SPEAKERBUS

QUICK START GUIDE

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.
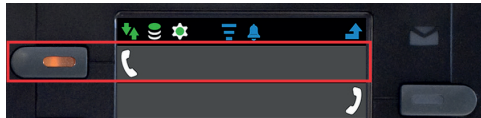
MUTING/UNMUTING CALLS

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 iD 808 can originate calls by dialling directly from the dial pad, selecting speed dials or by using the directories.

ANSWERING CALLS

The iD 808 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** / ↪.

   The line status changes to an on hold state.

2. 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.

   Conference

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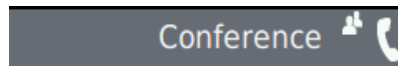
CREATING SPEED DIALS

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. This displays the **Speed Dial Edit** screen.

6. Complete the details into the appropriate option/text boxes.

7. When finished highlight **Save** and press **OK**.

8. Press and hold ↺ to return to the idle screen.

ASSIGNING AN ACTIVE CALL TO A SPEAKER CHANNEL

To assign an active call/line, ARD, MRD, VPW, Hoot or Intercom appearance 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.
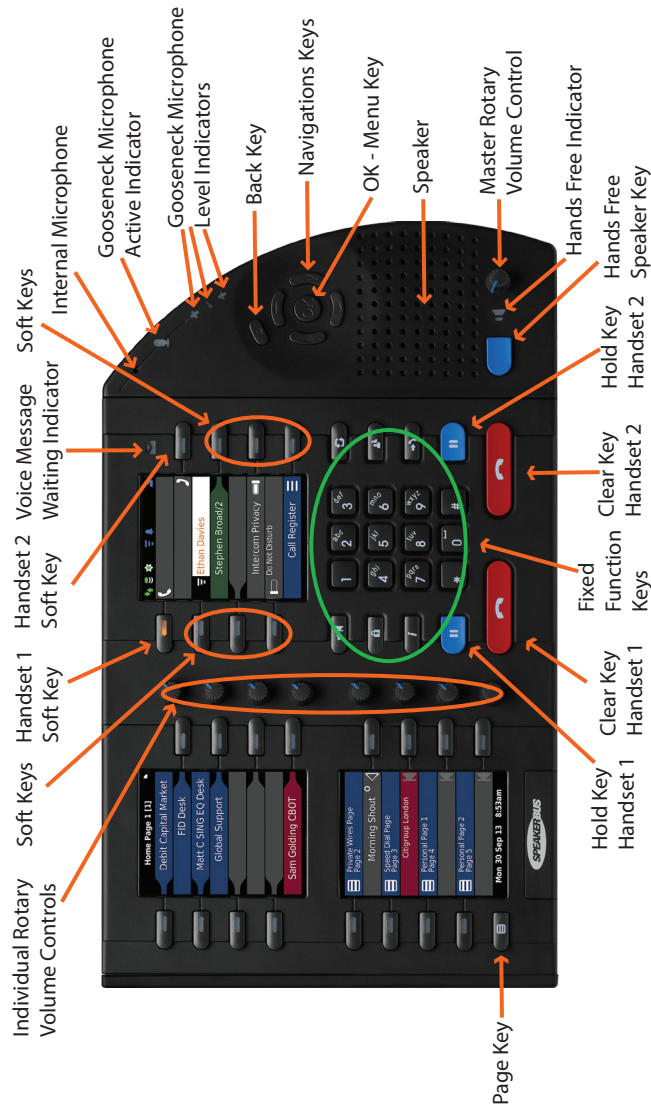
John Smith

MOVING AN ACTIVE APPEARANCE TO A HANDSET

To move an appearance (call/line, ARD, MRD, VPW, Hoot or Intercom appearance) from a speaker to a handset.

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

FRONT VIEW DESCRIPTION

Labels (left to right, top):
Gooseneck Microphone Active Indicator
Gooseneck Microphone Level Indicators
Back Key
Navigations Keys
OK - Menu Key
Speaker
Master Rotary Volume Control
Hands Free Indicator
Internal Microphone
Hands Free Speaker Key
Voice Message Waiting Indicator
Hold Key Handset 2
Soft Keys
Handset 2 Soft Key
Clear Key Handset 2
Handset 1 Soft Key
Fixed Function Keys
Soft Keys
Clear Key Handset 1
Individual Rotary Volume Controls
Hold Key Handset 1
Page Key

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Visit www.speakerbus.com for more information on Speakerbus

Reordering info: QS808/R12 (iD808 V3.1), January 2017

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.

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.

INTERCOM

RECEIVING A CALL

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 A 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 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.