

Dictaphone

CONNEXIONS[®] System *Telephone*

Operating Instructions

Reprints: 20M 7/90, 20M 11/91, 20M 9/92

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Model 0420, 0421, and 0424

Printed in U.S.A.

20M

9/92

L-940

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DESCRIPTION

The Dictaphone Connexions® telephone has advanced PBX like features for both single and multi-line telephones.

The Connexions® telephone is intelligent. The telephone display screen tells you the time and date, the telephone number you are dialing, the length of your call and directory information. Prompts on the screen assist you in setting up your directory and in programming keys to provide single-key access to a variety of special features. The Connexions telephone is expandable. It can be connected to Connexions display recorders and to a Dictaphone approved personal computer. It can also be used with any Dictaphone central system recorder for dictation or transcription.

The main portion of this manual provides operating instructions for the Connexions telephone. See Table of Contents for sections on Dictation Features (for systems that include a display recorder), and Telephone Network Features for systems that include a Dictaphone approved personal computer with Dictaphone Network Manager™ software.

For complete details on the display recorder operation, see Operating Instructions for the Connexions Display Recorder, L-746, or the Connexions Display Recorder II, L-900.

NOTICE:

For your single line Connexions telephone you will need to provide your local telephone company with FCC Registration number AAM95B-71321-MA-E. Ringer Equivalence 0.2B.

If your system includes the Multi-Line Access Module (MLAM) connected to central office telephone lines, provide your local telephone company with FCC Registration number AAM8DX-19268-KH-E. Ringer Equivalence 0.5B. If your telephone system is not equipped with appropriate mini jacks, request the installation of RJ14 jacks. (Each RJ14 jack accommodates two lines.)

Connexions® Telephone



YOUR CONNEXIONS® TELEPHONE

Keypad

The Connexions telephone keypad is used the same way any standard telephone keypad is used for dialing telephone numbers. You can also use the keypad in conjunction with other features of the telephone. See Section 4, Quick Access Program Keys.

Screen Display

The 2-line display consists of up to 16 characters per line. When the telephone unit is idle, the Main Menu displays the time and date on the top line and feature prompts on the bottom line. When the telephone is in use, the date is replaced with a call timer, showing the elapsed time of the current phone call. Information on the display is feature dependant and will change accordingly.

Menu Keys

The menu keys are used to set up system features. The user responds to prompts on the telephone screen display by pressing the associated menu key. A new prompt is displayed each time one of the menu keys is pressed.

Quick Access Program Keys

You can set up and label the quick access program keys so when pressed, they will perform specific functions. Programming these keys with features you are most likely to use allows quick, single key access to any of the features offered by the telephone or your PBX system. Typical features might be speed dialing for frequently called numbers, storage access code for long distance dialing, MCI, Sprint, call forwarding, automatic telephone answering, automatic telephone recording, etc. Quick access keys 1-8 permit you to program an additional eight numbers by "burying" them under existing programmed numbers. (See Section 4, Quick Access Program Keys.)

Line Keys (Multi-line Telephones)

The line keys correspond to your extension number or numbers. The Connexions telephone comes standard as a single line telephone. However, you have the option of adding up to seven additional extensions or numbers. You can use the line keys to answer and place calls. An indicator illuminates when the associated line is in use. When not used for telephone lines, these keys can be used as additional quick access keys. (See Section 4, Quick Access Program Keys.)

Function Keys

These keys are used in conjunction with other features of the Connexions telephone. Operation of these keys is covered in sections dealing with the specific features requiring their use.

Volume Control

The volume control is used to lower or raise the volume of the incoming call. To raise the volume, slide the control towards the + symbol. To lower the volume, slide the control towards the – symbol.

Ring Volume

The ringer volume control located on the underside of the telephone adjusts the ring volume. Turn the dial towards the + symbol to increase the ring volume and towards the – symbol to decrease the ring volume.

Dictation Controls

Your telephone handset or hand microphone can be used to record dictation on to an attached Connexions voice processing system recorder or to a Dictaphone systems recorder. (See Section 7, Dictation Features.)

Status Indicator Lights

Status indicator lights illuminate when the associated key is activated, alerting you to the current status of the selected line or programmed function.

PREPARATION

- Connect the plug of the telephone cord to the matching jack located inside the back compartment of the machine. Plug the other end of cord into the telephone wall jack.
- Connect the power supply to the jack inside the back compartment of the machine.
- Insert the AC plug into a grounded AC outlet.

NOTE: If the Connexions telephone is attached to a recorder, power is supplied from the recorder.

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1. SET UP FUNCTIONS



Programming Line Select Keys

If you have a multi-line telephone, you can program quick access keys with up to eight line numbers using Feature Code # * 02. (See Feature Codes in Section 4.)

Setting Up or Changing Your Security Code

You may enter a 4-digit security code so no one can change your programmed setups. Once you set up a security code, you must always enter it to access programmed features. If you enter an invalid code, you will be returned to the Main Menu.

NOTE: Be sure to write down your security code in case you forget it!

To set up or change your Security Code:

[In the prompt sequences shown in this manual, prompts in bold type highlight the feature you are currently setting up.]

Press:

1. PROGRAM
2. ID/TIME
3. YES
4. Enter any 4-digit number
YES to revise, NO to save

Display Prompts:

PROGRAM
KEYS ID/TIME TEL

SECURITY #
REVISE? YES NO

ENTER
SECURITY # _ _ _ _

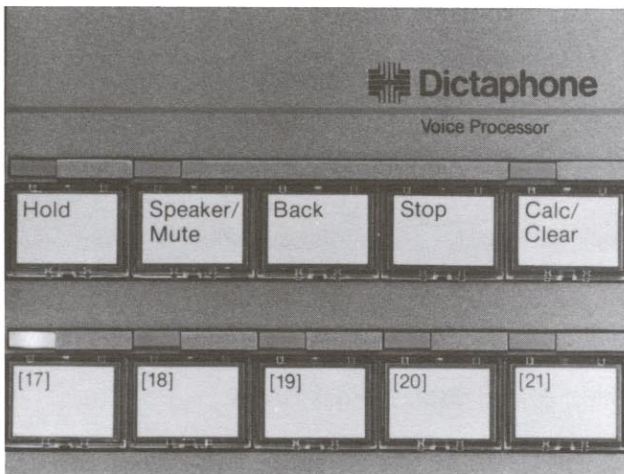
Your Security Number
REVISE? YES NO
(Author ID prompt)

Press STOP to return to Main Menu.

To go back to the previous display, press BACK.



Keypad and Function Keys



Function Keys and Line Key (17–21)

Setting Up or Changing Your Author ID

You may want to set up a 4-digit Author ID which is used in conjunction with an attached Connexions recorder, or for remote message retrieval when you use your system as an answering machine.



To set up or change your Author ID:

Press:

1. PROG M
2. ID/TIME
3. NO
4. YES
5. Enter 4-digit ID

Display Prompts:

ENTER SECURITY #
(if required)

PROGRAM
KEYS ID/TIME TEL

SECURITY #
REVISE? YES NO

AUTHOR ID _____
REVISE? YES NO

ENTER
AUTHOR ID _____

Digits you are entering
(TIME prompt)

Changing the Time

To change the time:

Press:

1. PROG M
2. ID/TIME
3. NO
4. NO
5. YES
6. Enter hours: minutes
(4 digits) and 2 for
A(M) or 7 for P(M)
EX: Enter 03457 for 3:45 PM

Display Prompts:

ENTER SECURITY #
(if required)

PROGRAM
KEYS ID/TIME TEL

SECURITY #
REVISE? YES NO

AUTHOR ID _____
REVISE? YES NO

TIME ____ : ____ AM (PM)
REVISE? YES NO

ENTER TIME ____ : ____ M

Time you are entering
(DATE prompt)

Changing the Date

To change the date:

Press:

1. PROG M
2. ID/TIME
3. NO
4. NO
5. NO
6. YES
7. Enter month/day
(4 digits)
EX: Enter 0207 for
February 7.

Display Prompts:

PROGRAM
KEYS ID/TIME TEL
SECURITY #
REVISE? YES NO
AUTHOR ID _____
REVISE? YES NO
TIME ____: ____ AM (PM)
REVISE? YES NO
DATE ____/____/____
REVISE? YES NO
ENTER DATE ____/____/____
Date you are entering
Main Menu

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2. USING YOUR TELEPHONE

Standard Telephone Operation

To place a telephone call:

To place a telephone call with a single-line set, simply lift the handset and wait for a dial tone. If you have a multi-line set, pick up the handset to use your primary line (see Custom Line Selection in Section 5), or press a line key and wait for a dial tone. Use the keypad to dial the desired number. When you finish the call, replace the handset or press STOP.

To answer a telephone call:

To answer a telephone call on a single-line set, lift the handset to receive the call. If you have a multi-line set, the light flashes above the line that is ringing. Press that line key to receive the call. (If you have a multi-line set and Pick Up Ringing is enabled, simply lift the handset. See Custom Line Selection in Section 5.)

Screen Display Information

The call timer on the screen display begins counting elapsed time as soon as the handset is taken offhook. The total length of the phone call remains on the display for 15 seconds after the call is disconnected. Digits appear on the display as they are dialed.

Using the Speakerphone

You may use the speakerphone to place or receive calls. To place a call using your speakerphone, press the SPEAKER/MUTE key. When you hear the dial tone, use the keypad to dial the desired number. If you have a multi-line set, press SPEAKER/MUTE to use your primary line (see Custom Line Selection in Section 5). Press the STOP key to end a speakerphone call.

To answer a call using your speakerphone, press the SPEAKER/MUTE key on a single-line telephone, or the appropriate line key on a multi-line telephone. You are automatically connected to the calling party. (If you have a multi-line set and Pick Up Ringing is enabled, simply press the SPEAKER/MUTE button.) If you want to switch to the handset receiver, just pick up the handset. To switch back to speakerphone, press the SPEAKER/MUTE key and hang up the handset.

Because of the microphone's sensitivity, voice is transmitted in one direction at a time. Therefore, only one party may speak at a time. When the light above the SPEAKER/MUTE key dims, your voice direction channel is open and you may speak. When using the speakerphone, your voice should be directed towards the microphone, which is located under the Volume control.

Muting the Speakerphone

To carry on a private conversation, which the other party cannot hear (although you can still hear the other party), press the SPEAKER/MUTE key during your conversation. The speakerphone microphone will be turned off and the red

indicator light above the SPEAKER/MUTE key will flash, indicating you are in the Mute mode. Press the SPEAKER/MUTE key to resume your two-way speakerphone conversation.

Putting a Call on Hold

Single-Line Set

- Press the HOLD key. (Hold LED flashes.)

To resume your conversation (with handset onhook):

- Press SPEAKER/MUTE key or pick up handset.

To resume your conversation (with handset offhook):

- Press the HOLD key while LED is flashing.

Multi-Line Set

When the HOLD key is used with multi-line telephones or with a quick access key, it places the current selected line or programmed function on Hold; the LED associated with that line or function flashes.

With Connexions telephone systems that include the Multi-line Access Module (MLAM), if you place more than one call on hold, press the line key before lifting the handset to go back to a previous call (if you are changing from speakerphone to handset mode). If you have placed your primary line on hold, lifting the handset will automatically connect you to that line.

To resume your conversation:

- Press the key associated with the flashing LED.

Adjusting Ring Tone Volume

The ring tone volume control is located on the underside of the telephone. Turn the dial towards the + symbol to increase the ring volume and towards the - symbol to decrease the volume.

Automatic Redialling

When you get a busy signal, the telephone can automatically redial the same number at one-minute intervals up to 9 tries.

- Wait for approximately 10 seconds for the following prompt to appear (or press the DIAL key if you do not want to wait). This prompt gives you the opportunity to turn the redial feature On or Off and to revise the number of redial tries (the prompt remains on the screen for 15 seconds):

REDIAL 2 TIMES
ON REVISE OFF

To turn Redial On:

Press:

Action/Display Prompts:

1. ON

Redial prompt displayed and line disconnected.

To change the number of times you want the number to be redialed:

2. REVISE

ENTER REDIAL __ TIMES

3. Enter number (1–9)

Redial prompt displayed and line disconnected.

When the call goes through, you will be in Speakerphone mute mode. Either press the SPEAKER/MUTE key to initiate a 2-way conversation or lift the handset within 25 seconds, or the call will be disconnected.

Pressing STOP turns off the Auto Redial function.

Auto Redial is cancelled by any other telephone function.

Memory Redialing

Your Connexions telephone remembers the last five numbers dialed. To use the memory redial feature, press the DIAL key. The last name or number dialed will display. Press BACK to scroll through the last five numbers. Press DIAL a second time to place the call.

Changing From Dial Pulse to Tone Dialing

If you need to change from dial pulse to tone dialing during a phone call, press either the # or * keys.

Example: If you use dial pulse to call into a long distance carrier (Sprint, MCI, etc.), touching either the # or * key will switch you to tone dialing. This will allow you to enter your ID digits.



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3. USING YOUR DIRECTORY



Use the Connexions telephone directory for fast access to any one of 100 directory listings. Each listing can consist of 16—characters for the name and 16 characters for the number. The system automatically alphabetizes all entries. Directory entries can be added or edited while the telephone is in use and can be displayed one at a time on the telephone screen.

(For an example of the procedure described below, see the gray box.)

Adding to Your Directory

To add a name to your directory:

Press:

1. DIRCTY

Display Prompts:

DIRECTORY EMPTY
(if directory contains no listings)

DIRECTORY FULL (if directory already contains 100 listings)

DIRECTORY
ADD EDIT CASS

2. ADD

ENTER NAME

3. Enter first letter of name

Alpha character you entered.

SELECT key on keypad

Enter second letter of name

Alpha character you entered

SELECT key on keypad

To place a comma between the last and first names, press O (Operator) key once, and press SELECT. For a space between words, press O (Operator) key twice, and press SELECT.

Continue the above procedure until the full name is entered. To correct errors, press the BACK key to delete, then enter the correct character or digit.

4. SELECT

ENTER NUMBER

5. Enter complete telephone number, including pauses*
(press PAUSE key on keypad)

Number you entered

*A pause is the interval (3/4 second or until you get a dial tone) when you wait for an outside line after dialing 9 or for a confirmation after entering a credit card code. If necessary, you may enter more than one pause.

6. SELECT

ENTER NAME

You can enter another directory listing or press STOP to exit this mode and

Example: If you were entering the name Rains, Carl –

- Press 7 (PRS) on the keypad three times to display an R, then press SELECT key. Cursor moves to the next position.
- Press 2 (ABC) once to display an A, then press SELECT key.
- Press 4 (GHI) three times to display an I, then press SELECT.
- Press 6 (MNO) twice to display an N, then press SELECT.
- Press 7 four times to display an S, then press SELECT.
- Press O (Oper) key once to display a comma, then press SELECT. (For a space, press O twice.)
- Press 2 three times to display a C, and press SELECT. Continue as above until all letters are entered.
- Press SELECT again.

Editing Your Directory

You may edit your directory in three ways—delete an entire entry, change both the name and number, or change either the name or number.

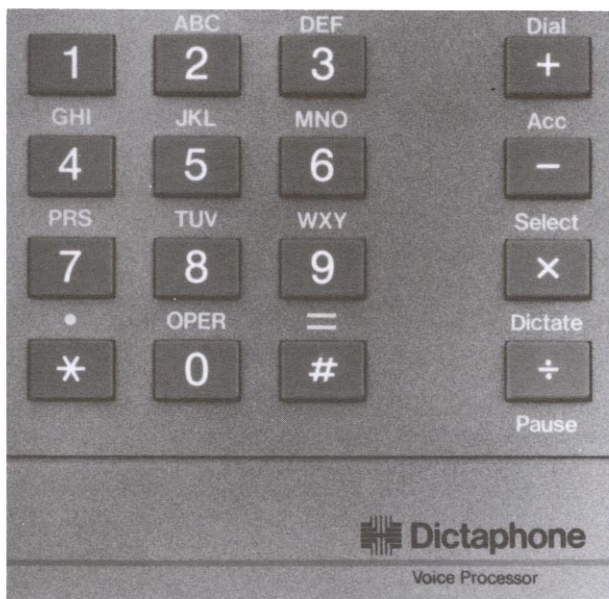
To locate directory entry for editing:

Press:

1. DIRCTY
2. EDIT
3. Key containing first letter of entry you want to edit
4. Hold down that key to scroll to desired entry (press BACK key to go back one entry at a time)
5. SELECT

Display Prompts:

DIRECTORY
ADD EDIT CASS
Last entry accessed
First entry with that letter
Each name in alphabetic sequence
Name of entry
DELETE REVISE OK



Keypad and Function Keys

To delete a directory entry:

- | | |
|--|------------------------|
| 1. Locate and select the entry as described above in Steps 1-5 | Name of entry |
| 2. DELETE | Next directory listing |

To change name and number in the directory:

- | | |
|--|--------------------------------------|
| 1. Locate and select the entry as described above in Steps 1-5 | Name of entry
DELETE REVISE OK |
| 2. REVISE | ENTER NAME |
| 3. Enter each letter of name followed by SELECT key on keypad | Alpha characters you entered |
| 4. SELECT key on keypad | NUMBER
REVISE? YES NO |
| 5. a) NO if number remains the same | Full directory entry |
| b) YES to enter new number followed by SELECT key on keypad | ENTER NUMBER
Full directory entry |

To change directory number only:

- | | |
|--|--------------------------------------|
| 1. Locate and select the entry as described at beginning of this section | Name of entry
DELETE REVISE OK |
| 2. OK | NUMBER
REVISE? YES NO |
| 3. YES
SELECT | ENTER NUMBER
Full directory entry |

Press STOP at any point to return to the Main Menu.

Saving Your Directory on Cassette

When the Connexions telephone is connected to a display recorder, the directory can be copied to and saved on a cassette.

To copy the directory to a cassette, load a fresh cassette into the display recorder. (Load the cassette into the left tape deck if two recorders are connected.)

Press:

Display Prompts:

- | | |
|-----------|--------------------------------|
| 1. DIRCTY | DIRECTOR
ADD EDIT CASS |
| 2. CASS | LOAD CASS DECK 1
READ WRITE |
| 3. WRITE | PLEASE WAIT |

To copy a directory from a cassette to your telephone, load the cassette containing the directory into the display recorder.

- | | |
|--|--------------------------------|
| 1. DIRCTY | DIRECTORY
ADD EDIT CASS |
| 2. CASS | LOAD CASS DECK 1
READ WRITE |
| 3. READ | ADD REPLACE |
| 4. a) ADD (to add cassette contents to existing directory) | PLEASE WAIT |
| 5. b) REPLACE (to replace existing directory with cassette contents) | PLEASE WAIT |

No activity other than incoming calls can occur on either the recorder or on the telephone while copying is in progress (approximately 14 minutes for a full directory). If the directory reaches its capacity of 100 entries during a cassette read, the message DIRCTY FULL appears and the process is terminated.

If an error occurs while a cassette is being copied, the message DATA ERROR appears on the display. Begin the copying procedure again.

When copying is complete, the Main Menu returns to the telephone screen.

Dialing from Your Directory

To dial a number listed in your directory, press the key on the keypad that corresponds to the first letter of the name you wish to dial. Tap the key as appropriate until the name appears on the screen. (Press BACK to scroll backward.)

At this point you may press DIAL, leaving the handset onhook to remain in Speakphone mode, or you may lift the handset to carry on your conversation.

As a number is dialed (and throughout a call) the name and elapsed time of the call are displayed. Length of call remains on the display for approximately 15 seconds after the call ends.

Automatic Directory Entry

Automatic Directory Entry permits you to enter and scroll through your directory while a telephone call is in progress. Program a quick access key with Feature Code # * 14 (see Feature Codes in Section 4). For automatic access to your directory, press the programmed quick access key.



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4. QUICK ACCESS PROGRAM KEYS



Setting up the Quick Access Keys

A total of 16 digits is allowed per key. If you make a mistake while entering digits, simply press the BACK key to delete the error. You must press the SELECT key after entering the contents of each key. Enter pauses as part of the dialing sequence by pressing the PAUSE key. (A pause is the interval during which you wait for an outside line after dialing 9, for example, or for a confirmation after entering a credit card code. Each pause will cause the unit to wait approximately 3/4 second—or until you get a dial tone—before dialing the next digit. Several pauses in succession may be needed in some situations.)

To set up quick access keys:

Press:

1. PROG M
2. Enter Security Code (if required)
3. KEYS
4. Any one of the keys labeled 1 through 21 (keys 17–21 can be used if not in use for telephone lines)
5. Enter the desired number using the telephone keypad or another quick access key
6. SELECT key

Display Prompts:

- ENTER SECURITY # (if required)
- PROGRAM**
KEYS ID/TIME TEL
- SELECT PROG M KEY
- ENTER NUMBER
- The digits you are entering
- SELECT PROG M KEY

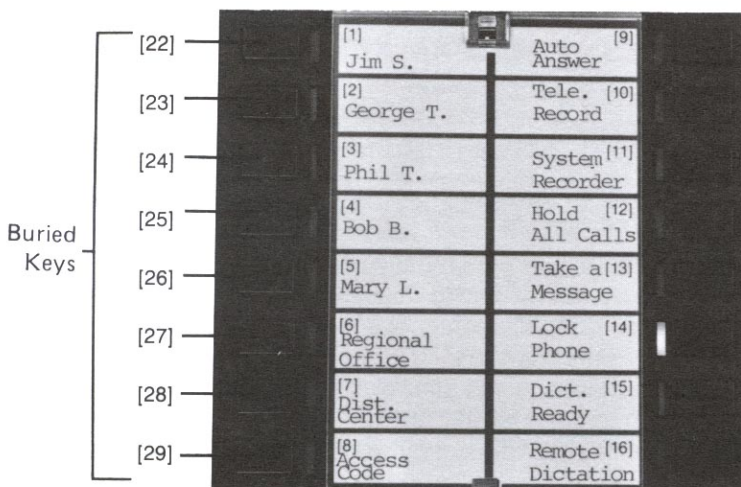
To set up another quick access key, repeat the same procedure. To exit this mode, press STOP. The Main Menu will return to the display.

Setting Up Buried Quick Access Keys

An additional eight numbers can be programmed by “burying” them within quick access keys 1–8, which already contain one programmed number.

To set up buried quick access keys 22–29 “under” keys 1–8: Follow steps 1 and 2 above, then continue as follows—

3. KEYS SELECT PROG M KEY
4. ACC followed by selected quick access key (1–8) Enter number
5. Enter the desired number using the telephone keypad or another quick access key The digits you are entering



Labeled Quick Access Keys and Status Indicators

6. SELECT

SELECT PROGM KEY

7. STOP

Main Menu

To access the buried number, press *ACC* followed by the appropriate quick access key.

NOTE: LEDs do not illuminate when a buried quick access key is in use. Therefore, it is recommended that buried keys be used for Author IDs, long distance access codes or telephone numbers, not for feature codes.

Chained Quick Access Keys

The contents of one quick access key may be “chained” as part of another quick access key. The contents of three keys (maximum) can be chained together. “Buried” key contents may also be chained. (It is not recommended that the Bill Timer feature code be programmed into a “buried” key.) (See above, Setting Up Buried Quick Access Keys.)

Example: Let’s say Key [8] has been programmed with a long distance access code. You want to program Key [2] with a frequently called long distance number, which also requires your access code. When programming Key [2], first press Key [8], then enter the area code and the 7–digit number. The contents of Key [8] (your access code) has now become part of Key [2].

Chained quick access keys may include a combination of numbers and/or feature codes.

Example: After programming a quick access key for Telephone Billing (Feature Code # * 13), chain that quick access key at the end of a telephone number for a particular client whose calls you want billed automatically. (See Feature Codes under Quick Access Program Keys.)

After manual or memory redial, press the Telephone Billing quick access key to bill a call

Chained quick access keys may be combined in a directory entry. When the ENTER NUMBER prompt appears, press the quick access key containing a feature code or number. On the display, buried keys (1–8) appear in the chained number sequence as numbers [22] through [29].

NOTE: Chained quick access keys are not available for other uses.

Revising the Contents of a Quick Access Key

To revise the contents of a quick access key, follow Steps 1 and 2 above, then

<i>Press:</i>	Display Prompts:
3. The quick access key you wish to revise	REVISE? YES NO
4. YES	ENTER NUMBER
5. Enter the desired digits or code	Digits or code you are entering
6. SELECT	SELECT PROGM KEY
7. STOP	Main Menu

Dialing Your Quick Access Keys

Once you have set up a quick access key, simply press that key to activate the function.

Feature Codes

Feature codes can be programmed into quick access keys to provide your telephone with additional features that may not be available through the menu keys. Feature codes may also be used for single key access to features available through the menu keys. Each feature code must be programmed into a separate key.

Program the desired feature codes into quick access keys in the same way you program a telephone number, except substitute the following sequence for the telephone number:

[#] [*] 2, 3 or 4–digit code

When complete, press SELECT.

Pressing a quick access key programmed with a feature code will cause that feature to take effect automatically.

Feature Codes numbered 3, 11 and 12 are applicable only when one or more recorders are connected to your telephone.

Feature Description

Feature Code

Systems Recorder Access (Optional)

* 01

For using your telephone as a dictation terminal to dictate into a systems recorder. Quick access key LED illuminated when function active. (See Section 7 for details.)

Multiple Dictate Module (Optional)

* 011 – # * 018

The optional Connexions multiple dictate interface permits programming up to eight quick access keys for access to system recorders for dictation. LED extinguished when recorder is available, LED illuminated when recorder is in use. (See Section 7 for details.)

System Transcribe Module (Optional)

* 019

The optional Connexions transcribe module allows access to systems recorders for transcription. Quick access key LED illuminates when there are jobs awaiting transcription.

Line Select

* 02 [n]
(the line number, 1–8)

Accesses one of the telephone lines connected to the optional multi-line telephone. Quick access key LED illuminated when function active.

Auto Answer/Remote Dictation/Auto Record

* 03

Causes single deck/telephone combination to be placed in auto answer/remote dictation mode. Quick access key LED illuminated when function active. (See Section 6 for details.)

Electronic Lock

* 05 [nn]

Prevents unauthorized use of the telephone. Dialing can be totally disabled, or you can enter the number of digits (01–99), which will limit dialing to that number of digits.

Example: Enter # * 0504 to allow a maximum of four digits to be dialed from your telephone.

To unlock a locked telephone, press the quick access key and enter your Security ID. (It is recommended that a security number be used with the electronic lock feature. See Setting Up or Changing Your Security Code.) Quick access key LED illuminates when function is active. (See – Section 5 for details.)

Feature Description

Delayed Ring

Changes number of delayed rings programmed through the menu keys to a new number. The new number of rings will display for two seconds. With a multi-line telephone installed, each line can be programmed with a different number of delayed rings. Key in "# * 06" followed by the desired number of rings to bypass (1-9) before ringing is heard at your telephone. Then key in the line number (1-8). Quick access key LED illuminated when function active. (See Section 5 for more detail.)

Flash Length

Causes a momentary hangup for which you select the duration (see Table below). This flash will be used to signal your PBX or central office lines. Quick access key LED illuminates for approximately one second.

Flash Length Table

#	*	071	=	0.250 sec.
#	*	072	=	0.500 sec.
#	*	073	=	0.750 sec.
#	*	074	=	1.000 sec.
#	*	075	=	1.250 sec.
#	*	076	=	1.500 sec.
#	*	077	=	1.750 sec.
#	*	078	=	2.000 sec.
#	*	079	=	2.250 sec.

Headset Answer

When a key is programmed with the # * 11 code and activated before transcription begins, it allows a transcriptionist to answer the telephone without removing the headset. With the handset onhook, press the SPEAKER/MUTE key to transfer the incoming call to the headset. The telephone unit's microphone is located under the volume control. To end a call, press the STOP key. To resume transcribing, press the DICTATE and TRANS keys. Quick access key LED illuminates when function active.

Auto Answer Monitor

Allows you to hear your messages as they are being recorded when set up for Auto Answer. Quick access key LED illuminates when function active.

Feature Code

* 06 [n] [n]

* 07 [n]

* 11

* 12



Automatic Directory Entry

* 14

Permits automatic directory access while a telephone call is in progress to view names and numbers in the directory of the telephone currently in use. Quick access key LED illuminates for approximately one second.

Timer

* 16

Permits you to keep track of the time spent on a particular activity. Press the quick access key to start the Timer. Press again to stop. If PC is connected, activity can be billed automatically. (See Billing, below.) Quick access key LED illuminates while function is active.

Hands Free Dictate (Optional)

* 19

Enables hands Free dictation using a foot control and telescoping microphone.

The following Feature Codes apply only when your telephone is connected to the Network Manager. For more information, see Operating Instructions for the Connexions® Computer and Network Manager™ Software.

Billing

* 13

When pressed during a call, the personal computer automatically bills telephone time for the call in progress (upon hang-up) to the name on the telephone display. (If this quick access key is pressed when no directory entry is displayed, the call will be marked for later billing.) Press while Timer (see Feature Code # * 16) is displayed to bill non-phone time to the name on telephone display. Quick access key LED illuminates for approximately one second.

Message Retrieval

* 15

Permits access to messages when handset is offhook. Quick access key LED illuminates for approximately one second

Start Network Manager

* 21

Permits the PC operator to enter the Network Manager program at the Main Menu. Programmed at Telephone Address 00 only.

Deliver Message

* 22

Permits the PC operator to enter the Network Manager program at the Message Deliver Menu. (Programmed at Telephone Address 00 only.)

View Directory Entry

* 23

Permits the PC operator to enter the Network Manager program at the Directory Management Telephone Section for viewing the expanded Master Directory. (Programmed at Telephone Address 00 only.)

Access Create New Message Screen

* 24

Permits the PC operator to enter the Network Manager program at the Create New Message Screen. (Programmed at Telephone Address 00 only.)

View Master Directory

* 25

From the master phone the operator can access the Network Manager™ system. Do this by going directly to the screen that lists the beginning of the master directory contents. Press a letter key to display a list of all names beginning with that letter. To dial phone numbers from the listing, highlight the entry, and then press the F2 key.

Intra-Telephone Message Delivery

* 30 through # * 53

Permits text messages to be sent from one telephone to another in the network, providing the Feature Code was programmed and the message was entered at the PC.

Sending Priority Messages

If you enter a P after entering # * 30 – # * 53, the network will send your message as priority. Example: Entering # * 32 P sends the message as priority to the designated phone.

Send Message to PC

* 54

Permits a message to be sent from a telephone to the PC.

Send Appointment Calendar

* 55

Enables the PC to send (download) daily appointments to a telephone with a printer.

Use the following Feature Codes with the Digital Express™ 7000 system. For more information, refer to the Digital Express™ 7000 System Operating Instructions. You must press the Quick Access key programmed with these codes after you connect with the system and before you enter your user ID.



Transcribe

* 18

This code turns on the transcribe display and activates the foot control. You can also use this code with a bar code reader; however, the bar code digits will not appear on the display. This code turns on all foot control and keypad transcribe controls.

Bar Code Reader

* 1807

This Quick Access code lets the display show all of the digits entered with the bar code reader. The display will not show other job information.

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5. ADDITIONAL TELEPHONE FEATURES



You can program the following telephone functions—Electronic Lock, Setting a Digit Limit, Delayed Ring, Ring Tone, Toll Saver for Auto Answer, Dialing Format and Custom Line Selection.

Turning Electronic Lock On or Off

To prevent unauthorized use of your telephone, you can lock it completely.

Press:

1. PROG M
2. Enter Security Code
(if required)
3. TEL
4. ON (to turn on)
OFF (to turn off or
leave off)

Display Prompts:

ENTER SECURITY # ____
(if required)

PROGRAM
KEYS ID/TIME TEL

ELECTRONIC LOCK
ON OFF

DIGIT LIMIT 99 (default)
REVISE? YES NO

Press STOP to return to Main Menu.

(You can also program Feature Code # * 05 into a quick access key to implement the Electronic Lock feature—see Feature Codes in Section 4.)

Setting a Digit Limit

To prevent unauthorized long distance calls, you can limit the number of digits that can be dialed out from the keypad.

To set the digit limit for outgoing calls:

Press:

1. PROG M
2. Enter Security Code
(if required)
3. TEL
4. OFF
5. YES

Display Prompts:

ENTER SECURITY # ____
(if required)

PROGRAM
KEYS ID/TIME TEL

ELECTRONIC LOCK
ON OFF

DIGIT LIMIT 99
REVISE? YES NO

ENTER DIGIT LIMIT ____



6. Enter maximum number of digits that can be dialed out, or 00 to prevent dialing out.

LINE 1 RING ON 1
REVISE? YES NO

Press STOP to return to Main Menu.

Setting Delayed Ring

You may want to set up your telephone so ringing does not – begin in your office until after a pre-determined number of rings. You can select from 0–9. If 0 is selected, the telephone will not ring in your office.

Press:

Display Prompts:

1. PROGM

ENTER SECURITY #____
(if required)

2. Enter Security Code
(if required)

PROGRAM
KEYS ID/TIME TEL

3. TEL

ELECTRONIC LOCK
ON OFF

4. OFF

DIGIT LIMIT
REVISE? YES NO

5. NO

LINE 1 RING ON 1
REVISE? YES NO

6. YES

ENTER
LINE 1 RING ON ____

7. Enter number (0–9)

Number you entered followed by
RING TONE ____
REVISE? YES NO

Press STOP to return to Main Menu.

(You can also program Feature Code # * 06 into a quick access key to implement the delayed ring feature—see Feature Codes in Section 4.)

NOTE: In multi-line installations, prompts are repeated for each telephone line.

Choosing a Ring Tone

The user may choose among five different ring tones to provide distinguishable signals when several telephones are in the same vicinity.

Press:

Display Prompts:

1. PROGM

ENTER SECURITY #____
(if required)

2. Enter Security Code
(if required)

PROGRAM
KEYS ID/TIME TEL

3. TEL

ELECTRONIC LOCK
ON OFF

4. OFF

DIGIT LIMIT
REVISE? YES NO

5. NO

LINE 1 RING ON 1
REVISE? YES NO

6. NO

RING TONE 1
REVISE? YES NO

7. YES

ENTER RING TONE ____

8. Enter number (1-5)

Number you entered.
Sample tone rings for one second,
followed by RING TONE ____
REVISE? YES NO



Press STOP to return to Main Menu.

Setting Up Toll Saver for Auto Answer

If you have a recorder for auto answering, you may want to set up the Toll Saver feature. The first incoming call will be answered after the number of rings you designate; all subsequent calls will be answered after the first ring. When calling in to retrieve messages, if the telephone rings more than once, you will know that you have no messages and can hang up, saving a toll charge. (See Section 6, Auto Telephone Answering.)

Press:

Display Prompts:

1. PROG M

ENTER SECURITY # ____
(if required)

2. Enter Security Code
(if required)

PROGRAM
KEYS ID/TIME TEL

3. TEL

ELECTRONIC LOCK
ON OFF

4. OFF

DIGIT LIMIT
REVISE? YES NO

5. NO

LINE 1 RING ON 1
REVISE? YES NO

6. NO

RING TONE 1
REVISE? YES NO

7. NO

ANSWER ON 2 RINGS
REVISE? YES NO

- | | |
|--|------------------------------|
| 8. YES | ENTER
ANSWER ON ___ RINGS |
| 9. Enter number of rings
to answer on | TOLL SAVER?
YES NO |

Press STOP to return to Main Menu.

Choosing a Dialing Format

Determine whether your PBX uses tone or pulse (rotary) dialing. If necessary, change the dialing format from TONE to PULSE:

Press:

Display Prompts:

- | | |
|---|---------------------------------------|
| 1. PROGM | ENTER SECURITY # ___
(if required) |
| 2. Enter Security Code
(if required) | PROGRAM
KEYS ID/TIME TEL |
| 3. TEL | ELECTRONIC LOCK
ON OFF |
| 4. OFF | DIGIT LIMIT
REVISE? YES NO |
| 5. NO | LINE 1 RING ON 1
REVISE? YES NO |
| 6. NO | RING TONE 1
REVISE? YES NO |
| 7. NO | ANSWER ON ___ RINGS
REVISE? YES NO |
| 8. NO | TOLL SAVER?
YES NO |
| 9. NO | DIALING: [TONE]
REVISE? YES NO |
| 10. YES | DIALING FORMAT
TONE PULSE |
| 11. TONE/PULSE
(as appropriate) | PRIMARY LINE # 1
REVISE? YES NO |

Press STOP to return to Main Menu.

Custom Line Selection (Multi-line telephones only)

With a multi-line telephone system, you can customize line selection, which means that when you place a call, the telephone will always dial out on your primary line. When Redial is activated, line selection is automatic.

To designate the primary line you wish to use for placing outgoing calls, press YES at the PRIMARY LINE # prompt, then enter the desired line number.

You can also program your telephone to permit you to automatically answer the line that is ringing.

If you want to be able to answer the line that is ringing without having to press a line select key, press YES at the PICK UP RINGING prompt. Otherwise press NO.

Press:

1. PROGM
 2. Enter Security Code
(if required)
 3. TEL
 4. OFF
 5. NO
 6. NO
 7. NO
 8. NO
 9. NO
 10. NO
 11. YES
- (If you press NO, the next prompt is PICK UP RINGING.)
12. Enter Line #
 13. YES

Display Prompts:

ENTER SECURITY # ____
(if required)

PROGRAM
KEYS ID/TIME TEL

ELECTRONIC LOCK
ON OFF

DIGIT LIMIT ____
REVISE? YES NO

LINE 1 RING ON 1
REVISE? YES NO

RING TONE 1
REVISE? YES NO

ANSWER ON ____ RINGS
REVISE? YES NO

TOLL SAVER?
YES NO

DIALING: [TONE]
REVISE? YES NO

PRIMARY LINE # 1
REVISE? YES NO

ENTER
PRIMARY LINE # ____

PICK UP RINGING?
YES NO

Main Menu



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6. AUTOMATIC TELEPHONE ANSWERING

REM	AUTO	AUTO
DICT	ANS	REC

Press the menu key under MSG to gain access to Remote (Phone-In) Dictation, Auto Answering and Auto (2-way) Recording.

Instructions for using Auto Answer and Auto Record are included in this section. Please see Section 7, Dictation, for Remote Dictation instructions.

With one or two Connexions recorders connected, the telephone can be used as a telephone answering system (Auto Answer). In a multi-line installation, the screen prompts are repeated for each line, giving you the opportunity to designate which lines you want answered automatically.



Setup

To set up for automatic telephone answering, first record your announce message. Then program a quick access key for Auto Answer access.

Recording an Announce Message

To set up your system for Auto Answer operation, you must first record an announce message.

To record an announce message:

Press:

1. MSG
2. AUTO ANS
3. YES/NO

Display Prompts:

REM AUTO AUTO
DICT ANS REC
ANSWER ONLY?
YES NO
ANNOUNCE MESSAGE
RECORD

If your installation has multiple lines, the previous and following prompts permit you to select the lines you want answered. (You can choose from 1 to a maximum of 8.):

4. YES or NO, as appropriate
5. RECORD

ANSWER LINE *n*?
YES NO, then:
ANNOUNCE MESSAGE
RECORD
PLEASE WAIT, then, after
tape rewinds:
READY FOR RECORD

Pick up the telephone handset and press the RECORD menu key, then press the Record button on the handset to record your message. When finished, hang up the handset. The Main Menu returns to the display.

Programming a Quick Access Key for Auto Answer

To permit one-key access to Auto Answer, immediately after you complete the above steps, program a quick access key for Automatic Answering as follows:

Press:	Display Prompts:
1. PROGM	KEYS ID/TIME TEL
2. KEYS	SELECT PROGM KEY
3. Quick Access Key	ENTER NUMBER ____
4. # * 03	Number entered
5. SELECT Key	SELECT PROGM KEY

Press STOP to return to the Main Menu.

NOTE: Whenever you reconfigure your system in any way other than to change your announcement, you will need to reprogram Auto Answer (Feature Code # * 03).

Listening to Your Announce Message

To listen to your current announce message (playback is audible through the handset or through the speaker of the recorder—if SPEAKER is on):

Press:	Display Prompts:
1. MSG	REM AUTO AUTO DICT ANS REC
2. AUTO ANS	ANSWER ONLY? YES NO
3. YES/NO	ANNOUNCE MESSAGE RECORD PLAY
4. PLAY	PLEASE WAIT, message plays, then ANNOUNCE MESSAGE REVISE? YES NO

Be sure to let the entire message play back and the tape motion stop.

To revise your announcement:

5. YES	PLEASE WAIT, then READY FOR RECORD
--------	---------------------------------------

Pick up the handset and proceed as described above.

To save the existing announcement:

Press NO to return to the Main Menu. At this point press the TELEPHONE key on the recorder or press the quick access key programmed for Auto Answer. AUTO ANS appears on the telephone display.

Operation

Activate Auto Answer

To receive messages:

- Press TELEPHONE on the appropriate recorder, or press the quick access key programmed for Auto Answer. AUTO ANS will display on the telephone screen.

Listening to Messages

An asterisk (*) will appear in the upper right corner of the display if any messages are present.

To play back messages:

Press:

1. [*] Key on telephone keypad

Display Prompts:

CALL n [Time recorded]
PLAY [Length]

If more than one call, press the [*] (or BACK key) until 1 is displayed.

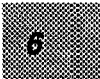
2. PLAY

CALL 1 [Time]
PLAY [Length]

Messages will be played back beginning with message 1 and continuing through the last message. After the last message has been played, the recorder will stop automatically. At this point, press STOP on the telephone to go back to the Main Menu. Press the appropriate quick access key or TELEPHONE on the recorder to reactivate Auto Answer mode. The * disappears from the telephone display. The AUTO ANS message counter is reset to zero and incoming messages record over old messages.

For single key message retrieval, press the Auto Answer quick access key. Auto Answer mode is terminated automatically and playback of the first message begins. Playback continues to the point where recording ends or until STOP on the recorder is pressed.

To see the total number of incoming messages, tap the asterisk key [*] on the keypad before pressing the Auto Answer quick access key. To listen to messages out of sequence, tap the [*] key to scroll to the next message number. Press the PLAY menu key to listen to the message associated with the number on the display. Playback continues to the point where recording ends or until



STOP is pressed. (To remove the asterisk from the display, press STOP on the recorder at the point where recording ends.)

NOTE: For instructions on retrieving messages from a remote telephone, see Remote Listening.

Options

Auto Answer Monitor

While in the office, you can listen to incoming messages as they are being recorded.

To monitor auto answer messages:

- Program a quick access key with Feature Code # * 12. (See Feature Codes in Section 4.)
- Press the Auto Answer Monitor quick access key either before or after entering Auto Answer mode.

To interrupt Auto Answer mode to speak to the caller:

- Press the TELEPHONE button on the recorder or the key programmed for AUTO ANSWER.

Toll Saver

To use the toll saver feature, see Setting Up Toll Saver for Auto Answer in Section 5.

Remote Listening

To retrieve your messages from a remote telephone:

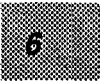
1. Dial the appropriate telephone number. Anytime during the announce message, enter your 4-digit Author ID (see Author ID in Section 1). After an Author ID is entered, the unit will locate the first message and begin playback.
2. Play back all your messages, then press 7 and 5 to end your call. Subsequent calls will record over previous messages.
3. After listening to your messages, you can record dictation by using the keys on a tone telephone to control tape movement.

Tone Telephone Keypad Commands

Key	Function
#	Start recording
2	Stop tape movement
3	Rewind 3 seconds of tape and begin playback
4	Fast forward
5	Disconnect
7	Rewind to beginning of tape
0	Signal transcriptionist for intercom call
*	Press after dictating job to designate priority (if display module is connected to recorder)

To change your announce message from a remote location:

1. Dial the appropriate access number and enter your Author ID.
2. Press the digit 7 on any tone telephone. Tape will rewind to the beginning.
3. When you hear a low, continuous tone, press the # key.
4. Record your announce message, then hang up. Subsequent callers will hear the new announce message. After you change your announce message, new incoming messages will record over any old incoming messages.



Automatic Telephone Recording

Your Connexions telephone and recorder can be set up to record two-way conversations from the telephone line (Auto Record). If desired the system can be set up to generate beep tones every 15 seconds.

To set up your system for Auto Record:

Press:

1. MSG
2. AUTO REC
3. DECK 1, DUAL or DECK 2
(for two recorders)
4. YES (NO takes you to BEEPS? prompt)
5. YES or NO, as desired

Display Prompts:

REM AUTO AUTO
DICT ANS REC

SELECT
DECK 1 DUAL DECK2
(for two recorders)

LINES —
REVISE? YES NO
(with multi-line telephone)

ANSWER LINE 1?
YES NO

Prompt repeated for each line.
After last line, BEEPS?
YES NO

6. NO (YES if desired)

Main Menu

To permit one-key access to Automatic Telephone Recording, immediately after you complete the above steps, program a quick access key for Automatic Telephone Recording as follows:

- | | |
|---------------------|------------------|
| 1. PROGM | PROGRAM |
| | KEYS ID/TIME TEL |
| 2. KEYS | SELECT PROGM KEY |
| 3. Quick Access Key | ENTER NUMBER — |
| 4. # * 03 | Number entered |
| 5. SELECT Key | SELECT PROGM KEY |

To begin Auto Record operation:

- Press and hold the TELEPHONE button on the recorder until the LED lights, or press the quick access key programmed for Auto Record, # * 03. (See Feature Codes in Section 4.)

“AUTO REC” will appear on the display and remain as long as Auto Record is in progress.

Recording begins when you lift the handset to place or answer a call. When you hang up the handset, a short tone marking the end of that conversation will be recorded on the tape.

To place a call on hold:

- Press the HOLD button. Recording stops automatically. Recording resumes when hold is cancelled.

If you are placed on hold, press the TELEPHONE button to stop recording. When the other party resumes the conversation, press TELEPHONE again to continue recording.

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7. DICTATION FEATURES

3:05	DICTATE
CUE #1	REC CUE #2

With one or two Connexions voice processing system recorders connected to the telephone, your system acquires dictation/transcription capabilities. An optional interface module permits dictation into as many as eight system recorders, including the Dictaphone 195 and 1925 Thought Tank® recording systems, Model 295 Word Bank® cassette recorder and the MVP® dictation system.

For dictating into an attached Connexions display recorder, a system recorder or for telephone dictation, either a handset with yoke controls or a hand microphone can be used.

Dictating Using the Handset

You can use a handset with your Connexions telephone to dictate into a Connexions display recorder or a systems recorder (see below).



Dictation to a Connexions Display Recorder

To access a deck for dictation, a cassette must be loaded in the recorder. If the telephone is connected to two dictating machines, the machine on the left will be turned on. If one machine is in telephone mode, the other will be turned on.

The telephone handset should be onhook and the Main Menu displayed.

- Lift the handset.
- Press the DICTATE/PAUSE key on the keypad.

To begin dictating:

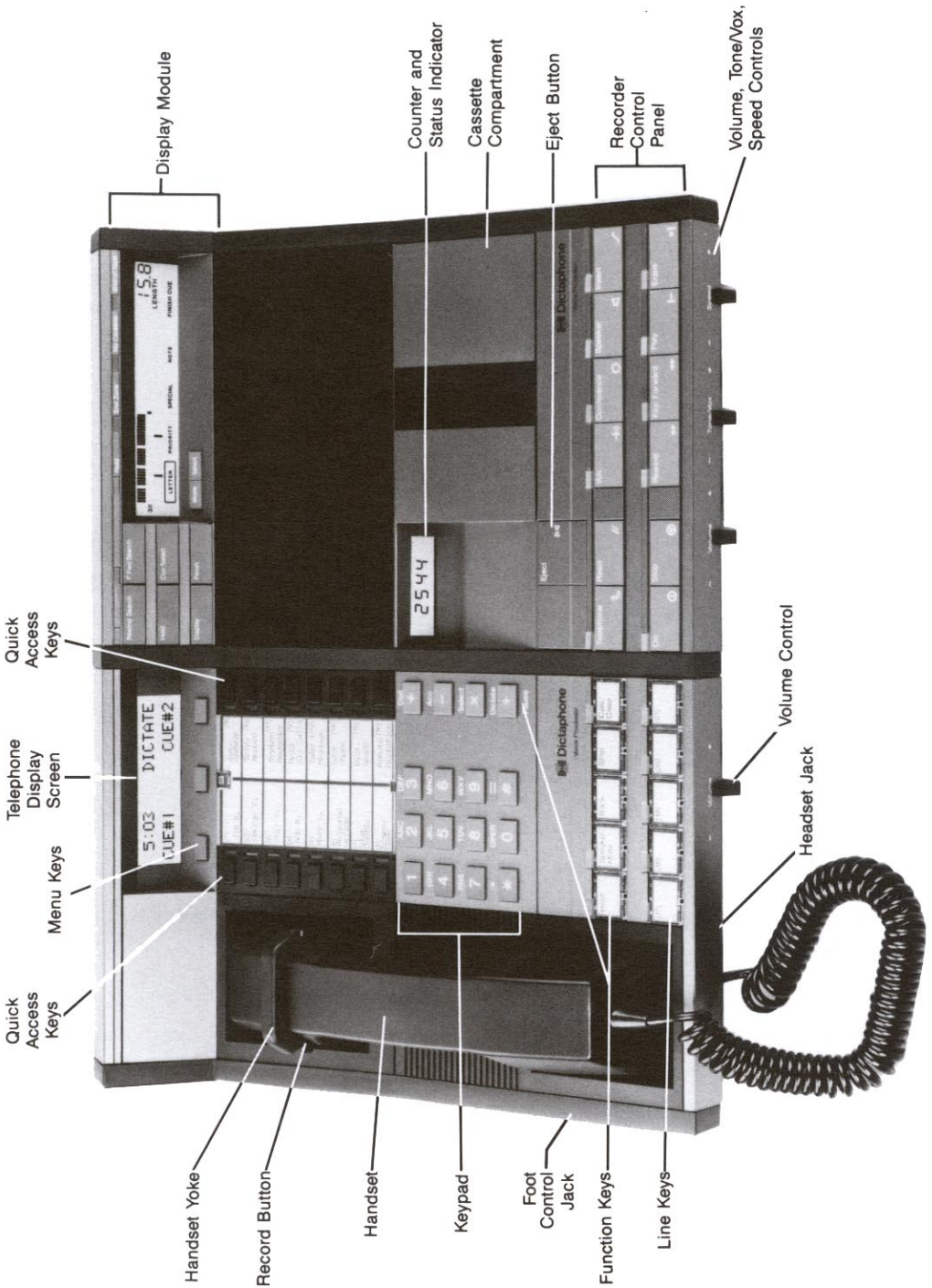
- Press the Record button on either side of handset to record dictation.
- To rewind, push yoke control up and hold. Release for playback or when you reach beginning of tape.
- To stop recording, release Record button.
- To stop playback, pull the yoke control down and release. (If yoke control is held down for more than 1 second, playback will begin.)

To exit the dictation mode, press the STOP key on the telephone or hang up.

Q-Alert™ Indexing

When you finish dictating a letter or document, mark this position on the tape to make it possible for the transcriptionist to determine letter lengths and plan typing accordingly.

Connexions™ Telephone and Display Recorder



To record an end of letter or instruction Q-Alert™ tone, press the appropriate menu key. The following table shows what appears on the display depending on which display module you have and the type recorder to which you are connected.

Q-Alert Indexing Table

Key	Press Key	Display Recorder	Display Recorder II	Systems Recorder	Other Desktop
CUE #1	Once	Letter	Letter	Letter	Letter
CUE #1	Twice	Priority	Expense	N/A	N/A
CUE #2	Once	Special	Note	Priority	Special
Cue #2	Twice	Note	Memo	N/A	N/A

To record a Category 1 (letter) cue tone:

- At the end of your letter or document, press the CUE #1 menu key to record a Category 1 cue. The word "Cue" appears on the counter/status indicator of your recorder.



To record a Category 3 cue (instruction or note) for the transcriptionist to preview before starting to transcribe:

- At the point where you want to record a Category 3 cue press the CUE #2 menu key. Two tones will be recorded. The word "Cue" appears on the counter/status indicator of your recorder.

NOTES:

- Recording any cue within 10 seconds of another cue is not recommended.
- If you wish to stop after recording a cue, wait at least 2 seconds after the tone stops before pressing STOP or hanging up the handset.
- When you press the FINISH button on the Connexions display recorder to complete your dictation, be sure to wait until the Finish cue tone ends before hanging up the handset.

Reviewing Dictation

Listen to dictation through the handset, or listen through the unit's internal speaker by pressing SPEAKER on the recorder.

- To rewind, push the handset yoke control up and hold. Release the yoke for playback or when you reach the beginning of tape.
- Press the Fast Forward button on the desktop unit to return rapidly to the last word dictated.

NOTE: If you press PLAY on the desktop unit, tape stops at the last word dictated and a tone sounds.

Insert

NOTE: Insert feature is available on Models 1730, 2730 and 3730. (With the Insert feature, use only one side of the cassette.)

To insert additional dictation in previously dictated material:

1. Rewind or fast forward to desired location and stop tape.
2. Press INSERT. (Amber LED illuminates.) Tape will move briefly. Wait for tape movement to stop before beginning your dictation.
3. Record dictation in the normal manner. Release the Record button to stop tape. (Cue tones cannot be recorded while in Insert mode.)

To review an insert while still in Insert mode:

- Push up and hold handset yoke control until Insert tone is reached; release yoke to listen to dictation.

To exit Insert mode (make sure tape is not moving):

- Press INSERT. Tape automatically rewinds to beginning of inserted material and stops. LED extinguishes.
- You can now fast forward to point of last dictation to continue.

NOTE: To prevent accidental erasure of an insert, an alert tone will sound if you attempt to record an insert previous to one already recorded.

Hands Free Recording

To dictate using a foot control to start and stop tape movement:

- With the handset onhook, press the DICTATE/PAUSE function key.
- Press the DICTATE menu key.
- Press the center RECORD pedal to dictate. Release the pedal to stop dictating.

To review dictation:

- Press the right REWIND pedal to rewind tape. Release the pedal to stop rewinding.
- Press the left PLAY pedal to listen to dictation. Release the pedal to stop listening.

Voice-Activated (VOX) Recording

To dictate using voice activation to start and stop tape movement:

1. Press the DICTATE/PAUSE function key.
2. Press the DICTATE menu key.
3. Press the VOX button on the recorder. Tape movement will start and stop as you speak.

4. Adjust the TONE/VOX control so the On LED modulates as recording takes place.

To review dictation:

- Press the STOP button on the recorder.
- Use the desktop controls for rewind and playback.

To return to voice-activated recording after reviewing your dictation, press the REC menu key on the telephone, then the VOX button on the recorder.

To exit Dictate mode:

- Press the STOP key on the telephone.

Dictation to a Systems Recorder (Option)

You can use your Connexions system to dictate into a single systems recorder, or with a Multiple Dictate Module connected, you can access as many as eight recorders.

Single Recorder Access

1. Program a quick access key with Feature Code # * 01. (See Section 4, Quick Access Program Keys.)
2. Press the appropriate quick access key to access the recorder—if in use, the LED will be illuminated.
3. If required, press the quick access key programmed with your Author ID, or enter your Author ID using the telephone keypad. Your Author ID will display on the telephone screen for verification. If you make an error, press the BACK key to make corrections. When the ID is correct, press SELECT to send it to the system recorder.
4. Pick up the handset. When RECORDER/FF ACC END appears on the display, press the Record button to begin dictating.

Multiple Dictate Module (Option)

1. Program quick access keys (Features Codes # * 011 – # * 018) for as many recorders as you wish to be able to access (eight maximum).
2. With the handset on- or offhook, press the appropriate quick access key. (If a recorder is already in use, the quick access key LED will be illuminated.) Then follow Steps 3 and 4 (above).

To fast forward:

- Press the FF menu key on the telephone.



To designate priority:

- Press the ACC menu key.

To indicate end of document:

- Press the END menu key.
- Press the ACC menu key.

To indicate end of document:

- Press the END menu key.

To place the recorder on hold:

- Press the HOLD key on the telephone. Quick access key LED flashes.
- Press the quick access key to resume dictation.

To exit dictate mode:

- Hang up the handset.

Telephone Dictation

You may dictate into a remote Dictaphone recorder equipped with the appropriate telephone interface.

1. Lift the handset and dial the telephone number of the recorder.
2. Press the Record button on the handset yoke to record your dictation. TEL DICTATE appears on the telephone screen.
3. When dictation is complete, press STOP then hang up the handset.

Other operations such as marking end of document, designating priority, fast forward, etc., are performed using the appropriate commands on the Connexions telephone keypad.

Answering Telephone Calls During Dictation

Connexions Recorder

- Press the SPEAKER/MUTE key or the key for the line that is ringing.
- To resume dictation, press the DICTATE/PAUSE key, then the DICTATE menu key.

Systems Recorder

- Press the HOLD key to place the recorder on hold. LED associated with recorder select or quick access key flashes. On a single-line telephone or if Pick Up Ringing is enabled, you can begin speaking to the caller. (See Custom Line Select in Section 5.) If Pick Up Ringing is not enabled, press the appropriate line key.

To resume dictating:

- Press the recorder select key.

Telephone Dictation (Multi-line sets only)

1. Press [1] on the telephone keypad (if required by the system) to put the recorder on hold.
2. Press HOLD to put telephone line on hold.
3. If Pick Up Ringing is enabled, begin speaking to caller. Otherwise, press the line select key for the ringing line.

To resume dictation:

- Press the key for the line you are using for telephone dictation.
- Rewind using the yoke control, or press [3] (if required by the system), to cancel hold.

Intercom

To initiate an intercom call (if intercom is provided by your dictation system):

- With the recorder activated, press [0] to place dictation on hold.
- Press [3] to cancel hold and return to dictation.

Dictating Using the Hand Microphone

If your Connexions telephone is equipped with a hand microphone, you can dictate into a Connexions display recorder, a systems recorder or through telephone lines. The hand microphone controls can be used for all dictation functions, including fast forward and Q-Alert indexing.

Dictation to a Connexions Display Recorder

To access a deck for dictation, a cassette must be loaded in the recorder. If the telephone is connected to two dictating machines, the machine on the left will be turned on. If one machine is in telephone mode, the other will be turned on.

The hand microphone should be in the cradle and the Main Menu displayed.

- Lift the hand microphone.
- Press the DICTATE/PAUSE key on the keypad.

To begin dictating:

- Hold down the RECORD control on the hand microphone. The red Record LED illuminates and the digital counter begins counting up. For continuous, hands-free recording, press LOCK. (Microphone remains out of the cradle.)
- Begin speaking in a normal voice.

While dictation is in progress, the counter/status indicator functions as a tape counter. With a display module attached and the unit turned off, the time and date (which can be set on the telephone) appear on the counter/status indicator.

To stop recording:

- Release the RECORD control. (If you are using the LOCK feature, press STOP.)
- Replace the microphone in cradle to turn off the recorder.

Q-Alert Indexing

When you finish dictating a letter or document, mark this position on the tape to make it possible for the transcriptionist to determine letter lengths and plan typing accordingly.

The following table shows what appears on the display – depending on which display module you have and the type recorder to which you are connected.

Q-Alert Indexing Table

Button	Press Button	Display Recorder	Display Recorder II	Systems Recorder	Other Desktop
L Button	Once	Letter	Letter	Letter	Letter
L Button	Twice	Priority	Expense	N/A	N/A
S Button	Once	Special	Note	Priority	Special
S Button	Twice	Note	Memo	N/A	N/A

To record a Category 1 (letter) cue tone:

- At the end of your letter or document, press and release the “L” cue button on the hand microphone to record a Category 1 cue. The word “Cue” appears on the counter/ status indicator of your recorder.

To record a Category 3 cue (instruction or note) for the transcriptionist to preview before starting to transcribe:

- At the point where you want to record a Category 3 cue, press and release the “S” cue button on the hand microphone before dictating the instruction. Two tones will be recorded. The word “Cue” appears on the counter/status indicator of your recorder.

NOTES:

- Recording any cue within 10 seconds of another cue is not recommended.
- If you wish to stop after recording a cue, wait at least two seconds after the tone stops before pressing STOP.
- When you press the FINISH button on a Connexions display recorder to complete your dictation, be sure to wait until the Finish cue tone ends before replacing hand microphone in cradle.

Reviewing Dictation

You can listen to dictation through the speaker in the hand microphone, or listen through the unit's internal speaker by pressing **SPEAKER** on the recorder.

- To rewind, press and hold the **REWIND/PLAY** button on the hand microphone. Release button to listen to dictation. (If you rewind to beginning of tape, press **PLAY** to listen to dictation.)
- Press the **F FWD** button to return rapidly to the last word dictated.

NOTE: In Play mode (press **PLAY** on desktop unit or **REWIND/ PLAY** on hand microphone), tape stops at the last word dictated and a tone sounds.

Insert

NOTE: Insert feature is available on Models 1730, 2730 and 3730. (Use only one side of cassette with Insert feature.)

To insert additional dictation in previously dictated material:

1. Rewind or fast forward to desired location and stop tape.
2. Press **INSERT**. (Amber LED illuminates.) Tape will move briefly. Wait for tape movement to stop before beginning your dictation.
3. Record dictation in the normal manner. Release **RECORD** to stop tape. (Cue tones cannot be recorded while in Insert mode.)

To review an insert while still in Insert mode:

- Press **REWIND** control on hand microphone until Insert tone is reached; release to listen to dictation.

To exit Insert mode (make sure tape is not moving):

- Press **INSERT**. Tape automatically rewinds to beginning of inserted material and stops. LED extinguishes.
- You can now fast forward to point of last dictation to continue.

NOTE: To prevent accidental erasure of an insert, an alert tone will sound if you attempt to record an insert previous to one already recorded.

Hands Free Recording

To dictate using a foot control to start and stop tape movement:

1. With the hand microphone in the cradle, press the **DICTATE/ PAUSE** function key.
2. Press the **DICTATE** menu key.
3. Press the center **RECORD** pedal to dictate. Release the pedal to stop dictating.

To review dictation:

- Press the right REWIND pedal to rewind tape. Release the pedal to stop rewinding.
- Press the left PLAY pedal to listen to dictation. Release the pedal to stop listening.

Voice-Activated (VOX) Recording

To dictate using voice activation to start and stop tape movement:

1. Press the DICTATE/PAUSE function key.
2. Press the DICTATE menu key.
3. Press the VOX button on the recorder. Tape movement will start and stop as you speak.
4. Adjust the TONE/VOX control so the On LED modulates as recording takes place.

To review dictation:

- Press the STOP button on the recorder.
- Use the desktop controls for rewind and playback.

To return to voice-activated recording after reviewing your dictation, press the REC menu key on the telephone, then the VOX button on the recorder.

To exit Dictate mode:

- Press the STOP key on the telephone.

Dictation to a Systems Recorder (Option)

You can use your Connexions system to dictate into a single systems recorder, or with a Multiple Dictate Module connected, you can access as many as eight recorders.

Single Recorder Access

1. Program a quick access key with Feature Code # * 01. (See Feature Codes in Section 4.)
2. If required, press the appropriate quick access key to access the recorder—if in use, the LED will be illuminated.
3. Press the quick access key programmed with your Author ID, or enter your Author ID using the telephone keypad. Your Author ID will display on the telephone screen for verification. If you make an error, press the BACK key to make corrections. When the ID is correct, press SELECT to send it to the system recorder.
4. Lift the hand microphone. When RECORDER/HANDMIC appears on the display, press the RECORD control on the hand microphone to begin dictating.

Telephone Dictation

You may dictate into a remote Dictaphone recorder equipped with the appropriate telephone interface.

1. Press the **SPEAKER/MUTE** key and dial the telephone number.
2. Lift the **OpticMic™ Hand Microphone** and press the **RECORD** control to record your dictation. **TEL HANDMIC DICT** appears on the telephone display.
3. When dictation is complete, press **STOP** to disconnect the line then replace microphone in the cradle.

Other operations such as marking end of document, designating priority, fast forward, etc., are performed using the appropriate controls on the **OpticMic™ Hand Microphone** or the telephone keypad.

Answering Telephone Calls During Dictation

Connexions® Recorder

1. If **Pick-Up Ringing** is enabled, pick up the handset or press the **SPEAKER/MUTE** key. Otherwise, press the line select key for the ringing line.
2. When call ends, hang up the handset.

To resume dictation:

1. Lift the **OpticMic™ Hand Microphone**.
2. Press the **DICTATE/PAUSE** key.

Systems Recorder

- Press the **HOLD** key to place the recorder on hold. (LED associated with recorder select or quick access key flashes, and the top level menu appears on the display.)
- On a single-line telephone (or if **Pick Up Ringing** is enabled in a multi-line environment), lift the handset or press **SPEAKER/MUTE** to begin speaking to the caller. If **Pick Up Ringing** is not enabled, press the line key that is flashing. (The **OpticMic™ Hand Microphone** may be in or out of the cradle.)

To resume dictating:

1. Hang up the handset if necessary.
2. Pick up the **OpticMic™ Hand Microphone** (if it is in cradle).
3. Press the recorder select or quick access key. (If **OpticMic™ Hand Microphone** remains in the cradle after you press the appropriate key, you will be in **Speakerphone** mode. Pick up the **OpticMic™ Hand Microphone** to return to **OpticMic™ Hand Microphone** operation.)



Telephone Dictation (Multi-line sets only)

1. Press [1] on the telephone keypad (if required by the system) to put the recorder on hold.
2. Press HOLD to put telephone line on hold.
3. If Pick Up Ringing is enabled, pick up the handset or press the SPEAKER/MUTE key. Otherwise, press the line select key for the ringing line before picking up the handset.

To resume dictating:

1. Hang up handset and press the SPEAKER/MUTE key.
2. Lift the OpticMic™ Hand Microphone.
3. Press the key for the line you are using for telephone dictation.
4. Press REWIND/PLAY on the OpticMic™ Hand Microphone, or press [3] (if required by the system), to cancel hold.

Intercom

To initiate an intercom call (if intercom is provided by your dictation system):

- With the recorder activated, press [0] to place dictation on hold.
- Press [3] to cancel hold and return to dictation.

PHONE-IN (REMOTE) DICTATION

With one Connexions® recorders connected, the telephone can be used as a remote or phone-in dictation recorder (Remote Dictate operation). In a multi-line installation, the screen prompts are repeated for each line, giving you the opportunity to designate which lines you want available for phone-in dictation.

*NOTE: Remote Dictation can also be set up by programming a quick access key with Feature Code # * 03. See Section 4, Setting Up Quick Access Program Keys.*

To set up your system for remote dictation operation:

Press:

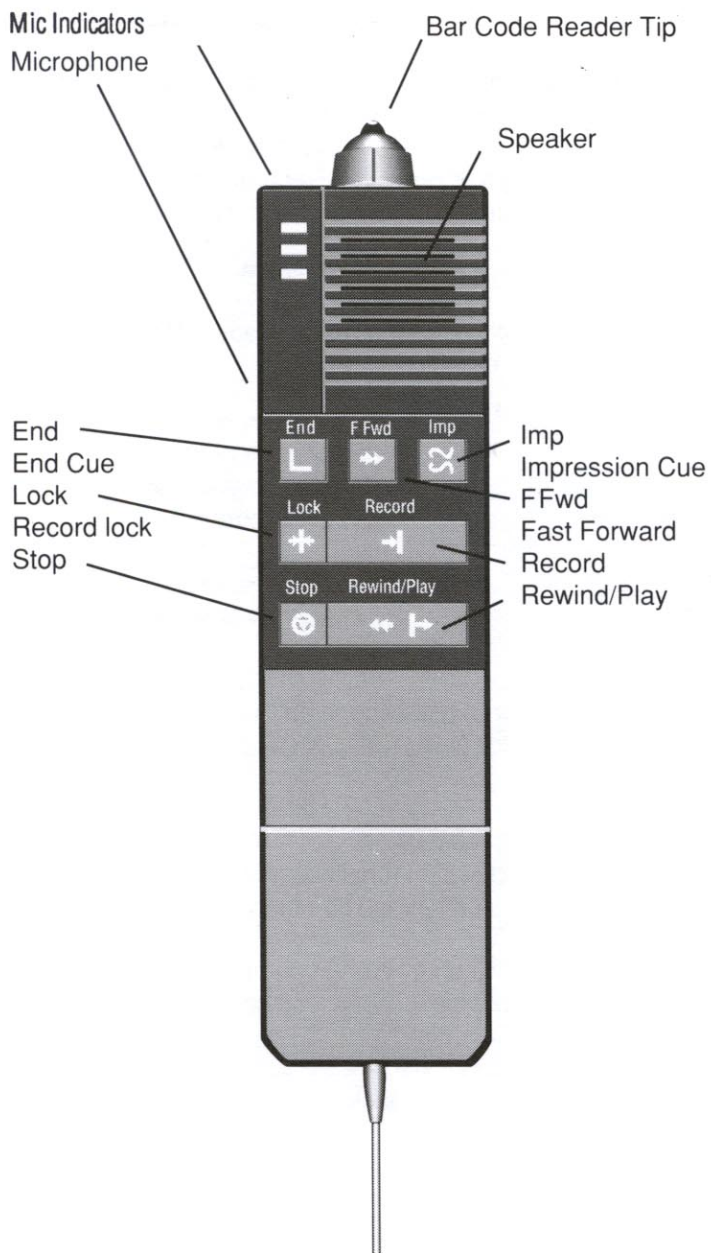
1. MSG
2. REM DICT

Display Prompts:

REM AUTO AUTO
DICT ANS REC
ANNOUNCE MESSAGE
RECORD NO
(Refer to step 4 for
RECORD or NO response)
or
(for multi-line telephones)
LINES _____
REVISE? YES NO

If your installation has multiple lines, prompts 3 and 4 permit you to select the line you want answered. (You can choose any number of lines up to a maximum of eight.)

OPTICMIC™ HAND MICROPHONE/BAR CODE READER



DICTATING USING THE OPTICMIC™ HAND MICROPHONE/BAR CODE READER

DICTATION—SYSTEM RECORDER

You can use your Connexions® system to dictate into a single systems recorder, or with a Multiple Dictate Module connected, you can access as many as eight recorders.

If you will be scanning bar codes, make sure you read through the procedures for displaying and scanning bar codes before you begin dictating,

Displaying Bar Codes

Your Connexions® telephone can display the bar code digits that you scan. However, to do this you must program the proper feature code into the telephone.

To display bar code digits:

- Program your telephone with the Bar Code Reader feature code #*1807.

To program a feature code:

- Press PROGM and enter your security code, if needed.
- Press KEYS
- Select a program key—press it.
- Enter the feature code: #*1807
- Press the Select button.
- Label the button, and you're done.

Section 4—"Quick Access Program Keys"—lists and explains all of the feature codes for the Connexions® telephone.

Single Recorder Access

1. Program a quick access key with Feature Code # * 01. (See Feature Codes in Section 4 of the Connexions® telephone operating instructions.)
2. If required, press the appropriate quick access key to access the recorder—if in use, the LED will be illuminated.
3. Press the quick access key programmed with your Author ID, or enter your Author ID using the telephone keypad. Your Author ID will display on the telephone screen for verification. If you make an error, press the



BACK key to make corrections. When the ID is correct, press **DIAL** to send it to the system recorder.

4. Lift the **OpticMic™** Hand Microphone. When **RECORDER/HANDMIC** appears on the display, press the **RECORD** control on the **OpticMic™** Hand Microphone to begin dictating.

Scanning Bar Codes

To scan a bar code:

1. Press the "Quick Access Key" programmed with the Bar Code reader feature code.
2. Place the **OpticMic™** tip either to the left or right of the bar code—you can start your scan from either side.

Make sure you place the tip in contact with a white space to one side of the code.

3. Pass the **OpticMic™** tip across the bar code. As you move it, make sure it remains in contact with the bar code. You can cause a bad scan by either lifting the tip during the scan or by scanning off the code diagonally—not reading the entire code.

SUCCESSFUL SCAN—You will hear a single beep after a successful scan. If you programmed the bar code reader feature code into the **Connexions®** telephone, then the bar code numbers will appear on the display.

UNSUCCESSFUL SCAN—If you do not hear a single beep after a scan, you will have to scan the code again. If you still cannot read the code after several tries, then enter the digits through the telephone keypad.

***NOTE:** Your **OpticMic™** reader can be set to play an error tone—a short warble tone—after an unsuccessful scan. If you hear this type of tone, then you should rescan the bar code. The configuration of your **Connexions®** telephone determines whether the error tone will play or not. Consult your local Dictaphone representative if you wish to have the tone turned either on or off.*

Telephone Dictation

You may dictate into a remote Dictaphone recorder equipped with the appropriate telephone interface.

1. Press the **SPEAKER/MUTE** key and dial the telephone number.
2. Lift the **OpticMic™** Hand Microphone and press the **RECORD** control to record your dictation. **TEL HANDMIC DICT** appears on the telephone display.

3. When dictation is complete, press STOP to disconnect the line then replace microphone in the cradle.

Other operations such as marking end of document, designating priority, fast forward, etc., are performed using the appropriate controls on the OpticMic™ Hand Microphone or the telephone keypad.

Answering Telephone Calls during Dictation

Telephone Dictation (Multi-line sets only)

1. Press [1] on the telephone keypad (if required by the system) to put the recorder on hold.
2. Press HOLD to put telephone line on hold.
3. If Pick Up Ringing is enabled, pick up the handset or press the SPEAKER/MUTE key. Otherwise, press the line select key for the ringing line before picking up the handset.

To resume dictating:

1. Hang up handset and press the SPEAKER/MUTE key.
2. Lift the OpticMic™ Hand Microphone.
3. Press the key for the line you are using for telephone dictation.
4. Press REWIND/PLAY on the OpticMic™ Hand Microphone, or press [3] (if required by the system), to cancel hold.

Intercom

To initiate an intercom call (if intercom is provided by your dictation system):

- With the recorder activated, press [0] to place dictation on hold.
- Press [3] to cancel hold and return to dictation.



Phone-In Dictation Keypad Commands

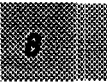
KEY FUNCTION

- 1** Hold
 - 2** Stop tape movement
 - 3** Rewind 3 seconds of tape and begin playback
 - 4** Fast forward to last word dictated
 - 5** Disconnect recorder
 - 7** Rewind to beginning of document
 - 8** End Report (Category 1 marker*)
 - 9** Impression (Category 3 marker*)
 - 0** Signal transcriptionist for intercom call
-

** With display module attached to a recorder, press 8 twice to mark a Category 1 cue. Press 9 twice to mark a Category 3 cue.*

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8. TRANSCRIPTION FEATURES

NOTE: If you are using a micro or minicassette adapter with a standard cassette transcribing machine, the Normal/Adapter switch inside the cassette compartment must be moved to the ADAPTER setting. Hold down the EJECT control to access this switch.

Transcribing

To transcribe from a Connexions® display recorder (or a Connexions recorder) connected to the telephone:

1. Plug the Dictamatic™ foot control into jack on left side of the telephone module.
2. Plug the headset into jack on lower front panel of telephone module.
3. Insert the cassette in the cassette compartment with Side 1 up and the exposed tape facing toward you.
4. Press DICTATE/PAUSE. (Handset must be onhook.)
5. When DICTATE/TRANS prompt appears on the display, press TRANS (Transcribe) menu key.

Previewing Tape Contents

Procedures for previewing the contents of the tape vary depending on whether you have a Connexions display module connected to your Connexions recorder.

Recorder (with display module)

To scan the tape:

1. Briefly press the DISPLAY button. Or, if tape has already been rewound, press the DISPLAY button for more than one-half second to fast forward scan.
2. Press CUE SELECT to select the desired cue type.
3. Press the REWIND SEARCH or F FWD SEARCH button, as appropriate.

To remove a job from the display after completing transcription:

- Tap the FINISH control before leaving the job.
- After a job has been transcribed and removed from the display, again press either REWIND SEARCH or F FWD SEARCH to access the next job of the same cue type; or select another cue type.

(For more detail on transcription scan and display, see the Connexions® Voice Processing System Display Recorder Operating Instructions, L-746, or the Connexions® Voice Processing System Display Recorder II Operating Instructions, L-900.)



Recorder (without Display Module)

To rewind tape and scan for instruction cue tones using the recorder desktop controls:

- Press the REWIND button. (If tape has already been rewound, press FAST FORWARD.) When an instruction is encountered, a cue tone sounds and 'Spcl' appears on the counter/status indicator.
- Listen to any special instructions by pressing STOP, then PLAY.

To preview contents of tape using the foot control:

Press the REW or FF pedal. You will hear audible feedback. As you pass a Letter or Special instruction cue, a tone sounds and the tape will pause momentarily. Press PLAY to listen to any special instructions for immediate processing.

- After rewinding to beginning of tape, press RESET to set counter to 0000.

Transcribing Procedures

To begin transcribing:

1. Press the center PLAY pedal of the foot control to listen to dictation.
2. Adjust the VOLUME, TONE, SPEED and AUTO BACKSPACE (see below) controls as desired.
3. To stop playback, release the PLAY pedal.

To remove the job from the display (if a display module is attached to your recorder):

- Press FINISH.

Transcribing Inserted Material

If you encounter inserted material, an insert tone sounds and the amber Insert LED illuminates. Continue transcribing until *you come to* the end of the inserted dictation. Then release the PLAY pedal and press the INSERT button. Tape rewinds to where the insert began. After the tone sounds, press the PLAY pedal to continue transcribing.

To exit transcribe mode:

- Press the STOP key on telephone. (To resume transcribing, press the DICTATE/PAUSE key, then the TRANS menu key.)

Fast Play (Picocassette Model 4730)

To review dictation from Play mode at faster than normal speed:

- Hold down FAST PLAY. Amber LED illuminates on recorder. Release to return to normal play speed.

Auto Backspace

To hear the last few words repeated each time you press and release the PLAY pedal:

- While pressing the PLAY pedal, tap REWIND on the recorder.
- The counter/status indicator shows the current setting (0.0 to 3.0 seconds). Tap REWIND to increase the number of words to be repeated or to cycle around to the lower settings.

Erase

To erase a cassette:

- After rewinding the tape, use a bulk eraser.

OR—

- Simultaneously press ERASE and REWIND *or* ERASE and FAST FORWARD buttons. (Red Erase LED and green Rewind or Fast Forward LEDs illuminate.)

Answering Telephone Calls During Transcription (Headset Answer)

To answer calls during transcription:

1. Program a quick access key for Headset Answer. (See Feature Code # * 11 in Section 4).
2. Press the appropriate quick access key before beginning transcription.
3. When the telephone rings, press the SPEAKER/MUTE key on a single-line telephone (or if Pick Up Ringing is enabled), or press the appropriate line key on a multi-line telephone. Audio comes through the headset; respond by speaking into the speakerphone.

To resume transcribing:

- Press the STOP key on telephone, or hang up the handset.
- Press the DICTATE/PAUSE key and the TRANS menu key.

Telephone (Remote) Transcription

NOTE: Any cassette can be transcribed remotely providing no announce message was recorded. To permit the transcriptionist to gain access to dictation through the telephone lines, the recorder containing the dictation must be placed in Remote Dictate mode after dictation is completed,

To use your Connexions telephone as a remote transcription terminal:

1. Plug the foot control and headset into the appropriate jacks.
2. Dial the recorder access number.

3. Press the **PLAY** pedal on the foot control to move tape. **TEL TRANSCRIBE** appears on the display.

To call the supervisor via intercom:

1. Lift the telephone handset.
2. Press 0 (Operator) key.
3. Press the **BACK** key to speak to the supervisor.
4. Leaving the handset offhook, press **Play** pedal to resume transcription.

If no activity occurs for five minutes, a six-second warning tone is followed by disconnect. During the warning tone, you can prevent disconnect by pressing any pedal on the foot control or any tone-generating key on the telephone keypad. (See wallet card, Procedures for Using a Connexions Telephone for Remote Transcription, L-806.)

To answer a telephone call on another line while transcribing from a remote recorder:

1. Press the **HOLD** key to put the remote recorder on hold.
2. Press the appropriate line key to answer incoming call; when your conversation ends, press **STOP** on the telephone.
3. Return to the transcription telephone line by pressing the appropriate line key.
4. Press 3 on the keypad.
5. Press the **Play** pedal on the foot control to resume transcription.

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9. TELEPHONE NETWORK FEATURES

Your Connexions® telephone, when connected to the Dictaphone Connexions computer (or other compatible computer) with Network Manager® software installed, provides the following features:

- Text messaging
- Telephone call accounting
- Appointment calendar
- Telephone directory management
- Quick access program key management
- Remote document printing

When Connexions recorders are connected to the telephones in a Network Manager system, an additional function is available:

- Dictation and auto answer message monitoring

This section applies only to those functions which are available when your telephone/recorder units are connected to the Connexions computer. Operating instructions for all Network Manager software functions performed at the personal computer (PC) terminal are covered in the Dictaphone Connexions® Computer and Network Manager® Software Operating Instructions.

Many of the additional features available with the Network Manager are accessed via "Feature Codes." See Section 4, Quick Access Program Keys, for instructions on programming Feature Codes on the telephone. Feature Codes may also be programmed at the personal computer (PC). (See the Network Manager® Software Operating Instructions.)

Sending Text Messages

A maximum of 20 text messages can be sent to a telephone.

Sending Reusable Text Messages

Reusable messages can be sent repeatedly without being reentered each time.

Connexions® Voice Processing System



Connexions Computer



Telephone Display Recorder

To send reusable text messages to another telephone within the network:

- Program a quick access key with a Feature Code (# * 30 — # * 53, Intra-telephone Messages), which corresponds to the location number of the telephone to which you want to send a message. The text message (and/or a telephone number) would need to be previously entered at the PC. (See Create Reusable Messages section in the Dictaphone Network Manager® Software Operating Instructions.)

To send a reusable text message to the PC:

- Program a quick access key with Feature Code # * 54 (Send Message to PC). The text message (and/or a telephone number) would need to be previously entered at the PC.

Receiving Text Messages

When you receive a message and the telephone handset is onhook, a beep sounds and a # appears.

- Press # on your telephone keypad to receive the message. Tap # again to scroll to the next message. To scroll backward through your messages, tap the BACK key.
- If the telephone handset is offhook or if the speakerphone is in use, after the beep sounds, press the quick access key previously programmed for Message Retrieval (Feature Code # * 15) to receive the message.

Receiving Priority Messages

- When a priority message is sent to your telephone, a beep sounds. If the Main Menu is displayed, the message will automatically appear on the display.
- If the Main Menu is not displayed, a flashing # will appear as soon as the Main Menu returns to the display. Press # on your telephone keypad to receive the message.
- If the handset is offhook or if the speakerphone is in use, after the beep sounds, press the quick access key programmed for Message Retrieval (Feature Code # * 15) to receive the message.

To erase a message:

- Press the CALC/CLEAR key while the message is displayed on the telephone screen.

To exit the Message Display mode, pick up the telephone handset or press the STOP key on the telephone.

Telephone Call Accounting

Telephone call accounting permits time spent on the telephone to be billed to a client's account. For the PC to bill telephone calls, account numbers and

customer billing amounts need to be entered at the PC, and Feature Code # * 13 (Telephone Billing) must be programmed into a quick access key. (See Setting Up the Quick Access Keys in Section 4; in the Network Manager software manual, see Create –Master Telephone Directory.)

During a call, the name of the client must be displayed on the screen. To facilitate client billing, Feature Code # * 14 (Automatic Directory Entry) can be programmed. When you press this quick access key, you can access your telephone directory and display the name of the client you want billed while a call is in progress.

Press the quick access key programmed with Feature Code # * 13 to tell the PC to bill the name displayed on the telephone for the time spent on that call. (If no name is displayed on the telephone, the PC will mark the call for billing at a later date.)

Time Accounting

To bill the time spent dictating or in meetings to a client account number, program a quick access key for Bill Timer, Feature Code # * 16. (See Feature Codes in Section 4.) The Bill Timer permits you to start and stop billing time at your discretion.

To bill time to a client account number:

1. Before starting the timer, display the client's name from the directory.
2. Press the quick access key programmed for Bill Timer to start the timer. The corresponding LED illuminates.

The bill timer (T00:00) appears on the display if the Main Menu, the Call Timer or a telephone number is displayed. In all other cases, the bill timer runs in the background.

3. Press the quick access key programmed for Billing (Feature Code # * 13).
4. Begin dictating or other activity.
5. When dictation is complete, press the Bill Timer quick access key to stop the timer. The corresponding LED extinguishes, and the total time is automatically billed to the client's account. If the Main Menu is displayed, the elapsed time remains on the display for approximately 15 seconds.

On the Network Manager® system (Connexions computer), Bill Timer activities are shown with the designation "Billable Time."

Appointment Calendar

Network Manager software can maintain daily, weekly and monthly appointment calendars for each user on the network. If the individual telephone user has a printer next to his/her telephone, a daily appointment calendar can be printed.

To obtain a printed daily appointment calendar, Feature Code # * 55 (Send [Download] Appt Cal) must be programmed into a quick access key.

To print a daily appointment calendar:

- Be sure the printer is turned on.
- Press the key programmed with Feature Code # * 55.

Appointment calendars for individual users can also be printed at the printer connected to the PC.

Quick Access to Network Manager

The PC operator can program quick access keys (at Telephone Address 00) to permit quick access to the Main Menu of the Network Manager program, to the Message Deliver Menu, to the expanded Master Directory, and to the Create New Message screen.

Enter Network Manager Program

For one-key access to the Network Manager program at the Main Menu:

- At Telephone Address 00, program a quick access key with Feature Code # * 21.

Deliver Message

For one-key access to the Network Manager program at the Message Deliver menu:

- At Telephone Address 00, program a quick access key with Feature Code # * 22.

View Directory Entry

For one-key access to the Network Manager program at the Directory Management Telephone section for viewing the expanded Master Directory:

- At Telephone Address 00, program a quick access key with Feature Code # * 23.

Create New Message Screen

For one-key access to the Network Manager program at the Create New Message screen:

- At Telephone Address 00, program a quick access key with Feature Code # * 24.



Telephone Directory Management

Uploading a Directory

Individual telephone directories can be maintained on each telephone and on the PC. Additions or changes made to the directory at the telephone can be uploaded (transferred) into the master directory on the PC. Uploading will result in existing entries being overwritten (replaced).

The uploading process can be performed by the operator at the PC terminal.

Quick Access Program Key Management

Listings of the contents of all quick access keys for each telephone in the network can be maintained on the PC. Key contents can be entered, changed or erased at either the telephone or the PC; if changes are made at the telephone, the entries can be uploaded into the PC from the telephone. Uploading will result in existing entries being overwritten (replaced).

The uploading process can be performed by the operator at the PC terminal.

Dictation/Voice Messaging Logs

Network Manager software can maintain logs of dictation activity and telephone auto answer messages.

Dictation Log

When an author dictating from an "inside" telephone/display recorder ends dictation with a cue tone, that job (identified by the telephone address from which it was dictated) will be entered in the Dictation Log.

Voice Messaging Log

Auto answer messages received for individual telephone addresses will be entered in the Voice Messaging Log, providing the caller enters an ID that is recognized by the PC (ID codes would need to be previously entered in the Voice/Dictation Directory on the PC using the Network Manager Configuration menu, CONFIGD).

Remote Printing

Any documents created within the MS-DOS operating system (i.e., in word processing software installed in the PC) can be printed at a "remote" printer located next to any telephone in the network. (For complete instructions, see the Network Manager Software Operating Instructions.)

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10. CALCULATOR



The Dictaphone Connexions telephone may be used as a four function calculator to add, subtract, multiply and divide numbers of up to ten digits. The decimal point is always present whether or not it is entered. The negative (minus) sign appears to the left of a negative number.

To enter Calculator mode:

Press

Display Prompts:

- | | |
|--|---------------------------------|
| 1. CALC/CLIEAR function key | CALC 0. (or last value entered) |
| 2. Enter numbers and operations symbols | Numbers you entered |
| 3. CALC/CLEAR once to clear last entry | 0. |
| 4. CALC/CLEAR twice to clear calculation | 0. |

The last value displayed is retained in memory and appears when CALC/CLEAR is reentered.

To exit Calculator mode:



- Press STOP key on telephone or pick up handset.

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11. DIGITAL TELEPHONE ANSWERING

The Dictaphone Digital Cassette™ solid state voice memory module installed in the Connexions® telephone provides enhanced answering capabilities for installations with heavy telephone answering applications.

With a single desktop recorder attached to the Connexions telephone, the Digital Cassette module provides auto answer with remote message retrieval, remote message change and answer only. The Digital Cassette module also permits a standalone telephone to function as an answer-only answering machine.

The digitally recorded announce message can be up to 12 seconds in length.

The Digital Cassette module can be installed in your single or multi-line Connexions telephone.

Digital Cassette Module with Connexions™ Telephone/Desktop Recorder

Setup

To set up your Connexions telephone/desktop recorder as an auto answer/answer-only machine—

Beginning at the Main Menu (PROGM MSG DIRCTY), press the appropriate menu key and respond to the prompts as shown:

(If you have a multi-line telephone, you will be prompted to select line(s) to be answered.)

Press:

1. MSG
2. AUTO ANS
3. NO (for Auto Answer
with record)
or
YES (for Answer-only)
RECORD

Display:

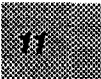
REM AUTO AUTO
DICT ANS REC

ANSWER ONLY?
YES NO

ANNOUNCE MESSAGE
RECORD PLAY

PLEASE WAIT (Auto Answer only)*
READY TO RECORD

*In Auto Answer setup, a beep is heard through the handset after PLEASE WAIT appears on the display.



Recording Message

To record an announce message:

- Wait for **READY TO RECORD** to appear on the telephone display.
- Press the Record button on the Connexions telephone handset and begin speaking. When recording is complete, hang up the handset.
- For single-key access to this announce message, program a quick access key on your Connexions telephone with Feature Code 03. (See Connexions® Telephone Operating Instructions [L-940], Section 4.)

Changing Message

During setup, to change your announce message as many times as you wish, simply press the Record button on the handset. Because your digitally recorded announce message is also recorded on tape, you will hear audible feedback and the telephone will display **PLEASE WAIT** until recording can begin.

To change your announce message after initial setup, begin by pressing **MSG** at the Main Menu, then:

Press:

1. **AUTO ANS**
2. **NO (auto answer with record)**
or
YES (answer-only)
3. **RECORD**
or
PLAY (to listen to the previous the message before changing it)
4. **YES (to re-record your announce message)**
or
NO (to save previous message)

Display:

ANSWER ONLY?
YES NO

ANNOUNCE MESSAGE
RECORD PLAY

READY FOR RECORD

ANNOUNCE MESSAGE
REVISE YES NO

READY FOR RECORD

PROGM MSG DIRCTY
(Main Menu)

Operation

To activate the system for auto answer or answer-only operation:

- Press the quick access key on your Connexions telephone programmed with Feature Code # * 03.
AUTO ANS or **ANS ONLY**, as appropriate, appears on the telephone display.

Digital Cassette Module with Connexions® Telephone (Answer-Only)

Setup

To set up your Connexions telephone for answer-only operation:

Beginning at the Main Menu (PROGM MSG DIRCTY), press *the* appropriate menu key and respond to the prompts as shown:

(If you have a multi-line telephone, you will be prompted to select the line(s) to be answered.)

Press:

1. MSG
2. RECORD

Display:

ANNOUNCE MESSAGE
RECORD
READY FOR RECORD

Recording Message

To record an announce message:

- Press the Record button on the Connexions telephone handset and begin speaking. When recording is complete, hang up the handset.
- To save this announce message, program a quick access key on your Connexions telephone with Feature Code # * 03. (See Connexions® Telephone Operating Instructions [L-940], Section 4.)

Changing Message

To change your announce message during setup as many times as you wish, press the Record button on the handset.

To change your announce message after initial setup, beginning at the Main Menu:

Press:

1. MSG
2. RECORD
or
PLAY (to listen to
the previous message
before changing it)
3. YES (to re-record
your announce message)
or
NO (to save previous
message)

Display:

ANNOUNCE MESSAGE
RECORD PLAY
READY FOR RECORD
ANNOUNCE MESSAGE
REVISE YES NO
READY FOR RECORD
PROGM MSG DIRCTY
(Main Menu)

Operation

To activate the system for answer-only operation:

- Press the quick access key on your Connexions telephone programmed with Feature Code # * 03.

ANS ONLY appears on the telephone display.

Remote Dictation

Setup

To set up your Connexions telephone/desktop recorder with the Digital Cassette module for remote dictation—

Beginning at the Main Menu (PROGM MSG DIRCTY), press the appropriate menu key and respond to the prompts as shown:

(If you have a multi-line telephone, you will be prompted to select line(s) to be answered.)

Press:

1. MSG
2. REM DICT
3. RECORD

NO (no announce message needed)

Display:

REM AUTO AUTO
DICT ANS REC
ANNOUNCE MESSAGE
RECORD NO
PLEASE WAIT*, then
READY FOR RECORD

Main Menu

*In Remote Dictate setup, a beep is heard through the handset after PLEASE WAIT appears on the display.

Recording Message

To record an announce message:

- Press the Record button on the Connexions telephone handset and begin speaking. When recording is complete, hang up the handset.
- For single key access to this announce message, program a quick access key on your Connexions telephone with Feature Code # * 03. (See Connexions® Telephone Operating Instructions [L-940], Section 4.)

Changing Message

To change your announce message during setup as many times as you wish, simply press the Record button on the handset. Because your digitally recorded announce message is also recorded on tape, you will hear audible feedback and the telephone will display PLEASE WAIT until recording can begin.

To change your announce message after initial setup, begin by pressing MSG on the Main Menu, then—

Press:

1. REM DICT
2. PLAY (to listen to previous message before changing it)
or
YES
or
NO (to save previous message)

Display:

ANNOUNCE MESSAGE
RECORD NO PLAY

ANNOUNCE MESSAGE
REVISE YES NO

READY FOR RECORD

Main Menu

Operation

To activate the system for remote dictation:

- Press the quick access key on your Connexions telephone programmed with Feature Code # * 03.
REM DICT appears on the telephone display.

Remote Message Retrieval

To retrieve messages from a remote location when a Digital Cassette module is installed in a Connexions telephone/desktop recorder (with Auto Answer set up):

1. Dial telephone number.
2. Wait for the announce message to finish playing and a beep to sound.
3. Enter your 4-digit Author Identification number. (See Connexions® Telephone Operating Instructions [L-940], Section 1.)

The tape rewinds to the first message and playback begins. If no messages are present, you will hear a steady tone.

To save messages after listening (messages will not be played the next time you call in):

- Hang up the handset.

To erase messages after listening:

- Press [7] and hang up.

Remote Message Change

To change the announce message from a remote location when a Digital Cassette module is installed in a Connexions telephone/ desktop recorder (with Auto Answer set up):

1. Dial the telephone number.
2. Wait for the announce message to finish playing and a beep to sound.
3. Enter your Author Identification number. The tape rewinds to the first message and playback begins. Listen to all your messages. (If no messages are present, you will hear a steady tone.)
4. Press [6] on the telephone keypad. The tape rewinds to the beginning of the announce message.

While the tape is rewinding you will hear audible feedback, then one second of silence followed by a beep.

5. Press [#] on the telephone keypad (or press the Record button on a Connexions telephone handset) to record your new announce message.

To review your new announce message, press [3] or [7] on the keypad (or release the Record button on the Connexions handset). To re-record your announce message, repeat step 5.

6. When you have finished recording your announce message, hang up the handset, or press [5] to disconnect.

NOTE: After a remote message change, telephone messages must be retrieved locally until a new announce message has been recorded from "home base".

Power Failure

In the event of a power failure the digital announce message will be lost. If AUTO ANS on the display changes to REC MSG, you will need to rerecord your announce message.

If you have a recorder attached to your Connexions telephone, a power failure will cause the recorder to revert to single deck answering machine operation. The backup announce message recorded on tape will be used for all incoming messages.

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OPTIONAL ACCESSORIES

Multi-line Option Provides keyset telephone with up to 5-line capability. With Multi-Line Access Module, provides 4 or 8 lines.

System Recorder Option Allows automatic access to a Dictaphone systems recorder.

Network Option Allows the ConnexionsH telephone to be connected to a Dictaphone personal computer or other compatible computer.

Multiple Dictate Module (PIN 869911) Allows automatic access to as many as 8 Dictaphone systems recorders.

System Transcribe Module (PIN 869962) Allows access to a systems recorder for transcription.

Hands Free Dictate Kit (PIN 184940) Contains a foot control and telescoping microphone for hands free dictation.

SPECIFICATIONS

Height: 5.2 in.

Width: 7.5 in.

Depth: 11 in.

Weight: 3 lbs. 14 oz.

Telephone Connection (Single Line): FCC Registration number AAM 95B-71321-MA-E. Ringer equivalence 0.20.

Telephone Connection (Multi-Line): FCC Registration number AAM8DX19268-KH-E approved for direct mini-plug connecting, utilizing an RJ 14 jack. Ringer equivalence 0.5B.

Canada: CSA, DOC

DOC: 401 1943 A

LOAD#: 4

DICTAPHONE CORPORATION

CUSTOMER SATISFACTION GUARANTEE

The Dictaphone Corporation is committed to providing you with the worlds finest products backed by our guarantee of your complete satisfaction. The Dictaphone guarantee is provided to all of our customers on all of our products, for a period of 90 days following installation. Thereafter, you have the option to annually extend this guarantee for up to five years by purchasing annual maintenance agreements. The guarantee ensures that you will be satisfied with the utilization of the product within your establishment. If the product does not perform to specifications for any reason, Dictaphone will repair the product at no additional cost to you. Should we be unable to promptly effect a repair, we will replace the product at no additional cost to you. If the replacement product also does not meet Dictaphone specifications, we will remove the product and give you a full refund.

Our commitment to your satisfaction also extends beyond product performance. Any other problems or concerns that you might have will be resolved promptly. Your billing statements will be accurate and easily understood. Any telephone calls or written communications that you may generate will be answered in a prompt and courteous manner.

Dictaphone is committed to making you a permanent customer of our company. If, in your opinion, we have lapsed in any way regarding this guarantee and policy of product quality and customer satisfaction, please call the office of the President at (800)-343-5838. We won't be satisfied until you're satisfied.

NOTICES

LIMITED WARRANTY

For equipment other than portables, Dictaphone will: (a) for a period of ninety (90) days from the date of delivery make at its expense all necessary adjustments, repairs and parts replacements not occasioned by accident, misuse or casualty, and (b) for a period of nine (9) months after said ninety (90) day period, Dictaphone will replace without charge any parts (except platens, ribbons, print wheels and non-rechargeable batteries) which become broken or defective except by reason of accident, misuse or casualty. Any labor, transportation or adjustment required during such nine (9) month period for the installation of said parts shall be performed by Purchaser or at Purchasers expense. Dictaphones obligations during such nine (9) month period shall be limited to repair or replacement of broken or defective parts.

Dictaphones obligations hereunder are limited as set forth hereinabove. The foregoing are Purchasers exclusive remedies. Dictaphone assumes no liability for special or consequential damages. This Limited Warranty applies only (a) to new equipment and (b) when recommended recording media are used and when all work is performed by authorized Dictaphone personnel. Purchaser may obtain service coverage beyond the service to be performed hereunder through Dictaphones Assured Performance Plan.

FCC NOTICE

This equipment generates and uses radio frequency energy and if not installed and used properly, and in strict accordance with the manufacturers instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class A computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a nonresidential installation. However, there is no guarantee that interference will not occur in a particular installation. Shielded cables should be used with this unit to insure compliance with the Class A limits. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- reorient the receiving antenna.
- relocate the equipment with respect to the receiver.
- move the equipment away from the receiver.
- plug the equipment into a different outlet so that equipment and receiver are on different branch circuits.

If necessary, the user should consult the dealer or a Dictaphone service representative for additional suggestions. The user may find helpful the following booklet prepared by the Federal Communications Commission: "How to Identify and Resolve Radio-TV Interference Problems." This booklet is available from the U.S. Government Printing Office, Washington, 4D.C. 20402, Stock No. 004-000-00345-4.

NOTICE: There are state and federal laws governing use of this equipment. You should consult with your lawyer if you are not aware of these laws.

TYPE OF SERVICE —

The system is designed to be used on standard device telephone lines. The system connects to the telephone line by means of a standard jack called the USOC RJ11C. Connection to telephone company-provided coin service is prohibited. Connection to party lines service is subject to State tariffs.

TELEPHONE COMPANY PROCEDURES —

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally be necessary for them to make changes in their equipment, operations, or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service. If you have any questions about your telephone line, such as how many pieces of equipment you can connect to it, the telephone company will provide this information upon request.

In certain circumstances, it may be necessary for the telephone company to request information from you concerning the equipment which you have connected to your telephone line. Upon request of the telephone company, provide the FCC registration number and the ringer equivalence number (REN) of the equipment which is connected to your line; both of these items are listed on the equipment label. The sum of all of the RENs on your telephone lines should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on a given line.

This equipment complies with Part 68 of the FCC rules. On the back of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.

IF PROBLEMS ARISE —

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, they may temporarily discontinue service. When practical, they will notify you in advance of this disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and informed of your right to file a complaint with the FCC. In the event repairs are ever needed, they should be performed by Dictaphone Corporation or an authorized representative of Dictaphone Corporation. For information contact your local Service representative.

DOC Notice

The Canadian Department of Communications (DOC) label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the users 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. In some cases, the companies inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). 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.

Users 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.

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications. Le Present appareil numerique nemet pas de bruits radioelectriques depassant les limites applicables auz appareils numeriques de la class A prescrites dans le Reglement sur le brouillage radioelectrique edicte par le ministere des Communications du Canada.

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

DOC LOAD NUMBER

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. An alphabetic suffix is also specified in the Load Number for the appropriate ringing type (A or B), if applicable. For example, LN = 20 A designates a Load Number of 20 and a "A" type ringer.