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iD 712 Deskstation, QS712/R6, September 2016

QUICK START GUIDE

MAKING A CALL

- **Key Pad** - Dial number on keypad OR
- **Directories** - Press **f1** (MENU) • Press **2** (Directories)
 - Press **1, 2, 3** or **4** for the appropriate directory option
 - Using **▲** and **▼** highlight the appropriate name and press **OK**. If you selected option **4** (Location) you will need to select a place location followed by selecting the appropriate name and then press **OK**. OR
- **Call Register** - Press **f1** (MENU) • Press **3** (Call Register)
 - Press **1, 2, 3, 4** or **5** for the appropriate call register
 - Using **▲** and **▼** highlight the appropriate name and number and press **OK**.
- **Speed Dials** - Ensure the appropriate speed dial page is displayed • Press the appropriate speed dial key.

RECEIVING A CALL

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

ENDING CALLS

Press **X**.

LAST CONNECTION RE-DIAL

Press **f2**.

MUTE MICROPHONE DURING CALL

1. Press **f3** (MUTE MIC).
2. Press **f3** (UN-MUTE) again to remove mute.

ACTIVATE PRIVACY

1. Press **f1** (MENU).
2. Press **5** (Intercom Privacy).

The privacy icon is displayed in the icon side bar. Repeat above steps to turn off privacy.

ACCEPT CALL IN PRIVACY MODE

When privacy is enabled the screen displays the name and extension of the calling party for active incoming calls. The following text is also displayed: **[calling party's name] [calling party's extension] Calling. Press OK key to accept.**

Press **OK** to accept the incoming call.

CALLING AN INTERCOM THAT HAS PRIVACY TURNED ON

When calling an intercom that has privacy turned on, your intercom will display the following text: **[called party's name] [called party's extension] Intercom call.**

You will need to wait for the called party to answer before the call is connected. Press **X** if the called party does not answer.

DIRECTORIES

The Directory lists are contained within the *Directories* menu and can be viewed by pressing:

1. **f1** (MENU).
2. Press **2** (Directories).
3. Using **▲** and **▼** highlight the appropriate directory and press the **OK** key.

Directories contain the following options:

- **Global** - Contains a list of seated and un-seated users.
- **Personal** - Contains a list of personal users.
- **Group Call** - Contains a list of groups the user is a member of.
- **Location** - Contains a list of remote sites.
- **Voice Services** - Contains a list of voice services the user can use.
- **Speed Dials** - Contains four speed dial pages

DIRECTORY SEARCH

Each directory within the *Directories* option contains an alphabetical search facility. This allows one to quickly locate a contact, remote site or broadcast.

LISTEN TO A HOOT SERVICE

1. Press **f1** (MENU).
2. Press **f4** (NEXT>) to display *Program*.
3. Ensure **Select Voice Service** is highlighted and press **OK**.
This displays a list of voice services.
4. Using **▲** and **▼** highlight the appropriate voice service and press **OK**.

TALKING BACK TO A HOOT SERVICE

If it is possible to talk back to a hoot service the screen will display the following text: **Press "T" to talk.**

To talk back to a hoot service:

1. Press and hold **T** (where applicable).

MUTE HOOT SERVICE

1. Press **f3** (MUTE VS).
2. Press **f3** (UN-MUTE) again to remove mute.

CLEARING A HOOT SERVICE

1. Press **f1** (MENU).
2. Press **f4** (NEXT>) to display *Program*.
3. Ensure **Clear Voice Service** is highlighted and press **OK**.

GROUP CALL

MAKING A GROUP CALL USING KEY PAD

1. Dial the number using the key pad.
2. 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) and wait for response. OR
If the group call is a **Mixing Group Call** (Conference) type, talk when call is connected.

MAKING A GROUP CALL USING DIRECTORIES

1. Press **f1** (MENU) to display *Main*.
2. Press **2** (Directories).
3. Press **3** (Group Call).
4. Using **▲** and **▼** highlight the appropriate group and press **OK**.
5. If the group call is an **Answerback to Owner** type (a) make request when call is connected, (b) press the ***T** (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.

TALKING ON A GROUP CALL

Talk if you initiated the call or press ***T** (if applicable) to talk.

RESPOND TO GROUP CALL INITIATOR

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

SPEED DIALS

ADDING SPEED DIALS

1. If the idle (home) screen is displayed press ▲ or ▼ to display speed dials.
2. Ensure the appropriate speed dial page is displayed using ▲ and ▼ if required.
3. Select a blank speed dial by pressing the appropriate key pad number key (1 - 8).
4. Using ▲ and ▼ highlight and select (using OK) the appropriate directory followed by selecting the required name/group.

REMOVING SPEED DIALS

1. Press **f1** (MENU).
2. Press **f4** (NEXT>).
3. Press **3** (Speed Dials).
4. Press **2** (Delete).
5. If required, use ▲ and ▼ to display the appropriate speed dial page.
6. Using key pad numbers **1 - 8** press the required speed key.

STATUS ICONS



Please ensure your icons look identical to the icons displayed on the left hand side. If your icons are a different colour to what is displayed, please contact your System Administrator.

ID 712 FRONT VIEW ILLUSTRATION



ID 712 FRONT VIEW DESCRIPTION

Key		
Key	Description	Extended Description
1	Speaker	Single Speaker
2	Screen	Displays the status of the unit.
3	Fixed Function Keys	<p>f1, f2, f3 & f4 - Soft keys which are fully explained in the <i>iD 712 Deskstation User Guide</i>.</p> <p> - (Home Key) Returns unit back to the home screen.</p> <p> - (Handset Key) Used to activate the handset/headset feature when in a call.</p> <p> - (i Selector) Used to switched between an active point to point call, hoot service and/or group call.</p> <p> - (Back Key) Returns screen back to the previous menu/ screen.</p> <p> - Navigation / Volume keys.</p> <p> - Select / Return key.</p> <p> - Clear / Cancel key</p>
4	Key Pad	<p>The key pad consists of the following:</p> <ul style="list-style-type: none"> • 0 - 9 - Used for dialling and name searching. • * T - Used to force deskstation to transmit speech or switch between the different character case. • # - Used to switch between characters and numbers.
5	Open Microphone LED Icons	Two LED indicators that are lit solid green when open microphone is active. The indicators are lit solid red when the microphone is muted.
6	Open Microphone	Allows one to speak in a hands free manner.
7	Illuminating LEDs	Includes a variety of icons which are fully explained in the <i>iD 712 Deskstation User Guide</i> .