
**Integrated Services
Digital Network (ISDN)**

**ISDN 8510T Voice Terminal
Feature Package 3**

User's Manual

**Comcode: 107991093
Issue 2, January 1997**

HEARING AID COMPATIBILITY

These voice terminals are Hearing Aid Compatible ("HAC"). In addition, some units have an "HAC" label on them.

TRADEMARKS

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INTERFERENCE WARNING INFORMATION

If the apparatus code on the bottom of your voice terminal is marked with the suffix "(RS)" (for example, 8510TND03A(RS)-003), then it complies with electromagnetic interference criteria specified by the FCC as suitable for residential (or business) installation. As such, the FCC requires us to provide the following warning for Class B residential installations.

WARNING: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio and television communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antennae.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

If the apparatus code on the bottom of your voice terminal is NOT marked with the suffix "(RS)", then it complies with criteria specified by the FCC as suitable for a Class A business installation only. In this case, the FCC requires us to provide the following warning for Class A business installations.

WARNING: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference in a residential area. It is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

*For easier typing,
Remove before placing
under the card cover.*

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e	d	c	b	a
f	i	h	g	f
e	d	c	b	a
f	i	h	g	f
e	d	c	b	a
f	i	h	g	f

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.

Contents

Introduction.....	1
Organization of this Manual	1
Conventions Used in this Manual	1
A Note on the Term, System Manager	2
Your ISDN 8510T Voice Terminal	2
Feature Descriptions	3
Voice Features.....	7
Features Accessed with the Display and Softkeys.....	7
Voice Features	8
Answering and Placing a Call	10
Conference.....	10
Drop.....	11
Hold.....	11
Message Retrieval	12
Mute	12
Redial (Last Number Dialed)	13
Speakerphone and Speaker	13
Transfer	14
Features Accessed with the Display and Softkeys	16
Entering and Exiting Softkey Mode	17
(Using the Menu and the Exit Buttons)	17
The Voice Terminal Self-Test Feature	18
Using the Next, the Prev, and the Dir Buttons	19
Responding to Quit and Done.....	19
A Softkey Display Screen Flowchart	19
Setting the Clock	20
Setting the Speakerphone	22
Adding, Editing, and Deleting a Number	24
and Name in the Directory	24
Viewing a Directory Entry (and Placing a Call).....	26
.....	33

Using the Dir Button to Place a Call	35
Using the Call Log	36
Locking and Unlocking the Directory, Call Log, and All Softkeys	51
Changing or Removing Your Password.....	55
Self-Test	57
Choosing the Contrast Level for the Display.....	59
Selecting a Personalized Ring.....	61
Setting the Rate at Which You View the Display Messages ...	63
Turning on or off Softkey Information Tones.....	65
Setting the Number of Names on the Directory Page	67
Tones and Their Meanings	68
Voice Terminal Tones	68
Labelling and Installing the Designation Card and the Telephone Number Card	69
Installation.....	71
Contents of the 8510T Package	71
Desktop Installation	71
Attaching Adjunct Equipment	74
Technical Description	75

Introduction

The 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, this voice terminal has been designed 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

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

2-line screen, such as



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 four 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.

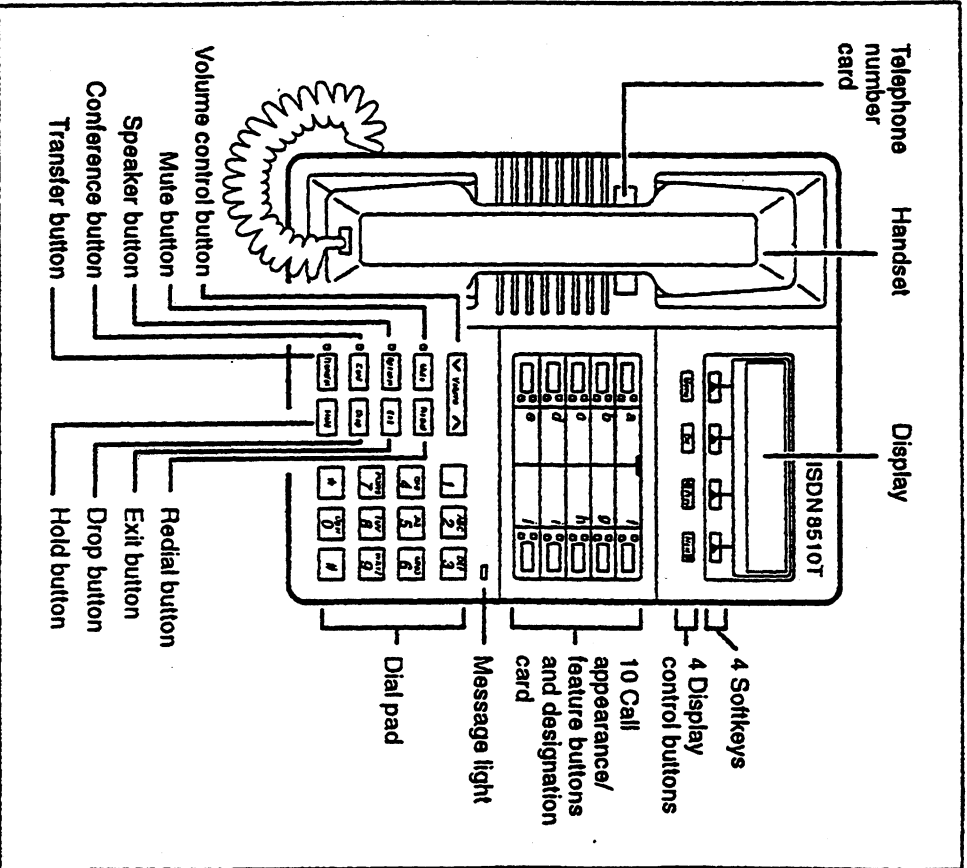


FIGURE 1 8510T Voice Terminal (Top View)

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 "S" button on your dial pad has raised bars for visually-impaired users.

Display control buttons These four 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 four 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.

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 four names or three names + **Quit** on the second line of an individual Directory page. If you choose to have four 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 eight 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 three 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 four 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.

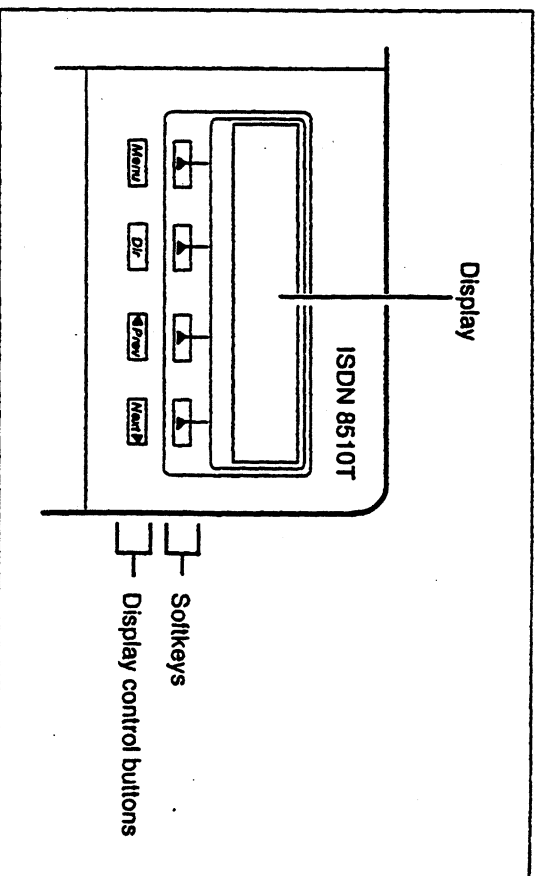


FIGURE 3 The 8510T Voice Terminal Display, Softkeys, and Display Control Buttons

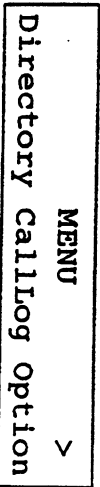
You can use the softkeys and display control buttons to access the following features:

- 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 **[dir]** 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.

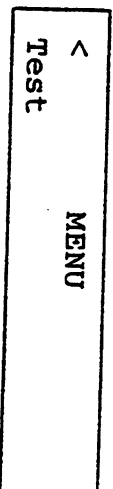
If you are at any other screen, pressing **Menu** will abandon any action and return you to the Main Menu.

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 the **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 SOFTKEYY 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*.

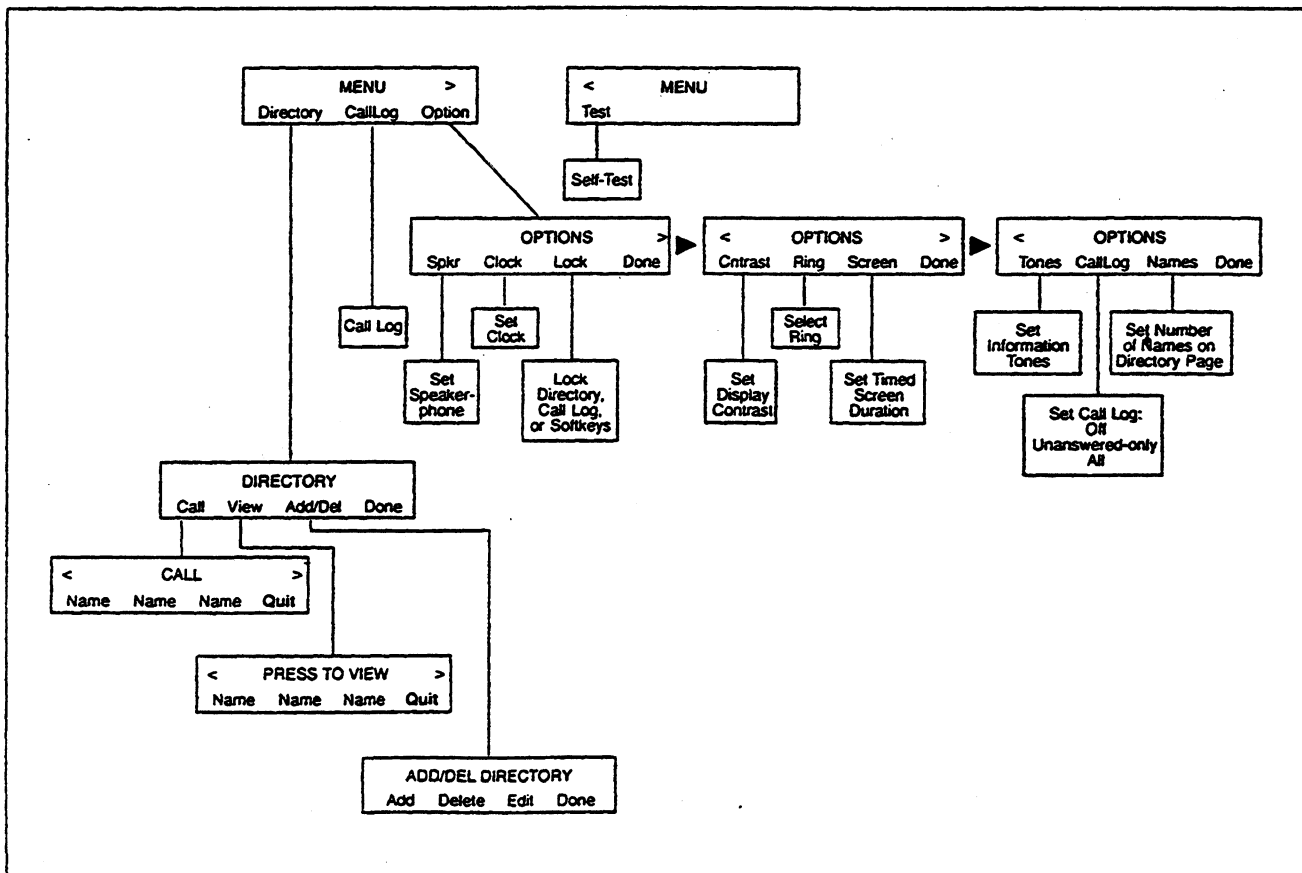


FIGURE 4 A Flowchart of the Softkey Display Screens

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 **Next**. 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."

SETTING THE SPEAKERPHONE

When you set the speakerphone on your voice terminal, you hear a set of tones as the speakerphone performs an acoustic test of the environment. When the tones stop, your speakerphone has finished adjusting itself for optimal performance and is ready for use. You must set the speakerphone when you initially set up your voice terminal, and reset it when you move the voice terminal to a different location (even if it's in the same room), or after a power outage.

After you have set the clock, the following display appears (if the speakerphone needs to be set).

```
READY TO SET THE SPKR
Begin          Cancel
```

Follow these procedures to set the speakerphone.

- 1 Press the softkey below **Begin** to set the speakerphone. (Press the softkey below **Cancel** if you do not want to set or reset the speakerphone at this time.)
 - If you press the softkey below **Begin**, the display shows the following timed screen:

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

- You will 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.*

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 five 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 one 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 one 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.