

- The **Menu** button is used to access the main softkey menu.
- The **Dir** (Directory) button allows you to quickly access Directory entries in order to place a call.
- The **< Prev** and **Next >** buttons can be used to help you go back and forth through menu options, to search for an entry in your Directory, and to view entries in your Call Log.

Drop button For disconnecting from a call or dropping the last party added to a conference call.

Exit button For exiting a display feature and returning to normal call-handling mode.

Handset For placing and answering calls (often people call it the **receiver**).

Hold button A red button, for putting a voice call on hold.

Message light A red light which goes on steadily when a message has been left for you. See your System Manager for instructions regarding your local message retrieval procedures.

Mute button For turning off (and then back on again) the microphone of the handset or the speakerphone so the other person on the call cannot hear you.

Redial button For automatically redialing the last number that you dialed from the dial pad.

Softkeys The 4 buttons located below the display and labeled with arrows (), correspond to words on the display screen. Softkeys are used along with display control keys to access or create a personal Directory of frequently-called numbers, a Call Log of the most recent incoming and outgoing calls, and such features as selecting a personalized ringing pattern, doing a self-test of your voice terminal, and setting the speakerphone and the clock.

Speaker button For turning on and off the speakerphone or the listen-only speaker.

Telephone number card For noting the area code and telephone number of your voice terminal.

Transfer button For transferring a call to another voice terminal.

Volume control button When on a call, used to increase or decrease the receive volume of the handset or speakerphone (if on a call). When you are not on a call, the Volume control button is used to increase or decrease the volume of the ringer and the tones.

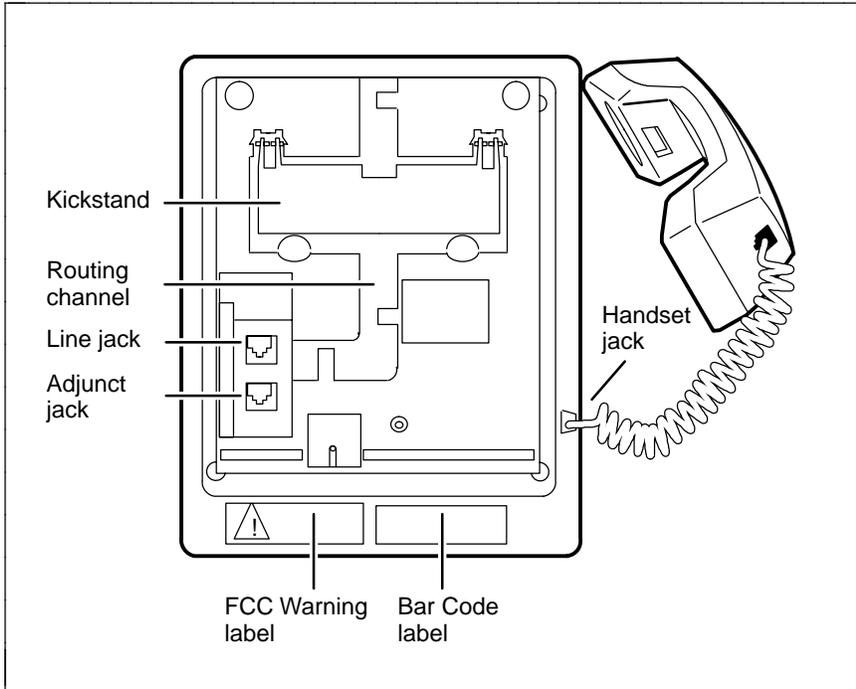


FIGURE 2 8510T Voice Terminal (Bottom View With Kickstand)

The various components which appear on the bottom of the 8510T voice terminal are shown in **Figure 2** and listed and explained below.

Adjunct jack Used for connecting an external speakerphone, a headset adaptor, or other adjunct equipment. The jack is labeled "ADJUNCT."

WARNING: Do **not** insert the handset cord into the "ADJUNCT" jack. It will cause equipment damage.

Handset jack Used for connecting the handset cord to your voice terminal. The jack is labeled .

Kickstand Can be lifted from the desktop stand or can be left level with the bottom of the voice terminal. Check which kickstand adjustment allows you the best viewing angle of the display.

Line jack Used for connecting the line cord to your voice terminal. The jack is labeled "LINE."

Routing channel Thread the line cord (and adjunct cord, if applicable) through the routing channel. See the section titled **Installation**.

Feature Descriptions

Here are brief descriptions of the voice features and the features accessed with the softkeys, including what each one does and how you might want to use it.

VOICE FEATURES

Conference Allows you to add an additional party to a call so that you can conduct a conversation with more than one party. Use to set up time-saving conferences, or to spontaneously include a party important to a discussion.

Drop Disconnects you from a call without requiring you to hang up the handset or press the switchhook. Can also be used with the Conference feature to disconnect the last party added. Use whenever you are using the handset and want to continue using it for another action after ending a call.

Hold Temporarily disconnects you from a call, holding it until you can return to it. While a call is on hold, you can place another call, activate another feature, answer a waiting call, or leave your voice terminal to perform another task. Use when you have a call that you don't wish to drop, but for which you have to interrupt briefly to do something else.

Message Retrieval Your Message light goes on to let you know that a caller has left a message. Follow your System's message retrieval procedures to get your message.

Mute Turns off the microphone associated with the handset or the speakerphone, whichever is currently active. Use when you want to confer with someone in the room with you, but you do not want the other party on the call to hear your conversation. (You are still able to hear the person on the call.)

Redial (Last Number Dialed) Automatically redials the last number you dialed manually from the dial pad, either an extension or an outside number. Use to save time in redialing a busy or unanswered number.

Speakerphone Your voice terminal has either the Speaker (listen-only) or the Speakerphone (listen and talk) function or it may have neither. Check with the System Manager to see how your voice terminal is set.

The **Speaker** feature allows you to place calls or access other voice features without lifting the handset. (Press **Speaker** .) However, in order to speak to the other party, you must use the handset (the speaker must be off). Use with feature activities that require *listening only*, such as on-hook dialing or monitoring calls on hold.

The **Speakerphone** feature allows you to place and answer calls or access other voice features without lifting the handset. (Press **Speaker** .) You may use the softkeys on the voice terminal to set or reset the speakerphone. When you set the built-in speakerphone, it performs a test of the surrounding environment and adjusts itself for optimal performance. Use the built-in speakerphone any time you prefer hands-free communications, both speaking and listening, or for group conference situations.

Transfer Transfers a call from your voice terminal to another extension. Use when your caller needs to speak further with someone else.

FEATURES ACCESSED WITH THE DISPLAY AND SOFTKEYS

The following features can be accessed using the 4 softkeys located below the display.

Call Log The Call Log is initially set to list the 10 most recent incoming unanswered calls only. An option is provided so that you may also choose to access the most 10 recent answered calls, and the 10 most recent outgoing calls placed from your voice terminal. Use to check on calls that you missed (the unanswered calls) and to remind you of those calls that you answered or placed most recently.

Clock For setting the date and time on your voice terminal display.

Contrast Change the contrast level of your display so that the letters or numbers are darker or lighter against the background of the screen.

Directory Used to create and edit a personal directory of up to 30 extensions or outside numbers and the names of the associated party. Use **Dir** to quickly dial a call. Use as a handy place to store numbers you frequently call.

Dir Button When you press **Dir** followed by a softkey button associated with that Directory entry, a call is immediately placed to a telephone number. The phone number appears on the display screen as it dials.

Exit button Exits a display feature and returns the voice terminal display to normal call-handling mode.

Lock Allows you to lock your Directory so that no one can make unauthorized changes in it; lock your Call Log so that no one else can view your Call Log entries; lock all of the softkeys so that no one can view or change any of the features accessed by the softkeys.

Number of Names (on a Directory Page) Allows you to view *either* 4 names *or* 3 names + **Quit** on the second line of an individual Directory page. If you choose to have 4 names on the Directory screen at one time, you can leave the Directory or cancel calling a name in your Directory only by pressing **Exit** (rather than using **Quit**).

Personalized Ring Allows you to select your own personalized ringing pattern from among 8 available patterns. Use to distinguish your voice terminal's ring from that of other nearby voice terminals.

Screen Timing (Rate at which the Display Message is Shown) Allows you to set the length of time the display message remains on the screen. There are 3 rates: Slow, Medium, and Fast.

Self-Test Performs a diagnostic test of your voice terminal including the lights, ringer, dial pad keys, and display.

NOTE: When you perform a self-test of the voice terminal, it clears the contents of the Call Log and the last number dialed from Redial, and returns the volume control to the default setting.

Set Speakerphone When you set the built-in speakerphone, it performs a test of the surrounding environment and adjusts itself for optimal performance.

Tones A confirmation tone (sequential low and high tones) is provided to let you know a selection has been accepted; an error tone (one beep) alerts you that you made a mistake in your softkey entries. You may choose to turn these softkey information tones on or off.

Voice Features

The procedures which follow give short, step-by-step instructions for using each feature. For your convenience, the features are listed alphabetically. Unless otherwise noted, the calling procedure assumes that the handset is off-hook.

ANSWERING AND PLACING A CALL

To answer a call

- 1 Lift the handset.
 - The green light (below the red light) goes on steadily at the selected call appearance button.

NOTE: If you are not connected immediately, press the call appearance button next to the flashing green light.

To place a call

- 1 Lift the handset.
 - The green (below the red light) goes on steadily at the selected call appearance button.
- 2 Listen for the dial tone and dial the number you want to call.

To end (or drop) a call

- 1 Hang up the handset or press the **Drop** button

NOTE: If you use the **Drop** button, you will hear a dial tone and your voice terminal is ready for another call.

To adjust the receive volume of the handset, the speakerphone, or the listen-only speaker

- 1 While on a call,
 - to raise the volume, press the right half of the Volume control button labeled ;
 - to lower the volume, press the left half of the Volume control button labeled .

CONFERENCE

To add another party to a call

- 1 While on a call, press **Conf** to add the next party.
 - The current call is placed on hold.
 - The red Conference light flutters.
NOTE: If an idle call appearance button is not automatically selected, press one yourself.
- 2 Listen for the dial tone, and dial the number of the next party.
- 3 Press **Conf** when the next party answers.
 - The red Conference light goes off.
 - All parties are now connected.

To drop a party from a conference call

- 1 Press **Drop**.
 - The last party you added is dropped.

DROP

To disconnect from a call and obtain dial tone without hanging up

- 1 Press **Drop**.
 - Listen for dial tone.
NOTE: Pressing **Drop** will also disconnect the last party added to a conference call. See the procedures for the Conference feature in this section.

HOLD

To put a call on hold while you answer another call

NOTE: The green light is flashing beside the call appearance button of the incoming call.

- 1 Press **Hold** .
 - The red light goes off, and the green light flutters (next to the call appearance button of the held call).
- 2 Press the call appearance button of the second call.
 - The red light goes on, and the green light goes on steadily.
 - You are connected to the second call.

NOTE: If you put a conference call on hold, the other parties remain connected.

To return to the held call

- 1 Press the call appearance button next to the held call.
 - The red light goes on, and the green light goes on steadily (next to the call appearance button of the previously held call).
 - You are connected to the held call.

MESSAGE RETRIEVAL

See your System Manager for instructions regarding the message retrieval procedures for your system.

MUTE

To turn off the microphone associated with the handset or the speakerphone so the other party cannot hear you

- 1 While on a call, press **Mute** .
 - The red Mute light goes on.
 - The other party cannot hear your conversation, but you can hear the other party.

To turn on the microphone associated with the handset or speakerphone again, so the other party can hear you again

- 1 Press **Mute** again.
 - The red Mute light goes off.
 - You can resume your conversation with the other party.

REDIAL (LAST NUMBER DIALED)

To automatically redial the last number you dialed manually (this can be an extension, outside number, or trunk/feature code)

NOTE: The 8510T voice terminal redials numbers consisting of up to 37 digits.

- 1 Lift the handset.
- 2 Listen for the dial tone, and press **Redial** .
 - The last number you dialed (from the dial pad) is automatically redialed.
- 3 Wait for the called party to answer.

SPEAKERPHONE AND SPEAKER

NOTE: Your voice terminal is set for the Speaker (listen-only) *or* for the Speakerphone (listen and speak) function *or* for neither. Check with your System Manager to see how your voice terminal is set.

Speaker

Use the following procedures if your voice terminal is set for the Speaker (listen only) feature.

To place/answer a call without lifting the handset or to use the speaker with any listening-only feature

- 1 Press **Speaker** .
 - The red light next to **Speaker** and the red light next to **Mute** go on.
- 2 Place or answer the call or access a selected feature.
- 3 If you are placing a call, dial the telephone number.
- 4 Adjust speaker volume, if necessary.
 - To raise the volume, press the right half of the Volume control button labeled  ;
to lower the volume, press the left half of the Volume control button labeled  .
- 5 Press **Speaker** to hang up.
 - The red light next to **Speaker** and the red light next to **Mute** go off.

To activate the speaker while using the handset

- 1 Press **Speaker** .
 - The red light next to **Speaker** and the red light next to **Mute** go on.
 - The speaker is active, and the handset is turned off.
- 2 Hang up handset.

NOTE: If you want to speak to the other party, you must pick up the handset (which turns off the speaker).

Speakerphone

Use the following procedures if your voice terminal is set for the Speakerphone (listen and speak) feature.

NOTE: If your voice terminal is set for the Speakerphone feature, you can adjust the speakerphone to the surrounding room acoustics to provide optimal performance. Use the directions in "Setting the Speakerphone" in the section titled **Features Accessed with the Display and Softkeys**.

To place/answer a call without lifting the handset or to use the speakerphone with any voice feature

- 1 Press **Speaker** .
 - The red light next to **Speaker** goes on.
- 2 Place or answer the call or access a selected feature.
- 3 If you are placing a call, dial the telephone number.
- 4 Adjust the speakerphone volume if necessary.
 - To raise the volume, press the right half of the Volume control button labeled  ;
 - to lower the volume, press the left half of the Volume control button labeled  .
- 5 Press **Speaker** to hang up.
 - The red light next to **Speaker** goes off.

To prevent the other party from hearing you

NOTE: If the Speakerphone feature is not active, the Mute feature turns off the microphone associated with the handset (not the speakerphone).

- 1 Press **Mute** .
 - The red light goes on and the other party cannot hear you.
- 2 Press **Mute** again to resume talking to other party.
 - The red light goes off and the other party can hear you again.

To change from speakerphone to handset

- 1 Lift handset and talk.
 - The red light next to **Speaker** goes off.

Speakerphone (Continued)

To change from handset to speakerphone

- 1 Press **Speaker** .
 - The red light next to **Speaker** goes on.
 - The speaker is active, and the handset is turned off.
- 2 Hang up the handset.

TRANSFER

To send a call to another extension

- 1 Press **Transfer** .
 - The present call is put on hold.
 - The red Transfer light flutters.
- 2 Listen for dial tone.
- 3 Dial the number that the call is to be transferred to (third party).
 - Remain on the line and announce the call when the third party answers.

NOTE: If the number of the third party is busy or there is no answer, press the call appearance button next to the fluttering green light to disconnect the incomplete call and to return to the call on hold.

- 4 Press **Transfer** again.
 - The party on hold is transferred to the third party.
 - Your voice terminal is released from the call.
- 5 Hang up.

NOTE: To prevent a transfer call from disconnecting, complete the transfer process before entering into another action, such as answering another call.

Features Accessed with the Display and Softkeys

The softkeys are the 4 keys labeled with arrows () located directly below the display. **Figure 3** shows the softkeys in relation to the display above the softkeys and the display control buttons below them.

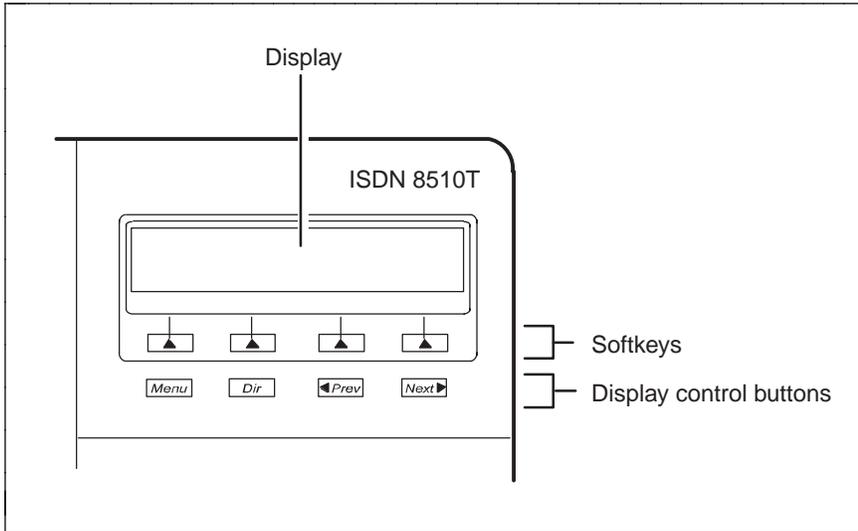


FIGURE 3 The 8510T Voice Terminal Display, Softkeys, and Display Control Buttons

You can use the softkeys and display control buttons to access the following features:

- Setting the clock;
- Setting the speakerphone;
- Adding, editing, and deleting the numbers and associated names in the voice terminal Directory;
- Viewing a Directory entry and then placing a call to the number currently shown on the display screen;
- Using the  button to quickly place a call to a number located in your Directory;
- Using the Call Log to view incoming and/or outgoing calls;
- Locking and unlocking the Directory, Call Log, and all softkey functions;
- Changing or removing your password;

- Initiating a self-test of the voice terminal's lights, ringer, buttons, and dial pad keys;
- Selecting the contrast level for the display;
- Selecting a personalized ringing pattern;
- Setting the rate at which the display messages are shown on the screen;
- Adding confirmation or error tones to display messages;
- Setting the number of names on a Directory page.

ENTERING AND EXITING SOFTKEY MODE (USING THE MENU AND THE EXIT BUTTONS)

You can begin to use the softkeys by pressing the **Menu** button. The main Menu screen that you see looks like this:



Notice that the first line of the menu is fully capitalized, so that you know the feature that you are responding to. The second line of the voice terminal display shows the menu choices that you can select. To access any of the choices, you must press the softkey below that menu choice.

For example, by using the menu above, you can enter your Directory by pressing the leftmost softkey, the one under **Directory**. To access the voice terminal Call Log, you would press the softkey below **CallLog**. To view other softkey options, press the softkey below **Option**.

NOTE: If you press **Menu** while the Main Menu is on your display screen, you will exit Softkey mode.

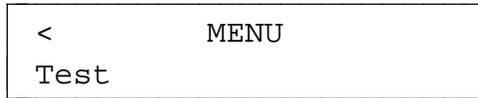
If you are at any other screen, pressing **Menu** will abandon any action and return you to the Main Menu.

There are also "timed" informative screens which appear for only a few seconds. You do not need to respond to these screens. (If you press any of the softkeys during one of these timed messages, the display advances to the next message.)

Press **Exit** at any time to exit softkey mode, abandon any softkey functions in progress, and return to normal call-handling mode.

THE VOICE TERMINAL SELF-TEST FEATURE

If you press **Next >** while the Main Menu shown above is on the display screen, the following menu screen appears:



If you press the softkey below **Test**, you can perform a test of your voice terminal's lights, ringer, display, and dial pad keys. For directions on using the Self-Test feature, see "Self-Test" in this section.

NOTE: Performing a self-test of the voice terminal clears the contents of the Call Log and the last number dialed from Redial, and the volume setting is returned to the default.

USING THE NEXT, THE PREV, AND THE DIR BUTTONS

If there is a ">" at the top right of the screen, you can press the **Next >** button to see the next set of menu selections. If there is a "<" at the top left of the screen, you can press **< Prev** button to move back a screen on that level.

Use the **Dir** button to enter your Directory in order to quickly place a call.

RESPONDING TO 'QUIT' AND 'DONE'

- ▶ When you see **Quit** on the second line of the display, it means that you have the option of abandoning the action you have begun. Press the softkey below **Quit** if you do not want to respond to the options on the screen.
- ▶ When you see **Done** on the second line of the display, it means that you have already entered information or accessed a feature. Pressing the softkey below **Done** will confirm your action and allow you to move on to the next screen.

NOTE: In most of the display messages shown in this section, **Done** appears in the right lower corner, rather than **Quit**. Remember that if **Quit** is not available, you can always press **Exit** to abandon.

A SOFTKEY DISPLAY SCREEN FLOWCHART

Review the display screen flowchart in **Figure 4** before you begin using the softkey features. A more detailed flowchart appears in the *ISDN 8510T Voice Terminal Quick Reference Guide*.

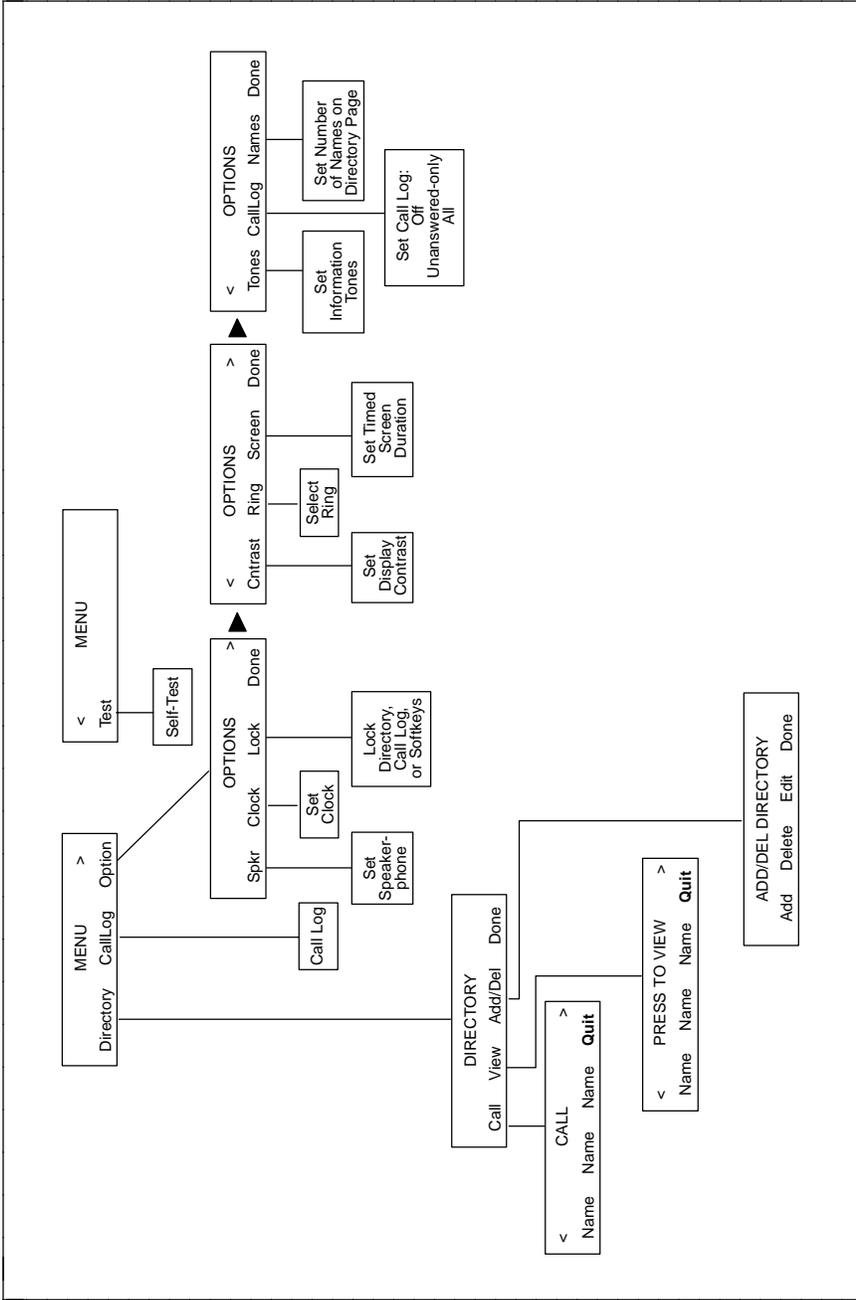


FIGURE 4 A Flowchart of the Softkey Display Screens

SETTING THE CLOCK

When your voice terminal is first installed, when it is unplugged and then plugged in again, or after a power outage, this display is shown:

```
PRESS Menu THEN Option  
TO SET THE CLOCK.
```

To set the clock

1 Press **Menu** .

- The display shows:

```
MENU >  
Directory CallLog Option
```

2 Press **▲** (the softkey) below **Option**.

- The display shows:

```
OPTIONS >  
Spkr Clock Lock Done
```

- 3 Press  (the softkey) below **Clock**.
- The display shows the date and time, such as:

Sep	24,	1992	10:00	AM
-		+		Quit

The display format for the clock is:

MMM DD, YYYY HH:MM AM or PM

in which MMM = month abbreviation, such as "Oct"
DD = day of the month such as "02" or "24"
YYYY = year such as "1992"
HH:MM = hour and minutes such as "10:45"
AM or PM = morning or afternoon

- 4 Do the following to change the date and/or time:
- ▶ Use the softkey below **+** to go forward a month (such as from "Sep" to "Oct"), to go forward a day (such as from "24" to "25"), a year, an hour or a minute, or to switch between "AM" and "PM."
 - ▶ Use the softkey below **-** to go back a month (such as from "Sep" to "Aug"), to go back a day (such as from "24" to "23"), a year, an hour, or a minute, or to switch between "AM" and "PM."
- NOTE:** You can also use the dial pad to change the display clock. For example, when the month is flashing on the screen, you can press the **8** key to change the month to August, or, when the date is flashing, enter "25" from the dial pad to select "25" as the date. Use "A" for "AM" or "P" for "PM."
- ▶ The display field, which you are currently viewing, such as "Sep," flashes. To go on to the next field, such as from "Sep" (the month) to "24" (the day), press . The **Quit** menu choice at the lower right corner changes to **Done**.
- 5 *When the correct date appears on the display*, press the softkey below **Done**.
- The display confirms your changes.
- 6 Once the clock has been set, you can now set the speakerphone. Go on to the next procedure, "Setting the Speakerphone."

The following procedure is an alternate way of using the softkeys to set the speakerphone.

- 1 Press `Menu` .
- 2 Press the softkey below **Option**.
 - The display shows:

```
OPTIONS >
Spkr Clock Lock Done
```

- 3 Press the softkey below **Spkr**.
 - The display shows:

```
OPTIMIZING PERFORMANCE
OF THE SPEAKERPHONE .
```

- You hear a set of rising tones as the speakerphone adjusts itself to the surrounding acoustical environment. *These tones are automatic. No user response is required.*

ADDING, EDITING, AND DELETING A NUMBER AND NAME IN THE DIRECTORY

The 8510T voice terminal supports up to 30 Directory entries. The telephone numbers entered in the Directory can be up to 24 digits, and associated names can be up to 5 characters in length. Directory entries can be changed by deleting or editing.

When you enter names into your Directory, the entries are automatically alphabetized for you.

NOTE: If there are frequently used names that you want to place at the front of your Directory, place a # or * as the first character in the name such as "#KimB" or "*Dan." These names will then appear before the "A's" in your Directory. (Names beginning with # appear first in the Directory, followed by names beginning with *, and then names beginning with a number, 0 through 9, and then the alphabet.)

Adding Numbers and Names Into the Directory

To enter/add a number and name into the Directory

- 1 Press **Menu** .
- 2 Press the softkey below **Directory**.
- 3 Press the softkey below **Add/Del**.

NOTE: If the directory is locked, you must enter your 3-digit password in order to modify your Directory. See the information in "Locking and Unlocking the Directory, Call Log, and All Softkeys" later in this section.

- The display shows:

ADD/DEL DIRECTORY
Add Delete Edit Done

- 4 Press the softkey below **Add**.

- The display shows:

ENTER PHONE # : _
Pause Quit

- 5 Enter the telephone number you want to be added to the Directory. (You can enter up to 24 digits. A pause counts as 1 digit.)

NOTE: To place a 1.5 second pause between an access code, such as "9," and the telephone number, press the softkey below **Pause**. A pause will be inserted into the Directory entry, and a comma will appear on the display.

- After you have entered at least one digit, you will see the following display:

ENTER PHONE # : 9_
Pause Backspace Done

IMPORTANT: Hyphens, dashes and/or spaces are NOT necessary between digits. (For example, in the Directory, the number, 555-1234, is entered as "5551234," without the intervening hyphen.)

NOTE: After you have entered 10 digits, including any pauses, the words, "Enter Phone #:" begin to move off the display screen one letter at a time in order to accommodate the remainder of the telephone number.

When you are finished entering the phone number, press the softkey below **Done** .

- The display shows:

ENTER 5-CHAR NAME : _
Quit

- 6 Use the dial pad keys to enter the name of the person whose number you have just added to the Directory. Pressing the softkey below **Quit** now will abandon the procedure. The number you entered will not be saved.

IMPORTANT: You may need to press the dial pad key more than once to enter the correct character. For example, press the **GHI** (or **4**) key once to enter a "G"; press the **4** key twice to enter an "H"; press the key a third time to enter an "I." If you press the dial pad key a fourth time, a "4" appears on the screen. If you press the key again, the screen will again print a "G."

You can also use a # or a * at the beginning of or within the name.

Once the letter on the screen is correct, you *must* press **Next >** to enter the next letter.

- After you have entered at least one character, the following display appears:

```
ENTER 5-CHAR NAME:A
Case DeleteChar Done
```

NOTE: As you enter each letter of the name, that letter flashes on the screen until you move on to the next letter.

- ▶ When a letter is flashing, use **Case** to switch between UPPER CASE and lower case letters. Of course, you may have a combination of both in your 5-character name (such as Sandy or HarvW).
- ▶ When a letter is flashing, use **DeleteChar** to erase that letter.
- ▶ Use **Next** to advance to the next letter.

```
ENTER 5-CHAR NAME:A_
Backspace Done
```

- ▶ When **Backspace** appears on the second line of the display, you can use this feature to go back 1 space and erase the previous letter.

- 7 When you are finished entering the name, press the softkey below **Done**.
 - The display confirms your entry.

Editing Entries in the Directory

To edit a Directory entry

- 1 Press **Menu** .
- 2 Press the softkey below **Directory**.
- 3 Press the softkey below **Add/Del**.

NOTE: If the directory is locked, you must enter your 3-digit password in order to modify your Directory. (See the information in "Locking and Unlocking the Directory, Call Log, and All Softkeys" later in this section.)

- The display shows:

```
ADD/DEL DIRECTORY
Add Delete Edit Done
```

- 4 Press the softkey below **Edit** in order to edit a Directory entry.
 - The display shows:

```
< SELECT TO EDIT >
HarvW Kathy Sandy Quit
```

NOTE: Once again, remember that the names in the Directory are arranged alphabetically.

- 5 Do the following:
 - ▶ Press **Next >** to page forward through the names in the Directory.

- ▶ Press `< Prev` to page backwards through the names in the Directory.
- 6 Press the softkey below the name of the entry you want to edit.
- The display shows:

```
EDIT 5-CHAR NAME: Harv_  
Backspace Done
```

- 7 If the phone number is correct and you don't wish to edit it at this time, press the softkey below **Done**.

If you want to edit the name, do the following:

- ▶ You may need to press the dial pad key more than once to enter the correct character. For example, press the **GHI** (or **4**) key once to enter a "G"; press the **4** key twice to enter an "H"; press the key a third time to enter an "I." If you press the dial pad key a fourth time, a "4" appears on the screen. If you press the key again, the screen will again print a "G."
 - ▶ Use `Next >` to advance to the next letter.
 - ▶ Press the softkey below **Backspace** to move back and erase the previous letter.
 - ▶ Press `< Prev` to move back a letter without erasing it.
- 8 When you have completed entering the 5-character name, press the softkey below **Done**.
- The display then shows:

```
EDIT PHONE #:5551234_  
Pause Backspace Done
```

- 9 If the phone number is correct and you don't wish to edit it at this time, press the softkey below **Done**. (You are done editing a directory entry.)

If you want to edit the phone number, do the following:

- ▶ Press the softkey below **Pause** to insert a 1.5-second pause in the telephone number. Each pause in the number is represented on the screen by a comma.

- ▶ To move back and erase a number, press the softkey below **Backspace**.
- ▶ When you have completed editing the telephone number, press the softkey below **Done**.
 - The display confirms your choice.

Deleting an Entry from the Directory

To delete an entry from the Directory

- 1 Press **Menu** .
- 2 Press the softkey below **Directory**.
- 3 Press the softkey below **Add/Del** to add or delete a Directory entry.

NOTE: If the directory is locked, you must enter your 3-digit password in order to modify your Directory. (See the information in "Locking and Unlocking the Directory, Call Log, and All Softkeys" later in this section.)

- The display shows:

```
ADD/DEL DIRECTORY
Add Delete Edit Done
```

- 4 Press the softkey below **Delete**.
 - The display shows:

```
< SELECT TO DELETE >
HarvW Kathy Sandy Quit
```

- 5 Do the following:
- ▶ Press **Next >** to page forward through the names in the Directory.
 - ▶ Press **< Prev** to page backwards through the names in the Directory.
- 6 Press the softkey below the name of the entry you want to delete.
- The display shows:

5551234
HarvW Delete Quit

- 7 Press the softkey below **Delete** if you want to delete this entry.
- The display confirms your choice.

VIEWING A DIRECTORY ENTRY (AND PLACING A CALL)

Directory entries can be viewed and changed, or you can exit the directory and have the voice terminal automatically dial the telephone number you are presently viewing.

To view a Directory entry (and, if desired, call that number)

NOTE: You can also use the **Dir** button to call a number in your directory. To do this, use the procedures in "Using the Dir Button to Place a Call."

- 1 Press **Menu** .
- 2 Press the softkey below **Directory**.
 - The display shows:

```
DIRECTORY
Call  View Add/Del Done
```

- 3 Press the softkey below **View**.
 - The display shows:

```
<  PRESS TO VIEW  >
HarvW Kathy Sandy Quit
```

- 4 Do the following:
 - ▶ Press **Next >** to page forward through the names in the Directory.
 - ▶ Press **< Prev** to page backwards through the names in the Directory.

- 5 Press the softkey below the Directory entry of the name you want to view.
- The display shows:

```
5551234
HarvW Call Edit/Del Done
```

NOTE: The name of the person associated with this telephone number, such as **HarvW**, is shown in the lower left corner.

- 6 Do one of the following:
- ▶ To call this number, press the softkey below **Call**.
 - The voice terminal exits softkey mode and dials the telephone number you are currently viewing on the screen.
 - ▶ If you want to edit or delete the Directory entry, press the softkey below **Edit/Del**.
 - The display shows:

```
EDIT/DELETE HarvW
Edit Delete      Quit
```

If you want to edit the Directory entry, press the softkey under **Edit**. If you want to delete the Directory entry, press the softkey below **Delete**. (If you need help in editing or deleting the Directory entry, return to the directions in "Adding, Editing, and Deleting a Number and Name in the Directory").

- 7 If you have completed viewing the telephone number, press the softkey below **Done**.

USING THE DIR BUTTON TO PLACE A CALL

You can also use the **Dir** button to place a call to a number entered in your Directory.

IMPORTANT: When you press the softkey under the name in the Directory you wish to call, the call is placed *immediately*. *The menu does not ask you to respond to a screen before the call is placed.*

To use the Dir button to call a person whose number appears in your Directory

- 1 Press **Dir** to enter your Directory.
 - The display shows:

<	CALL	>
HarvW	Kathy	Sandy Quit

NOTE: The word "CALL" flashes to remind you that if you press a softkey below a name, it will automatically call that entry.

- 2 Do the following:
 - ▶ Press **Next >** to page forward through the names in the Directory.
 - ▶ Press **< Prev** to page backwards through the names in the Directory.
- 3 When the name of the person whose number you want to call appears on the second line of the screen, press the softkey below that name.
 - The voice terminal exits softkey mode and dials the telephone number you have selected *immediately*.

USING THE CALL LOG

The voice terminal Call Log stores the 10 most recent unanswered incoming calls, the 10 most recent answered incoming calls, and the 10 most recent calls that were placed at the voice terminal.

NOTE: If multiple calls from the same telephone number are received, only the most recent call from that number appears in the Call Log.

When an eleventh call comes in or is placed, it is added to the top of the Call Log in the appropriate category; the call listed at the bottom of the list in that category is deleted from the list.

When your voice terminal arrives and is initially set up, it will have an Unanswered Call Log. If you want to readjust your own Call Log, see the procedures in the sub-section titled "Setting the Call Log." You may designate whether you want to:

- Place **only incoming unanswered calls** into your Call Log;
- **Turn off** the Call Log;
- Place **all calls**, incoming and outgoing, into your Call Log.

NOTE: Incoming Call Log will reflect information provided by the network your voice terminal is connected to. If no information appears in your Call Log, see your System Manager.

Viewing Unanswered Incoming Calls in the Call Log (When the Call Log is set to Unanswered Calls Only)

To view the 10 most recent unanswered calls (with Call Log set to "Unanswered Only")

- 1 Press **Menu** .
- 2 Press the softkey below **CallLog**.

NOTE: If the Call Log is locked, you will need to enter your 3-digit password before you can use the Call Log. (See the information in "Locking and Unlocking the Directory, Call Log, and All Softkeys" later in this section.)

- The display shows:

UNANSWERED CALL LOG		
New	Old	Done

NOTE: The words, "New" or "Old" appear on the second line only if you have new or old calls in your voice terminal's Call Log.

- 3 Press the softkey below **New** or below **Old** according to the unanswered calls you want to view at this time.

- The display shows:

555-1235	K.Smith >
Time Delete	More

NOTE: If the number and the name of the caller cannot be identified, you will see the message, "Phone#/Name Unavailable" on your display screen. (The name is present only if it's an internal call.)

- 4 If you want to see the time at which this call rang at your voice terminal, press the softkey below **Time**.
- 5 If you want to remove this call from your Unanswered Call Log, press the softkey below **Delete**.
- 6 If you want to see information on the next or previous call in the Call Log, press the softkey below **More** or press **Next >** or **< Prev** .
 - The display shows you the number and name of the next or previous unanswered call in the Call Log.
 - The display tells you when you have finished viewing all the new unanswered calls in the Call Log.
- 7 When you are finished viewing each unanswered call in the Call Log, press the softkey below **More** until you reach the end of that list. Then press the softkey below **Done**.

NOTE: After you have viewed new calls in the Call Log, they become old calls. The Call Log will continue to hold the 10 most recent unanswered calls.

Setting the Call Log

To turn on or to turn off, or to set the Call Log

- 1 Press **Menu** .
- 2 Press the softkey below **Option**.
- 3 Press **Next >** twice to view the third Option screen.
 - The display shows the third option screen:

```
<          OPTIONS
Tones CallLog Names Done
```

- 4 Press the softkey below **CallLog**.

NOTE: If the Call Log is locked, you will need to enter your 3-digit password before you can use the Call Log. (See the information in "Locking and Unlocking the Directory, Call Log, and All Softkeys" later in this section.)

- The display shows:

```
CALL LOG OPTIONS
Set-up Indicator Done
```

- 5 To set up your Call Log (turn Call Log off, logs only unanswered calls, or logs all calls), press the softkey below **Set-up**.
 - The display shows the current status of the Call Log:

```
CALL LOG:UNANSWERED ONLY
Off Unansw All Done
```

- 6 Do one of the following:
 - ▶ If you do not want your voice terminal to collect Call Log information, press the softkey below **Off**.
 - ▶ If you want to have only unanswered calls entered into the Call Log, press the softkey below **Unansw**.
 - ▶ If you want both unanswered and answered incoming calls and all outgoing calls to be entered into your Call Log, press the softkey below **All**.
 - The display shows you the Call Log setting you have selected.
- 7 If the correct Call Log setting appears on your screen, press the softkey below **Done**.
 - The display confirms your choice.
 - If the Call Log is turned off, the display asks you to confirm your choice to clear and turn off the Call Log.

If you press the softkey below **Yes**, your Call Log is cleared and then turned off, and the word "CallLog" will not appear on the Main Menu.

Returning Calls to Callers Listed in Your Incoming Call Log

NOTE: You can use this feature only if your 8510 voice terminal has Feature Package 3.6 firmware.

To be able to call back people whose names and numbers appear in your incoming Call Log

- 1 Press **Menu** .
- 2 Press the softkey below **Option**.
- 3 Press **Next >** twice to view the third Option screen.
 - The display shows the third option screen:

< OPTIONS
Tones CallLog Names Done

4 Press the softkey below **CallLog**.

NOTE: If the Call Log is locked, you will need to enter your 3-digit password before you can use the Call Log. (See the information in "Locking and Unlocking the Directory, Call Log, and All Softkeys" later in this section.)

- The display shows:

```
CALL LOG OPTIONS
Set-up  Indicator  Done
```

5 Press **Next >** .

- The display shows:

```
< CALL LOG OPTIONS
CallBack  AutoAdd  Done
```

6 If you want to be able to call back callers in your incoming Call Log, press the softkey below **CallBack**.

- The display shows the current setting for the CallBack feature and allows you to change it:

```
CALL FROM INCOMING: No
Yes   No   Explain Done
```

7 If the CallBack feature is set to No, you can change the setting to Yes by pressing the softkey below **Yes**.

NOTE: By setting the CallBack feature option to Yes, you can call back callers in your incoming Call Log. This setting will be active until you change the CallBack setting to No.

If you press the softkey below **Explain**, you can read more information on the CallBack feature.

- 8 When the display shows the CallBack setting you prefer (Yes or No), press the softkey below **Done**.
- If you activate the CallBack feature, the display message asks you for your area code:

```
ENTER AREACODE : _
Pause Backspace Done
```

or, if the voice terminal has already determined the area code from past calls which you have placed, the display message asks you to confirm your area code:

```
IS YOUR AREACODE 607 ?
Yes No
```

- 9 Enter your area code and then press the softkey below **Done** or press the softkey below **Yes** to verify your area code.
- The display confirms that you will now be able to return calls to numbers in your incoming Call Log.

Automatically Adding Names and Numbers from Incoming Calls to Your Directory

NOTE: You can use this feature only if your 8510 voice terminal is equipped with Feature Package 3.6 (or later) firmware.

To automatically add incoming callers to your Directory

- 1 Press **Menu** .
- 2 Press the softkey below **Option**.
- 3 Press **Next >** twice to view the third Option screen.

- The display shows the third option screen:

```
<      OPTIONS
Tones CallLog Names Done
```

4 Press the softkey below **CallLog**.

NOTE: If the Call Log is locked, you will need to enter your 3-digit password before you can use the Call Log. (See the information in "Locking and Unlocking the Directory, Call Log, and All Softkeys" later in this section.)

- The display shows:

```
CALL LOG OPTIONS
Set-up Indicator Done
```

5 Press **Next >** .

- The display shows:

```
< CALL LOG OPTIONS
CallBack AutoAdd Done
```

6 Press the softkey below **AutoAdd**.

- The display shows:

```
SAVE INCOMING TO DIR? No
Yes No Explain Done
```

7 If you want to automatically add the names and numbers of incoming calls to your Directory, press the softkey below **Yes**.

**Seeing Indication of New Unanswered Incoming Call(s)
Under the Date and Time on Your Display Screen**

You can set your display so that you receive an indication when a new unanswered incoming call is placed into your Call Log.

```
Sep 24, 1992  10:00 AM  
(TWO NEW CALLS LOGGED.)
```

**To set your display so that you receive indication of new
unanswered incoming calls on the second line of the display**

- 1 Press **Menu** .
- 2 Press the softkey below **Option**.
- 3 Press **Next >** twice to view the third Option screen.
 - The display shows the third option screen:

```
<      OPTIONS  
Tones CallLog Names Done
```

- 4 Press the softkey below **CallLog**.

NOTE: If the Call Log is locked, you will need to enter your 3-digit password before you can use the Call Log. (See the information in "Locking and Unlocking the Directory, Call Log, and All Softkeys" later in this section.)

- The display shows:

```
CALL LOG OPTIONS  
Set-up Indicator Done
```

5 Press the softkey below **Indicator**.

- The display shows:

SHOW NEW CALL INDICATOR?		
Yes	No	Explain

6 Press the softkey below **Yes** or **No**.

NOTE: If you press the softkey below **Explain**, you can read more information on the indicator feature.

- If you press **No**, the display returns you to the original "Call Log Options" screen; if you press **Yes**, the display confirms that you will receive indication when a new unanswered incoming call arrives.

**Viewing Unanswered Incoming Calls in the Call Log
(When Call Log is set to All Calls)**

Use the following procedures when the Call Log is set for "All Calls."

To view the 10 most recent unanswered calls (when the Call Log is set to "All Calls")

- 1 Press **Menu** .
- 2 Press the softkey below **CallLog**.

NOTE: If the Call Log is locked, you will need to enter your 3-digit password before you can use the Call Log. (See the information in "Locking and Unlocking the Directory, Call Log, and All Softkeys" later in this section.)

- The display shows:

(New)	CALL LOG
Incoming	Outgoing Done

NOTE: The word "New" means that there are new unanswered calls since the last time you checked the Call Log for unanswered incoming calls.

- 3 Press the softkey below **Incoming**.
- The display shows:

(New)	INCOMING
Unanswered	Answered Done

- 4 Press the softkey below **Unanswered**.
- The display tells you the number of new unanswered calls added to your Call Log.
 - Then the display shows you the number (and name, if it is an internal call) such as:

555-1235	K.Smith >
Time Delete	More

- 5 If you want to see the time at which the call rang at your voice terminal, press the softkey below **Time**.
- 6 If you want to remove this call from your Unanswered Call Log, press the softkey below **Delete**.
- 7 If you want to see information on the next or previous call in the Call Log, press the softkey below **More** or press **Next >** or **< Prev** .
- The display shows you the number and/or name of the next or previous unanswered call in the Call Log.
 - The display informs you when you have viewed all of the new or old calls.
- 8 When you are finished viewing each call, press the softkey below **More** until you reach the end of the list. Then press the softkey below **Done**.

Viewing Answered Incoming Calls in the Call Log

To view the list of the 10 most recent answered calls

- 1 Press **Menu** .
- 2 Press the softkey below **CallLog**.
NOTE: If the Call Log is locked, you must enter your 3-digit password to modify your Call Log. (See the information in "Locking and Unlocking the Directory, Call Log, and All Softkeys" later in this section.)
- 3 Press the softkey below **Incoming** to view incoming calls.
 - The display shows:

```
(New)   INCOMING
Unanswered Answered Done
```

- 4 Press the softkey below **Answered** to view incoming answered calls in your Call Log.
 - The display shows you the most recent answered call:

```
555-1235      K.Smith >
Time Delete      More
```

NOTE: The number shown at the top left, such as "555-1235," is the telephone number of the answered call. The name of the person associated with that number is shown at the right of the first line.

- 5 If you want to see when the call was answered, press the softkey below **Time**.
- 6 If you want to remove this call from your Answered Call Log, press the softkey below **Delete**.

- 7 If you want to see more of the most recent calls you have answered, press the softkey below **More** or press `Next >` or `< Prev` .
 - The display again shows you the telephone number of the next or previous incoming call.
 - The display informs you when you have viewed all of the answered calls in your Call Log.
- 8 When you are finished viewing each answered call in the Call Log, press the softkey below **More** until you reach the end of the list. Then press the softkey below **Done**.

Viewing Outgoing Calls in the Call Log

To view the 10 most recent calls placed from the voice terminal

- 1 Press `Menu` .
- 2 Press the softkey below **CallLog**.
 - This display shows:

CALL LOG		
Incoming	Outgoing	Done

- 3 Press the softkey below **Outgoing** to view the list of calls you have placed.
 - The display shows one of the following screens, according to whether you have entered both a name and a number into the Directory entry (it makes no difference whether you dialed the number from the dial pad or the Directory or used `Redial`):

555-1237	Sandy >
Time Call	More

or

```
555-1236 >
Time Call Save More
```

NOTE: The telephone number shown here is the number of the call placed from this voice terminal, such as 555-1237 or 555-1236. The name of the person associated with that number, such as in the first example directly above, is shown at the right of the first line (if one has been entered into the personalized Directory).

4 Do one of the following:

- ▶ If you press the softkey below **Time**, the display will show you the time the call was placed.
- ▶ If you press the softkey below **Call**, the voice terminal exits Softkey mode and places a call to this number.
- ▶ If there is *not* a name associated with the number, it means that this number is not in your Directory. If you want this number entered into your Directory, press the softkey below **Save**.
 - The display shows:

```
EDIT PHONE #:5551234_
Pause Backspace Done
```

- After editing the phone number, you are prompted to enter a 5-character name associated with that number.

NOTE: If you need help in editing (or entering the name into) the Directory entry, return to the directions in "Adding, Editing, and Deleting a Number and Name in the Directory."

- ▶ You can view other outgoing calls placed at the voice terminal by pressing the softkey below **More** or by pressing `Next >` or `< Prev`. The display informs you when you have viewed all the new outgoing calls in the Call Log.
- 5 When you are finished viewing each outgoing call in the Call Log, press the softkey below **More** until you reach the end of the list. Then press the softkey below **Done**.

LOCKING AND UNLOCKING THE DIRECTORY, CALL LOG, AND ALL SOFTKEYS

The 8510T voice terminal allows you the option of locking the following:

- You can **lock the Directory** so that no one can make unauthorized changes to it;
- You can **lock the Call Log** so no one can view your incoming or outgoing calls or change your Call Log options;
- You may also choose to **lock all the softkeys** so that no one can view or change any of the features accessed by the softkeys.

In order to lock any (or all) of these features, you must enter your own personal 3-digit security password. As you enter the 3 digits, a * appears in place of each digit. In this way, your password remains private.

NOTE: Your password remains the same for all 3 features.

If you *access* a locked feature by entering a password, the feature will automatically relock when you exit that feature. You must use your password every time you want to *access* that locked feature until you use the lock option to *unlock* that feature.

To lock your Directory, Call Log, or all softkeys

- 1 Press **Menu** .
- 2 Press the softkey below **Option**.
 - The display shows:

OPTIONS	>
Spkr Clock Lock Done	

- 3 Press the softkey below **Lock**.

- The display shows:

```
LOCK
Select-Item      Done
```

4 Press softkey below **Select-Item**.

- The display shows:

```
SELECT ITEM TO LOCK >
CallLog Directory Done
```

- or if you press , the display shows the next "Select Item" screen:

```
< SELECT ITEM TO LOCK
Softkeys          Done
```

5 Press the softkey below **CallLog** or **Directory** or **Softkeys** according to which one you want to lock.

- The display asks you to confirm your choice (Yes or No) in order to lock the Directory, Call Log, or softkeys.

NOTE: If you press the softkey below **Explain**, you can read more information on the locking feature.

6 If you press **No**, the display returns you to the original "Select Item To Lock" screen; if you press **Yes**, the display asks you to enter or create a 3-digit password.

7 Enter or create your 3-digit password.

8 When you have entered your password, press the softkey below **Done**.

When you have created a password, the display asks to "Please Re-enter the Password." When you have completed that task, press the softkey below **Done**.

- The display confirms that you have locked the feature of your choice.

To unlock your Directory

NOTE: If you have lost your password, see your System Manager.

- 1 Press **Menu** .
- 2 Press the softkey below **Option**.
 - The display shows:

```
OPTIONS >
Spkr Clock Lock Done
```

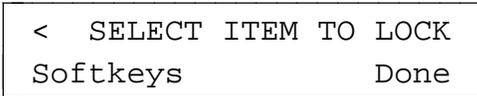
- 3 Press the softkey below **Lock**.
 - The display shows:

```
LOCK
Select-Item Done
```

- 4 Press softkey below **Select-Item**.
 - The display shows:

```
SELECT ITEM TO LOCK >
CallLog Directory Done
```

- or if you press **Next >** , the display shows the next "Select Item" screen:



- 5 Press the softkey below **CallLog** or **Directory** or **Softkeys** according to which one you want to unlock.
 - The display message tells you that the feature is locked and asks you to confirm your choice (Yes or No) in order to unlock the Directory, Call Log, or softkeys.
- 6 If you press **No**, the display returns you to the original "Select Item To Lock" screen; if you press **Yes**, the display asks you to enter a 3-digit password.
- 7 Enter your 3-digit password.
- 8 When you have entered your password, press the softkey below **Done**.
 - The display confirms that you have unlocked the feature of your choice.

CHANGING OR REMOVING YOUR PASSWORD

To change or remove a 3-digit security password

- 1 Press **Menu** .
- 2 Press the softkey below **Option**.
 - The display shows:

```
OPTIONS >
Spkr Clock Lock Done
```

- 3 Press the softkey below **Lock**.
 - The display shows:

```
LOCK
Select-Item Pswd Done
```

- 4 Press softkey below **Pswd**.
 - The display shows:

```
PASSWORD
Change Remove Done
```

- 5 Do one of the following:
 - ▶ If you want to change your password, press the softkey below **Change**.
 - The display messages ask you to enter your old password, create a new password, and re-enter the new password.

- When you have done this, the display confirms that the new password is now active.
- ▶ If you want to remove your 3-digit password, press the softkey below **Remove**.
 - The display asks you to enter your 3-digit password.
 - When you have entered the password, the display confirms that the password is removed and everything is unlocked.

SELF-TEST

To make sure your voice terminal is working properly

NOTE: The handset must be on-hook when you test the voice terminal. Performing the self-test terminates any call in progress, and prevents you from receiving calls until the test is completed.

The self-test also clears the Call Log and the last number dialed from Redial, and the volume setting is returned to the default.

- 1 While the handset is on-hook, press **Menu** .
- 2 Press **Next >** to see the second Menu screen.
 - The display shows:

<	MENU
Test	

- 3 Press the softkey below **Test**.
 - The display shows:

	SELF-TEST	
Begin		Cancel

- 4 Press the softkey below **Begin** to start the self-test. (Press the softkey below **Cancel** if you do not want to initiate a self-test of your voice terminal at this time.)
 - When you press **Begin**, the following occurs:
 - The display reminds you to press **Exit** twice if you wish to end the self-test.
 - Terminal emits a tone.

- Message light goes on.
- The display shows you the Feature Package number and the Self-Test passed message.

NOTE: If these events do not occur, contact your System Manager.

- 5 After you hear repeated tone, press any button on the voice terminal.
 - Terminal emits a key click.
- 6 Press **Mute** , **Speaker** , **Conf** , and **Transfer** .
 - Lights to the left of the **Mute**, **Speaker**, **Conf**, and **Transfer** buttons go on steadily.
- 7 Press **Redial** , **Exit** , **Drop** , and **Hold** .
 - Lights to the left of the **Mute**, **Speaker**, **Conf**, and **Transfer** buttons flutter.
- 8 Pick up handset and press each dial pad key.
 - Message light flutters.
 - Handset emits a touch tone as each key is pressed.
- 9 Hang up handset.
- 10 When the self-test is completed, press **Exit** twice.

NOTE: If you do *not* press **Exit** twice to end the test, the voice terminal automatically exits the self-test after 30 seconds.

CHOOSING THE CONTRAST LEVEL FOR THE DISPLAY

You can use the softkeys to set the darkness or lightness of the voice terminal display.

NOTE: You can also use the kickstand on the bottom of the voice terminal to adjust the viewing angle of the display.

To choose the contrast level of the display

- 1 Press **Menu** .
- 2 Press the softkey below **Option**.
- 3 Press **Next >** to view the second Options screen.
 - The display shows:

```
<      OPTIONS      >
Cntrast Ring Screen Done
```

- 4 Press the softkey below **Contrast**.
 - The display shows:

```
CONTRAST: L>>>>H
-      +      Done
```

NOTE: The arrows are arranged between **Low** and **High**. There are 5 possible contrast levels, and thus 5 possible arrows between **L** and **H**.

- 5 Press the softkey below - or < Prev to make the contrast lighter. Each button press decreases the number of arrows by one.
Press the softkey below + or Next > to make the contrast darker. Each button press increases the number of arrows by one.
- 6 Press the softkey below **Done** when you are finished.
 - The display confirms that the contrast level has been set.

SELECTING A PERSONALIZED RING

You can use the softkeys to choose a personalized ringing pattern for your voice terminal so you can distinguish the ringing pattern at your voice terminal from others in your office. There are 8 different ringing patterns to choose from.

To select a personalized ringing pattern for your voice terminal

- 1 Press **Menu** .
- 2 Press the softkey below **Option**.
- 3 Press **Next >** to view the second Options screen.
 - The display shows:

```
<          OPTIONS          >
Cntrast Ring Screen Done
```

- 4 Press the softkey below **Ring**.
 - The display shows:

```
SELECT RING PATTERN: 1
-          +          Done
```

NOTE: The number "1" in this sample screen is the number of the ringing pattern you are currently hearing.

- 5 Press **-** or **+** or dial the number from the dial pad to hear ringing patterns 1 through 8.
 - Each of the 8 ringing patterns is played once.

SETTING THE RATE AT WHICH YOU VIEW THE DISPLAY MESSAGES

You can use the softkeys to set the length of time the display message stays on the screen. When you receive your voice terminal, the rate is set at Medium. However, there are actually 3 rate settings: Slow, Medium, and Fast. You may want to test all 3 reading rates before you make a final selection.

To select the rate at which you see the display messages

- 1 Press **Menu** .
- 2 Press the softkey below **Option**.
- 3 Press **Next >** to view the second Option screen.
 - The display shows:

```
<          OPTIONS          >
Cntrast Ring Screen Done
```

- 4 Press the softkey below **Screen**.
 - The display shows the current rate:

```
TIMED MESSAGE RATE: MED
Slow  Med   Fast  Done
```

- 5 Press the softkey below either **Slow**, **Medium**, or **Fast**, according to the rate at which you want the display messages to be shown.
 - The display reflects the choice you have made.
- 6 When the display screen shows the display message rate you want, press the softkey below **Done**.

NOTE: Be sure to check the timing of the message for the rate at which you have set the messages to be displayed. If it is too fast or too slow, you may modify the rate again.

TURNING ON OR OFF SOFTKEY INFORMATION TONES

Along with timed confirmation screens, the voice terminal also provides softkey mode confirmation tones (sequential low and high tones). Also available are error tones (one beep) to alert you if you have made a mistake in your softkey entries. You may choose to turn these softkey information tones on or off.

NOTE: This procedure turns on or off the information tones *associated with the softkeys*. The confirmation and error tones associated with those features *not* used with the softkeys are not turned on or off by the procedure described here.

To turn on or off the confirmation and error tones

- 1 Press **Menu** .
- 2 Press the softkey below **Option**.
- 3 Press **Next >** twice to view the third Options screen.
 - The display shows:

```
<          OPTIONS
Tones CallLog Names Done
```

- 4 Press the softkey below **Tones**.
 - The display shows the current setting (On or Off):

```
INFORMATION TONES: OFF
Off      On          Done
```

- 5 Press the softkey below **Off** to turn off the softkey mode information tones, or press the softkey below **On** to turn on the information tones.
 - The display changes to reflect your choice (On or Off).
- 6 When the display screen reflects your choice (On or Off), press the softkey below **Done**.

SETTING THE NUMBER OF NAMES ON THE DIRECTORY PAGE

When you view the names in your Directory or use **Dir** to locate the name of someone in your Directory whom you want to call, you will initially see 3 names and the word **Quit** on the second line of each Directory page, such as in the following 2 screens.

```
<  PRESS TO VIEW  >
HarvW Kathy Sandy Quit
```

```
<          CALL          >
HarvW Kathy Sandy Quit
```

However, you may choose to change this option so that you can view 4 names (instead of 3) on the second line of each Directory page.

Your "Number of Names" options are these:

- If you choose "**3+Quit**," you will see 3 names on each Directory page. You can quit viewing more names in the Directory or decide not to call a name in your Directory (when you have used **Dir**), by pressing the softkey below **Quit**.
- If you choose "**4**," you will see 4 names on each Directory page, but, if you decide not to view more names in the Directory or in order to cancel calling a name (when you have used **Dir**), you must press **Exit** .

NOTE: This option sets the number of names (either 3 or 4) on each Directory page. It *does not* affect the maximum number of entries (which is 30) you can maintain in your Directory.

To set the number of names (3 or 4) on an individual Directory page

- 1 Press **Menu** .
- 2 Press the softkey below **Option**.
- 3 Press **Next >** twice to view the third Options screen.
 - The display shows:

```
<          OPTIONS
Tones CallLog Names Done
```

- 4 Press the softkey below **Names**.
 - The display shows the current setting ("3+Quit" or "4"):

```
NAMES PER PAGE: 3+Quit
 3      4   Explain Done
```

- 5 Press the softkey below **4** if you want to view 4 names on each Directory page. Press the softkey below **3** if you want to see 3 names (and **Quit**).
 - The display changes to reflect your choice ("3+Quit" or "4").
- 6 When the display screen reflects your choice, press the softkey below **Done**.

Tones and Their Meanings

VOICE TERMINAL TONES

- **busy signal**—A low-pitched tone repeated 60 times a minute; indicates the number dialed is in use.
- **confirmation tone**—Two rising tones; indicates a feature activation or cancellation has been accepted.
- **dial tone**—A continuous tone; indicates dialing can begin.
- **error tone**—An alternating high and low tone; indicates a dialing error, a denial of the service requested, or a failure to dial within a preset interval (usually 10 seconds) after lifting the handset or dialing the previous digit.
- **local error tone**—A steady low tone; indicates an incorrect button press.
- **reorder tone**—A fast busy signal; indicates a call is blocked.
- **self-test tone**—Periodic tones; indicates that the voice terminal is continuing to perform a self-test.
- **speakerphone reset tones**—A rising set of tones; indicates the speakerphone is adjusting itself to the surrounding room acoustics.

Labeling and Installing the Designation Card and the Telephone Number Card

Inside the front cover of this user's manual are four button designation cards on which you can write the telephone number, extension, name, or feature that each call appearance/feature button can access. These designation cards match the call appearance/feature buttons on the voice terminal; that is, the left column is labeled **a** through **e**; the second column is labeled **f** through **j**.

Below the perforated bottom edge of each designation card is a telephone number card on which you can write your telephone number.

At the bottom of each designation and telephone number card is an additional attached section which will make it easier for you to insert these cards in a typewriter or run the cards through a laser printer.

To label and install the designation card and telephone number card

- 1** Tear the button designation card, along with the telephone number card and attached "tail," from the user's manual along the perforated edges. (You may choose to take out one card at a time and leave the remaining cards in the manual for future use, or you may choose to tear out all four at one time.)
- 2** Label the button designation card with the appropriate number, extension, name, or feature for each call appearance/feature button. Label the telephone number card with your own telephone number. You can handwrite or type the information on the cards or run the cards through a laser printer.
- 3** Separate the button designation card and telephone number card along the perforated border. You may discard the attached "tail" section.
- 4** Place the button designation card under the plastic card cover on the voice terminal. Place the telephone number card under the telephone number card cover located beneath the handset.

Installation

CONTENTS OF THE 8510T PACKAGE

Before you begin, make sure you have the following parts in the box:

- 8510T voice terminal (with attached desktop stand)
- K-type handset
- 9-foot handset cord
- 7-foot line cord
- Designation card(s)
- Cover(s) for Designation card(s)
- This user's manual
- A quick reference manual for using the softkeys

DESKTOP INSTALLATION

NOTE: The following instructions describe the installation of the 8510T voice terminal on a desk or table. If you choose, instead, to mount the voice terminal on the wall, use the instructions included in the 8510T Voice Terminal Wall Mounting Kit (COMCODE: 106614894).

IMPORTANT: The tasks of setting the terminal resistor jumpers and the phantom/auxiliary power jumpers can only be done by qualified service personnel. **DO NOT** attempt to remove the voice terminal desktop stand or set either type of jumpers yourself.

Use the following directions to connect the line cord and adjunct cord to the appropriate jacks on the voice terminal.

- 1 Place the voice terminal face down on a flat surface.
- 2 Using the thumb notches beside the kickstand, lift the kickstand from the desktop stand.
- 3 Pass the line cord (and adjunct cord, if applicable) under the kickstand.
- 4 Snap one end of the 7-foot line cord into the "LINE" jack and the adjunct cord (if applicable) into the "ADJUNCT" jack on the bottom of the voice terminal. See **Figure 5** for the location of the jacks. For more information on installing adjuncts, refer to the section "Attaching Adjunct Equipment."

WARNING: Correct cord types must be used when connecting terminals and associated components. Failure to use the correct cord and/or to properly insert the cord into the jack may cause voice terminal malfunction or equipment damage.

- 5 Thread the line (and adjunct cord if applicable) through the routing channel leading to the top of the voice terminal desktop stand, as shown in **Figure 5**. Make sure that each cord is placed securely under the 4 square tabs in the routing channel.

NOTE: If you connect both the line cord and the adjunct cord, it may be easier if the adjunct cord is on the inside, on the right of the line cord, in the routing channel. The line cord is, therefore, on the outside, on the left of the adjunct cord.

- 6 Snap one end of the coiled cord into the Handset jack (labeled with the handset symbol) on the bottom of the voice terminal, as shown in **Figure 5**.

WARNING: Do **not** insert the handset cord into the "ADJUNCT" jack. It will cause equipment damage.

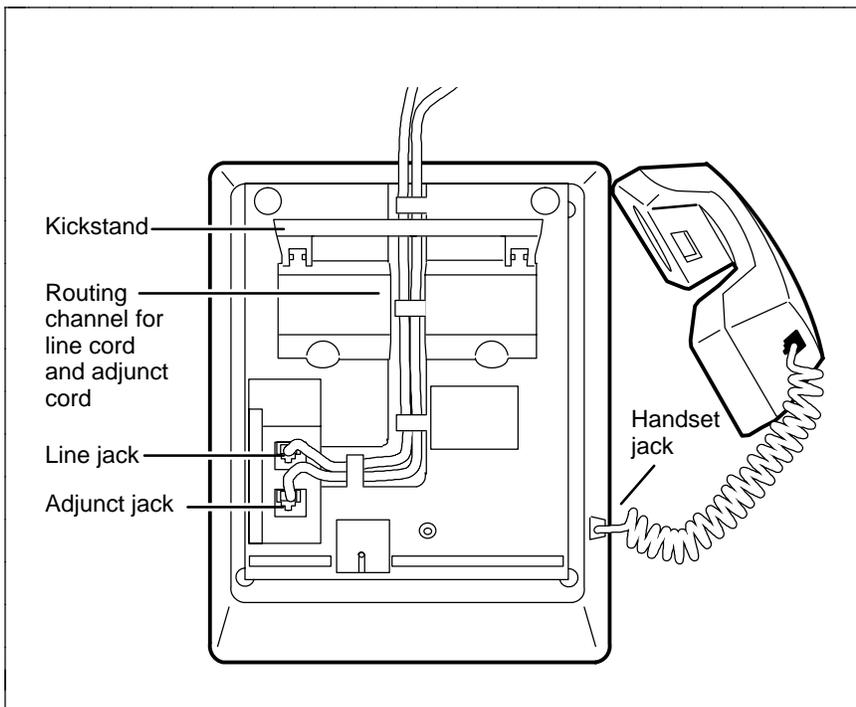


FIGURE 5 Line, Adjunct, and Handset Cord Routing for Desktop Installation

- 7 Turn the voice terminal right side up, with the front facing you.
- 8 Decide whether you want the kickstand up, lifted from the desktop stand, or whether you want the kickstand down, level with the desktop stand. Check which of these kickstand adjustments allows you the best viewing angle of the display.
- 9 Snap the free end of the handset cord into the handset and place the handset in the cradle.
- 10 Snap the free end of the line cord into the modular jack. Lift the handset and listen for the dial tone.

ATTACHING ADJUNCT EQUIPMENT

If you are installing a speakerphone (models Lucent S101A, S201A, or QUORUM® CS201A), a headset adapter (model Lucent 500A or the 507A adapter), or other adjunct that may be offered, follow these steps to connect the adjunct equipment to your voice terminal.

- 1 Place the voice terminal face down on a flat surface.
- 2 Using the thumb notches beside the kickstand, lift the kickstand from the desktop stand.
- 3 Pass the line cord (and adjunct cord, if applicable) under the kickstand.
- 4 Snap the adjunct cord into the "ADJUNCT" jack until you hear a click. See **Figure 5** for the location of the "ADJUNCT" jack.
- 5 Route the adjunct cord through the channel. Refer to the "Desktop Installation" section for instructions.
- 6 Connect the free end of the adjunct cord to your speakerphone or headset adapter.

NOTE: Refer to the adjunct's installation documentation for its power requirements.

Technical Description

Physical Dimension and Weight

The 8510T voice terminal is convertible for either desktop or wall mounting.

The desktop-mounted voice terminal measures

- 7.8 inches (19.8 cm) wide
- 9.5 inches (24.1 cm) long
- 5.3 inches (13.4 cm) high (with handset)
6.1 inches high with kickstand up
- 3.07 lbs (1,39 kg)

Power Requirements

The 8510T voice terminal requires phantom power or auxiliary power; either is selected by setting a pair of jumpers. If phantom power is used, less than 1 Watt of power is drawn from the switch to support a normal operating mode. If adjunct equipment is connected to the voice terminal, auxiliary power must be used.

WARNING: If auxiliary power is selected, use only a nominal 40 or 48 Vdc, UL-Listed Communications Circuit Power source.

Environmental Requirements

The 8510T can operate in temperatures ranging from 40 to 120 degrees F (4 to 48 degrees C) and relative humidity ranging from 5 to 95 percent.

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