Speakerbus

Quick Start Guide
SE 708

Revision R4

Published Date: September 2021
Guide Reference: QS708/R4

speakerbus.com

GENERAL

STATUS ICONS

If different to the above, contact your System Administrator.

LOGGING ON

1. Ensure the Logon screen is displayed.
2. Type the user name and password in Logon ID and Password text boxes respectively and press **OK**.

LOGGING OFF

1. Press **OK** to display the Main menu.
2. Press the ► (navigation key) twice to display **Call Settings.**
3. Highlight User Settings and press **OK**.
4. Ensure Logout is highlighted and press **OK**.
5. Press **OK** again on the Confirm screen.

MISSED CALLS

1. Press **OK** to display the Main menu.
2. Highlight **Call Register** and press **OK**.
3. Highlight **Missed Calls** and press **OK**.

RECEIVED CALLS

1. Press **OK** to display the Main menu.
2. Highlight **Call Register** and press **OK**.
3. Highlight **Received Calls** and press **OK**.

HOME SCREEN

Press **Home** to display the home screen.

VOICE SERVICES

Voice services include broadcasts (also known as hoots) and private lines. Private lines include manual ringdowns (MRD and automatic ringdowns (ARD).

ASSIGNING A VOICE SERVICES TO SPEAKER CHANNELS

1. Press **OK** to display Main menu.
2. **Press 1** (Directories) to display the Directories menu.
3. **Press 5** (Voice Services) to display the Voice Services menu.
4. Select the required voice service and press **OK**.
5. This displays the speaker channels page.
6. Select one of the eight speaker channel keys.
7. You may need to adjust the Master and appropriate Channel volume control for the voice service.

TALKING BACK TO VOICE SERVICES

Please ensure you have the appropriate permissions to talk back to a voice service.

To talk back to a voice service:

1. Press and hold down the speaker channel line key and talk.

   The speaker channel line key LED and Open Microphone LED is lit solid green when the key is pressed and held down.

   For Hoot/MRD voice services the speaker channel line key icon changes from to when pressed and held down indicating that the voice path is open.

   For ARD voice services the speaker channel line key icon changes from to when pressed and held down indicating that the voice path is open.

MAKING ARD CALLS

1. Ensure the speaker page is displayed.
2. Press the appropriate speaker channel key.
3. Talk when call is answered.

LISTENING TO MRD VOICE SERVICES

To listen to an MRD voice service:

1. Ensure the Speaker page is displayed and locate the speaker channel with the required MRD voice service.
2. Ensure the master and/or speaker channel volume are at the appropriate audio level.

SIGNAL AN MRD VOICE SERVICE

1. Press **speaker**.

   The label Select Channel is displayed on the screen for approximately three seconds.
2. Press the appropriate speaker channel key.

   The selected speaker channel's state changes from speaker to handset mode. This is indicated by its icon changing from to .

   Press the speaker channel's associated soft key to remove handset mute.
3. Press the * (star) key to ring the MRD channel at the far end.

REMOVING VOICE SERVICES FROM SPEAKER CHANNELS

1. Press **OK** to display Main menu.
2. Using the Navigation Pad press ►to display the Program menu.
3. Press 3 (Speaker Keys) to display the Program Speaker Keys menu.
4. Press 2 (Delete) to display the speaker channel page.
5. Select the required speaker channel line key.

TELEPHONY

MAKING iCS TELEPHONE CALLS

1. Ensure the speaker page (not the intercom screen) is displayed. This pages contains eight speaker channels.
2. Type the appropriate dial number and wait for the call to be answered.

FRONT VIEW DESCRIPTION

ANSWERING iCS TELEPHONE CALLS

The SE 708 announces an incoming iCS call with a ringtone. Press **OK** when incoming call is received.

HANGING UP

Press **clear**.

PLACE CALL ON HOLD

Press **hold**. Repeat to remove hold.

REDIAL LAST NUMBER

Press **redial**.

MOVING A CALL FROM HANDSET TO MIC

Press Speaker. Repeat to return back to mic/open mic.

INTERCOM

MAKING INTERCOM CALLS

- Key Pad - Ensure the intercom screen is displayed (if its not displayed, press i to display it) and dial number on key pad. OR
- Directories - Press OK • Press 1 (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 OK • Press 2 (Call Register) • Press 1, 2, 3 or 4 for the appropriate call register • Using ▲ and ▼ highlight the appropriate name and number and press OK. OR
- Speed Dials - Ensure the required speed dial page is displayed (if the speaker page is not displayed press ▼ to display the first speed dial page) • Press the appropriate speed dial key.

RECEIVING INTERCOM CALLS

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

ENDING INTERCOM CALLS

Press **clear**.

LAST CONNECTION RE-DIAL

1. Ensure the intercom screen is displayed (if its not displayed, press ***i*** to display it).
2. Press redial.

MUTE MICROPHONE DURING CALL

Press and hold down speaker until the Gooseneck/Internal Microphone Call LED Indicator changes from solid green to solid red.

Press and hold down speaker again to remove mute.

ACTIVATE INTERCOM PRIVACY

1. Ensure the intercom screen is displayed (if its not displayed, press ***i*** to display it)
2. Press **privacy**.

   The privacy icon is displayed at the top of the screen. Repeat above steps to turn off privacy.

INTERCOM (CONTINUED)

ACCEPT CALLS IN PRIVACY MODE

1. Press **Speaker** to accept the incoming call or clear to reject the call.

CALLING AN INTERCOM THAT HAS PRIVACY TURNED ON

When calling an intercom that has privacy turned on:

1. Wait for the called party to answer the call.
2. Press **clear** if the called party does not answer.

ADDING INTERCOM SPEED DIALS

Speed dial entries are added from the following Directories: Global, Personal, Group and Location.

1. Press **OK** to display the Main menu.
2. Using the Navigation Pad press ► to display the Program menu.
3. **Press 1** (Speed Dials) to display the Program Speed Dials menu.
4. **Press 1** (Add) to display the Directories menu.
5. Using ▲ and ▼ highlight and select (using OK) the appropriate directory followed by selecting the required name/group. If you selected the Location option you will need to select a place followed by selecting the appropriate name and then press **OK**.

   This displays the Select Destination page. There are four speed dial pages. Each page can accommodate a maximum of eight speed dials.
6. Select the required speed dial page (use ▲ and ▼ if required) followed by selecting the required speed dial key.

DELETING INTERCOM SPEED DIALS

1. Press **OK** to display the Main menu.
2. Press ► (navigation key) once to display the Program menu.
3. Ensure Speed Dials is highlight and press **OK**.

   This displays Program Speed Dials.
4. Using the ▲ and ▼ (navigation keys) highlight Delete and press **OK**. This displays the Directories.

   This displays page one of the four speed dial pages.
5. Ensure the required speed dial page is displayed (use the ▲ and ▼ navigation keys to change the page).
6. Press the speed dial key that needs to be deleted.

© Speakerbus Technology Limited 2021