

FACILITY PHONE

MODEL No. 98362

OPERATING MANUAL



GEC PLESSEY
TELECOMMUNICATIONS LIMITED

3C98362001TXAY

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1. FEATURES

GEC PLESSEY Model 98362 Facility Phone is a compact unit capable of a range of automated telephone functions. Main features of the 98362 include:

- * Manual dialling on standard 4 x 3 Keypad
- * 10 One-Touch repertory dialling memories of 16 digits each
- * Pre-programmed PABX Feature Buttons
- * Last number redial of 32 digits
- * 'SAVE' Dialling for easy storage and retrieval of a particular telephone number
- * Pulse to Tone conversion allows both loop disconnect and DTMF signalling to be mixed in a single telephone number sequence
- * Cascade Feature for mix of Repertory and Manual dialling for long telephone number
- * Tone/Pulse switchable
- * Manual and storable Access Pause
- * Auto-insertion of PAUSE for PBX trunk access
- * Manual and storable On-Hook Dialling, with speaker volume control
- * Manual and storable PBX Recall Function (Timed Break only storable)
- * User selectable HI/LO/OFF ringer volume and adjustable ringer pitch control
- * Flashing lamp indicates incoming call
- * Mute Function for private conversation
- * Volume control for handset hearing level
- * Electronic anti-bounce cradle switch eliminates accidental Hook Flash (see 'Hang-up Function')
- * Battery – protected memory
- * Suitable for desk and wall mounting with optional wall mount bracket
- * Electronic notepad records new numbers during a call.

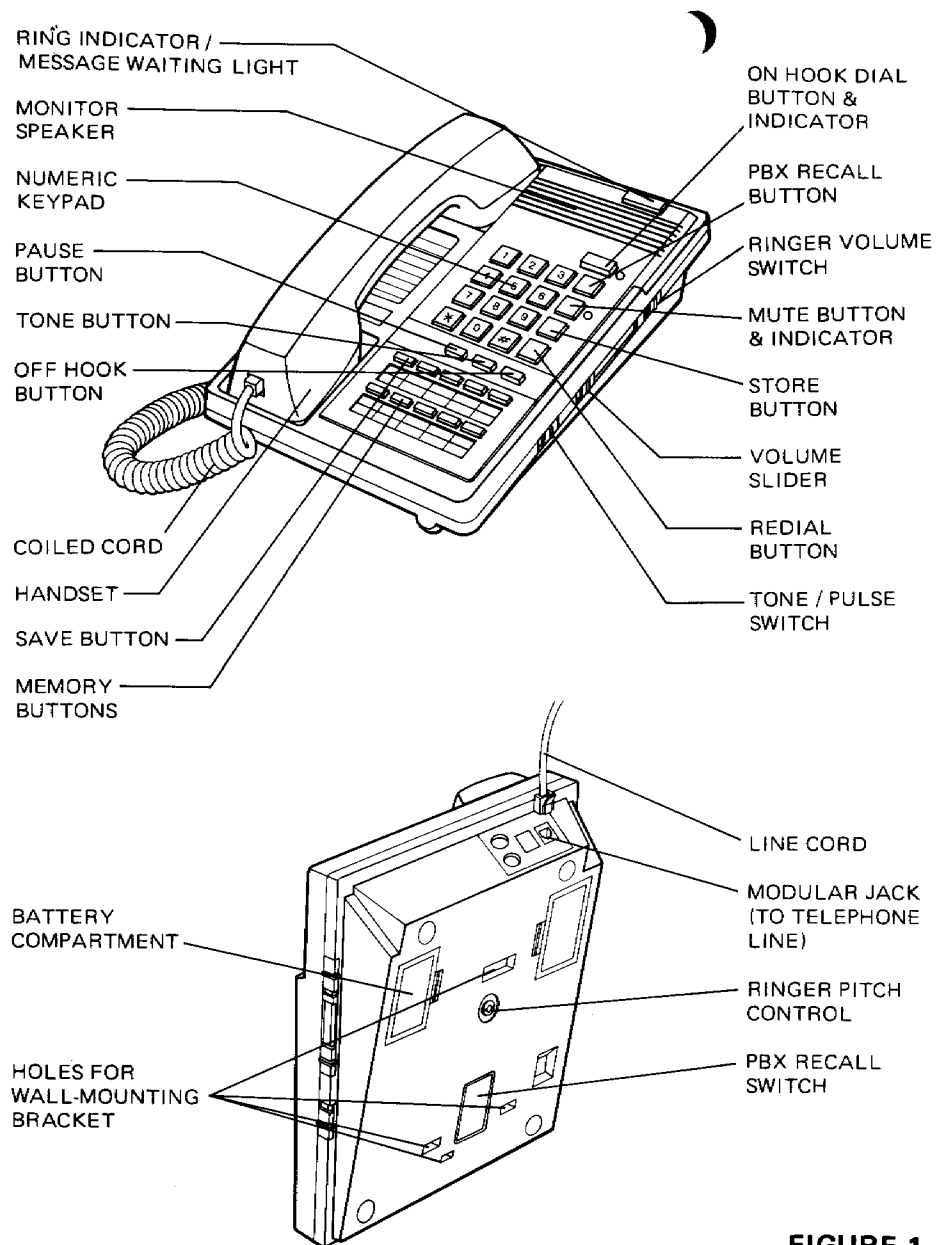


FIGURE 1

2. BASIC FUNCTIONS - GENERAL CONTROLS AND INDICATORS

MUTE BUTTON AND INDICATOR

When pressed, cuts off transmission from the HANDSET microphone to allow user privacy (more effective than putting your hand over the handset mouthpiece). An adjacent red indicator light provides visual confirmation of privacy.

To release the MUTE function, press MUTE again.

RING INDICATOR/MESSAGE-WAITING LIGHT

Light flashes when the telephone rings with an incoming call.

RINGER VOLUME SWITCH

The three available positions allow selection of OFF (no sound), LOW volume, and HIGH volume of the telephone's ringing sound during an incoming call

RINGER PITCH CONTROL

May be rotated to alter the pitch of the telephone's ringing sound

ON HOOK DIAL BUTTON and INDICATOR

When pressed once, the ON HOOK DIAL button activates the telephone to allow dialling, the handset remaining on the cradle (known as 'On Hook Dial mode'). The adjacent red indicator light confirms the selection of On Hook Dial mode, and the MONITOR SPEAKER is automatically activated to monitor the call progress. To conduct a conversation lift and use the HANDSET; the On Hook Dial MONITOR SPEAKER and red indicator light will automatically switch off.

In return from handset to On Hook Dial mode, press the ON HOOK DIAL button and replace the HANDSET in the cradle; the MONITOR SPEAKER and red indicator light will switch on.

To cancel On Hook Dial mode, press the ON HOOK DIAL Button; the MONITOR SPEAKER and red indicator light will switch off.

SIMPLIFIED EXAMPLE: OUTGOING CALL USING ON HOOK DIALLING

1. press ON HOOK DIAL,
2. dial appropriate number using keyboard or memories,
3. lift HANDSET to speak or again press ON HOOK DIAL to cancel the call.

VOLUME SLIDER

Used to adjust the volume of the MONITOR SPEAKER in On Hook Dial mode and also to adjust the hearing level of the HANDSET earpiece during a telephone conversation. Adjustment before or during a conversation will not be detected by the other party.

TONE/PULSE SWITCH

Used to select the dialling mode, either TONE (DTMF) or PULSE (Decadic). The correct mode depends on the telephone network, if in any doubt contact your authorised GEC PLESSEY dealer.

HANG-UP FUNCTION

If the Cradle Switch is tapped, the line will be released automatically. After approximately 2 seconds, the dial tone will be heard and dialling may be commenced after a brief pause. This function prevents the false transmission of Timed Break signal from the Cradle Switch.

NUMERIC KEYPAD

A standard 4 x 3 configuration for manual dialling and for numeric entries during MEMORY programming.

REDIAL BUTTON

Press to redial the last number previously dialled, which may be up to 32 digits long. When pressed while still on-line, the telephone will clear the line, cancelling the previous connection, re-connect, and then redial the last number

SIMPLIFIED EXAMPLE: TO REDIAL LAST NUMBER

1. lift HANDSET,
2. press REDIAL.

3. ADVANCED FUNCTIONS - MEMORIES AND SPECIAL FACILITIES

The telephone is equipped with several time saving features. When used on a PABX, these features enable a more efficient use to be made of the PABX facilities available.

PBX RECALL BUTTON and PBX RECALL SWITCH

When the PBX RECALL button is pressed, special PABX facilities such as call-hold or call-transfer, available in your PABX, may be invoked, although some features are pre-programmed.

To achieve compatibility with all PABX's, the telephone's PBX RECALL button may be selected to execute Earth Recall or Timed Break by the PBX RECALL SWITCH provided on the underside of the telephone.

For additional information consult your authorised GEC Plessey dealer, or PABX user guide.

The PBX RECALL Timed Break facility may be stored alone or as part of a sequence in any memory via the MEMORY buttons.

CAUTION:

Tapping the Cradle Switch (as recommended in some PABX extension user guides) will not create a Hook Flash or Timed Break signal; it will only hang-up the call (see 'HANG-UP FUNCTION' section).

Please refer to the 'INSTALLATION' section of this handbook for details of the PBX recall setting procedure.

STORE BUTTON

Used during programming of AUTOMATIC PAUSE feature, and memory storage via MEMORY buttons. To store, ensure that the HANDSET is out of its cradle or that the ON HOOK DIAL button indicator is illuminated.

MEMORY BUTTONS including SAVE BUTTON

The memories can be used to dial a telephone number while using the HANDSET or On Hook Dial mode. The MEMORY buttons are the lower-two parallel rows of keys on the keyboard.

MEMORIES 01 to 10 are One-Touch and locations 11-20 used for PABX features are two-touch.

MEMORY 01 is designated as the SAVE memory.

'One-Touch' Memories

By pressing any MEMORY button once, you will gain access to the One-Touch memory available on that button for storage and subsequent dialling. For example, press the MEMORY button labelled 02 once for MEMORY 02.

'Two-Touch' Memories

These buttons are pre-programmed with PABX Features. Do not attempt to store numbers in these memories because the features will be lost.

Digit Capacity

All One-Touch memories except the SAVE memory 01 can carry 16 digits.

SAVE Facility

The SAVE memory capacity is 32 digits. It can be used to store the present 'last number dialled' contents of the REDIAL button for later use. e.g. If you call a number and it is engaged, you can transfer the number called to the SAVE memory. Then you can call other numbers and later return to the original number, now stored behind the 'SAVE' key.

To record the last number dialled into the SAVE memory:

1. lift HANDSET,
2. press STORE,
3. press REDIAL,
4. replace HANDSET.

To dial a SAVED number:

1. lift HANDSET,
2. press SAVE,
3. telephone dials number automatically.

Special Codes

All memories are able to store any combination of numeric entries and Special Facility commands including PBX RECALL (Timed Break), OFF HOOK, PAUSE, * and # in tone dialling mode, and TONE. Thus, normal telephone numbers (for example) may be stored in the telephone memories.

Storage Procedure

To store any numbers or facility commands in a MEMORY:

1. lift HANDSET,
2. press STORE,
3. press the sequence of digits (NUMERIC KEYPAD) and/or facility buttons (OFF HOOK, PBX RECALL, PAUSE, TONE) of your choice,
4. press the desired MEMORY button once to enter.
5. replace the HANDSET.

EXAMPLE: To store OFF HOOK, 9, PAUSE, telephone number 457 5000 in MEMORY 04.

1. lift HANDSET,
2. press STORE,
3. press OFF HOOK,
4. dial 9 on NUMERIC KEYPAD
5. press PAUSE,
6. dial 457 5000 on NUMERIC KEYPAD,
7. press MEMORY 04 once,
8. replace HANDSET

Dialling Procedure

To dial using a MEMORY:

1. lift HANDSET,
2. press desired MEMORY button once or twice,
3. telephone automatically dials the contents of that memory.

NOTE: If memory contains the 'OFF HOOK' command, see 'OFF HOOK BUTTON'. Access Code for outside line may be different from this example.

Cascadable Memories

The contents of more than one MEMORY can be 'cascaded' or added together during a call to create a longer dialling sequence by pressing the required MEMORY buttons in the desired order. This feature can be used to store unusually-long numbers which may exceed the digit capacity of any individual MEMORY.

EXAMPLE: Phone No. 001185237171391457 (won't fit in one MEMORY)

Using Memories No. 02 and 03

1. lift HANDSET,
2. press STORE,
3. dial 0011852371713914 (the first 16 digits) on NUMERIC KEYPAD,
4. press MEMORY 02 once,
5. press STORE,
6. dial 57 (all remaining digits) on NUMERIC KEYPAD,
7. press MEMORY 03 once,
8. replace the HANDSET.

Dialling a MEMORISED long (cascaded) number
Using the above example memorised number,

1. lift HANDSET,
2. press MEMORY 02 once, (telephone dials 0011852371713914),
3. wait briefly,
4. press MEMORY 03 once (telephone dials 57),
5. speak via the HANDSET or terminate the call as required.

Clearing Memories

When storing any new number in a MEMORY, the original memory contents will be automatically overwritten.

To clear an individual MEMORY:

1. lift HANDSET,
2. press STORE,
3. press MEMORY button of your choice once or twice,
4. replace HANDSET.

OFF HOOK BUTTON

Can be used as a special prefix before a telephone number during both memory dialling and manual dialling.

Time-Out function

When the OFF HOOK command is used, the telephone will disconnect the call after sixty seconds. To extend the call time-length for a further sixty seconds, press the PAUSE button while the call is still in progress.

To extend the time indefinitely, press ON HOOK DIAL button or lift the HANDSET while the call is still in progress.

Memory Dialling

Allows you to dial a stored telephone number by pressing only the desired MEMORY button, there is no need to first obtain a line.

Storage procedure:

1. lift HANDSET,
2. press STORE,
3. press OFF HOOK,
4. dial telephone number on NUMERIC KEYPAD,
5. press desired MEMORY once,
6. replace HANDSET.

To Dial:

1. press MEMORY once,
2. telephone will dial the stored number automatically; the MONITOR SPEAKER allows you to hear the call's progress,
3. lift HANDSET to speak, or press PAUSE to extend Time-Out function, or press ON HOOK DIAL to continue On Hook Dial mode.

Manual Dialling

To use On Hook Dial mode with a sixty second time limit:

1. press OFF HOOK,
2. dial telephone number on NUMERIC KEYPAD,
3. extend Time-Out function by pressing PAUSE if necessary.

OFF HOOK Redialling

If the last dialled number contained a memorised (i.e. was stored in a MEMORY button) OFF HOOK command, to redial:

1. press REDIAL,
2. telephone redials last number.

PAUSE BUTTON

Used for both manual and memory dialling. Pressing the PAUSE button will cause the telephone to delay all following dialling functions for 2.5 seconds or 3.5 seconds (factory set), after which further dialling may commence. To prematurely terminate the pause period, pressing the PAUSE button as a 'hurry-up' to commence follow-on dialling.

Contact your PABX supplier if assistance is required.

The pause command is needed if your phone is connected to a PABX or to a network where a pause is required e.g. between local and international dial tones.

For MEMORY usage

EXAMPLE: To store the telephone number 457 5000 in memory location 04, on a telephone connected to a PABX whose access code is 9 followed by a 4 second pause.

Storage procedure:

1. lift HANDSET,
2. press STORE,
3. dial 9 on NUMERIC KEYPAD,
4. press PAUSE twice (to give PAUSE time exceeding 4 seconds),
5. dial 457 5000 on NUMERIC KEYPAD,
6. press MEMORY 04 once,
7. replace HANDSET.

Dialling procedure:

1. lift HANDSET or press ON HOOK DIAL,
2. press MEMORY 04 once,
3. telephone dials 9, waits for 5 or 7 seconds (depending on factory setting), then dials 457 5000.

For Manual usage

EXAMPLE: same as above

1. lift HANDSET,
2. dial 9 on NUMERIC KEYPAD,
3. press PAUSE twice,
4. dial 457 5000 on NUMERIC KEYPAD,
5. telephone delays actual dialling of 457 5000 for 5 or 7 seconds, then resumes automatically.

AUTOMATIC PAUSE INSERTION

In the event that your telephone network requires a PAUSE after dialling an access code (such as trunk line access via a PABX), the telephone can be programmed to automatically insert one pause or two pauses after that access code is pressed.

EXAMPLE: Automatic pause is required for a PABX using trunk access via digit 9.

1. lift HANDSET,
2. press STORE,
3. press 9 (trunk access digit),
4. press STORE,
5. press * ,
6. replace HANDSET.

During either manual or memory dialling of any number commencing with the digit 9, the telephone will automatically insert a pause (i.e. a waiting period) before proceeding with further dialling. Having programmed this feature both manual and memory dialling procedures are simplified and, when programming MEMORIES, it is no longer necessary to include a PAUSE command in the number sequence.

To cancel the automatic pause feature:

1. lift HANDSET,
2. press STORE twice,
3. press * ,
4. replace HANDSET.

5. GENERAL CARE AND MAINTENANCE

This telephone is a precision electronic instrument. While in use and storage, care should be taken to avoid rough handling, extreme temperatures, and damp or dirty environments.

Cleaning

NEVER use aerosol sprays or other chemical agents or substances which leave a residue (furniture polish for example).

Use a mild detergent and a damp, clean cloth when cleaning. Do not allow moisture to enter the telephone's interior – damage may result!

Batteries

Use any good quality 1.5Volt AA-size Alkaline battery such as Eveready E91, Mallory or Duracell MN1500. Check the batteries occasionally and renew every year to avoid damage to the telephone due to battery leakage.

Failure to operate

If the telephone does not function correctly, first check that you have fitted the batteries, the handset cord and the line cord correctly. If the problem still exists, check with your local authorised GEC PLESSEY DEALER.

6. THUNDERSTORMS



The telephone, in common with household electrical appliances can be a source of electric and acoustic shock during thunderstorms. The possibility of a telephone user experiencing a shock is minimal. Nevertheless, customers should be aware of some simple precautions to follow during thunderstorms:

- * Use your telephone only for calls of the utmost urgency. Keep these calls brief.
- * Whilst using your telephone keep clear of electrical appliances and metal fixtures such as: stoves, air conditioners, refrigerators, window frames and sinks.

7. WARRANTY

GEC PLESSEY warrants the original purchaser against faulty material or workmanship for a period of one year.

This warranty excludes damage due to misuse, improper maintenance, lightning strikes or unauthorised repairs or modifications and excludes freight or postage costs to/from your local authorised service centre unless otherwise arranged. Consequential loss not included.

LOCATION OF PABX RECALL SWITCH AND RESET BUTTON

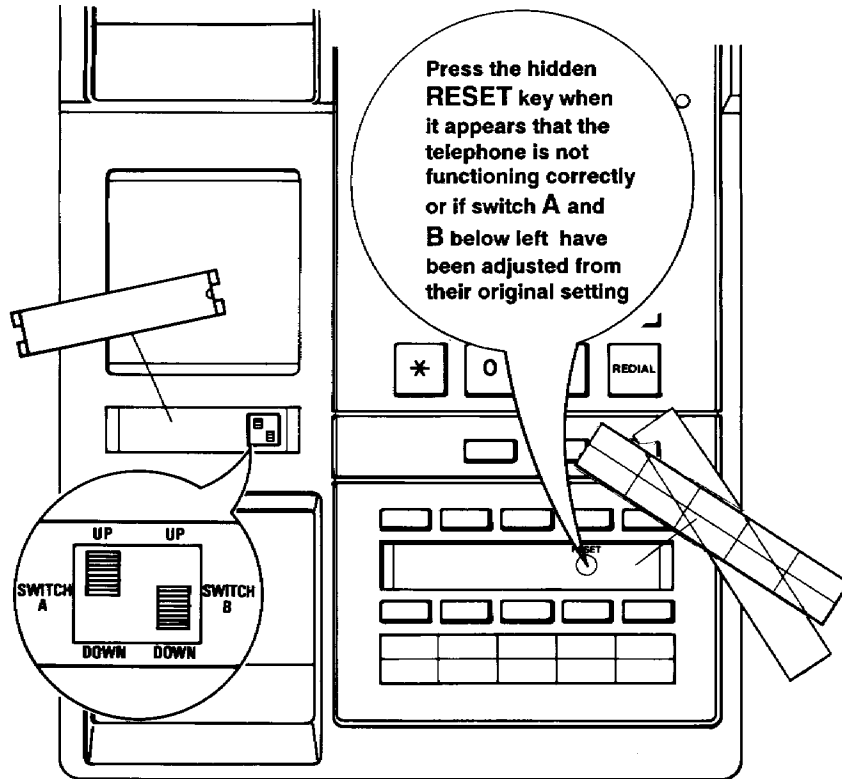


FIGURE 2

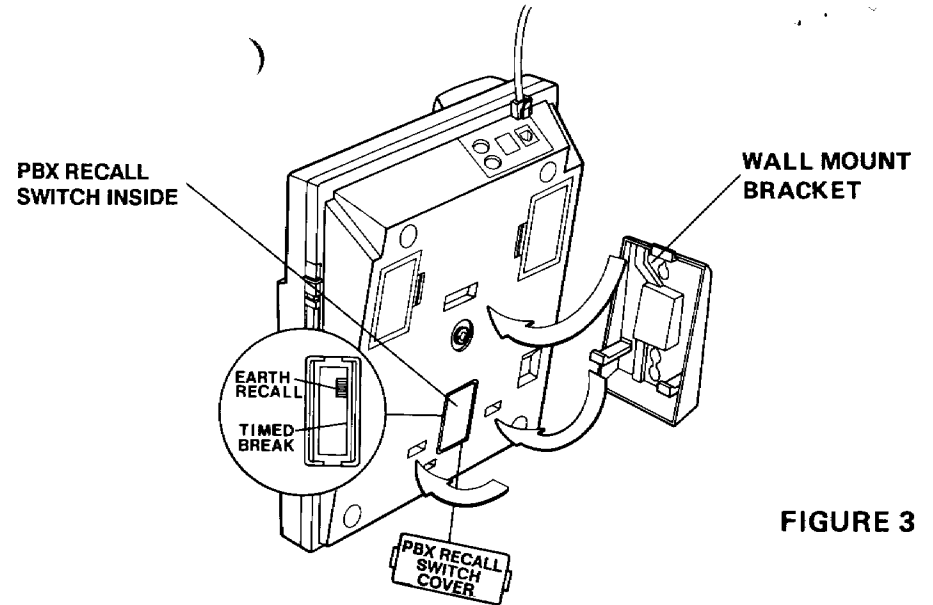


FIGURE 3

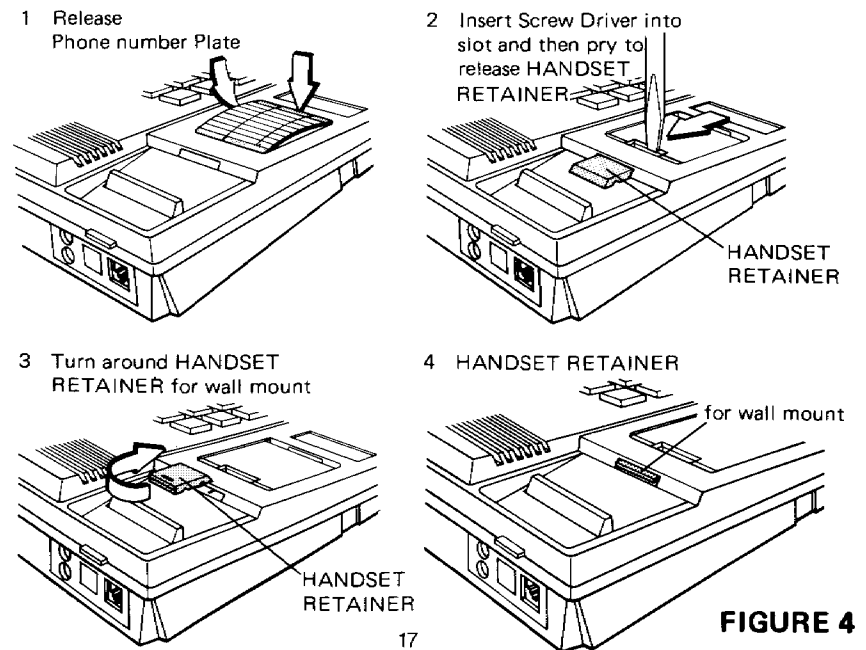


FIGURE 4