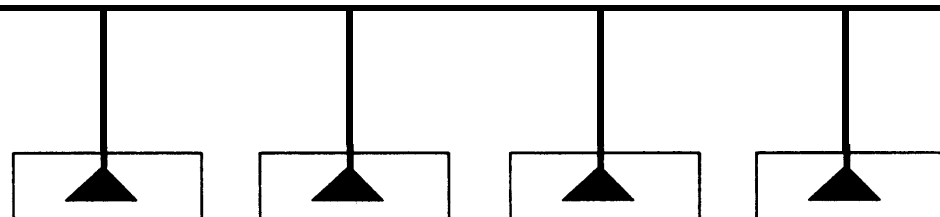




Integrated Services Digital Network (ISDN)

***ISDN 8510T
Voice Terminal
Feature Package 3***

Quick Reference Guide



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Contents

Your ISDN 8510T Voice Terminal	1
Answering and Placing a Call	2
How to Use the Softkeys	3
The Features Accessed with the Softkeys	3
Using the Display Control and Exit Buttons	3
Getting Started	4
Setting the Clock	4
Setting the Speakerphone	5
Adding Entries to the Directory	6
Viewing Directory Entries	7
Using the Dir Button to Place a Call	7
Retrieving Unanswered Incoming Calls from Call Log	8
Retrieving Incoming Answered and Outgoing Calls	9
Locking the Directory, Call Log, or All Softkeys	10
Using the Options	11
Using the Option Screens	11
A Flowchart of the Softkeys	12

Your ISDN 8510T Voice Terminal

Listed and explained below are the major voice features that you can access with the buttons on the voice terminal.

Call appearance/feature buttons These 10 buttons are devoted *either* to handling incoming and outgoing calls (call appearances) and are labeled with the exchange (numbers) and extension number *or* they can be used as feature buttons to access voice features and are labeled with a feature name. Each of these 10 call appearance/feature buttons has a red light, which indicates the selected line and a green light which indicates the *status of that line or feature*.

Conference button For setting up conference calls with an additional party.

Drop button For disconnecting from a call or dropping the last party added to a conference call.

Hold button A red button for putting a call on hold.

Message light A red light which goes on steadily when a message has been left for you.

Mute button For turning on or off the microphone of the handset or the speakerphone so the other person on the call cannot hear you.

Redial button For automatically redialing the last number that you dialed from the dial pad.

Transfer button For transferring a call to another voice terminal.

Volume control button When on a call, used to increase or decrease the receive volume of the handset or the Speakerphone or listen only Speaker feature. When you are not on a call, the Volume control button is used to increase or decrease the ringer volume or tones.

Answering and Placing a Call

To answer a call

- 1 Lift the handset.
 - The green light (below the red light) goes on steadily at the selected call appearance button.
- NOTE:** If you are not connected immediately, press the call appearance button next to the flashing green light.

To place a call

- 1 Lift the handset.
 - The green light (below the red light) goes on steadily at the selected call appearance button.
- 2 Listen for the dial tone and dial the number you want to call.

To end (or drop) a call

- 1 Hang up the handset or press the [Drop] button

NOTE: If you use the [Drop] button, you will hear a dial tone and your voice terminal is ready for another call.

How to Use the Softkeys

The softkeys on the 8510T voice terminal are the buttons labeled with arrows, located below the display.

The Features Accessed with the Display and Softkeys

In order to access the features or names on the second line of the display screen, you must press the softkey below the appropriate feature or person's name. The **Main Menu**, shown below, allows you to view and modify 3 different types of menu choices:



- **Directory** - create and edit a personal directory of up to 30 extensions or outside numbers.
- **Call Log** - initially set to list the 10 most recent incoming unanswered calls only. An option is provided so you may also choose to access the 10 most recent answered calls, the 10 most recent calls placed from your voice terminal, or choose not to log any calls.
- **Options** - use to access such features as setting the clock and speakerphone, locking the Directory, Call Log, and all softkeys, selecting the display contrast, personalized ringing pattern, and the rate at which display messages are shown, and turning on or off confirmation and error tones.

Using the Display Control and Exit Buttons

There are 4 Display Control buttons located below the softkeys: [Menu], [Dir], [<Prev], and [Next>]. Lower down on the voice terminal is an [Exit] button.

These five buttons can be used in the following ways:

Menu - Enter Softkey mode or return to the Main Menu screen.

Dir - Enter your Directory in order to quickly place a call.

Prev - If there is a "<" at the top left of the screen, you can press [**<Prev**] to move back a screen on that level.

Next - If there is a ">" at the top right of the screen, you can press [**Next>**] to see the next set of menu selections.

EXIT - Press [**Exit**] to exit display features, abandon any softkey function in progress, and return to normal call-handling mode.

Getting Started

Use the following procedures to set the clock, set the speakerphone, add, view, and use the Directory, view your Call Log, and lock the Directory, Call Log, or all softkey functions.

Setting the Clock

Procedure	The Resulting Display
1 When you see this screen: <div><div>PRESS Menu THEN Option TO SET THE CLOCK</div> press [Menu].</div>	<div>MENU > Directory CallLog Option</div>
2 Press the softkey below Option .	<div>OPTIONS > Spkr Clock Lock Done</div>

3 Press the softkey below **Clock**.

Sep 24, 1992 10:00 AM
- + Quit

4 Press -, +, or a dial pad key to set the clock.

5 Press [**Next>**] to go to the next field, such as "Sept." to "24."

6 Press the softkey below **Done** when the correct month, day, hour, and minute appears on the screen.

Setting the Speakerphone

1 When you see this screen:

READY TO SET THE SPKR
Begin Cancel

press the softkey below **Begin**.

- You hear a set of rising tones as the speakerphone adjusts itself to the surrounding acoustical environment.

Adding Entries to the Directory

Procedure	The Resulting Display
1 Press [Menu].	MENU > Directory CallLog Option
2 Press the softkey below Directory .	DIRECTORY Call View Add/Del Done
3 Press the softkey below Add/Del .	ADD/DEL DIRECTORY Add Delete Edit Done
4 Press the softkey below Add .	ENTER PHONE #:_ Pause Quit
5 Enter the telephone number (up to 24 digits). You can enter a pause between an access code and the telephone number. It appears as a comma on the screen.	
6 Press the softkey below Done when the number is correctly shown and complete.	ENTER 5-CHAR NAME:_ Quit
7 Use the dial pad to enter a name up to 5 characters. You may need to press the dial pad key more than once for the desired character. For example, press the [2] dial pad key twice to enter a "B" or three times to enter a "C."	
Press [Next>] to go to the next character.	
8 Press the softkey below Done when the name is correct and complete.	

Viewing Directory Entries

Procedure	The Resulting Display
1 Press [Menu].	MENU > Directory CallLog Option
2 Press the softkey below Directory .	DIRECTORY Call View Add/Del Done
3 Press the softkey below View .	< PRESS TO VIEW > HarvW Kathy Sandy Quit
4 Press [Next>] to page forward through the names in the Directory. Press [<Prev] to page backwards through the names in the Directory.	
5 Press the softkey below the name in the Directory you want to view.	

Using the Dir Button to Place a Call

Procedure	The Resulting Display
1 Press [Dir] to enter your Directory .	< CALL > HarvW Kathy Sandy Quit
2 When the Directory entry of the person whom you wish to call appears on the display screen, press the softkey below that name.	
NOTE: The voice terminal dials the call <i>immediately</i> .	

Retrieving Unanswered Incoming Calls from Call Log

Procedure

The Resulting Display

- 1 Press [**Menu**].

MENU >
Directory CallLog Option
- 2 Press the softkey below
CallLog.

UNANSWERED CALL LOG
New Old Done
- 3 Press the softkey below **New** or **Old** according to the type of unanswered incoming calls you wish to view.

555.1235 K. Smith >
Time Delete More
- 4 If you want to see the time at which the call rang at your voice terminal, press the softkey below **Time.**
- 5 If you want to remove this call from your Unanswered Call Log, press the softkey below **Delete.**
- 6 If you want to see information on the next or previous unanswered call in the Call Log, press the softkey below **More** or press [**Next>**] or [**<Prev**].
- 7 When you have finished viewing each of the unanswered calls in the Call Log, press the softkey below **More** until you reach the end of that list. Then press the softkey below **Done.**

Retrieving Incoming Answered and Outgoing Calls

NOTE: Use this procedure when the Call Log is set for "All Calls."

Procedure

The Resulting Display

- 1 Press [**Menu**].

MENU >
Directory CallLog Option
 - 2 Press the softkey below
Call Log.

(New) CALL LOG
Incoming Outgoing Done
 - 3 Do one of the following:
 - To view the Outgoing calls, press the softkey below
Outgoing.

9, 1-800-555-1236 >
Time Call Save More
 - To view Incoming Answered or Unanswered calls, press the softkey below **Incoming.**

(New) INCOMING
Unanswered Answered Done
- Press the softkey below the type of incoming call you want to view.
- 555-1235 K. Smith >
Time Delete More

For further details on using **Time** or **More** to view or delete calls, see Steps 4, 6, and 7 under "Retrieving Unanswered Incoming Calls from Call Log." If you want to remove this call from your Answered Call Log, press the softkey below **Delete.**

Locking the Directory, Call Log, or All Softkeys

Procedure

The Resulting Display

1 Press [**Menu**].

MENU >
Directory CallLog Option

2 Press the softkey below **Option**.

OPTIONS >
Spkr Clock Lock Done

3 Press the softkey below **Lock**.

LOCK
Select-Item Done

4 Press the softkey below **Select-Item**.

SELECT ITEM TO LOCK >
CallLog Directory Done

NOTE: If you want to lock the softkeys, press [**Next>**] to see the next "Select-Item" screen.

< SELECT ITEM TO LOCK
Softkeys Done

5 Press the softkey below **Directory**, **CallLog**, or **Softkeys** according to which one you want to lock.

LOCK DIRECTORY?
Yes No Explain

6 Press the softkey below **Yes**.

ENTER 3-Digit PSWD:_ Done

or

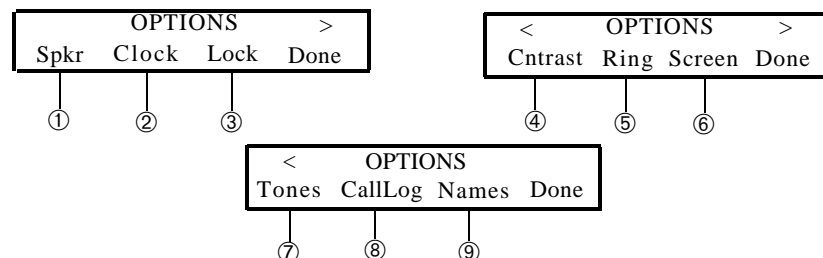
CREATE 3-Digit PSWD:_ Done

7 Enter or create your 3-digit password.

Using the Options

Using the Option Screens

Use the following softkey screens and softkeys to access these features:



- 1 Set or reset the speakerphone.
- 2 Set the clock.
- 3 Lock the Directory, Call Log, and all softkeys.
NOTE: In order to lock these functions, you must create and enter a 3-digit password.
- 4 Select contrast for display screen.
- 5 Select a personalized ringing pattern from 1 through 8.
- 6 Set the rate at which you view the screens.
- 7 Activate or deactivate confirmation and error tones.
- 8 Set the Call Log option *either* to Off, or to Incoming Unanswered Calls logged only, or to log All Calls.
- 9 Set the number of names (3 names + **QUIT** or 4 names) on a Directory page.

A Flowchart of the Softkeys

Use the softkey feature flowchart below when you wish to review a feature's relation to the Main Menu or one of its main features.

