The Communiqué Digital Telephone Station

Press the **Security* and Automation*** keys to access your security system and any home automation features, respectively (optional: see below).

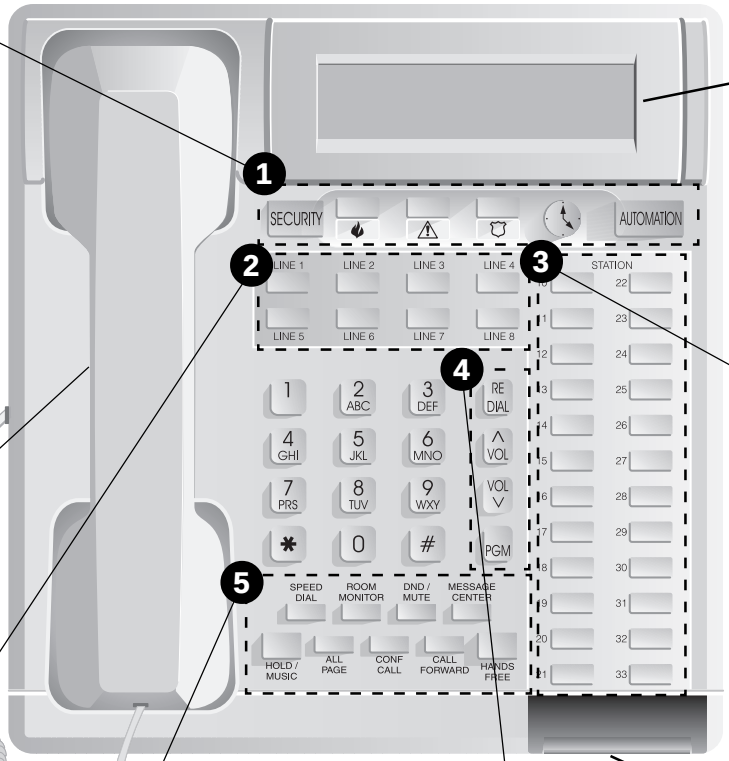
Press and hold the **Fire***, **Auxiliary*** and **Panic*** to send a Fire, Auxiliary or Panic transmission to your security monitoring station (optional: see below).

Press the **Clock** key to view the time and date, and your alarm clock status.

The **handsfree speaker**, located underneath the handset, will project sounds when the telephone is in the handsfree mode.

Line Keys

Press a **Line** key to gain access to an outside line. the Line keys are also used to represent various programming functions. In addition, use the Line keys in the background music mode to record pre-selected radio stations.



The **Liquid Crystal Display** (LCD) provides system status and will guide you through system and station programming via visual prompts.

Station Keys

Press a **Station** key to connect to another telephone, intercom or door station. The Station keys will also represent the various programming options available in station and system programming.

The **handsfree microphone** is located here. This microphone will pick up sounds when the telephone is in the handsfree mode.

The **infrared receiver** is located under the dark plastic window.

Feature Keys

Hold / Music - Press to place an incoming call on hold or to turn station background music ON or OFF.

Speed Dial - Press to gain access to directory of pre-recorded telephone numbers.

All Page - Press to broadcast an announcement to all internal stations.

Room Monitor - Press to listen in on another station which has the room monitoring function activated.

Conference Call - Press to converse with more than one stations or lines at once.

Do Not Disturb / Mute - Press to prevent station interruptions or to mute the Handsfree microphone

Call Forward - Press to forward incoming calls to another station or outside number.

Message Center – Press to receive station and system mailbox messages.

Handsfree – Press to gain access to an outside line or to use the telephone without the handset. Also, press to exit any programming function or feature and return to the idle state.

Press the **Redial** key to dial the last number from that station.

Use the **Volume Up (Λ) and Down (v)** keys to scroll through infromation presented on the LCD. To control station volume levels, press the Volume Up and Down keys while the sound you wish to alter is activated. Pressing these keys will also adjust the LCD contrast when the telephone is in the idle state.

Press the **PGM** key once to access station programming and twice to access system programming. Press the PGM key to record any programming changes you make to your station or system-wide.

*** These keys are used in conjunction with your home security equipment and must be programmed by your installer. You must have a Communiqué Security Interface Card in order for these keys to function. Please ask your installer for more information.**

Getting Started

The following sections explain the basic features of the Communiqué integrated telephone system. All instructions are explained as experience from a Communiqué electronic keyed telephone set.

If you have other telephones connected to your system via a Dual Analog Interface unit, please refer to the section “Dual Analog Interface Unit Options” on page 12 to verify which functions will not be accessible from those telephones.

Before you begin to read the following instructions, refer to the diagram on page 1 to familiarize yourself with the Communiqué telephone.

The Idle State

When the telephone is unoccupied and is not performing any functions, it is in the idle state. In the idle state, the display will read...

```
WED 04/24 12:50A
(answering mode)
```

To return to the idle state, return the handset to its cradle and press the Handsfree key until the time and date are shown on the display.

All functions in this manual are described as accessed from a telephone in its idle state.

Handling Calls – The Basics

The Handsfree Mode

Each Communiqué telephone has a key marked “Handsfree.” Pressing this key when the telephone is in the idle state is similar to lifting the handset. All sounds, however, will be projected through the telephone speaker and your voice will be transmitted by the Handsfree microphone.

The Handsfree key is also used to return the Communiqué telephone to the idle state. You can exit any telephone function by pressing the Handsfree key until the time and date appear on the telephone display.

Gaining Access to a Line

To gain access to a outside telephone line, lift the handset out of the cradle and press a Line key. To have the telephone in the Handsfree mode, press a Line key without lifting the handset.

If the Prime Line feature has been enabled for that telephone, lifting the handset out of the cradle or pressing the Handsfree key will automatically select a telephone line. Ask your installer if Prime Line has been enabled for your telephones.

Once you have accessed an outside line, dial the desired telephone number. To release the line, place the handset back into the cradle or press the Handsfree key if speaking in the Handsfree mode.

Answering an Outside Call

To answer an incoming call, either lift the handset, press the Handsfree key or press the flashing Line key corresponding to that of the incoming call.

Placing an Internal Call

To make a call from one internal station to another, press the corresponding Station key. Both parties will hear two short beeps indicating that the connection has been made. The display will show the name of the station to which you have connected. A conversation may now take place between the two internal stations.

Viewing Station Labels

A directory of all station labels can be viewed before making a call to another internal station. To use this feature, press “I” ([4]) from the idle state. The display will read...

```
Internal Station
Directory
```

Press each of the Station keys one after the other to view all of the station labels. When you have found the station you wish to connect to, press that Station key a second time to make the connection.

To view the station number and label of the station you are at, press “N” ([6]).

Terminating a Call

To terminate a call, whether internal or external, place the handset back into the cradle, or press the Handsfree key if the telephone is in the handsfree mode. Performing either of these functions will return the telephone to its idle state.

Holding Calls

All outside calls can be placed in a temporary waiting state if someone is momentarily unavailable to speak to the caller. Calls can be put on hold two different ways: a system-wide hold, where the call can be retrieved from any telephone on the system, and an exclusive hold, where the call can only be retrieved by the station which put it on hold.

System-Wide Hold

While connected to an external line, press the Hold key once and the caller will be placed on hold. The corresponding Line key will flash quickly at the station that initiated the hold and will flash slowly at all other stations. The call can be retrieved from any other station by pressing the corresponding Line key.

Exclusive Hold

While connected to an external line, press the Hold key twice and the caller will be placed on exclusive hold. The corresponding Line key will begin to flash slowly at the station that initiated the hold and will be lit solid at all other stations. This call can only be retrieved from hold at the station that initiated the hold by pressing the corresponding line key.

Hold Recall

If an outside call put on hold is not retrieved after a set period of time, the station telephone at which the hold was initiated will begin to ring. If the line is not answered at that station within a set period of time, all telephones on the system will begin to ring and the corresponding Line key will begin to flash slowly as if it were an new incoming call.

Answering Call Waiting

Call waiting can only be enabled by your local telephone company. When the call waiting signal is heard, you can answer the new call by pressing the PGM key. The PGM key is used in this fashion whenever an added telephone service requires you to “flash” the line.

Directing Calls to Another Station

Call Transfer

This feature allows you to transfer the outside call to another station.

To transfer an outside call, press the Station key corresponding to the Station to which you wish to transfer the call. The internal connection between the two stations will be made and the caller will automatically be placed on hold. You may now announce to the transfer recipient that they are about to receive a call. When this announcement is complete, return the handset to its cradle or press the Handsfree key (if speaking in the Handsfree mode) and the call will be transferred to another station.

Transfer Recall

If the transferred call is not answered within a given period, or if the transfer recipient is busy, his or her telephone will stop ringing and the call will be transferred back to the original party. If the call is not answered at the original station, all phones on the system will begin to ring and the corresponding Line key will begin to flash slowly as if it were a new incoming call.

Mailbox Transfer

To transfer a caller to a station mailbox, press the corresponding station key while connected to the call, then press the Message Center key and hang up. The caller will automatically be transferred to the appropriate station’s mailbox.

To transfer an external caller to the system mailbox, press the Message Center key and then hang up.

Redial

To automatically redial the last number dialed at that telephone, press the Redial key.

If the Redial key is pressed before gaining access to a line, the line that the last call was dialed out from will automatically be selected. To perform a redial using a different line, you must first select a specific line before pressing the Redial key.

Auto Redial

Activating the auto redial feature will allow you to have your telephone continuously redial a busy number for a programmed number of times or until a connection is made.

When a busy signal is heard, press the Redial key. The telephone will proceed to dial the selected number continuously. The display will show the number of dialing attempts as they are performed along with the number being dialed...

```
Redials = 02
5551212
```

To program the number of redial attempts, please refer to “Programming Redial Attempts and Message Center Rings” in System Programming.

In order for the auto redial feature to function properly, any other auto redial service provided by your local telephone company must not be activated.

Establishing Multiple-Party Calls

The Communiqué offers several ways, through the group listening and conference call features, to facilitate multiple-party conversations.

Group Listen

The group listening feature activates the Handsfree speaker while the Handset is out of the cradle so that the conversation can be heard by more than one person.

To enable group listening when connected to an outside caller, or someone calling from another station, press the Handsfree key while the Handset is out of its cradle. The key will flash slowly to indicate that the telephone is in the group listen mode. Since the Handsfree microphone is not activated during group listening, you must speak through the handset in order to be heard by the connected party.

Conference Call

The conference call feature allows you to establish a three-party call from any Communiqué telephone.

To activate the conference call feature, press the Conference key while connected to an internal or external party. This will automatically put the party on hold. Connect to a second party by pressing the corresponding Station key or calling them on an outside line. When the connection to the second party has been established, press the Conference key again. All three parties will now be connected.

When a conference call has been established, the Conference key will be ON and the display will indicate the two other parties involved in the conference. For example, if you are in conference with Line 1 and Station 20, the telephone display will indicate the other two parties as follows...

```
Station 20
Line 1
```

Disconnecting One Party

To disconnect one conference call party and remain connected to the other, press the Line or Station key corresponding to the party you wish to remain connected to. The other party will automatically be disconnected.

Placing a Conference Call on Hold

To place one party involved in a conference call on hold, press the Hold key. The Hold key and the Conference key will begin to flash slowly and internal dial tone will be heard.

Press the Line or Station key corresponding to the party you wish to remain connected to. The Conference key will turn OFF and the Hold key will continue to flash slowly. The other party will be put on hold from the conference call.

To bring the party on hold back in to the conference call, press the Conference key.

Handling Busy Lines

The Communiqué can notify you when a busy line becomes free via the following features:

Line Callback

This feature allows for your station to be notified when a previously busy line becomes free. When busy tone is heard on a desired line, press “C” ([2]) and then hang up. Your Station is free to perform other functions. When the line becomes free, the system will notify your Station by calling you back with an extended ring. When the callback is answered, you will hear the dial tone of the selected Line and will be able to place your call. If the callback is not answered after eight extended rings, the request will be canceled and the Line will be released.

Line Camp-On

“Camping-on” a line means that you will have priority over those stations which are waiting for a line callback. When busy tone is heard on a particular line, press “C” ([2]) as you would with line callback, but do not hang up the telephone. Waiting with your telephone off-hook will ensure that your call priority is preserved. When the line becomes free, your Station will automatically seize the line and dial tone will be heard.

Speed Dial Camp-On

If you wish to select a speed dial number before camping-on a busy line, you must first select the speed dial entry from your directory. Once having selected the number, press a Line key. When a busy tone is heard, follow the line camp-on steps as outlined above. The Speed Dial key will flash slowly and the display will read…

```
Spd Dial Campon
Line X
```

When the Line becomes free, your station will automatically seize the Line and dial out the Speed Dial number.

Redial Camp-On

In addition to selecting a speed dial number, you can also select to redial the last number dialed from your telephone when a busy line becomes free. To initiate a redial camp-on, you must first press the Redial key before following the line camp-on steps as outlined above. The Speed Dial key will flash slowly and the display will read…

```
Redial Camp-On
Line X
```

When the Line becomes free, your station will automatically seize the line and redial the last number dialed.

Call Forwarding

Station Call Forwarding

This feature allows the user to forward all calls from one station to another, or to the message centre. To activate call forwarding, press the Call Forward key once. The corresponding Station key will begin to flash quickly, indicating that the station is about to have its calls forwarded to another location. The display will read...

```
Call Forward To:
NONE
```

Press the Message Center key or another Station key depending on where you wish to have all the calls forwarded. The key will start flashing slowly and the display will read...

```
Call Forward To:
Station XX
```

...if the call is forwarded to a station or

```
Call Forward To:
Message Center
```

...if the call is forwarded to the Message Center.

When the user presses the Handsfree key to return to the idle state, the Call Forward key will now flash slowly to indicate that the station is in the call forward mode.

To deactivate station call forwarding, press the quickly flashing Station key. The display will read...

```
Call Forward To:
NONE
```

To return to the Idle State, press the Handsfree key. The Call Forward key will turn OFF.

Line and Door Station (Off-Premise) Call Forwarding

This feature allows any of the eight Communiqué Lines as well as any Door Station to be forwarded to an off-premise phone number.

If a call comes in on a line that is forwarded to an off-premise number, the Communiqué will search the system for an available line. When a line is found, the system will seize the line and automatically dial the off-premise telephone number. If there are no available lines, the incoming call will be routed to the Message Center.

If a door bell is pressed at a door station that is forwarded to an off-premise number, the Communiqué will follow the same line searching pattern as indicated above. If a line is found and the call is answered at the off-premise location, the “Door Station Forward” greeting will be heard (see “Record System and Station Greeting” in System Programming). The user at the off-premise location must enter [✱] followed by the remote access code (if necessary) in order to be connected to the door station. Once connected to the door station, a two way conversation can take place. If an electronic door strike has been installed at the door station, it can be activated from the remote location by pressing [✱] [7] (see “Remote Access Features” on page 13). If there are no available lines when the door bell is pressed, the connection will be terminated.

To turn off-premise call forwarding ON or OFF, press the Call Forward key twice. The display will read...

```
Update Line and
Door STA CFWD
```

All Line and Station keys corresponding to lines and door stations that have programmed off-premise phone numbers will flash. If the key is flashing slowly, call forwarding is OFF. If the key is flashing quickly, call forwarding is ON. To view the off-premise call forwarding phone numbers, press each of the flashing keys. To activate off-premise call forwarding for a particular line or door station, press the corresponding slowly flashing key. The key will begin to flash quickly and the display will read...

```
Call Forward ON
555-1234
```

To turn call forwarding OFF, press the key again. The key will begin to flash slowly and the display will read...

```
Call Forward OFF
555-1234
```

If off-premise call forwarding feature has been activated, the display will indicate the following when the telephone is returned to the idle state:

```
WED 02/28 02:30P
Call FWD Active
```

The off-premise phone numbers must be programmed in the "Programming Call Forwarding Numbers" section in System Programming.

Broadcasting an Announcement

All Page

The all page feature is used when an announcement is to be broadcasted to all internal stations. To perform an all page, press the All Page key once. The display will read...

```
All Page
```

Make an announcement through the handset or the Handsfree microphone. When the announcement is finished, place the handset back in the cradle or press the Handsfree key (if using the Handsfree mode) to end the page.

"Meet-Me" Page

An All Page can be answered at any station by pressing the All Page key. By doing so, a private conversation can thus take place. The display will indicate the station of the connected party. The display will read...

```
Meet-Me Page
Station XX
```

Line Status

The system administrator can obtain the status of any active line, including the number dialed out on the line and the time at which it became active. The system administrator can also terminate a call or engage in a conference call on the outside line using this feature.

From the idle state, press "S" ([7]). The display may prompt you to enter your system Personal Identification Number. If the correct PIN is entered, or if no PIN is required, the display will read...

```
Line Status
Select Line
```

The Line keys corresponding to all active lines will be ON. If a lit Line key is pressed, the status of that active line will be presented. The display will read...

```
OC STA 10 12:00P
555-1234
```

...for an outgoing call or

```
IC STA 10 12:00P
555-1234
```

...for an incoming call

While viewing the status of an active line, press "C" ([2]) to engage in a conference call on that line. The two parties involved in the conference will appear on the display as follows...

```
Station 10
Line 1
```

Press the [#] key to terminate the call when viewing the status of an active line.

Room Monitoring

The Room Monitoring feature is used to listen in on another internal station, such as for baby monitoring or for helping to determine the cause of an alarm. The monitoring party will not be heard by the station being monitored. A two-way conversation can take place any time during a Room Monitor by pressing "T" ([8]).

The station being monitored must be in the idle state in order for a two-way conversation to begin.

To monitor a station, press the Room Monitor key. The display may prompt you for the room monitor PIN, if programmed. If the Room Monitor PIN is entered correctly, or if no PIN is required, the display will read...

```
Select Station
To Monitor
```

Press the Station key of the station you wish to monitor. The display will read...

```
Monitoring
Station XX
```

...if monitoring is allowed at that station or

```
Monitoring Not
Allowed
```

...if monitoring is not allowed at that station

The room monitoring feature can be enabled for each station in System Programming.

Recording

This feature allows the user to record a conversation. When a Communiqué user is connected to another party – whether internal or external – press the Room Monitor key to begin recording. The Room Monitor key will begin to flash quickly. The audible prompt “Recording” will be heard (if enabled by your installer) by both parties followed by a tone. After the tone, the conversation will begin to be recorded. The recorded conversation will be stored in the system mailbox.

To stop recording, press the quickly flashing Room Monitor key again. The present conversation can still occur but the message center will be released.

If the Message Center is filled to capacity or in use when the Room Monitor key is pressed, an error tone will be emitted and the conversation will continue without interruption.

If the recording limit has been reached when a conversation is being recorded, the connected parties will hear the following voice prompting message if enabled:

“The recording limit has been reached.”

The quickly flashing Room Monitor key will stop flashing and the conversation will continue between the connected parties.

If a station does not have the ability to use the record option, and the Room Monitor key is pressed during a conversation, the keypress will be ignored. For more information regarding call recording, please consult your installer.

Call Display Log

This feature is designed to store the call display information for every incoming call to the Communiqué. Up to 100 calls will be stored in chronological order in a buffer local to each line. To access the call display log, press “L” ([5]) from the idle state. All lines with call display information will be lit and the display will read…

```
Call Display Log
Select a Line
```

To view the call display information for any line, press the corresponding lit Line key. If Line 1 is pressed, the key will begin to flash slowly and the display will read…

```
Line 1
10 Call(s)
```

If a line key that has no calls logged on it is pressed, the display will read…

```
Call Display Log
Empty
```

After a lit Line key has been pressed, the call display information for each logged call on the chosen line may be viewed by pressing the Volume Up and Down keys.

When the user has scrolled to a desired entry, press the key to view the time and date of the call. To return to the previous display, press the key again.

To delete a call log entry, scroll to the desired call and press “D” ([3]).

When the limit of 100 stored calls is reached, new calls ringing in on a particular line will be logged while the oldest calls will be deleted.

Security and Automation Keys (Optional)

These keys will only function if the Communiqué Security Interface Card is installed on your system. Please ask your installer for more information regarding this aspect of the Communiqué system.

Pressing the Security and Automation keys will provide access to your security system and any home automation features on your system. Once one of these keys is pressed, voice prompting messages will guide you through their use.

Security and automation feature keys can also be programmed to gain single-button access to your security system and automation devices.

For complete instructions regarding the programming and use of the Security and Automation keys and the additional feature keys, please refer to the Communiqué Security Interface Card Instruction Manual.

Emergency Keys – Fire, Auxiliary and Panic (Optional)

These keys will only function if the Communiqué Security Interface Card is installed on your system and if they have been enabled by your installer. Please ask your installer for more information regarding this aspect of the Communiqué system.

The Fire, Auxiliary and Panic keys are designed for use with your home security system. Press and hold one of these keys to send either a fire, auxiliary or panic transmission to your monitoring station. Please ask your installer for more information regarding these keys.

The Message Center

The message center is a vital part of the Communiqué telephone system. It acts as a mailbox for all telephone messages left by callers when the system or station is either busy or unanswered. The following section explains the message center in detail, including viewing message center status, changing options, retrieving messages and transferring them to other stations.

An incoming call, whether answered by the system mailbox or transferred to an individual station mailbox, will be greeted by a prerecorded message. For instructions on how to record system and station greetings, please refer to the System and Station Programming sections in this manual.

Message Center Status

To view the message center status, press the Message Center key. The number of system messages and the messages for that station will be displayed as follows:

```
System MSG = X
Private MSG = X
```

Retrieving Messages

To retrieve any messages, lift the handset or press the Handsfree key and press the Message Center key. The display will read...

```
Message Center
```

The Station keys represent the status of all personal station mailboxes and the Message Center key represents the system mailbox status. All keys corresponding to mailboxes with messages will be ON. If messages are waiting at the station which entered the Message Center, the corresponding Station key will be flashing quickly.

To access the mailbox options for any mailbox, press the corresponding Station key or the Message Center key for system messages. The display might ask you for a Personal Identification Number (PIN), if required. If the correct PIN is entered, or if no PIN is required the display will read...

```
Messages = X
```

Along with this display message, the following audible message will be heard:

Total messages, X. To listen to a message, press "L." To erase the message, press "E." To pause the message playback, press "P." To continue from pause, press "C." To back up five seconds, press "B." To repeat this help menu, press "H."

The messages will now begin to play in the order in which they were recorded. The display will read...

```
04:09P WED 02/28
#=Quit P=Pause
```

The time and date of each message will be displayed during each playback and will be announced at the end of the message. After all of the messages have finished playing, or the [#] key is pressed during the message playback, the display will read...

```
MSG XXofXX OLD
```

...if the message has already been listened to or

```
MSG XXofXX NEW
```

...if the message has not yet been listened to.

To repeat the messages, press "L"; to erase the messages, press "E". Press the Handsfree key to exit the Message Center and return to the idle state. If there are any messages in the any of the mailboxes, the Message Center key will flash quickly.

Redialing

In order for this feature to work, Call Display must be enabled by your local telephone company for the line on which the message was received.

If a message was received on a line which is enabled to receive call display information, the caller's telephone number will appear on the display. Press the Redial key after listening to the message to immediately return the call.

A redial cannot take place during the message playback.

Once having accessed the message center from a station phone, scroll through the available messages using the Volume Up and Volume Down keys until the number to be redialed is located.

```
MSG XXofXX OLD
5551234
```

To dial this number, press the Redial key. The display will read...

```
Select a Line
```

Press the Line key to select an outside line; the number will be automatically dialed.

Memo Messages

A memo message is a message which can be prerecorded and then sent out to one or more internal stations. To record a memo message, enter the message center and press “M” ([6]). The display will read…

```
Memo Message
No Memo Recorded
```

If there is a memo message already recorded, it must be erased before a new message can be recorded. The display will read…

```
Current Memo
must be deleted
```

To delete the old memo message, press “D” ([3]).

To record a memo message, press “R” ([7]). The display will read…

```
Memo Message
REC PGM=STOP
```

After the tone, record the memo message. When the recording is complete, press the PGM key. The memo message will begin to play back through the Handsfree speaker and the display will read…

```
Memo Message
Playing PGM=STOP
```

After the message has finished playing back, the display will indicate a successful recording with the following display message…

```
Memo Message
Memo Recorded
```

To select the station(s) to which the memo message is to be sent, press the corresponding Station key(s). When selected, the key will flash quickly. To cancel a Station from receiving the memo message, press the quickly flashing Station key; it will turn OFF. When the desired stations have been selected, press the Handsfree key to send the message.

Transferring Messages

Messages can be transferred to other internal stations.

A transfer cannot take place during the message playback.

Once having accessed the message center from a station phone, scroll through the available messages using the Volume Up and Volume Down keys until the message to be transferred is located. To transfer the message, press “T” ([8]). The display will read...

```
DSS/MSG to XFER
# to Cancel
```

Press the Station key corresponding to the station you wish to transfer the message to or press the Message Center key to transfer the message to the system mailbox and then return the handset to its cradle or press the Handsfree key.

Transferring Mailbox Messages to Multiple Stations

In order to transfer a mailbox message to more than one station, it must be converted into a memo message. From the message centre, scroll to the message you wish to transfer using the Volume Up and Volume Down keys. The display will read…

```
MSG XXofXX OLD
```

Press “T” ([8]). The display will read…

```
DSS/MSG to XFER
# to Cancel
```

The selected message must be transferred back to the station mailbox you are at in order to convert it into a memo message. For example, if you are at station 10, press the Station 10 key to transfer the selected message to your station.

If there is a memo message already recorded, it must be deleted. See “Memo Messages” in this section.

The new selected message will now be saved as a memo message and the display will show the new mailbox status.

The memo message may now be transferred to the desired mailbox(es). Enter the message center and press “M” followed by the Station key(s) corresponding to the stations you wish the message to be transferred to. Press the Handsfree key to finish.

Call Intercept

When an outside caller is leaving a message in the message center, the call can be intercepted at any telephone station on the system.

To intercept a call, lift the handset or press the Handsfree key while the caller is leaving a message. Next, press the Message Center key. The portion of the message which the caller began to record will be erased.

Ensure that the telephone you are using has access to the telephone line which the caller is on. If a call cannot be intercepted, the display will read...

```
Message Center
is Busy
```

Establishing Privacy

The Communiqué offers ways to establish privacy while the telephones are activated or in the idle state. These features are either for individual stations or for establishing system-wide privacy.

Microphone Mute

This feature will render a station's Handsfree microphone mute while the telephone is in use. To turn the station microphone mute function ON or OFF, the telephone must be active – with the handset out of its cradle or the Handsfree or a Line key pressed. Press the DND/Mute key. When the microphone mute function is activated, the DND/Mute key will be lit solid.

Do Not Disturb

The Do Not Disturb feature will prevent a station from receiving any disturbances. To turn this feature ON or OFF, press the DND/Mute key when the telephone is not in use; when the feature is activated, the DND/Mute key will flash quickly.

An internal caller will be greeted by a busy signal; the person can select to leave a message by pressing the Message Center key. When outside callers reach a station in the Do Not Disturb mode, they will be greeted by ringing. The call will remain unanswered and the caller will be directed to the message center.

Call Screening

This feature allows you to listen to a caller's voice message as it is being recorded. You may decide whether to speak with the caller or to let them finish recording the message.

An unanswered incoming call will be directed to the message center where the caller may leave a message. At every station with call screening activated, the caller leaving a message will be broadcasted through the Handsfree speaker and the display will read...

```
Press Message
Key to Talk
```

Press the Message Center key to talk to the caller at any time during the message recording. When this key is pressed, the portion of the message which the caller began to record will be erased.

To activate call screening, enter the message center and press "S" ([7]). The display will read...

```
Screen OFF   6 = ON
Select Mailbox
```

Station keys 10 through 33 will be ON along with the Message Center key. Press the Station keys corresponding to the stations for which you wish to activate call screening. To select the system mailbox, press the Message Center key. The keys will flash quickly when it has been selected.

To enable call screening for the selected mailboxes, press [6]. To disable call screening, press [6] again.

If a station PIN is required to activate the call screening function for a particular station, the display will prompt you to enter the number. If the correct PIN is entered, call screening will be turned ON or OFF accordingly.

If call screening is turned ON, the Message Center key will flash slowly when the keyset is in the idle state.

Answering Modes

The Communiqué has three different answering modes: Normal, Night Sentry, and Automated Attendant.

Call display information will not be displayed when an incoming call is answered in the night sentry or auto attendant modes.

Normal

In the normal answering mode, an incoming call will ring at all stations having access to that line. If the call is not answered after a programmed number of rings, the message center will answer the call and prompt the caller to leave a message. If the appropriate message center options are enabled, this message will then be routed to a specific mailbox (please ask your installer for more details).

Night Sentry

In the night sentry answering mode, the caller will be prompted to enter a security code. The phones will not ring unless a valid night sentry code is entered by the caller. If a valid code is entered, all phones having access to that line will ring and the name associated with the code will appear on the display. The display will read...

```
Line 1, Call From
John
```

If an invalid code is entered, the caller will be routed to system mailbox. If a valid night sentry code is entered, but the call is not answered after the programmed number of rings, the caller will be routed to the mailbox associated with that code (see "Programming Night Sentry Codes" in System Programming).

Automated Attendant

In the automated attendant answering mode, the message center will prompt the caller to enter the station number belonging to the person they wish to be connected to. When the desired station number has been entered, all phones having access to that line will begin to ring and the display will indicate who the call is for. The display will read...

```
Line 1, Call For
Station xx
```

If the call is not answered, it will be routed to the personal mailbox of the indicated station.

If the station number of the desired party is not known, all phones having access to that line will begin to ring and the display will read...

```
Line 1, Call For
Any Station
```

If the call is not answered, it will be routed to the system mailbox by the message center after a programmed number of rings.

Alternating Between Answering Modes

To change answering modes, press the [✱] key when the phone is in the idle state. The display may prompt you for your system PIN. If the correct PIN is entered, or if no PIN is required, the display will read...

```
System Mode:
(current mode)
```

Station keys 10 through 12 will be lit and the key that represents the current system answering mode will be flashing slowly.

The user may scroll through the three answering modes by pressing each of the lit station keys. When the desired mode appears on the display, press the Handsfree key to select that mode and to return to the idle state. The selected answering mode will appear on the second line of the display. If the Normal answering mode is selected, the second line of the display will be blank.

If off-premise call forwarding is enabled, the answering mode shown on the second line of the display in the idle state will be overridden. The display will read...

```
SUN 01/01 12:00P
Call FWD Active
```

If the night sentry mode is selected but there are no night sentry codes programmed, the display will indicate this to the user before switching to that mode. The display will read...

```
No Night Sentry
Codes Programmed
```

Customizing Your Telephones

Speed Dial Directories

A speed dial directory is a kind of storage unit for the telephone numbers which you most frequently dial. Using the speed dial function will replace having to manually enter telephone numbers when placing an external call. There are two speed dial directories available: a system speed dial directory, housing up to 300 system-wide numbers, and a station speed dial directory which can hold up to 20 numbers at each station.

To access a speed dial directory, press the Speed Dial key once for system speed dials and twice for station speed dials while the telephone is in the idle state. The display will show...

```
System / Station
Speed Dial Empty
```

...if there are no previously programmed numbers or

```
System / Station
Speed Dial
```

...if speed dial numbers have been previously programmed.

Using the Volume Up/Down keys, scroll through the speed dial directory. All entries will appear in alphabetical order. To jump to the name of a particular speed dial, enter the first letter of the name using the number pad and the system will automatically advance to the desired speed dial. For example, if the speed dial entry begins with the letter “J”, press [5] once; press it twice for the letter “K” and three times for the letter “L”.

Once the desired number is found, press a Line key. The number will automatically be dialed on the selected line.

Background Music

The Communiqué provides background music via an internal radio tuner (optional), or it can be connected to an external music source such as a compact disc player using a RCA-type jack.

To turn background music ON or OFF, press the Hold/Music key while the phone is in the idle state.

When using the internal tuner, you can tune the Communiqué radio unit to the desired frequency as well as program Line keys as memory keys.

Radio Programming

To enter the radio programming mode, press the [#] key while the background music is turned ON. The display will read...

```
87.9MHz      A=AM
Vol=SEL   HF=Done
```

Line keys 1 to 8 will turn ON along with the Station 12 key. Line keys 1 to 8 represent eight different memory keys and the Station 12 key represents the memory key programming option.

This feature allows you to press a memory key and jump directly to a preprogrammed radio station. When the Station 12 key is pressed, it will begin to flash slowly and the display will read...

```
87.9MHz   A=AM
Set Memory=L1-L8
```

Press any of the illuminated Line keys and the radio station you are presently listening to will be saved at that key. To select another station to program, press the Volume Up or Down key. When the desired station is located, press the Station 12 key and then a different Line key to save the radio station. You may continue until all eight memory keys are programmed.

To exit radio programming, press the Handsfree key.

Contrast and Backlighting

The Communiqué has two different groups of keys whose backlighting may be adjusted:

- Backlighting of the display and keymat (yellow)
- Light Intensity of the Line, Station and Function keys (red)

There are five different intensity levels of backlighting available, from OFF to bright.

To change the backlighting intensity of the display and keymat, press [1] in the idle state. Continue to press [1] until the desired backlighting level has been achieved.

To change the backlighting intensity of the keys while they are active, press [3] until the desired level has been achieved.

The contrast of the display can be increased and decreased using the Volume Up and Down keys. To adjust the contrast, the station must be in the idle state with the background music turned OFF.

Selecting Pulse or Tone Dialing

This feature allows each of the eight Communiqué lines to place outgoing calls using either pulse or tone dialing. After placing an outgoing call using pulse dialing, the user also has the ability to switch to tone dialing by simply pressing the [✱] key while maintaining the connection.

For example, if the number you are calling is answered by an Automated Attendant, you will be required to enter touch tone digits to help route your call to the appropriate department or extension number. To transfer your call to tone dialing, press the [✱] key before entering any touch tone digits, such as an extension number.

To program lines as tone or pulse dialing, please talk to your installer.

Integrating Standard Equipment (Optional)

Dual Analog Interface Unit Options

The Dual Analog Interface (DAI) unit is an adapter which allows regular analog telephone equipment, such as regular telephone sets, fax machines, cordless phones, to be made compatible with the Communiqué digital telephone system.

Your system's analog devices will be assigned station numbers by your installer so that they will be accessible from other Communiqué telephones. If you wish to add any or more analog devices to your system, please consult your installer.

To execute any of the following Communiqué functions from a regular telephone, begin by lifting the receiver. An internal dial tone will be heard. To access any of these functions, follow the keypress instructions listed below:

- **All Page**: To perform an All Page, enter [7][4] *("P G")*.
- **Meet Me Page**: To meet a page, enter [7][4] *("P G")*.
- **Lines**: To select Lines 1 to 8, enter [8][1] to [8][8].
- **Stations**: To select stations 10 to 33, enter [1][0] to [3][3].
- **Message Center**: To access the message center, enter [6][2] *("M C")*.

  If stutter dial tone is heard when you lift the handset, there are messages in the DAI Station mailbox.
- **Redial**: To use the redial feature, enter [✱][✱].
- **Hold** - To place a call on hold, quickly press and release the receiver hook switch. To retrieve the call on hold, enter [✱][4] *("✱ H")*.
- **System-Wide Hold** - To place a call on a system-wide hold, quickly press and release the receiver hook switch and return the receiver to its cradle. To retrieve the call from a non-Communiqué telephone, enter [✱][8][1] to [✱][8][8] for telephone lines 1-8.
- **Switching Lines**: To switch lines for answering another incoming call, enter [✱][2].

  To switch to another line that has already been answered, enter [✱][7] *("✱ S")*.
- **Switching Callers With Call Waiting**: When call waiting tones are heard, press the hook switch to place the original call on hold and then enter [✱][3] to switch to the second caller on that line. To switch back to the original caller, press the hook switch again and press [✱][3].
- **Room Monitor**: To perform a room monitor, enter [7][6] *("R M")* followed by the room monitor PIN if required. After a short tone is heard, enter the Internal station to be monitored. To begin a two-way conversation with the monitored party, enter [✱][8] *("✱ T")*. To select another station to be monitored, enter [✱][6] *("✱ M")* and then enter a new station number after the tone is heard.
- **Call Back**: If a selected line is busy, press "C" ([2]) and then hang up. When the line is no longer in use, the phone will ring back to notify the user that the line is free.
- **Security**: Press [7] [3] *("S E")* to access the security system.
- **Automation**: Press [7] [2] *("S A")* to access the automation features.
- **Door Strike Activation**: When connected to a door station, press and release the receiver hook switch to activate a programmable output (e.g. door strike).

Fax Interface

This feature allows an external fax machine to be connected to the Communiqué via a DAI unit.

Receiving a Fax

With a fax machine connected to the system through a DAI unit, a fax message can be received in two-ways:

- If the message center answers the call, the fax tone emitted will be detected by the system and the call will be automatically transferred to the fax machine.
  When using this automatic fax routing feature, the message center greeting that answers the fax call must have a minimum length of seven seconds.
- If a call that was intended for the fax machine is answered, it can be transferred by pressing the Station key corresponding to the fax station and then hanging up.

Sending a Fax

When sending a fax, the user must select the line to send the fax message out from followed by the number to be dialed. To select lines 1 to 8, enter [8][1] to [8][8] respectively. For example, if a fax was to be sent to 555-1234 using Line 1, the user would have to dial [8][1] (*pause*) [5551234].

For more information regarding the integration of fax machines into your system, please consult your installer.

Additional Features

Power Failure Notification

The Communiqué provides a visual indication of three different types of power faults:

Battery Fault

When a problem occurs with the battery, the following message will appear on the display:

```
Battery Fault
2=CLR FAULT ALRM
```

The keyset will also give an audible notification by sounding two short tones every minute. Pressing [2] will silence the audible notification but the fault message will remain on the display until the problem is corrected.

AC Power Fault

When the AC supply to the Communiqué is not present – either from a power failure or if the power supply is not properly connected – the following message will appear on the display:

```
TUE 05/28 06:14P
AC Fault!
```

This fault message will remain on the display until AC power is fully restored.

If this fault occurs, make sure the Communiqué power supply is properly plugged into the wall outlet before contacting your installer for service.

AC Fault and Low Battery

If AC power is not present and a battery fault occurs, the user will be notified of the problems with the following display message:

```
AC & BATT FAULT!
2=CLR FAULT ALRM
```

The keyset will also provide an audible notification by sounding two short tones every minute. Pressing [2] will silence the audible notification but the fault message will remain on the display until the battery and AC supplies are restored.

When the “AC & BATT FAULT!” message is displayed, the system will go into a Power Save mode and will shut down imminently. If the system does go into critical shutdown, the backup telephone will engage, from which your installer can be called for service.

If your Communiqué encounters any of these previously mentioned power supply faults, please contact your installer for service.

Backup Telephone Set

The backup telephone set is designed to engage when the Communiqué loses both of its power sources. The backup telephone set is not operational when the Communiqué is functioning normally.

In the event that the Communiqué loses all power, going off-hook at the backup telephone will automatically seize line 1.

This phone should be placed where it can be easily accessed in the case of a complete power failure.

The only features available through the backup telephone will be those provided by your local telephone company.

Remote Access Features

The Communiqué provides access to a number of key features from outside telephones. To access these features, call your telephone number and wait for the automated greeting. During the greeting, press the [✱] key along with a remote access code, if required. You now have access to the remote options. The following voice prompting message will be heard:

“Remote feature options: To record a greeting, enter [4][7]. For Message Center options, enter [6][2]. For system automation, enter [7][2]. For security functions, enter [7][3]. To perform an all page, enter [7][4]. To perform a room monitor, enter [7][6].”

At this point, you may select one of the features listed below. Pressing the [#] key on the outside telephone will exit the selected feature and back up one step to the “Enter a feature option” prompt.

“P G” ([7][4]) – All Page

Entering this key code will provide access to the all page feature.

“M C”([6][2]) – Message Center

Entering this key code will provide access to the message center. All available options will be listed using voice prompts.

To select another mailbox, press [6]; to select the system mailbox, press the [0] key. To stop the message playback, press the [#] key.

“G R” ([4][7]) – Greeting

Entering this key code will allow you to change your automated mailbox greeting. Voice prompts will indicate the various greeting recording options.

“R M” ([7][6]) – Room Monitor

Entering this key code will give the user access to the Room Monitor feature.

Press [✱] [8] to begin a two-way conversation between the monitoring and monitored parties. Press [✱] [6] to select another station to monitor. Press [✱] [#] to exit this feature and back up one step to the “Enter a feature option” prompt.

Once [✱] [8] has been pressed to begin a two-way conversation, you cannot enter [✱] [#] to select another option. To do this, you must hang up and call the system again.

“S A” ([7][2]) – System Automation

Entering this key code will provide access to the system automation feature.

“S F” ([7][3]) – Security Functions

Entering this key code will provide access to the security panel.

Intercom and Door Stations (Optional)

Intercom Station Operation

Paging and Answering Calls

To answer an incoming call, press the Page/Answer key. Press this key also to perform an all page or to meet a page. To terminate a page that has not been answered, press the large button.

Terminating a Connection

To terminate a connection with another party, (internal or external), press the large button.

Background Music

With the intercom station in the idle state, pressing the Volume key will turn the background music ON or OFF by adjusting the volume. To turn the radio OFF, decrease the volume until the music can no longer be heard and then release the key. To turn the music back ON, press and hold the Volume key again and release the key when the desired volume level is reached.

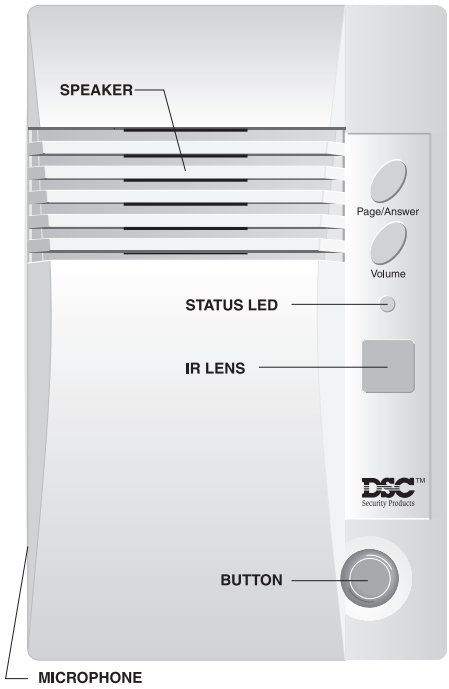
Do Not Disturb

To place an intercom station in the Do Not Disturb mode, simply press the large button while the station is in the idle state. When this feature is activated, the intercom status light will flash quickly.

Adjusting the Speaker Volume

To adjust the volume, press and hold the volume key while the intercom speaker is active. The volume will begin to increase steadily. When the maximum level is reached, the volume will jump to the lowest setting and begin to increase again. If the volume key is released and pressed again, the volume will begin to decrease in the same manner. When the desired level is reached, release the key.

Intercom Station



Door Station Operation

To sound the door bell, press the large button. An audible tone will be heard at all interior stations. The Station key corresponding to the door bell station will be ON to indicate that someone is at the door. To speak with the person at the door station from a Communiqué telephone, press the lit Station key corresponding to the door station. To activate a door strike output, press the Station key corresponding to the door station again.

From an intercom unit, the large button will flash slowly and an audible tone will be heard when the door bell is pressed. To speak to the person at the door, press the Page/Answer key. To activate a door strike output, quickly press and release the button.

The programmable output and door strike must be enabled by your installer.

Door Station

Station Programming

Each Communiqué station can be customized to best suit an individual user's needs. Included in the station programming options are developing and maintaining a station speed dial directory, setting station volume levels, recording a station greeting for that station's message center and setting the alarm clock.

All station programming can be accessed by pressing the PGM key once at the telephone station to be programmed. This procedure will be referred to in the following sections as "entering station programming." Upon pressing the PGM key, the display will read:

```
Select Station
Program Item
```

From this point, enter the key corresponding to the option you wish to program. The function, purpose and programming of each option are described in detail in the following sections.

In order for the Communiqué to accept any programming, the PGM key must be pressed after each entry. **If the PGM key is not pressed before exiting any programming section, any new entry will not be recorded and the programming changes you wish to be executed will not be made.** To exit station programming, press the Handsfree key until the time and date appear on the visual display.

Programming a Station PIN

PGM | LINE 1 | LINE 1

For security purposes, some users may wish to program their own station Personal Identification Number (PIN). Only a user with a correct PIN will be able to access station speed dial programming, station ring mode selection and retrieve messages from the station mailbox.

To program your station PIN, enter station programming and press the Line 1 key. The key will begin to flash slowly. The display will read...

```
Program Station
PIN
```

Press the Line 1 key again. If a PIN has been previously recorded, the display will prompt you to enter that number. If the correct PIN is entered, or if no PIN is required, the display will read...

```
Station
PIN > NONE - _
```

Enter a **four-digit** station PIN. If you wish to erase a PIN, press the [#] key.

Press the PGM key to confirm the valid entry of the PIN and press the Handsfree key to exit this function.

When a station PIN is programmed, the system will require that the correct number be entered before any programming at that station – including retrieving mailbox messages – can be performed.

Recording a Station Greeting

PGM | MESSAGE CENTER | MESSAGE CENTER

This function allows the user to customize the station greeting which the caller hears before leaving a voice message at a station mailbox. When programming options through the message center, the system will provide audible voice instructions in addition to visual prompts on the telephone display. To record the station greeting, enter station programming and press the Message Center key. The key will begin to flash slowly and the display will read....

```
Record Station
Greeting
```

Press the Message Center key again. Enter a station PIN, if required. The Communiqué telephone will prompt the user with the following audible message:

To begin recording, press "R." To listen to the recording, press "L." To erase the recording, press "E." To repeat this help menu, press "H."

The display will read...

```
Station Greeting
(Not) Recorded
```

To record a station greeting, press "R" ([7]). The display will read...

```
Station Greeting
Lift Handset
```

A tone will be heard through the handset and the display will read...

```
REC Greeting Now
PGM=STOP
```

When you have finished your greeting, press the PGM key to stop recording.

The greeting will be automatically played back through both the handset and the Handsfree speaker.

After the greeting has finished playing, the recording will be saved and the display will read...

```
Station Greeting
Recorded
```

To listen to your current station greeting, press "L" ([5]). You will begin to hear your current station greeting played back through the keyset speakers.

To erase your greeting, press "E" ([3]). This will automatically erase your greeting, and the display will read....

```
Erase Complete
```

If you require assistance from the voice prompt help menu, press "H" ([4]).

Programming Names and Labels

There are many areas within Communiqué programming where names and labels may be programmed. These areas include: programming station and line labels, feature keys, speed dial numbers and Night Sentry codes.

Entering a name or a label is done by using the telephone dialpad. Letters of the alphabet are programmed by pressing a specific key for the appropriate number of times. Letters and numbers are entered as follows:

	Nº of Keypresses					*Nº of Keypresses*			
Key	***1***	***2***	***3***	***4***	***Key***	***1***	***2***	***3***	***4***
1	Q	Z	'	1	6	M	N	O	6
2	A	B	C	2	7	P	R	S	7
3	D	E	F	3	8	T	U	V	8
4	G	H	I	4	9	W	X	Y	9
5	J	K	L	5	0 = Space / Delete				
					(“O” is used to represent zero)				

Programming Station Speed Dials

PGM | SPEED DIAL | SPEED DIAL

Up to 20 station speed dial numbers can be programmed at each station. The names and numbers programmed in this section are saved in a private memory bank only accessible from the station which programmed the speed dial numbers.

To access station speed dial programming, enter station programming and press the Speed Dial key. The display will read...

```
Program Station
Speed Dial
```

or

```
UP/DN=LIST #=DEL
PGM=INS  *=EDIT
```

To program a number, press the Speed Dial key again. Enter the station PIN, if required. The display will read...

```
Speed Dial Empty
PGM to Insert
```

To add a speed dial, press the PGM key. The display will read...

```
Name? 2-9=A-Y
0=SPACE 1=QZ'
```

Enter the speed dial name using the dial pad as outlined in the “Programming Names and Labels” section on this page. Once a key has been pressed (for example, [5] for “J”), the display will change to...

```
PGM=DONE
J
```

Use the Volume Up key move to the next letter of the name and the Volume Down key to go back to previously-entered letters. Once the name has been entered, press the PGM key. The display will then prompt you for the speed dial number...

```
Number? PGM=DONE
HOLD=PAUSE
```

Enter the phone number using the dial pad. To delete a character, press the All Page key. Each number that is entered will appear on the display. Once the phone number is entered, press the PGM key. The display will return to the main speed dial menu...

```
UP/DN=LIST #=DEL
PGM=INS  *=EDIT
```

Both a name and a telephone number must be entered for each speed dial entry.

Entering Pauses in Speed Dial Numbers

When entering a speed dial telephone number, pauses can be added so that extension numbers can be added to the regular telephone number. The default pause time is two seconds; this time can only be changed by your installer. To enter a pause when entering a speed dial number, press the Hold key.

In order to calculate the number of pauses required between the main number and an extension number, dial the desired number and record the length of time between when the last digit is entered in the main number and the point at which the automatic attendant answers the call and the extension number can be entered. If, for example, that time is 10 seconds and the pause time is two seconds, press the Hold key five times to enter five pauses. A pause will be indicated on the visual display with a “P”.

Editing and Deleting Speed Dial Numbers

To alter or erase existing speed dial entries, enter station speed dial programming. Next, find the speed dial entry you wish to alter. Use the Volume Up and Down keys to scroll through the list of programmed entries, or skip to a specific speed dial by entering the first letter of that entry on the number pad (for example, press [5] once for an entry starting with “J”, twice for “K” and three times for “L”).

To delete a speed dial entry, press the [#] key. The display will read...

```
JANE SMITH
Delete 9=Y/6=N?
```

Press [9] to delete the speed dial; press [6] to cancel the request. NOTE: Any other key press will also cancel the request.

To edit a speed dial entry, press the [✱] key. The display will read...

```
PGM=DONE
JANE SMITH
```

Edit the name using the same keys used when programming speed dial names. Pressing the PGM key will confirm the changes made to the name and will advance you to edit the associated phone number. The display will now read...

```
JANE SMITH
5552525_
```

Press the PGM key to confirm the edit. The display will return to the main speed dial menu. To exit station programming, press the Handsfree key.

Station Volume Levels

PGM ROOM MONITOR ROOM MONITOR

This function allows you to customize the volume levels at each Communiqué telephone station. To alter the station volume levels, enter station programming and press the Room Monitor key. The display will read...

```
Set Station
Volume Levels
```

To select this option, press the Room Monitor key again. Station keys 10 through 13 will be ON, representing the four programming options associated with station volume levels. The display will read...

```
Select Volume
Option
```

Scroll through the four options by pressing each of the illuminated Station keys one at a time. The four volume options are:

Set page level
This option sets the volume level at which an All Page is heard through the Handsfree speaker.

Set ringer level
This option sets the volume level of the telephone ringer.

Set background music level
This option sets the volume level at which the background music can be heard through the telephone speaker.

Alarm clock maximum level
This option sets the maximum volume level of the alarm clock radio during the first minute of the alarm.

To select an option, press one of the illuminated Station keys. For example, to set page volume levels, press the Station 10 key. The pressed key will flash slowly and the display will read...

```
Set Page Level
MIN      MAX
```

Use the Volume Up and Down keys to adjust the volume levels. Once the desired volume level is selected, press the PGM key to enter the new level. The display will return to the “Select Volume Option” prompt.

To exit station volume level programming, press the Handsfree key.

The page, ringer and background music volume levels can also be altered while any of these features are active by using the Volume Up and Down keys.

Station Ring Mode Programming

PGM ALL PAGE ALL PAGE

There are two different ring settings which can be customized on the Communiqué telephone. Off-hook ringing – the sound heard by a busy station when an incoming call is waiting – can be turned ON or OFF. There are also four different ringing sounds to choose from, all of which can be sampled and selected via the following steps.

To program your station ring mode, enter station programming and press the All Page key. The key will begin to flash slowly and the display will read...

```
Program Station
Ring Mode
```

Press the All Page key again. Enter the station PIN, if required. The display will read...

```
Select Ring
Mode Option
```

Station keys 10 and 11 will turn ON, indicating that two different options can be programmed. To change the off-hook ringer setting, press the Station 10 key. The display will read...

```
Station xx
Offhook Ring [N]
```

Press the Station 10 key to enable or the Station 11 key to disable off-hook ringing. Press the PGM key to enter your selection.

To select a different ringer, press the Station 11 key. Station keys 10 to 13 will turn ON, indicating the four different ringer sounds, and the display will read...

```
Station xx
Ringer #[1]
```

You can listen to the four different ringers by pressing each of the illuminated Station keys in turn. When you have found the ringer you like, press the PGM key to select the new option.

To exit station programming, press the Handsfree key.

Setting Station Alarm Clock

PGM

Each Communiqué telephone has a built-in alarm clock. The alarm clock can be programmed to sound at a specific time to either music or a chime as well as follow a weekly schedule.

To program a station alarm clock, enter station programming and press the key. The key will begin to flash slowly and the display will read...

```
Set Alarm Clock
```

Press the key again. The display will read...

```
Select Alarm
Clock Option
```

Station keys 10 to 13 will be ON, indicating the four different options which can be programmed for the alarm clock feature. To select an option, press a lit Station key one after

the other until the information you wish to program appears on the display. Press the PGM key to record each option change.

STATION 10 ***Alarm On [Y/N]***

Press this key to turn the alarm clock ON or OFF. To enter your selection, press the PGM key. When the alarm clock is ON, the key will be lit while the telephone is in the idle state.

The "Alarm ON [Y/N]" setting will override the "Day Schedule" setting for the alarm period.

STATION 11 ***Set Alarm Clock***

Press this key to program the time at which the alarm will sound. Enter the time using the number pad. To save your entry, press the PGM key.

STATION 12 ***Alarm is Music/Chime***

Press this key to determine whether the alarm will sound with a chime or music. To enter your selection, press the PGM key. The alarm clock radio station can be selected in the system programming section.

STATION 13 ***Day Schedule: S M T W T F S***

Press this key to select the days of the week on which the alarm clock is to sound. Use the Volume Up and Down keys to move to each day of the week. Press "Y" ([9]) to have the alarm sound on a given day or "N" ([6]) to disable it. The alarm schedule will be displayed as follows...

```
S M T W T F S
N Y Y Y Y Y N
```

In the above example, the alarm will go off from Monday to Friday and not on Saturday or Sunday. To enter your selection, press the PGM key.

When the alarm sounds, the key will begin to flash slowly. To turn the alarm off, lift and replace the handset.

To stop the alarm from sounding for seven minutes, press the key when the alarm is sounding. The key will flash quickly to indicate that the telephone is in the "snooze" mode.

Night Mode Backlighting

PGM | HOLD / MUSIC | HOLD / MUSIC

When a station is in night mode, the keys will not be backlit when the telephone is in the idle state. As soon as the telephone becomes active, the backlighting will turn ON. When the Night Mode is disabled, backlighting will remain ON.

To enable or disable the night mode, enter the station programming and press the Hold/Music key. The key will begin to flash slowly and the display will read…

```
Night Mode
Enable/Disable
```

To select this feature, press the Hold/Music key again. Station keys 10 and 11 will turn ON and the display will show whether the night mode is currently enabled or disabled. To enable night mode, press the Station 10 key; to disable the night mode, press the Station 11 key. Press the PGM key to save your entry and press the Handsfree key to exit Station programming.

Programming Station Voice Over

PGM | CONF CALL | CONF CALL

By default, when an internal call is placed to another station, the caller will automatically be projected through the receiving station's Handsfree speaker. If the voice over option is disabled, the receiving station will ring and the call can only be answered by lifting the handset or pressing the Handsfree key.

To disable Voice Over at a particular station, enter station programming and press the Conf Call key. The key will flash slowly and the display will read...

```
Program Station
Voice Over
```

Press the Conf Call key again. The display will read...

```
Voice Over is
Enabled/Disabled
```

Station keys 10 and 11 will be on. To disable Voice Over, press Station 10; to enable the option, press Station 11. Press the PGM key to enter your selection.

Setting Intercom Stations to Do Not Disturb (Optional)

PGM | DND / MUTE | DND / MUTE

Any intercom station can be set to the Do Not Disturb mode from any Communiqué telephone. While in the Do Not Disturb mode, the intercom station will not receive any pages from other stations.

This section only explains how to set intercom stations to Do Not Disturb. To prevent telephone stations from receiving interruptions, please see the "Establishing Privacy" section earlier in this manual.

To set an intercom station to Do Not Disturb, enter station programming and press the DND/Mute key. The key will begin to flash slowly and the display will read...

```
Set Intercom STA
Do Not Disturb
```

Press the DND/Mute key again. The display will now read...

```
Intercom STA DND
```

The Station keys corresponding to all intercom stations will turn ON. To select the station you wish to set to Do Not Disturb, press the corresponding lit Station key. The display will indicate whether the Do Not Disturb mode has been enabled...

```
Intercom STA DND
DND On
```

Pressing the same Station key again will disable the Do Not Disturb mode for that station. If Do Not Disturb is enabled for a particular intercom station, the corresponding Station key will flash quickly. If Do Not Disturb is disabled, the key will be lit solid. To save the new setting, press the PGM key.

To exit station programming, press the Handsfree key.

System Programming

All system programming can be accessed by pressing the PGM key twice at any Communiqué telephone. This procedure will be referred to in the following sections as "entering system programming." Upon pressing the PGM key, the display will read:

```
Select System
Program Item
```

From this point, enter the key corresponding to the option you wish to program. The function, purpose and programming of each option are described in detail in the following sections.

In order for the Communiqué to accept any programming, the PGM key must be pressed after each entry. **If the PGM key is not pressed before exiting any programming section, any new entry will not be recorded and the programming changes you wish to be executed will not be made.** To exit station programming, press the Handsfree key until the time and date appear on the visual display.

Programming System PINs

PGM | PGM | LINE 1 | LINE 1

In order to prevent all users from accessing system programming options, system Personal Identification Numbers (PIN) can be programmed for the following options:

- System PIN – used for access to system programming, as well as Line Status and System Modes.
- Remote Access PIN – used for to access Communiqué features from a remote location.
- Room Monitor PIN – used to access the room monitoring feature.
- Door Station Answer PIN – used to answer a Call Forwarded Door Station, as well as activating Door Strikes.

All PINs must be four digits. To program system PINs, enter system programming and press the Line 1 key. The display will read...

```
Program System
PINs
```

To enter this section, press the Line 1 key again. The display will now read...

```
Select a
System PIN
```

Station keys 10 through 13 will be illuminated, each key representing one of the four PIN types. Press each lit Station key until the desired PIN is found. If the Station 10 key is pressed, the system PIN option will be selected and the display will read...

```
System
PIN > NONE
```

Enter four digits for a new System PIN or press the [#] key to delete an existing PIN. Press the PGM key enter any changes. To select another PIN, press another lit Station key.

To exit System PIN Programming, press the Handsfree key.

Once you have programmed a system PIN, the system will prompt you to enter that number whenever you enter system programming.

Record System and Station Greetings

PGM | PGM | MESSAGE CENTER | MESSAGE CENTER

This feature allows the System Administer to customize five different System Greetings, as well as each individual station mailbox greetings.

To record system and station greetings from the Idle State, enter system programming. Enter your system PIN, if required. Press the Message Center key. The key will begin to flash slowly and the display will read...

```
Record System &
Station Greeting
```

Press the Message Center key again. Station keys 10 and 11 will be lit solid and the display will read...

```
Select Record
Greeting Option
```

To record system greetings, press station key 10; to record station greetings, press station key 11.

If the Station 10 key is pressed, the key will start flashing slowly and the display will read...

```
System Greetings
Selected
```

Press the flashing Station key again and the following voice message will be heard...

"To record a greeting, press 'R'. To listen to the greeting, press 'L'. To erase the greeting, press 'E'. To repeat this menu, press 'H'."

Station keys 10 through 14 will be ON, representing the five System greetings which may be recorded.

STATION 10 ***General System Greeting***

This greeting will be heard when leaving a message in the system mailbox.

Example: "You have reached the Jones residence. Please leave a message at the tone."

STATION 11 ***Ring No Answer Greeting***

This greeting will be heard when an incoming call rings but is not answered after a programmed number of rings.

Example: "To leave a message for Paul, press [1][0]. To leave a message for Nancy, press [1][1]...To leave a general message, please wait for the tone."

STATION 12 ***Auto Attendant Greeting***

This greeting will be heard by all incoming callers when the Communiqué is in the Auto Attendant answering mode (see "Establishing Privacy" in Getting Started).

Example: "Please enter the station number of the person you wish to reach. For Paul, enter [1][0]. For Nancy, enter [1][1]. Please wait if the call is general."

STATION 13 ***Night Sentry Greeting***

This greeting will be heard by all incoming callers when the Communiqué is in the Night Sentry answering mode (see “Establishing Privacy” in Getting Started).

Example: “We cannot answer your call at this time. Please leave a message at the tone.”

STATION 14 ***Door Station Forward***

This greeting is heard when a door station is forwarded to an outside telephone number (see “Call Forwarding” in Getting Started).

Example: “This call has been forwarded from the Jones door station. Please enter your code to accept this call.

To select the system greeting you wish to record, press the corresponding Station key. Record a greeting by following the same instructions outlined in “Recording Station Greetings” in Station Programming.

Programming Station and Line Labels

PGM | PGM | LINE 2 | LINE 2

This option allows you to customize your system by creating labels for all Communiqué telephone lines and stations.

To program a label, enter system programming. Enter your system PIN, if required. Press the Line 2 key. The display will read...

```
Program Station
and Line Label
```

Press the Line 2 key again. The display will read...

```
Select Station
or Line to Label
```

All Station and Line keys will be lit either solid or flashing depending on how they are programmed. If the Line or Station key is lit solid, then no label has been programmed; if the key is flashing quickly, then a label has been programmed.

To program a label, press a Station or Line key (for example, Station 10). The key will begin to flash slowly. If no label has been previously programmed for that Station, the display will show...

```
Station 10
_
```

Enter the new label using the telephone keypad and press the PGM key to save the entry. The Station 10 key will begin to flash quickly, indicating that a label has been programmed for that Station.

To select another Line or Station to label, press the corresponding Line or Station key.

To delete a label, press the [#] key any time while editing the label and press the PGM key.

If the number zero (0) is to be used in the label, it must be programmed as the letter (O).

System Speed Dial

PGM | PGM | SPEED DIAL | SPEED DIAL

This feature allows the System Administrator to program up to 300 System Speed Dials. The names and numbers programmed in this section are saved in a system-wide memory bank, and are accessible to any Communiqué telephone connected to the system.

To program system speed dials, enter system programming. Enter the system PIN, if required. Press the Speed Dial key. The display will read...

```
Program System
Speed Dial
```

Press the Speed Dial key again. From this point, follow the same instructions as for programming station speed dials (see the Programming Speed Dial Numbers section in “Station Programming”). Remember to press the PGM key to record each entry.

Programming Night Sentry Codes

PGM | PGM | LINE 3 | LINE 3

When the Communiqué system is in the night sentry mode, only calls made by users with valid night sentry codes will be able to get through; all other callers will be sent to the system mailbox. This section demonstrates how to program codes so that calls can be directed to specific stations when the system is in the night sentry mode.

To program a night sentry code, enter system programming. Enter your system PIN, if required. Press the Line 3 key once. The display will read...

```
Program Night
Sentry Codes
```

To enter this programming section, press the Line 3 key again. The display will read...

```
N. Sentry Empty
PGM to Insert
```

...if there are no previous night sentry codes programmed or

```
UP/DN=LIST #=DEL
PGM=INS *=EDIT
```

...if night sentry codes have been previously programmed.

Press the PGM key. The display will read...

```
Name? 2-9 = A-Y
0=SPACE 1=QZ’
```

The name of the night sentry caller can be entered from the telephone keypad. Once the name is entered, press the PGM key. The night sentry code can now be programmed. The display will read...

```
JANE SMITH
NONE-
```

Enter a four-digit code using the telephone keypad. The PGM key must be pressed again to save the entry.

If the four-digit code entered has already been used, the display will read...

```
Duplicate Night
Sentry Code
```

To erase the duplicate code, press the Volume Down key and then enter a new code followed by the PGM key.

The display will now request that a Mailbox Number be assigned for the new code. The display will read...

```
Select Mailbox
System Mailbox
```

Press the Message Center key or the Station key corresponding to the mailbox to which the new code is to be assigned. Press the PGM key to confirm your entry. The display will read...

```
UP/DN=LIST #=DEL
PGM=INS *=EDIT
```

You can now scroll through the previously programmed night sentry codes in alphabetical order by pressing the Volume Up and Down keys. To skip to a specific entry, enter the first letter of that entry using the telephone keypad.

Deleting Night Sentry Codes

To delete a Night Sentry Code, locate the code that is to be deleted and then press the [#] key. The display will read...

```
JOHN DOE
Delete 9=Y/6=N ?
```

Press “Y” (9) to delete the Code. The display will read...

```
Night Sentry
Code Deleted
```

Pressing 6 will cancel the request and the code will not be deleted.

Editing Night Sentry Codes

To edit an existing night sentry code, locate the code that is to be edited and then press the [*] key. The display will read...

```
PGM = DONE
JOHN DOE
```

Edit the name and then press the PGM key to save the change. The display will read...

```
JOHN DOE
1234 -
```

Edit the Code and then press the PGM key to save the change. The display will read...

```
Select Mailbox
Station 10
```

Edit the mailbox by pressing the appropriate Station key or the Message Center key and then press the PGM key to save the change.

Programming Alarm Clock Radio Stations

PGM | PGM | LINE 4 | LINE 4

This feature allows you to program the radio station that will be heard through any telephone alarm clock which is set to music.

To program the alarm clock radio station, enter system programming. Enter your system PIN, if required. Press the Line 4 key once. The display will read...

```
Select Alarm Clock
Radio Station
```

Press the Line 4 key again. The display will show...

```
87.9MHz A=AM
L1-L8=Preset
```

A radio station may be selected by pressing the Volume Up and Down keys to manually tune to a specific station, or by pressing one of the preset radio station keys (Line keys 1 to 8).

The preset radio station keys cannot be programmed in this section. To program these keys, see the* background music section in *“Customizing Your Telephones.”

To switch to the AM band, press “A” (2). The display will read...

```
530KHz  F=FM
L1-L8=Preset
```

To change back to FM, press “F” (3). When the desired station is found, press the PGM key.

Programming Redial Attempts and Message Center Rings

PGM | PGM | LINE 5 | LINE 5

This feature allows you to program the number of auto redial attempts (the number of times the Communiqué will redial a given number when it is set to auto redial), as well as how many rings will be heard by a caller before the message center answers an incoming call.

To program these numbers, enter system programming. Enter your system PIN, if required. Press the Line 5 key once. The display will read...

```
Prog Auto Redial
& Rings to MC
```

Press the Line 5 key again. Station keys 10 and 11 will turn ON and the display will read...

```
Sel Auto Redial
or Rings to MC
```

To program the number of auto redial attempts, press the Station 10 key. The key will flash slowly and the display will read...

```
Auto Redial
10 Attempts -
```

Enter a number from one to 15 for the number of auto redial attempts and press the PGM key to record the entry.

To program the number of rings to the message center, press the Station 11 key. The key will flash slowly and the display will read...

```
Rings to MC
6 Rings -
```

Enter the number of rings to the message center. Valid entries are from zero to 255 rings. Press the PGM key to record the entry.

Room Monitor

PGM | PGM | ROOM MONITOR | ROOM MONITOR

This section allows you to determine which stations you want to have monitored, such as a child's bedroom.

To enable room monitoring for a specific station, enter system programming. Enter the system PIN, if required. Press the Room Monitor key. The display will read...

```
Allow Room
Monitor
```

Press the Room Monitor key again. The display will read...

```
Assign Stations
To Be Monitored
```

Station keys 10 through 33, corresponding to all Communiqué telephone, intercom and door stations, will either be flashing quickly for those stations with room monitoring enabled, or lit solid for those stations with the feature turned OFF.

Select a station for room monitoring by pressing the corresponding Station key. To disable the function, press the corresponding key again. Remember to press the PGM key to record any new room monitoring selections.

Recording Option

PGM | PGM | LINE 8 | LINE 8

This feature allows the system administrator to determine whether a Station has the ability to use the Record feature or not.

To give a Station the ability to record, enter system programming and press the Line 8 key. The display will read...

```
Prog Station to
Allow Recording
```

To enter this section, press the flashing Line 8 key again. Station keys 10 through 33 will be either lit solid or flashing quickly depending on how they were previously programmed. If the Station key is flashing quickly, then the feature is turned ON and the corresponding station has the ability to record; if lit solid, then the feature is turned OFF.

To turn this feature ON or OFF per station, press the corresponding Station key to toggle the setting.

To save any programming changes, press the PGM key.

Speaker Control

PGM | PGM | ALL PAGE | ALL PAGE

You can decide whether to allow certain stations to have access to various speaker options. These options include background music and receiving all pages, doorbells and off-hook ringing. If any of these options are disabled for a particular station, they will not be accessible to the station's user through station programming.

To program speaker control features for a station, enter system programming and press the All Page key. The key will flash slowly and the display will read...

```
Speaker Control
```

To enter this section, press the flashing All Page key again. Station keys 10 to 14 will be illuminated, and the display will read...

```
Select Speaker
Control Item
```

Press each of the lit Station keys one after the other until the desired speaker option appears on the display.

STATION 10 ***Allow background music***

STATION 11 ***Receive an All Page***

STATION 12 ***Receive a doorbell***

STATION 13 ***Receive a doorbell in the Do Not Disturb mode***

STATION 14 ***Enable off-hook ringing***

Once the desired option is found, press the corresponding slow flashing key again. If, for example, the Station 10 key is pressed, the display would show...

```
Allow Background
Music
```

Station keys 10 through 33 will be either lit solid or flashing quickly. If background music is enabled for a particular station, the corresponding Station key will be flashing quickly. If background music is disabled, the Station key will be lit solid. To turn background music ON or OFF for a particular station, press the corresponding Station key.

When all of the necessary changes to the option you have chosen have been made, press the PGM key. At this point, you may select another speaker control option by pressing another lit Station key. All other options are programmed the same way as in the above example.

Intercom stations do not support off-hook ringing. DAI station do not support background music or All Paging.

Broadcasting Background Music

PGM | PGM | HOLD / MUSIC | HOLD / MUSIC

Background music can be turned ON or OFF simultaneously for all stations on the system. To access this feature, enter system programming and press the Hold/Music key. The key will flash slowly and the display will read...

```
Background Music
All ON / OFF
```

Station keys 10 and 11 will be lit. To turn background music ON for all stations, press the Station 10 key; to turn it OFF, press the Station 11 key. When the desired setting is selected, press the PGM key.

The station from which this function was executed will not be included. To turn background music on and off from the station you are at, press the Hold/ Music key.

Programming Call Forwarding Numbers

PGM PGM CALL FORWARD CALL FORWARD

As explained earlier in this manual, all door stations and telephone lines can be forwarded to an outside number. This section allows you to program the numbers to which the selected door stations and lines will be forwarded

To program call forwarding numbers, enter system programming and press the Call Forward key. The key will flash slowly and the display will read...

```
Program Line and
DoorSTA Call FWD
```

To enter this section, press the Call Forward key again. The display will read...

```
Press Door STA
or Line to FWD
```

All eight Line keys and any Station keys corresponding to door stations on the system will turn ON. Pressing one of these keys will display a call forwarding number, if programmed, as well as whether the feature is turned ON or OFF.

To change the programming of any of these lines or stations, press the corresponding key again. If, for example, the Line 1 key is pressed, both Station keys 10 and 11 – corresponding to two programming options – will turn ON and the display will read...

```
Select a Call
Forward Option
```

If the Station 10 key is pressed, the key will begin to flash slowly and the display will read...

```
Call Forward ON/OFF
NONE
```

You may now enter the number that the line or door station is to be forwarded to. To insert a pause in the number, press the Hold/Music key. (For more information on gauging proper pause lengths, please refer to “Programming Speed Dial Numbers” in Station Programming). To delete a number, press the All Page key. To forward the line or door station to the message center, press the Message Center key. Once you have made your entry, press the PGM key.

If a line is forwarded to the message center, it will be treated as if it were an unanswered incoming call. To change this setting, please contact your installer.

If the Station 11 key is pressed, the key will begin to flash slowly and the display will read...

```
Call Forward Off
1=On, 2=Off
```

Press [1] or [2] to turn call forwarding ON or OFF, respectively. Press the PGM key to save your entry.

To alter the call forwarding settings of another line or door station, press the corresponding Line or Station key.

When a door station is being forwarded, the message center will become occupied for the duration of the call.

To exit System Programming, press the Handsfree key until the time and date are shown.

Setting the Time and Date

PGM PGM

The date and time can be set system wide. You may also select whether to have the time appear in the 12 hour or 24 hour format.

To set the time and date, enter system programming and press the key. The key will flash slowly and the display will read...

```
Set Time, Date
and Clock Mode
```

To enter this section, press the key again. Station keys 10 to 12 will turn ON and the display will read...

```
Select Clock
Option
```

The three lit Station keys correspond to the following programming options...

STATION 10 ***Set Time***

STATION 11 ***Set Date***

STATION 12 ***Clock Mode: 12- or 24-hour format***

Press the Station key corresponding to the option you wish to program. If, For example, the Station 10 key is pressed, the key will be flashing slowly, and the display will show...

```
Set Time 12:00A
```

The new time may now be entered using the keypad. If the current time is entered at 10:44, the display will read...

```
Set Time 12:00A
10:44 2=AM 7=PM
```

Press [2] to select AM or [7] to select PM. If the time is AM, the display will read...

```
Set Time 12:00A
10:44A
```

Press the PGM key to save the new time. To select another programming option, press the corresponding Station key. Each option is programmed similar to the one described above and the display will prompt you for the appropriate entry.

Toll Saver

PGM | PGM | LINE 7 | LINE 7

When calling the message center from an outside line, you might appreciate knowing whether there are any new messages in your mailbox before you are charged with a long-distance toll or a pay-phone fee. When the “toll saver” option is activated, the message center will answer the call within three rings if there are new messages in your mailbox. If there are no new messages, the message center will answer the call after the number of rings set in the “Programming Redial Attempts and Message Center Rings” section in System Programming. By listening to the number of rings, you can determine if there are no new messages and thus can disconnect the line before a toll is applied.

To assign the Toll Saver feature to a mailbox, enter system programming and press the Line 7 key. The display will read...

```
Program Toll
Saver
```

To enter this section, press the Line 7 key again. The display will read...

```
Select Line
to Program
```

To select a line to program, press the corresponding Line key. Station keys 10 through 33 along with the Message Center key will be either flashing quickly or lit solid and the display will read…

```
Assign Toll
Saver Mailboxes
```

If the Station key is flashing quickly, the Toll Saver option is turned ON for the corresponding mailbox; if the Station key is lit solid, the toll saver option is turned OFF. To turn Toll Saver ON or OFF for a particular mailbox, press the corresponding Station key. When you have finished selecting the appropriate mailboxes for the toll saver feature, press the PGM key.

To select another line to program, press another Line key.

For best results when using this feature, the number Message Center Rings should be set to five rings or greater. See the “Programing Redial Attempts and Message Center Rings” section in System Programming for more details.

System Programming Worksheets

The default settings for the following programming sections are shown in bold. We recommend making extra copies of this section before filling it in.

System PIN's [PGM] [PGM] [LINE 1] [LINE 1]

System ____ Room Monitor ____ Remote Access ____ Door Station Answer ____

Clock Mode [PGM] [PGM] (clock) (clock) [STATION 12]

12 / 24hr ____ hr.

Redial Attempts and Message Center Rings [PGM] [PGM] [LINE 5] [LINE 5]

Redial Attempts **0 1** ____ Rings to Message Center **0 6** ____

Night Sentry Codes (100 Maximum) [PGM] [PGM] [LINE 3] [LINE 3]

____ ____________________
____ Mailbox ____ system

____ ____________________
____ Mailbox ____ system

____ ____________________
____ Mailbox ____ system

____ ____________________
____ Mailbox ____ system

____ ____________________
____ Mailbox ____ system

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____ Mailbox ____ system

____ ____________________
____ Mailbox ____ system

____ ____________________
____ Mailbox ____ system

Call Forwarding [PGM] [PGM] [CALL FORWARD] [CALL FORWARD]

Lines

Line 1 ____________________ Message Center
Line 2 ____________________ Message Center
Line 3 ____________________ Message Center
Line 4 ____________________ Message Center
Line 5 ____________________ Message Center
Line 6 ____________________ Message Center
Line 7 ____________________ Message Center
Line 8 ____________________ Message Center

Door Stations

______ ____________________ Message Center
______ ____________________ Message Center
______ ____________________ Message Center
______ ____________________ Message Center

System Speed Dials (300 maximum) PGM PGM SPEED DIAL SPEED DIAL

Nº	Label	Number
__		
__		
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__		
__		

Automation and Security Feature Keys

For instructions on programming these keys, please see your Communiqué Voice Prompt module Instruction Manual.

Automation	***Name***	***Code***

Security	***Name***	***Code***

Station Settings

Station information can be documented for each station on the system. Remember to photocopy this page before completing it.

Station Number _____

Station Label |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Station Type

❑ Keyset ❑ Intercom ❑ Doorbox
❑ Dual Analog Interface ❑ Fax Station enabled

Line Ringing and Access (R&A), Access Only (A) or None*

Line 1	Line 2	Line 3	Line 4
R&A / A / None	**R&A** / A / None	R&A / A / **None**	R&A / A / **None**
Line 5	Line 6	Line 7	Line 8
R&A / A / **None**	R&A / A / **None**	R&A / A / **None**	R&A / A / **None**

Ringing Line Preference* ..... **Yes** / No

Prime Line* **1** 2 3 4 5 6 7 8

Toll Saver Option

L1	L2	L3	L4	L5	L6	L7	L8
Y / **N**	Y / **N**	Y / **N**	Y / **N**	Y / **N**	Y / **N**	Y / **N**	Y / **N**

Feature Configuration

Allow Recording ..... **Yes** / No
Allow Room Monitor ..... **Yes** / No
Allow Do Not Disturb* ..... **Yes** / No

Speaker Control

Allow Background Music ..... **Yes** / No
Door Bell In Do Not Disturb ..... **Yes** / No
Receive All Page ..... **Yes** / No
Offhook Ring ..... Yes / **No**
Receive Door Bell ..... **Yes** / No

Emergency Keys*

[F] Yes / **No** [A] Yes / **No** [P] Yes / **No**

***These options can only be modified by your installer.**

Station Number _____

Station Label |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Station Type

❑ Keyset ❑ Intercom ❑ Doorbox
❑ Dual Analog Interface ❑ Fax Station enabled

Line Ringing and Access (R&A), Access Only (A) or None *

Line 1	Line 2	Line 3	Line 4
R&A / A / None	**R&A** / A / None	R&A / A / **None**	R&A / A / **None**
Line 5	Line 6	Line 7	Line 8
R&A / A / **None**	R&A / A / **None**	R&A / A / **None**	R&A / A / **None**

Ringing Line Preference* ..... **Yes** / No

Prime Line* **1** 2 3 4 5 6 7 8

Toll Saver Option

L1	L2	L3	L4	L5	L6	L7	L8
Y / **N**	Y / **N**	Y / **N**	Y / **N**	Y / **N**	Y / **N**	Y / **N**	Y / **N**

Feature Configuration

Allow Recording ..... **Yes** / No
Allow Room Monitor ..... **Yes** / No
Allow Do Not Disturb* ..... **Yes** / No

Speaker Control

Allow Background Music ..... **Yes** / No
Door Bell In Do Not Disturb ..... **Yes** / No
Receive All Page ..... **Yes** / No
Offhook Ring ..... Yes / **No**
Receive Door Bell ..... **Yes** / No

Emergency Keys*

[F] Yes / **No** [A] Yes / **No** [P] Yes / **No**

***These options can only be modified by your installer.**

Station Number _____

Station Label |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Station Type

❑ Keyset ❑ Intercom ❑ Doorbox
❑ Dual Analog Interface ❑ Fax Station enabled

Line Ringing and Access (R&A), Access Only (A) or None *

Line 1	Line 2	Line 3	Line 4
R&A / A / None	**R&A** / A / None	R&A / A / **None**	R&A / A / **None**
Line 5	Line 6	Line 7	Line 8
R&A / A / **None**	R&A / A / **None**	R&A / A / **None**	R&A / A / **None**

Ringing Line Preference* ..... **Yes** / No

Prime Line* **1** 2 3 4 5 6 7 8

Toll Saver Option

L1	L2	L3	L4	L5	L6	L7	L8
Y / **N**	Y / **N**	Y / **N**	Y / **N**	Y / **N**	Y / **N**	Y / **N**	Y / **N**

Feature Configuration

Allow Recording ..... **Yes** / No
Allow Room Monitor ..... **Yes** / No
Allow Do Not Disturb* ..... **Yes** / No

Speaker Control

Allow Background Music ..... **Yes** / No
Door Bell In Do Not Disturb ..... **Yes** / No
Receive All Page ..... **Yes** / No
Offhook Ring ..... Yes / **No**
Receive Door Bell ..... **Yes** / No

Emergency Keys*

[F] Yes / **No** [A] Yes / **No** [P] Yes / **No**

***These options can only be modified by your installer.**

LIMITED WARRANTY

Digital Security Controls Ltd. warrants the original purchaser that for a period of twelve months from the date of purchase, the product shall be free of defects in materials and workmanship under normal use. During the warranty period, Digital Security Controls Ltd. shall, at its option, repair or replace any defective product upon return of the product to its factory, at no charge for labour and materials. Any replacement and/or repaired parts are warranted for the remainder of the original warranty or ninety (90) days, whichever is longer. The original owner must promptly notify Digital Security Controls Ltd. in writing that there is defect in material or workmanship, such written notice to be received in all events prior to expiration of the warranty period.

International Warranty

The warranty for international customers is the same as for any customer within Canada and the United States, with the exception that Digital Security Controls Ltd. shall not be responsible for any customs fees, taxes, or VAT that may be due.

Warranty Procedure

To obtain service under this warranty, please return the item(s) in question to the point of purchase. All authorized distributors and dealers have a warranty program. Anyone returning goods to Digital Security Controls Ltd. must first obtain an authorization number. Digital Security Controls Ltd. will not accept any shipment whatsoever for which prior authorization has not been obtained.

Conditions to Void Warranty

This warranty applies only to defects in parts and workmanship relating to normal use. It does not cover:

- damage incurred in shipping or handling;
- damage caused by disaster such as fire, flood, wind, earthquake or lightning;
- damage due to causes beyond the control of Digital Security Controls Ltd. such as excessive voltage, mechanical shock or water damage;
- damage caused by unauthorized attachment, alterations, modifications or foreign objects;
- damage caused by peripherals (unless such peripherals were supplied by Digital Security Controls Ltd.);
- defects caused by failure to provide a suitable installation environment for the products;
- damage caused by use of the products for purposes other than those for which it was designed;
- damage from improper maintenance;
- damage arising out of any other abuse, mishandling or improper application of the products.

Digital Security Controls Ltd.'s liability for failure to repair the product under this warranty after a reasonable number of attempts will be limited to a replacement of the product, as the exclusive remedy for breach of warranty. Under no circumstances shall Digital Security Controls Ltd. be liable for any special, incidental, or consequential damages based upon breach of warranty, breach of contract, negligence, strict liability, or any other legal theory. Such damages include, but are not limited to, loss of profits, loss of the product or any associated equipment, cost of capital, cost of substitute or replacement equipment, facilities or services, down time, purchaser's time, the claims of third parties, including customers, and injury to property.

Disclaimer of Warranties

This warranty contains the entire warranty and shall be in lieu of any and all other warranties, whether expressed or implied (including all implied warranties of merchantability or fitness for a particular purpose) And of all other obligations or liabilities on the part of Digital Security Controls Ltd. Digital Security Controls Ltd. neither assumes nor authorizes any other person purporting to act on its behalf to modify or to change this warranty, nor to assume for it any other warranty or liability concerning this product.

This disclaimer of warranties and limited warranty are governed by the laws of the province of Ontario, Canada.

WARNING: Digital Security Controls Ltd. recommends that the entire system be completely tested on a regular basis. However, despite frequent testing, and due to, but not limited to, criminal tampering or electrical disruption, it is possible for this product to fail to perform as expected.

Out of Warranty Repairs

Digital Security Controls Ltd. will at its option repair or replace out-of-warranty products which are returned to its factory according to the following conditions. Anyone returning goods to Digital Security Controls Ltd. must first obtain an authorization number. Digital Security Controls Ltd. will not accept any shipment whatsoever for which prior authorization has not been obtained.

Products which Digital Security Controls Ltd. determines to be repairable will be repaired and returned. A set fee which Digital Security Controls Ltd. has predetermined and which may be revised from time to time, will be charged for each unit repaired.

Products which Digital Security Controls Ltd. determines not to be repairable will be replaced by the nearest equivalent product available at that time. The current market price of the replacement product will be charged for each replacement unit.

FCC COMPLIANCE STATEMENT

CAUTION: Changes or modifications not expressly approved by Digital Security Controls Ltd. could void your authority to use this equipment.

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 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:

- Re-orient the receiving antenna.
- 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/television technician for help.

The user may find the following booklet prepared by the FCC useful: "How to Identify and Resolve Radio/Television Interference Problems". This booklet is available from the U.S. Government Printing Office, Washington D.C. 20402, Stock # 004-000-00345-4

IMPORTANT INFORMATION

This equipment complies with Part 68 of the FCC Rules. On the side of this equipment is a label that contains, among other information, the FCC registration number of this equipment.

NOTIFICATION TO TELEPHONE COMPANY The customer shall notify the telephone company of the particular line to which the connection will be made, and provide the FCC registration number and the ringer equivalence of the protective circuit.

FCC Registration Number: F53CAN-24626-MF-E

AC REN: 1.4B	DC REN = 1.2	Service Order Code: 9.0F
USOC Jack: RJ11C	Authorized Network Ports: 02LS2	

TELEPHONE CONNECTION REQUIREMENTS Except for the telephone company provided ringers, all connections to the telephone network shall be made through standard plugs and telephone company provided jacks, or equivalent, in such a manner as to allow for easy, immediate disconnection of the terminal equipment. Standard jacks shall be so arranged that, if the plug connected thereto is withdrawn, no interference to the operation of the equipment at the customer's premises which remains connected to the telephone network shall occur by reason of such withdrawal.

INCIDENCE OF HARM Should terminal equipment or protective circuitry cause harm to the telephone network, the telephone company shall, where practicable, notify the customer that temporary disconnection of service may be required; however, where prior notice is not practicable, the telephone company may temporarily discontinue service if such action is deemed reasonable in the circumstances. In the case of such temporary discontinuance, the telephone company shall promptly notify the customer and will be given the opportunity to correct the situation.

ADDITIONAL TELEPHONE COMPANY INFORMATION The security control panel must be properly connected to the telephone line with a USOC RJ-31X telephone jack.

The FCC prohibits customer-provided terminal equipment be connected to party lines or to be used in conjunction with coin telephone service. Interconnect rules may vary from state to state.

CHANGES IN TELEPHONE COMPANY EQUIPMENT OR FACILITIES The telephone company may make changes in its communications facilities, equipment, operations or procedures, where such actions are reasonably required and proper in its business. Should any such changes render the customer's terminal equipment incompatible with the telephone company facilities the customer shall be given adequate notice to the effect modifications to maintain uninterrupted service.

RINGER EQUIVALENCE NUMBER (REN) The REN is useful to determine the quantity of devices that you may connect to your telephone line and still have all of those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices that you may connect to your line, you may want to contact your local telephone company.

EQUIPMENT MAINTENANCE FACILITY If you experience trouble with this telephone equipment, please contact the facility indicated below for information on obtaini ng service or repairs. The telephone company may ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

Digital Security Controls Ltd. 160 Washburn St., Lockport, NY 14094

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AVIS: L'étiquette de l'Industrie Canada identifie le matériel homologué. Cette étiquette certifie que le matériel est conforme à certaines normes de protection, d'exploitation et de sécurité des réseaux de télécommunications. Industrie Canada n'assure toutefois pas que le matériel fonctionnera à la satisfaction de l'utilisateur.

Avant d'installer ce matériel, l'utilisateur doit s'assurer qu'il est permis de le raccorder aux installations de l'entreprise locale de télécommunication. Le matériel doit également être installé en suivant une méthode acceptée de raccordement. L'abonné ne doit pas oublier qu'il est possible que la conformité aux conditions énoncées ci-dessus n'empêchent pas la dégradation du service dans certaines situations.

Les réparations de matériel homologué doivent être effectuées par un centre d'entretien canadien autorisé désigné par le fournisseur. La compagnie de télécommunications peut demander à l'utilisateur de débrancher un appareil à la suite de réparations ou de modifications effectuées par l'utilisateur ou à cause de mauvais fonctionnement.

Pour sa propre protection, l'utilisateur doit s'assurer que tous les fils de mise à la terre de la source d'énergie électrique, les lignes téléphoniques et les canalisations d'eau métalliques, s'il y en a, sont raccordés ensemble. Cette précaution est particulièrement importante dans les régions rurales.

AVERTISSEMENT: L'utilisateur ne doit pas tenter de faire ces raccordements lui-même; il doit avoir recours à un service d'inspection des installations électriques, ou à un électricien, selon le cas.

L'indice de charge (IC) assigné a chaque dispositif terminal indique, pour éviter toute surcharge, le pourcentage de la charge totale qui peut être raccordée à un circuit téléphonique bouclé utilisé par ce dispositif. La terminaison du circuit bouclé peut être constituée de n'importe quelle combinaison de dispositifs, pourvu que la somme des indices de charge de l'ensemble des dispositifs ne dépasse pas 100.

AC REN = 1.4B DC REN = 1.2

NOTICE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. Industry Canada does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the Load Numbers of all the devices does not exceed 100.

AC REN = 1.4B DC REN = 1.2

COMMUNIQUÉ™

Operation Manual

Software Version 1.0

• W A R N I N G •

This manual contains information on limitations regarding product use and function and information on the limitations as to liability of the manufacturer. The entire manual should be carefully read.

DSC™

Security Products

COMMUNIQUÉ™

Quick Reference Chart

Station # _____

	From a Communiqué Telephone	From a Regular Telephone
To Place a Call to Another Station (Internal Call)	Press the corresponding Station key.	To select stations 10 to 33, enter [1][0] to [3][3].
To Place a Call to an Outside Number (External Call)	Lift the handset or press HANDSFREE and dial the telephone number.	To select Lines 1 to 8, enter [8] followed by 1-8 for the desired telephone line. If only one line is available, press [8][1].
To Answer a Call	When the telephone is ringing, lift the Handset or press HANDSFREE.	When the telephone is ringing, lift the Handset.
To Place a Call on Hold	With an outside caller on line, press HOLD. The line key will flash. To retrieve the call from hold, press HOLD.	With an outside caller on line, quickly press and release the receiver hook switch. To retrieve the call from hold, enter [✱][4].
To Place a Call on a System-wide Hold	With an outside caller on line, press HOLD. The line key will flash. To retrieve the call from hold at any other station, press the flashing Line key.	Place the call on a system-wide hold by quickly pressing and releasing the receiver hook switch and return the receiver to its cradle. To retrieve the call from a regular telephone, press [✱][8] followed by the number 1-8 to select the correct telephone line. If only one line is available, press [✱][8][1].
To Transfer a Call	With an outside caller on line, press the Station key to which the call is to be transferred. Announce that a call is being transferred and hang up.	Place the call on hold by quickly pressing and releasing the receiver hook switch. Enter the Station number from [10] to [33] of the Station to which the call is to be transferred. Announce that a call is being transferred and hang up.
To Redial the Last Number Dialed from this Station	Press REDIAL.	Lift the handset and enter [✱][✱].
To Perform an All Page	Press ALL PAGE and announce the message through either the Handsfree speaker or the handset.	Lift the handset and press [7][4] ("PG"). Announce the message through the handset. The page will not be heard from other regular telephones.
To Meet an All Page	Press the ALL PAGE key.	Lift the handset and enter [7][4] ("PG").
To Record a Station Greeting	Press PGM once and MESSAGE CENTER twice. Then, follow the voice prompts.	Feature Not Available
To Record a System Greeting	Press PGM twice and MESSAGE CENTER twice. Then, follow the voice prompts.	Feature Not Available
To Retrieve Messages	Press MESSAGE CENTER and follow the voice prompts.	Lift the handset, enter [6][2] ("M C") and follow the voice prompts.

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