

## Front Button Functionality

Alphabetical listing of the front buttons and controls operation:

### ALARM

#### To set the alarm clock function

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Press the ALARM button.
- Key in the required alarm time using the keypad (HH-MM)

A bell symbol is displayed in the top left of the display to indicate the alarm is on.

- Restore the handset (or press ON-OFF button).

When the alarm activation time is reached, the telephone will emit a beeping signal for approximately one minute. The alarm is acknowledged by pressing the ALARM button.

#### To view the alarm clock time setting

- Press the VIEW button.
- Press the ALARM button.

The alarm time is displayed, if an alarm is set. If an alarm is not set, or cleared, the display will be -----.

#### To clear or cancel an alarm clock time setting

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Press the CLEAR button.
- Press the ALARM button.
- Restore the handset (or press ON-OFF button).

The bell symbol is removed from the top left of the display to indicate the alarm is off.

### CLEAR

#### To clear an assigned number from one of the 16 speed dial buttons.

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Press the CLEAR button.
- Press the required speed dial button.

The LCD displays ----- to indicate the speed dial button is now un-assigned.

- Restore the handset (or press ON-OFF button).

#### To clear a stored number from one of the 100 memory locations

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Press the CLEAR button
- Press the MEM button. The LCD displays A --
- Enter the two digit memory location (00 – 99) to be cleared, using the numeric keypad. (Refer to the stored number location list – see STORE)

The LCD displays ----- to indicate the memory location number has been erased.

- Restore the handset (or press ON-OFF button).

#### To clear the last number dialled from the REDIAL button

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Press the CLEAR button
- Press the REDIAL button.

The LCD displays ----- to indicate the last dialled number has been erased.

- Restore the handset (or press ON-OFF button).

### To clear the saved number from the SLND button

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Press the CLEAR button
- Press the SLND button.

The LCD displays ---- to indicate the saved telephone number has been erased.

- Restore the handset (or press ON-OFF button).

## CLOCK

### To restore the LCD to default display (DAY / DATE / TIME)

If the telephone is idle:

- Press the CLOCK button.

If the telephone is active:

- Press the VIEW button.
- Press the CLOCK button.

### To set the correct DAY / DATE / TIME display

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Press the CLOCK button twice. DAY symbol on display flashes on LCD
- Use the \* key on keypad to advance to the correct DAY.
- Press the CLOCK button. DATE display flashes on LCD
- Set the correct date using the keypad (DD-MM)
- Press the CLOCK button. TIME display flashes on LCD
- Set the correct time using the keypad (HH-MM)
- Press the CLOCK button.
- Restore the handset (or press ON-OFF button).

## KEYPAD BUTTON

The 12 numeric keypad buttons are used for dialling telephone numbers, or storing telephone numbers and user settings. Each keypad button press represents either a number between 1 – 0, the letter represented by the numeric key, or one of the two special symbols \* and #.

## LCD DISPLAY

Displays numbers, letters and symbols indicating dialled telephone numbers, stored telephone numbers, and user defined settings.

Display fields include:

Day	- top centre of LCD display (MON, TUE, etc)
Date	- bottom left of LCD display (DD - MM)
Time	- bottom right of LCD display (HH - MM)
Alarm	- bottom right of LCD display (HH - MM)
Timer	- bottom right of LCD display (HH - MM - SS)
Dialled numbers	- bottom right of LCD display
Stored numbers	- bottom right of LCD display
Hands free mode active	- top left of LCD display (telephone symbol)
Microphone active	- bottom left of LCD display (microphone symbol)
Handset mode active	- top left of LCD display (handset symbol)
Battery low	- top right of LCD display
Security activated	- bottom right of LCD display
Alarm clock set	- top left of LCD display (bell symbol)
Mute button activated	- Hands free mode, microphone symbol is removed. - Handset mode, the handset active symbol flashes.

## LOCK

### To set or change a telephone handset security pin number.

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Press the STORE button.
- Press the LOCK button.
- The LCD display will clear, ready to display keypad digits.
- Enter the existing 4 digit pin number. (If a pin has not been set, the default pin number will be 0000).
- The entered numbers are displayed on the bottom right handside of the LCD, as each number is pressed.

If an incorrect existing pin number has been entered, the LCD display will show **SECURITY** immediately after entering the 4<sup>th</sup> number. The SECURITY display will remain, and cannot be removed until a correct pin is entered.

- Now enter the new 4 digit pin number. The entered numbers will also be displayed on the LCD display.

A successful pin change is indicated by the existing pin and the new pin being displayed on the LCD display.

- Restore the handset (or press ON-OFF button).

***Make note of the pin number when set, there is no means to recover a forgotten pin number. If the telephone handset is placed in LOCK, which disables outgoing calls, outgoing calling functionality will not be restored until the correct pin number is entered.***

### To LOCK the telephone handset (set security to ON)

- Lift the handset (or press ON- OFF button). Dial tone heard.
- Press the LOCK button.
- Press the TONE button.
- The LCD screen displays **on** in the bottom right handside of the display.
- Restore the handset (or press ON-OFF button).

Once the handset is LOCKED as above, further attempts to use the handset to make outgoing calls will fail, as the keypad has been disabled.

In case of emergencies, the numeric keypad 0 is still operational, so that an emergency call (000) can still be made, even if the handset is locked. Stored numbers in memory are also inoperable when the handset is locked. The speed dial buttons are also inoperable, apart from the top left handside

speed dial button. This allows a single, programmable speed dial button to be made available when the telephone handset security is set to ON.

### To UNLOCK the telephone handset (set security to OFF)

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Press the LOCK button.
- The LCD display will clear, ready to display keypad digits.
- Enter the 4 digit pin number. The entered numbers are displayed on the bottom right handside of the LCD.
- Restore the handset (or press ON-OFF button).

If the correct pin number has been entered, the LCD display will return to the Day/Date/Time.

The telephone keypad functionality is now returned, and all outgoing calls can be made normally.

If an incorrect pin number has been entered, the LCD display will show **SECURITY** on the right handside of the display, and the telephone handset will remain unable to make outgoing calls.

The SECURITY display cannot be removed until a correct pin is entered, thus offering an indication of an unauthorised attempt at removing the LOCK facility.

### HELP! I have locked my telephone, and forgotten my pin

The only way to recover from a lost pin number is to force the telephone to return to it's default pin number (0000) This can be done by removing the batteries from the telephone handset, and leaving them out for a period of time. (30 minutes should be sufficient). While this will restore the pin number to the default 0000, it will also erase any stored numbers in memory, pre programmed speed dial numbers, last number dialled, stored redial numbers, as well as the day date time and alarm settings.

## MEM

### To call a stored telephone number in a memory location

In hands free mode

- Press the MEM button. The LCD will display A –
- Enter the two digit memory location (00 – 99) for the desired stored telephone number. (Refer to the stored number location list – see STORE)

The stored number is dialed. If the memory location has no stored number, the LCD will display - - - - and no action will be taken.

- To end the call, press the ON:OFF button.

In handset mode

- Lift the telephone handset
- Press the MEM button. The LCD will display A –
- Enter the two digit memory location (00 – 99) for the desired stored telephone number. (Refer to the stored number location list – see STORE)

The stored number is dialed. If the memory location has no stored number, the LCD will display - - - - and no action will be taken.

- To end the call, press the ON:OFF button.

## MUTE

The MUTE button inhibits the microphone on the telephone, so the other party cannot hear. If in hands free mode, the in-built microphone is inhibited, if the telephone is being used in handset mode, the mouthpiece is inhibited.

### To mute your conversation

- During a call, press the MUTE button.

In hands free mode, the microphone symbol is removed from the left hand side of the display to indicate the telephone is muted.

In handset mode, the handset symbol flashes on the top left hand side of the display, to indicate the mouthpiece is muted.

The other party is heard, your conversation is not heard by the other party.

### To unmute your conversation (restore communication)

- Press the MUTE button.

The microphone symbol is displayed in hands free mode, to indicate the microphone is again active. In handset mode, the handpiece symbol changes from flashing to steady.

## ON:OFF

An outgoing telephone call can be made, or an incoming telephone call answered, without lifting the handset.

### To make an outgoing call in hands free mode.

- Press the ON:OFF button. The hands free symbol is displayed on the top left of the LCD display. The microphone symbol is also displayed, indicating the in-built microphone is active.

Dial tone is heard from the telephone speaker. The speaker volume is controlled by the slider bar on the left hand side of the ON:OFF button.

- Dial the required telephone number (either by speed dial button, memory location, or manually using the keypad)

Call progress tones are heard from the telephone speaker. When the called party answers, the conversation proceeds, using the in-built microphone to speak, and the speaker to hear the called party.

In hands free mode, the conversation is heard by all in proximity of the telephone, and the microphone will pick up all room sounds within the proximity of the telephone.

- To end a call in hands free mode, press the ON:OFF button.

### **To answer an incoming call in hands free mode.**

- While the telephone is ringing, press the ON:OFF button.

The conversation proceeds, using the in-built microphone to speak, and the speaker to hear the calling party.

- To end a call in hands free mode, press the ON:OFF button

At any time during hands free operation, a call can be switched to handset mode. Handset mode uses the telephone handset to speak to and hear the other party.

### **To switch to handset mode from hands free mode.**

- Lift the handset. Speak into the mouthpiece, the other party is heard in the earpiece.

### **To switch to hands free mode from handset mode.**

- Press the ON:OFF button
- Replace the handset.

The conversation proceeds, using the in-built microphone to speak, and the speaker to hear the calling party.

*Most user programmable options require the telephone to be active to implement the command. Either lifting the handset, or pressing the ON:OFF button will activate the telephone.*

## **PAUSE**

In some instances when dialling a telephone number, a pause is required before dialling the next digit. The PAUSE button will insert approximately 2 seconds pause before the following digit. A pause can also be embedded in a memory stored number or a speed dial number during the telephone number storing process.

### **To insert a 2 second pause between digits.**

When manually dialling a call with keypad

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Commence entering the called number using the numeric keypad. LCD displays the numbers entered.
- Press the PAUSE button when a pause is required. LCD displays the PAUSE symbol –
- Continue dialling until the called number is entered. LCD displays the entered telephone number, with pause.

## **RECALL / FLASH**

Recall / flash is used with some PSTN providers to offer additional facilities to subscribers, for example, TELSTRA's HOMELINE 3 way chat feature.

Recall (hook flash) is also used when the telephone is connected to a PABX, to allow transfer of calls, or operator recall.

### **To generate a RECALL or FLASH signal**

- Press the RECALL / FLASH button during a call.

## **REDIAL**

The REDIAL button holds the last number dialled (speed dialled, memory location dialled, or manually dialled) for easy redialling.

### **To redial the last number dialled**

- Hands free mode – press the REDIAL button.
- Handset mode – lift the handset, and press the REDIAL button.

If the REDIAL button has been cleared by the user (see CLEAR), pressing the REDIAL button will display – – – – and cause no action.

## **RING VOLUME CONTROL**

The ring volume slider is located on the right side of the telephone, in line with the LCD display. Slide the control to adjust the volume of the telephone ringing sound. Use together with the ring pitch control (see Touchfone Executive underside switches and controls) to adjust the desired volume and pitch of the ring alert when the telephone is being called.

## **SLND (Save Last Number Dialed)**

The SLND button allows the user to save the last telephone number dialed, for easy recall following further calls to other telephone numbers.

The REDIAL button also preserves the last number dialed. However, the number stored on the REDIAL button is replaced each and every time a new number is dialed. SLND is used to store a dialed number for later recall, even after other telephone numbers have been dialed.

### **To save the last number dialed on the SLND button.**

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Call the required telephone number (either by speed dial, memory or manual keypad)
- Press the SLND button.
- Restore the handset (or press ON-OFF button).

### **To redial the saved number on the SLND button.**

- Hands free mode – press the SLND button.
- Handset mode – lift the handset, and press the SLND button.

If the SLND button has no telephone number stored, or has been cleared by the user (see CLEAR), pressing the SLND button will display – – – – and cause no action.

## **SPEAKER VOLUME CONTROL**

The speaker volume is controlled by a sliding volume control located on the right hand side bottom of the handset cradle (left hand side of ON:OFF button)

Slide the control to adjust the volume of the other party when operating the telephone in handsfree mode. The volume control has no effect when operating in handset mode.

The volume control does alter the telephone's audible alarms (for example, the alarm clock alarm), however, does not affect the ringing volume (See ringer volume control).

## **SPEED DIAL**

The two rows of 8 buttons on the left hand side of the telephone are the speed dial buttons. By assigning a telephone number to a button, (see STORE) regularly called numbers can be quickly dialed, without seeking the number or memory location. The centre area between the two rows of buttons allows names or numbers to be written beside each button for ease of location.

### **To call a telephone number assigned to a speed dial button**

- In hands free mode, press the appropriate speed dial button

The assigned number is dialed. If the speed dial button has no number assigned, the LCD will display - - - - - and no action will be taken.

- To end the call, press the ON:OFF button.
- In handset mode, lift the telephone handset
- Press the appropriate speed dial button

The assigned number is dialed. If the speed dial button has no number assigned, the LCD will display - - - - - and no action will be taken.

- To end the call, replace the handset.

## STORE

### To assign a telephone number to one of the 16 speed dial buttons.

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Press the STORE button. (Disregard any tones heard from the service provider, as numbers entered will not be dialled, but displayed on the LCD display).
- Enter the telephone number to be assigned using the numeric keypad. (If a pause is required in the number string, use the pause button)
- Press the desired speed dial button (1 – 16) the telephone number will be assigned to. (If the speed dial button has a previous number stored, it will be over written)
- Restore the handset (or press ON-OFF button).

Download the Speed Dial Label template to give a professional appearance to your speed dial label. Enter your personal speed dial list, print, cut-out and insert your Touchfone Executive telephone speed dial label.

### To STORE a number on one of the 100 memory locations.

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Press the STORE button. (Disregard any tones heard from the service provider, as numbers entered will not be dialled, but displayed on the LCD display).
- Enter the number to be stored using the numeric keypad. (If a pause is required in the number string, use the pause button)
- Press the MEM button. The LCD will display [keyed number] A –
- Enter the memory location (00 – 99) required to store the telephone number. (If the memory location contains a previously stored number, it will be over written)
- Restore the handset (or press ON-OFF button).

The Touchfone Executive provides 100 memory locations for storing telephone numbers, for quick recall. A Memory Location List should be generated when numbers are stored in memory, to allow ready access to the memory location telephone number assignment.

Download the Memory Location List template to produce your own convenient memory location list. Enter your personal stored number memory location details, and print. Instructions and suggestions are provided.

### STORE can also be used to assert a telephone number into the REDIAL button and the SLND button.

- Lift the handset (or press ON-OFF button). Dial tone heard.
- Press the STORE button. (Disregard any tones heard from the service provider, as numbers entered will not be dialled, but displayed on the LCD display).
- Enter the number to be stored using the numeric keypad. (If a pause is required in the number string, use the pause button)
- Press either the REDIAL button or the SLND button. (any previously stored numbers will be over written)
- Restore the handset (or press ON-OFF button).

## TIMER

### To time the length of a call (incoming or outgoing)

- Lift the handset (or press ON-OFF button) to dial, or to answer an incoming call.
- Press the TIMER button.

Timer is displayed commencing at 00:00:00, incrementing in seconds.  
Further presses of the TIMER button while the call is in progress restarts the timer at 00:00:00.

- Restore the handset (or press ON-OFF button) on completion of the call.

Timed call length remains on the display for approximately 15 seconds after call completion.

### To view the length of the last timed call (when telephone is idle)

- Press the TIMER button to display the length of the last timed call.

## TONE

On the rear of the telephone is an option switch to choose DEC (decadic or pulse dialling) or TONE dialling. If the DEC option is selected, called numbers will be pulse dialled. Pressing the TONE button during a call will change to tone dialling. This may be necessary if a call is made to an IVR (Interactive Voice Response system, eg; telephone banking, telephone bill payment systems) where tone responses are necessary to advance through menus.

### **To change from Decadic (pulse) dialling to Tone dialling**

- During a call, press the TONE button. The LCD will display a **c** to indicate tone dialling selected.

Keypad entries will now be sent by tone (until the call is terminated)

## **VIEW**

### **To restore the LCD screen to default display (DAY / DATE / TIME).**

- Press the VIEW button
- Press the CLOCK button

### **To view the alarm clock setting.**

- Press the VIEW button
- Press the ALARM button

If an alarm time is set, the alarm time is displayed. If an alarm time is not set or cleared, the display will be - - - - -.

### **To view a telephone number stored in a speed dial button position.**

- Press the VIEW button
- Press the required speed button (1 – 16)

The display will be the speed dial button number, followed by the telephone number stored. If no telephone number is stored in the selected button position, the display will be - - - - -.

### **To view a telephone number stored in a memory location position.**

- Press the VIEW button
- Press the MEM button. The LCD will display A – .
- Enter a two digit memory location number (00 – 99) using the numeric keypad.

The telephone number stored in the selected memory location is displayed. If no telephone number is stored, the display will be - - - - -.

### **To view the telephone number stored in the SLND button position. (Save Last Number Dialed)**

- Press the VIEW button
- Press the SLND button

The display will be the telephone number stored using the SLND button. If the SLND position has been cleared, or no telephone number is stored, the display will be - - - - -.

### **To view the telephone number stored in the REDIAL button position.**

- Press the VIEW button
- Press the REDIAL button

The display will be the last telephone number dialed. (Either by speed dial, memory location or by keypad). If the REDIAL telephone number has been cleared, the display will be - - - - -.

When the telephone is ACTIVE:

The VIEW facilities available when the telephone is idle are also available when the telephone is active. This enables the user to view stored numbers during a call. The view facility differs with the TIMER facility, when the telephone is active.

If the call timer is active, pressing the VIEW button followed by the TIMER button will replace the incrementing timer display with **on**, indicating the timer is running, but not displayed. After completion of the call, press the TIMER button to view the call length.