

How To Use Your EXECUTIVE MODEL SPEAKERPHONE

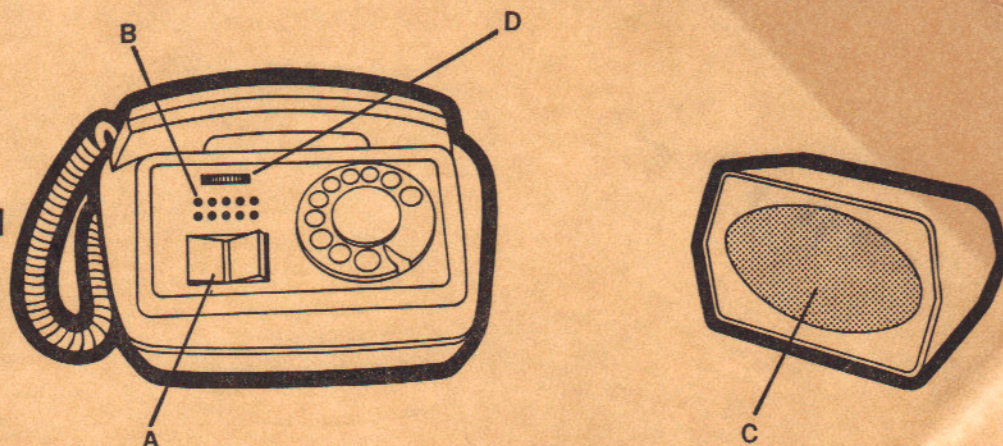


FIGURE 1

To make a call:

1. Press the ON side of the switch button (index A, figure 1).
2. When dial tone is heard, line is ready to use. At the same time, a light in the switch button will start flashing.
3. Dial your call.
4. When the called party answers, speak into the microphone (index B, figure 1). Do NOT speak into the loudspeaker (index C, figure 1).
5. As you listen to the called party, adjust the volume of his voice as necessary by turning the speaker volume control wheel (index D, figure 1).

To answer a call:

Press the ON side of the switch button (index A, figure 1). A light in the switch button will start flashing.

To hang up:

Press the OFF side of the switch button (index A, figure 1). The light in the switch button will stop flashing.

To use as a regular telephone:

Lift handset and talk in the usual manner. The switch button (index A, figure 1) should remain in the OFF position.

To switch from speakerphone to handset operation:

1. Lift handset.
2. Push the OFF side of the switch button (index A, figure 1). Light in the switch button will stop flashing.
3. Continue conversation using handset.

To switch from handset to speakerphone operation:

1. Push the ON side of the switch button (index A, figure 1).
2. Replace handset in the cradle of the main unit.
3. Continue conversation by speaking into microphone (index B, figure 1).

To recall (flash) the operator:

When using the speakerphone operation, alternately press the OFF and ON sides of the switch button.

To talk privately with the operator, transfer to handset operation and push one of the hookswitch bars in the usual manner.

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Tips On How To Get The Best Results From Your EXECUTIVE MODEL SPEAKERPHONE

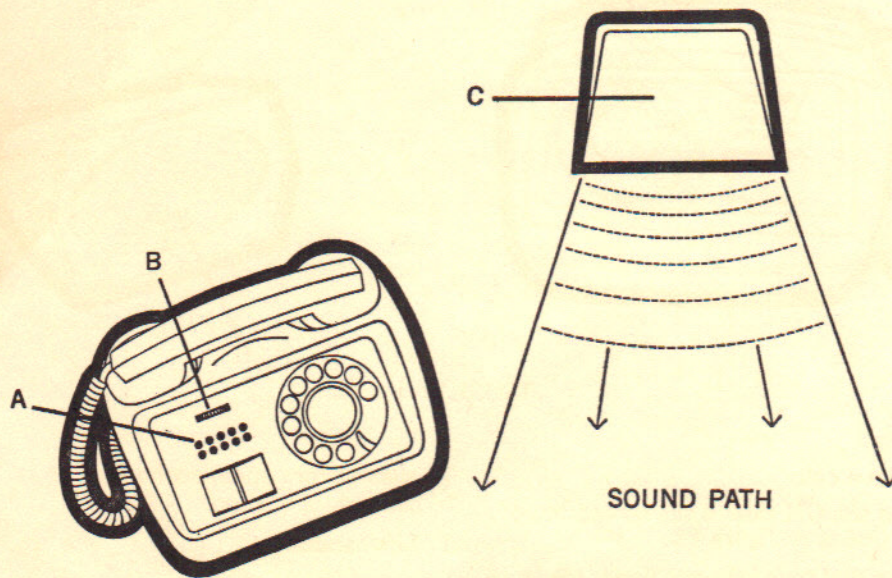


FIGURE 2

1. Stay as close to the microphone (index A, figure 2) as you comfortably can while talking. This permits you to speak with the least effort, sound the most natural and be heard easily.
2. Under adverse conditions, such as a noisy room or a poor connection, speak within two feet of the microphone.
3. Adjust the loudspeaker volume control wheel (index B, figure 2) to the lowest point where you can hear comfortably. This prevents disturbance to others and minimizes echoes from walls and ceiling that the distant party may be able to hear.
4. Keep the loudspeaker (index C, figure 2) about three feet or more away from the microphone. Never point it directly at the microphone. To minimize feedback, keep the main unit out of the sound path of the loudspeaker. Figure 2 shows a suggested arrangement.
5. When several people are taking part in a conversation (conference call), have the microphone placed within easy talking distance of anyone who may want to join in.
6. To avoid embarrassment for others, always tell the person at the other end of the line, that you are using a Speakerphone. Likewise, when holding a conference call, it is a matter of courtesy for you to identify those in attendance at the beginning of the conversation.