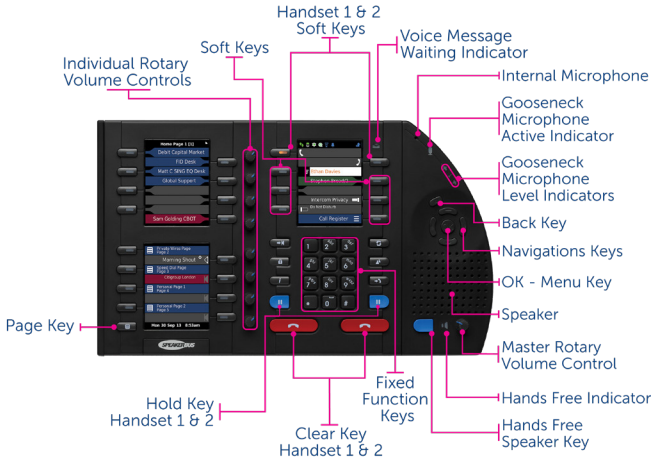
Speakerbus

Quick Start Guide
iTurret (iD808)

Revision 22



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LOGGING ON

To Logon:

1. Ensure User ID is highlighted on the *Logon* screen and press OK to activate the text box.
2. Type your user identification in USER ID using the alpha numeric keys and press OK to de-activate USER ID.
3. Press and hold # to shift between numbers '123' and letters 'ABC'. Press and hold * to shift between capital and lower-case letters.
4. Press ▼ to highlight PASSWORD and press OK to activate the text box.
5. Press and hold # to shift between numbers '123' and letters 'ABC'. Press and hold * to shift between capital and lower-case letters.
6. Press ▼ to highlight *Logon* and press OK.

HANDSETS/HEADSETS

Ensure the correct handset/headset is active prior to making and receiving calls. The active handset/headset is identified by the orange lamp soft key. To make a handset/headset active, press its soft key.

MUTING/UNMUTING CALLS

To mute/unmute a call press the appropriate handset soft key on the unit or press the button on the physical handset (if enabled). The soft key will turn red.

(Handset mute)

(Speaker mute - in hands-free mode)

MAKING CALLS

The iD808 can originate calls by dialling directly from the dial pad, selecting speed dials or by using the directories.

ANSWERING CALLS

The iD808 announces an incoming call with a ring, illuminating soft key and animated icon on the appearance finger. To answer a call press the illuminating soft key.

BARGE IN / JOINING A LINE

To join a busy line:

1. Press the soft key associated with the finger the exclamation icon is displayed on.

MAKING A LINE PRIVATE

1. Ensure the appropriate handset is selected by pressing the required handset soft key and then press **privacy /** . A pad lock icon is displayed next to the phone / speaker icon. The line will become private when a call is made.
2. Press **privacy /** again to turn off line privacy.

MOVING CALLS BETWEEN HANDSETS / HEADSETS

1. During a call select the second handset/headset soft key.
2. Select the active line soft key to move the call.

TRANSFERRING CALLS

1. Press **transfer /** .
2. The line status changes to an on hold state.

- Do one of the following:
- Dial the required number using the dial pad.
- Locate and press the required speed dial.
- Press ▼ to highlight **Directories** on the right screen and click OK. Locate and select the required contact.
- Locate and select the required address or contact using the call register (press ↺ followed by OK to access the menu system option 2-Call Register).

3. To transfer the call immediately press **transfer /** or speak to recipient before pressing **transfer /** .

CONFERENCE CALLS

1. Call the first conference participant.
2. Press **conf. /** when the call is connected.

   A conference call information box is displayed for a few seconds, stating the call has been added to a conference.
3. Call the second conference participant, press **conf. /** once the call is connected.

   A conference call information box is displayed for a few seconds, stating that the call has been added to a conference. The conference icon is also displayed on the handset finger.

4. To add further participants press **conf. /** and repeat step 3 until the maximum has been reached.

CREATING SPEED DIALS

1. Press OK to display **Main** menu.
2. Using ◄ or ► locate **Program** menu.
3. Using ▲ or ▼ highlight **Speed Dials** and press OK.
4. Highlight **Add** and press OK.
5. Locate an available key and press its associated soft key.
6. This displays the **Speed Dial Edit** screen.
7. Complete the details into the appropriate option/text boxes.
8. When finished highlight **Save** and press OK.
9. Press and hold ↺ to return to the idle screen.

CALL FORWARD

1. Press OK to display **Main** menu.
2. Using ◄ or ► locate **Preferences & Tools** menu.
3. Using ▲ or ▼ highlight **Call Settings** and press OK.

   This displays **Call Settings**.
4. Highlight **Call Forward** and press OK.

   This displays **Call Forward**.

   - **Call Forward Address** - a number, IP address or SIP URL for forwarding purposes.
   - **Always Call Forward** - calls always forwarded.
   - **Call Forward On Answer** - calls forwarded if not answered after ten seconds.
   - **Call Forward On Busy** - calls forwarded if busy.

   Select the appropriate options.
5. When finished highlight **Save** and press OK.

ASSIGNING AN ACTIVE CALL TO A SPEAKER CHANNEL

1. Ensure the appropriate handset is active with a call present selected by pressing the left or right handset soft key.
2. Locate either an available speaker channel or an idle occupied speaker channel, and press its associated soft key. An available speaker channel contains the icon below.

An occupied speaker channel has an (a) idle call/line, ARD, VPW or Intercom appearance, or (b) MRD or Hoot attached to it. With the exception of MRDs and Hoots, an occupied idle speaker channel will be over written and lost when a new call/line, ARD, MRD, Hoot, VPW or Intercom appearance is assigned to it.

As soon as the call/line, ARD, MRD, VPW, Hoot or Intercom appearance is moved from the handset or hands-free to a dynamic speaker channel, the icon below is displayed.

MOVING AN ACTIVE APPEARANCE TO A HANDSET

1. Press the appropriate speaker channel's soft key twice in quick succession. OR

   Press the **assign** / ⇥ key followed by pressing the associated speaker's soft key.

If either of the above methods do not work it is likely due to it not being enabled. Contact your System Administrator to enable it.

MOVING SPEED DIALS / LINES

To move speed dials / lines:

1. Press OK to display **Main** menu.
2. Using ◄ or ► locate **Program** menu.
3. Using ▲ or ▼ highlight **Speed Dials** or **Lines** and press OK.

   This displays **Program Options**
4. Locate an available key and press its associated soft key. The key will have the icon displayed below in the finger. If required use the Page key (located in the bottom left corner of unit) or navigation keys (▲, ▼, ◄ and/or ►) for alternative pages. To access keys on screen one whilst Key Finder is displayed, press OK.
5. Locate a new key and press the associated soft key. If required use the navigation keys (▲, ▼, ◄ and/or ►) for alternative pages.
6. If you need to move more speed dials / lines locate the required speed dial / line, and press its associated soft key. Locate a new key and press the associated soft key. When you have moved the required number of speed dials / lines press and hold ↺ to return to the idle screen.

SWAP KEY

To swap keys:

1. Press OK to display **Main** menu.
2. Using ◄ or ► locate **Program** menu.
3. Using ▲ or ▼ highlight **Swap Key** and press OK.

   This displays **Key Finder - Swap Keys**.
4. Locate the primary key that needs to be swapped and press its associated key. If required use the navigation keys (▲, ▼, ◄ and/or ►) for alternative pages.
5. Locate the secondary key that needs to be swapped the primary key and press its associated key. If required use the navigation keys (▲, ▼, ◄ and/or ►) for alternative pages.
6. Keys will now swap positions.
7. Exit the **Swap Key** screen by holding the back (↺) key until screen one returns to an idle state.

KEY ALIAS

1. Press OK to display **Main menu**.

   The right hand screen displays **Main** menu.
2. Using ◄ or ► locate **Program menu**.
3. Using ▲ or ▼ highlight Lines and press OK.
4. Using ▲ or ▼ highlight Alias and press OK.

   This displays the Alias Line Key key finder.
5. Locate the line key to be aliased and press its associated key. If required use the navigation keys (▲, ▼, ◄ and/or ►) for alternative pages.

   This displays the keys that can be aliased.
6. Locate the key position to place the aliased key. If required use the navigation keys (▲, ▼, ◄ and/or ►) for alternative pages.
7. An aliased key has now been created.
8. Exit the Alias Key screen by holding the back (↺) key until screen one returns to an idle state.

RECEIVING A CALL (INTERCOM PRIVACY ENABLED)

Press the hands free key to accept a call when intercom privacy mode is enabled.

RECEIVING A CALL (INTERCOM PRIVACY DISABLED)

A received point to point or group call is indicated by, an audible beep, the screen displaying the caller's name and dial number. The voice path is automatically open when the call is connected. Talk when the call is connected.

MAKING AN INTERCOM CALL

Keypad

1. Press the *i* key to display the intercom screen.
2. Dial point to point or group call number on keypad.
3. Talk when call is connected.

Point To Point using Directories

1. Press OK to display **Main** menu.
2. Ensure **Directories** is highlighted and press OK.
3. Ensure **Corporate Directory** is highlighted and press OK.
4. Highlight the required user and press OK.
5. Ensure the appropriate number with this symbol is highlighted, and press OK.
6. Talk when call is connected.

Group Call using Directories

1. Press OK to display **Main** menu.
2. Ensure **Directories** is highlighted and press OK.
3. Ensure **Group Directory** is highlighted and press OK.
4. Highlight the required the group and press OK.
5. Ensure group number is highlighted and press OK.
6. If the group call is an **Answerback to Owner** type (a) make request when call is connected, (b) press the * (star) key when finished making request and (c) wait for response.

   OR

   If the group call is a **Mixing Group Call** (Conference) type, talk when call is connected.

RESPOND TO AN INTERCOM GROUP CALL INITIATOR

To respond to a group call initiator:

1. Press the * key to establish point to point connection.
2. Talk when call is connected.

ENDING CALLS

Press the CLEAR key for calls on handsets / headsets.

OR

Press the hands free key for hands free calls.

ENDING ACTIVE CALLS ON SPEAKER CHANNELS

To end an active Appearance, Call/Line, VPW, ARD or Intercom appearance on a Speaker Channel:

1. Press assign / ⇥ twice.

   Screen one displays the following text: **CLEAR SPEAKER Press to select the desired key**.
2. Press the speakers associated soft key to end the call.

   The appearance remains on the speaker channel in an idle state.

CLEARING SPEAKER CHANNELS

To clear an idle (including Hoots and MRDs) or active Appearances off a Speaker Channel:

1. Press assign / ⇥ twice.

   Screen one displays the following text: **CLEAR SPEAKER Press to select the desired key**.
2. Press the speakers associated soft key to remove the appearance.

RECORD ON DEMAND

To record before/during an active call, turn on **Enable Recording**. Record on demand will only record the call on the active handset, not speaker channels or intercom handsfree calls.

ADDING A GROUP TALK KEY

To add a group talk key:

1. Press OK to display **Main** menu.
2. Using ◄ or ► locate **Program** menu.
3. Highlight **Special Keys** and press OK.
4. Highlight **Add** and press OK.
5. Highlight **Group Talk Key** and press OK.
6. Locate an available key and press its associated soft key.
7. Complete the details in the appropriate option/text boxes.
8. When finished highlight **Save** and press OK.
9. Press and hold ↺ to return to the idle screen.

PROGRAMMING SPEAKER GROUPS

Please ensure a group talk key is added prior to performing this step.

1. Press OK to display **Main** menu.
2. Highlight **Speaker Actions** and press OK.
3. Highlight **Group Talk Settings** and press OK.
4. Select the group talk key.
5. Highlight **Program Group** and press OK.
6. Select the Speaker Channels you would like to add.
7. Press OK when you have finished.

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