Belgacom DDS 100 / DDS 200
Belgacom Forum™ 700

User **manual**

belgacom

Thank you for choosing the **DDS 100** or **200**: this is a reliable telephone designed to make life easier.

To find out the essential functions of the **DDS 100** or **200**, we suggest that you read carefully the first chapters of this guide.

The availability of certain functions described in this guide may depend on the version or configuration of your system.
If in doubt, consult the person responsible for your system.

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Coverage area

The DECT functions provided by your Belgacom system allow user mobility management via DECT cordless telephones.
Radio coverage of the Belgacom system is ensured by a network of radio terminals. The coverage area of a radio terminal is called a cell.

- **Mobility:**
A user can make or receive calls in any cell.

- **Radio transfer:**
This function enables the user to move during a conversation and go from one cell to another. The transfer takes place automatically and has no effect on the conversation. In some cases, slight crackling may be audible at the moment of transition.

Use of approved DECT equipment

This DECT telephone is designed to be used with a private automatic branch exchange (PABX) without an Belgacom wire.
The CE symbol means that this product is compliant with current Community directives, more especially the following directives:

- 89/336/CEE   Electromagnetic Compatibility
- 73/23/CEE   (low voltage)
- 1999/5/CE   (R&TTE)

Pursuant to directive 1999/5/CE (R&TTE) published in the Official Journal of the European Community of April 7, 1999, these items of equipment use the DECT harmonized frequency spectrum and can be used in all the countries of the European Community, in Switzerland and Norway.

> *No guarantee is given concerning possible interference affecting DECT equipment, due to other authorised utilisation of the radio frequencies concerned.*

Operating conditions

The following conditions must be respected, notably concerning the use of radioelectric frequencies:

• DECT equipment can only be used to establish links between fixed points if these links are temporary and the equivalent isotropically radiated power at the antenna is less than 250 mW.

• This telephone is specially designed for use with an Belgacom system such as is described in the manual.

• As this telephone complies with the GAP standard, it can be used in simplified mode on another DECT/GAP system (other PABX or private residential base station). Utilization in GAP mode involves a particular mode of operation that can lead to functional limitations for which no claims will be considered under the terms of the guarantee.

• Do not expose your telephone to severe conditions (rain, sea air, dust, etc.).

• Correct operation of your telephone is not guaranteed at temperatures outside the range -10°C to +45°C.Between -5°C and -10°C the display may not be readable. This is a temporary phenomenon and does not affect the performance of your telephone in any way.

• You must not switch on or use your telephone near gas or inflammable liquids.

Headset socket

- Erase a character
- Return to previous menu
- Delete an entire field (long press)

- **Hang up**
- Return to first screen
- Switch off ringer
- Lock/unlock keypad (long press)

- **Activate/disable the vibrator (1)**
  (long press)

- Company directory
- Customizing your telephone
  (long press) (2)

Microphone

(1) Depending on model

(2) Special case: from the personal directory, the long press
enables a directory card to be created or modified

Light
- Exit from radio field
  (rapid flashing)

Adjust audio volume

Access MENU
- Navigate
- Apply

Lift the receiver
- Redial (long press)
- Broker call
  (during enquiry call)

Activate/deactivate loudspeaker
- Activate mute on hands free charger

Switch on / off (long press)
- Rapid access to ringer adjustment

Features 1 line of status icons and 3 lines of 16 alphanumeric characters. The DDS 200 also has a back-lit display and keypad.

1.1 Status icons

The status icons are displayed on the welcome screen and indicate the status of the telephone.

▬	**Battery charge level**
✉	**Initializing the voice mailbox / Consulting information**
🕐	**Programmed call-back time**
🔻	**Call diversion activated**
〔〕	**Vibrator active** (DDS 200)
🔔	**Ringer active**
🔕	**Ringer disabled**
📶	**Radio reception quality**

You can obtain details on the status icons from the tooltips that appear on the welcome screen when you use the navigator:

Display and corresponding icons

1.2 MENU icons

The MENU is accessible from the welcome screen by pressing the **OK** key.

(**OK**: ⊙)

It provides access to all the functions available on your system.

Directories:
manage your personal directory and access the company directory.

Redial:
call back the last number dialled.

Divert:
divert your calls to another number.

Mailbox:
consult and send voice and text messages.

Call pick-up:
answer a call intended for another telephone.

Appointment:
program a call-back time.

System lock:
prohibit outgoing calls and modification of the programming.

Customizing the telephone:
program your voice mailbox, select the ringer tune, language, etc.

Adjustment:
adjust contrast, activate or deactivate the beeps, lighting, etc.

System selection

Installation

1.3 Call icons

    Making a call

    Answering a call*

    In conversation*

    Call on hold*

    Accessing the directories

    Transferring a call

    Switching to DTMF signals

    Setting up a conference

    Putting on common hold

    Parking an external communication

* In the event of a multiple call, the icons are given indices to represent the different correspondents

Display and corresponding icons

1.4 **How to read this guide**

(ok) Press briefly on the navigation key to access the MENU and to confirm.

Move the navigation key up or down.

Move the navigation key to the left or right.

Use the keypad to enter digits and letters.

Description of an action or context.

Important information

These symbols can be supplemented by small icons or texts. All default or customized function codes are given in the table of codes in the appended sheet. The features described in this manual and indicated with an asterisk (*) can only be accessed with some software versions.

2.1 **Installing the battery in the telephone**

• **Installing the battery in the telephone**

Position the battery in
the slide following the
mark on the label

Slide it until it clicks
into place

• **To remove it**

Slide the battery
towards the bottom
of the telephone

Remove it from the
slide

The **DDS 100** functions exclusively with the Ni-Mh battery, and the **DDS 200**
with the Li-Ion battery.

2.2　　**Charging your telephone battery**

Connect the charger and place the telephone in the charging holder
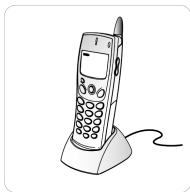
Battery being charged*

Recharge your telephone battery regularly. The telephone can be on or off when recharging the battery. If the telephone is to remain unused or out of its charger for several weeks, remove the battery and store it separately.

* battery charged in 3 hours or 5 hours, depending on the model.

Switching on your telephone

Switch on
(long press)

Wait a few seconds
(about 3s).

Your telephone is
switched on

If the display fails to light up or the battery icon is flashing, recharge the battery.

If the radio reception icon doesn't appear on the telephone display :

- Check that you're in an area covered (if you're not, move close to a radio terminal).

- Check that the telephone is properly installed in the system (consult the PABX manager).

> *If the display indicates: 'System 1 — Auto install ?', see paragraph 'Registering the telephone' or contact your installation technician.*

Switching off your telephone:
 Press the **switch on/off** key (long press).

(**switch on/off** :)

2.4 Accessing the MENU and navigating

The MENU is accessible from the welcome screen by pressing the **OK** key.

(**OK**: 🆗)

Apply

Accessing the functions:
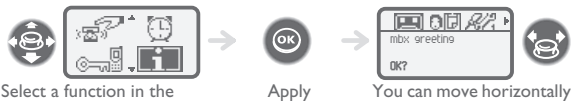
Select a function in the MENU

Apply

You can move horizontally along the various icons within the function

3.1 Making a call

Dial → Send the call → Speak → Hang up

John
in conversation
Transfer

≡ *To make an external call, dial the outside line access code before dialling your correspondent's number.*

3.2 Calling from your personal directory (Individual number)

OK → Select the **'Directories'** function → Apply (OK) → Confirm access to **'Pers Sp Dial'** (OK)

Pers Sp Dial
Directory

1-JOHN
2-PAUL
3-

Select the name of the person you wish to call → Send the call
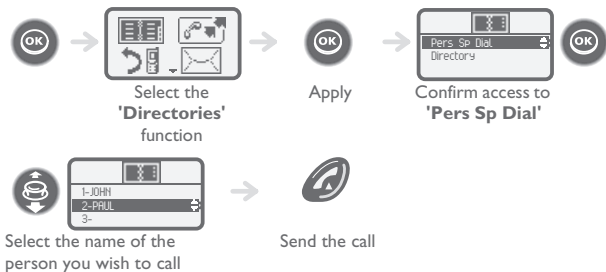
≡ *The call can be sent directly from the list of names by dialling the number of the card.*

| 3.3 | **Calling your correspondent by name (company directory)** |

Select the **'Directories'** function → Apply → Select **'Directory'**

Apply → Enter the first letter of your correspondent's surname* → Select the desired name → Send the call
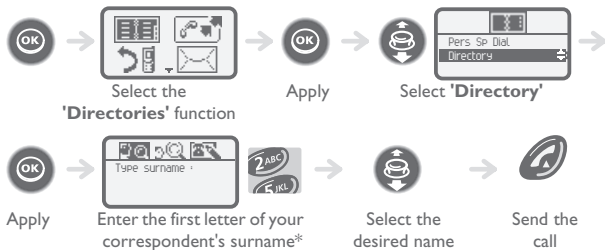
* If several names come up, you can refine the search by entering the successive letters (second, third, etc.) of the name you are looking for.
Press **1** when you do not know one of the letters of the name.

For fast access to this function from the home screen page,

press the directory key. (directory: 📖 *)*

3.4 Receiving a call

Sophie is calling → Lift the receiver → Sophie in conversation **Transfer** → Hang up

You are receiving a call

Lift the receiver

Speak

Hang up

The ringer does not ring if:
. the vibrator is active, the vibrator active icon is displayed on the screen saver.
. the ringer is disabled, the ringer disabled icon is displayed on the screen saver.

Disabling the ringer:
Press the hang up key when your telephone rings: it is still possible to answer by pressing the unhook key.

(**Hang up** : , **Lift the receiver** :)

3.5 Redialling*

→ Select the **'Redial'** function → Apply →

1-JOHN
2-PAUL
3-0123456789

Select the No. in the last ten issued

Send the call
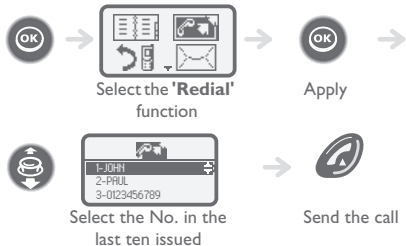
3.6 | **Requesting automatic callback if internal number is busy**

The telephone of the internal correspondent you are trying to contact is busy, and you want the person to call you back as soon as they are free.

Confirm the function

To cancel the automatic callback request, enter the 'Cancel automatic callback' function code.

During a call

During a call and without losing the connection, there are several ways to access the options offered by your system, using:
- the list of icons at the top of the screen
- the list of items at the bottom of the screen

① Sophie
  in conversation
  Transfer
  2nd Call
  Send MF Code
  Conference
  Manual Hold
  Parking
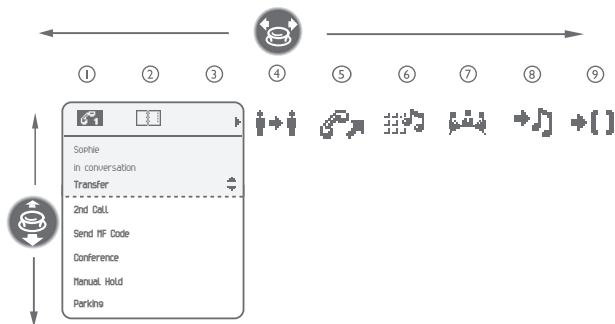
- ① Call in progress
- ② Slot for second call
  (reception of a call: ou call waiting:)
- ③ Directory
- ④ Transfer
- ⑤ Put through a second call
- ⑥ Voice frequency
- ⑦ Call transfer
- ⑧ Common standby
- ⑨ Camp-on (external call)

Using your telephone

• **Example: sending DTMF signals**

During a call, you sometimes have to send DTMF signals, for example, for a voice message service, an automatic switchboard or when remotely consulting an answering machine:

0123456789 in conversation **Transfer**		0123456789 in conversation **Send MF Code?**
In conversation	Select the **'Send MF Code'** icon	

OK Apply	0123456789 in conversation **Send MF Code?**
	All digits dialled are then sent in DTMF
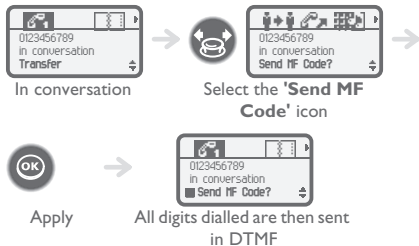
To deactivate the function, from the **Send MF code** screen, re-enable.

4.1 **Make a second call**

| Paul |
| in conversation |
| **Transfer** |

→ Dial the number

| Number? |
| 102 |

→ Send the call →

| John |
| in conversation |
| **Transfer** |
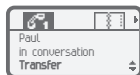
The first call is on hold

→ Hang up the ongoing call

You can also call a second correspondent by selecting the icon or 2nd call text, or else by using your personal directory or the company directory.

4.2 Receiving a second call

You are in conversation and a correspondent is trying to contact you:

Paul is calling	→	John in conversation **Transfer**	→

The caller's name is displayed for 3 seconds, and a beep is sent

Lift the receiver

Paul in conversation **Transfer**	→

The first call is on hold

Hang up the ongoing call

Over 3 seconds, move with the navigate-left-right key to the receiving a second call icon, to see the identity of the second caller (and off-hook if necessary)

(navigate-left-right: , Receive second call: , Lift the receiver:)

4.3 Switching between two calls (Broker call)

During a call, to recover the correspondent on hold:

Paul in conversation **Transfer**	→		John in conversation **Transfer**

Recover the
correspondent on hold

You can establish the identity of the waiting call without taking it by using the navigate-left-right key. (navigate-left-right:)

Paul in conversation **Transfer**	→		John on hold **Retrieve?**

Recover the correspondent on
hold

OK		John in conversation **Transfer**

Recover the
correspondent on hold

4.4 Transferring a call

To transfer your correspondent to another person:

0123456789	
in conversation	
Transfer	

2ABC 5JKL → Number? 102 →

Dial the destination number

Paul	
in conversation	
Transfer	

→ (OK)

You are in
conversation with
the destination
number

Confirm the
'Transfer'
option

After dialling the destination number, you can transfer the call directly without waiting for your correspondent's reply by validating the 'Transfer' option.You can initiate the transfer by using the icon or the 'Transfer' text.The transfer between two external correspondents and the transfer by pressing the hang-up key depend on the system configuration.

Three-way conference with internal and/or external correspondents (conference)

Select
'Conference'

Apply

You are in
conference mode
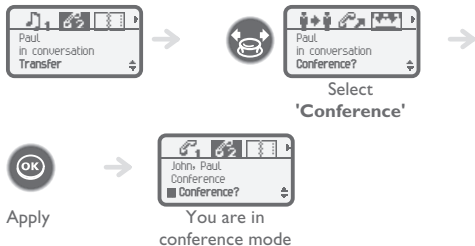
To cancel the conference, press the **OK** key. This will put you back to the other

party. (**OK**:)

4.6 **Placing an outside call on hold (parking)**

You can park an outside correspondent in order to take the call on another set.

0612457845
in conversation
Transfer

You are holding an
external
conversation

→

Select the **'Parking'** icon

0612457845
in conversation
Park call?

→

(ok) Apply

Your correspondent is parked and hears the hold melody.

To recover your parked call:

(ok) → (⟳) → Select the function **'Call pick-up'** → (ok) →

Select the icon
'Reconnection (call park)'

Parking
OK?

→ (ok) →
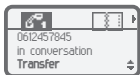
Dial the number of the set that
originated parking

0612457845
in conversation
Transfer

You are in
conversation

> *If the parked call is not recovered within a preset time (by default 1 minute 30), it is directed to the operator.*

4.7 Store a number*

To store the displayed number in the personal directory while a communication is in progress:
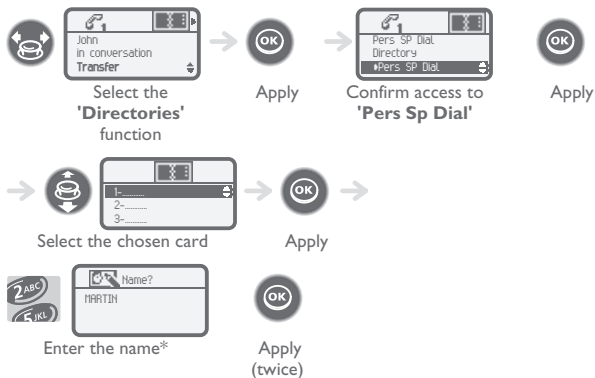
Select the **'Directories'** function

Apply

Confirm access to **'Pers Sp Dial'**

Apply

Select the chosen card

Apply

Enter the name*

Apply (twice)

*To key in the name: the keys in the keypad include letters that you can display by pressing them successively.
Example: press **'8'** twice to display the letter **'U'**.

5.1   **Answering a general bell**

When the operator is absent, incoming external calls are diverted to a general bell.
You can answer these calls:

(OK) → (⬍) → [icons display] → (OK) →

Select the **'Pick-up'**
function

Apply

(✦) → [display: Ans Gen Bell / OK?] → (OK)

Select the **'Answer
general bell'** function

Confirm to take the
call
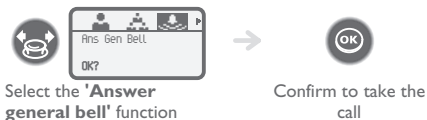
5.2 Call pick-up

You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.

Select the **'Pick-up'** function   Apply

Confirm access to **'Terminal call pick-up'**   Enter number of ringing telephone   Apply
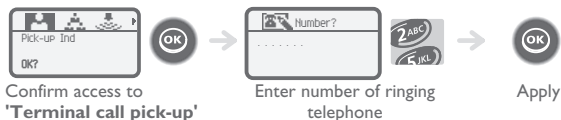
If the telephone ringing is in your own pick-up group:

Select the **'Pick-up'** function   Apply

Select the **'Group call pick-up'** icon   Apply

> *The system can be configured to prevent call pick-up on certain telephones.*

5.3   **Password**

Hunting group call:

Some extensions can be associated to form a group. You can contact any one of them by dialling the group number.

> *Belonging to a group does not affect the management of direct calls. A specific telephone within a group can always be called by using its own number.*

Temporary exit from your hunting group:

2ABC 5JKL →	2ABC 5JKL →	📞 →	**Display of exit acceptance**
Code of the **'Group exit'** function	your group number	Lift the receiver	

Return into your group:

2ABC 5JKL →	2ABC 5JKL →	📞 →	**Display of exit cancellation**
Code of the **'Return to group'** function	Group No.	Lift the receiver	

5.4 Diverting hunting group calls

You can divert your own group calls:

| Code of the **'Group call diversion'** function | No. of diversion telephone | Lift the receiver | **Diversion acknowledgement is displayed** |
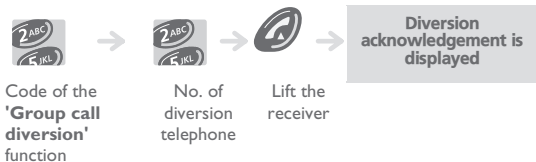
To cancel this function, refer to chapter 6 **'Cancelling all diversions'**.

5.5 Sending a written message to an internal correspondent

Select the **'Mail'** function   Apply

Select the **'Text mails'** icon   Apply   Dial the destination number

Apply   Select the message to be sent   Apply
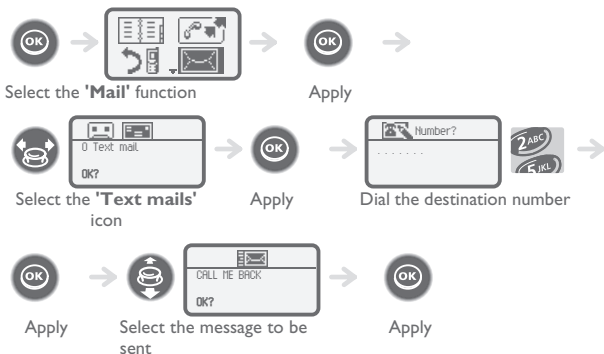
The following 27 predefined messages exist:

1 Call me back	15 MEETING ON xx.xx.xx (*)
2 Call me back tomorrow	16 MEETING ON xx.xx.xx AT xx: xx (*)
3 CALL ME BACK AT xx: xx (*)	17 Out for a while
4 CALL BACK xx.xx.xx (*)	18 Absent for the rest of the day
5 Call the attendant	19 ABSENT, BACK AT xx: xx (*)
6 Call the secretary	20 ABSENT, BACK ON xx.xx.xx AT xx: xx (*)
7 I will call back at _:_ (*)	21 ON VACATION, BACK ON xx.xx.xx (*)
8 Use paging	22 External meeting
9 Please fetch your fax	23 EXTERN MEETING, BACK ON xx.xx.xx (*)
10 Please fetch your mail	24 I am in room nr __ (*)
11 Please cancel your forwarding	25 In a meeting - do not disturb
12 Visitors are waiting	26 At lunch
13 You are expected at reception	27 Indisposed
14 MEETING AT xx: xx (*)	(*) *Messages to be completed using numeric keypad*

If selected message has to be completed:

Confirm access to the message to be completed

Complete the message

Apply

> *When editing a message to be completed you can use the delete key to delete any characters key ined. (delete:* C *)*

5.6 Send a voice message copy

OK → [icons] **OK** → 1 voice mail. **OK?** **OK** →

Confirm access to the **'Mail'** function

Confirm access to the voice mailbox

[keypad] → **OK** → [scroll] Read a msg New 1 Old 4 **OK?** →

Personal code   Apply   Select the message to copy

[scroll] 01/05 107 10 May 9:15 **Send copy?** → **OK** →

Apply

Number? .... → [keypad] → **OK** → 01/05 150 **Confirm?** →

Number or name of the recipient or list   Apply

OK → Send copy **OK?** → **OK**

Apply   *   Apply

* To record a comment

Send copy OK?		Rec comment OK?	OK → Apply

Record OK? Start recording	OK Apply	Recording .. Stop? Recording in progress	OK Apply

Please confirm OK?	OK Apply

While recording a comment you can select other functions using the navigate-up-down key

(navigate-up-down:)

5.7 **Sending a recorded message to a number / a distribution list**

Confirm access to the **'Mail'** function

Confirm access to the voice mail

Apply

Send a msg
OK?

Apply

Number?
· · · · · · ·

No. or name of the recipient or the list (000 - 050) *

Apply

01/05
150
Confirm?

Select the message to be sent
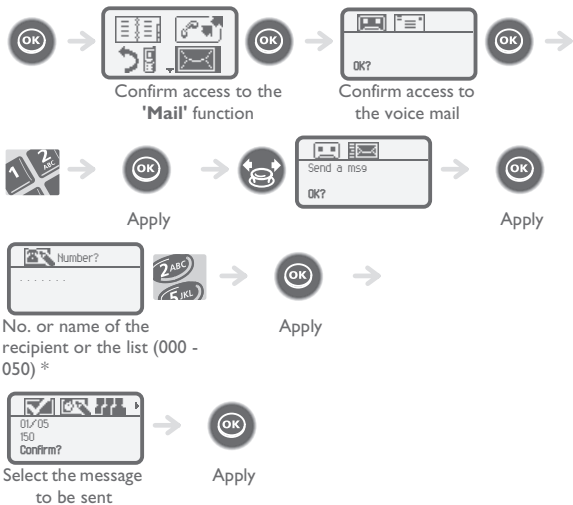
Apply

* Distribution lists:
- 000: the message is sent to all voice mailboxes
- 001 to 050: the message is sent to a group of voice mailboxes

• **To record the message**

Record		Recording ...	
OK?		Stop?	
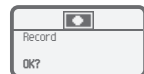
Start the recording Apply Recording in progress Apply
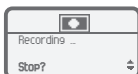
Please confirm	
OK?	

send message Apply

> *While the message is being recorded, you can select other functions with the navigate-up-down key.*
>
> *(navigate-up-down:* 🖢 *)*

6.1 Selecting calls to be diverted

This function enables you to select the calls to be diverted. These can be: external calls, internal calls (local) or all calls.

Select the **'Diversion'** function

Apply

Select the **'List of calls'** icon

Select the type of call to divert

Confirm the selection

Return to idle
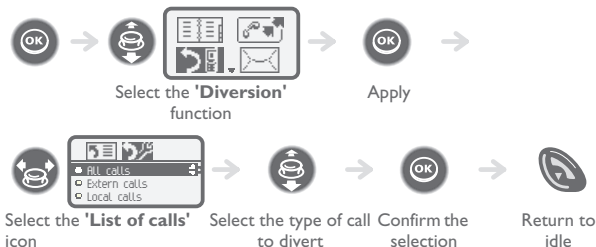
6.2 Diverting calls to your voice mailbox

Select the **'Diversion'** function

Apply

Div Imm VMU

OK?

Select the **'Diverting to your voice mailbox'** icon

Apply
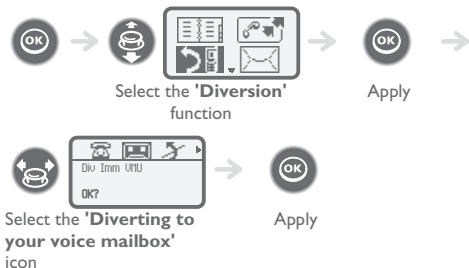
6.3 Consulting your voice mailbox

When you have received a message, the **Message** icon is displayed on the welcome screeen.

(**Message**: ✉)

Confirm access to the **'Mail'** function

Confirm access to the voice mailbox

Personal code   Apply

display number of new and old messages

Apply
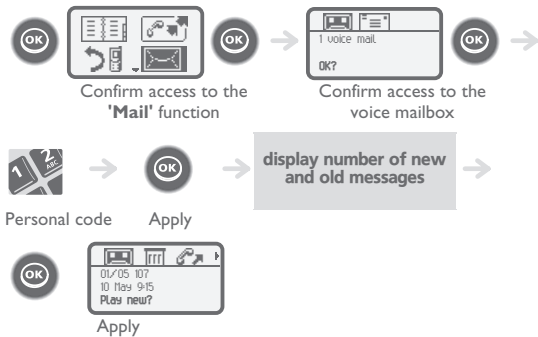
● **To access voice mail functions**

You can move horizontally along the various icons.

① ② ③ ④ ⑤ ⑥ ⑦

```
01/ 05  107
10 May 9:15
Play new?
```

① **Listen to the messages**
② **Erase the current message**
③ **Call back the person who left the message**
④ **Send a copy of a message**
⑤ **Pause while listening to the message**
⑥ **Go back 10 seconds**
⑦ **Go forward 10 seconds**

6.4 Activating/deactivating the personal assistant

As well as leaving a message in the voice mailbox, the personal assistant directs the caller to an extension number, an outside number, a DDS or the switchboard.

OK → (icon) Select the **'Customizing your telephone'** function → **OK** Apply →

(icon) perso assist / OK?
Select the **'Personal Assistant'** icon → **OK** Apply →

(icon) Forward ON / Forward OFF
Select active/inactive as you wish → **OK** Apply
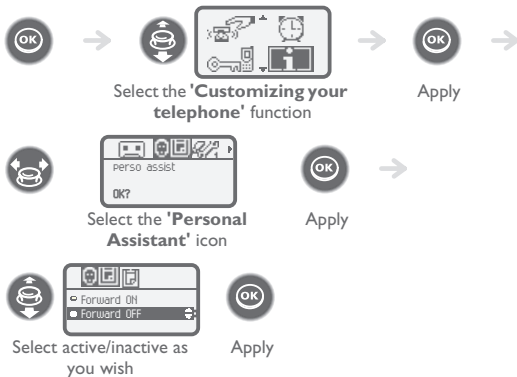
If the personal assistant and immediate forwarding are activated simultaneously the personal assistant functions are deactivated for as long as the forwarding function remains active.

6.5 **Personal assistant: reaching you with one number only**

(OK) → (⬆⬇) → [icons] → (OK) →

Select the **'Customizing your telephone'** function

Apply

(⬅➡) → perso assist
OK? → (OK) →

Select the **'Personal Assistant'** icon

Apply

(⬅➡) → Menu
OK? → (OK)

Select the **'Menu'** icon

Apply

• **To select the type of forwarding**

Internal Nb
Modify?

Enter the name of a colleague or
your assistant or any other name

Apply

OR

External Nb
Modify?

Key in an outside
number

Apply

OR

Mobile Nb
Modify?

Key in the number
of your DDS

Apply

OR

Choice ON
Choice OFF
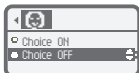
Activate/deactivate the
transfer to the switchboard

Apply

Number?
. . . .

Dial the number

Apply

Diverting calls to another number (immediate diversion)

The number can be your home, portable or car phone, voice message or an internal extension (operator, etc.).

Select the **'Diversion'** function

Apply

Confirm access to immediate diversion

Dial the destination number

Apply
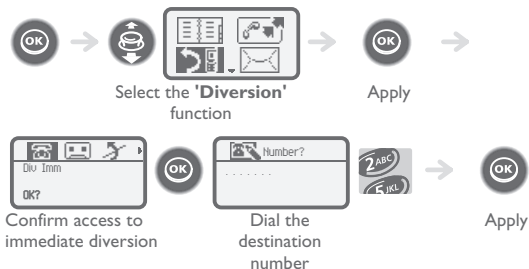
> *You can continue to make calls while your telephone is diverted.*
>
> *General remark concerning diversions: you can only activate a single diversion on your telephone. Programming a new diversion will cancel the previous one.*

6.7 **Different types of diversions Example of diversion on busy**

• Different types of diversions

You can initiate different types of forwarding from the **call forward** list. (**call**

forward list: 🔄)

- Div Busy — When you are in conversation, all your calls are diverted to the number you choose.

- Div DND — Your telephone is momentarily inaccessible to all incoming calls.

- Div Follow — Your calls follow you when you are at another set.

- Div to Pag — Your calls are diverted to your portable radio paging receiver.

• Example of diversion on busy

Select the **'Diversion'** function

Apply

Select the **'List of diversions'** icon

Confirm access to diversion on busy

Dial the destination number

Apply

6.8 Cancelling all diversions

Select the **'Diversion'**
function

Apply

Select the **'Diversion cancellation'** icon

Apply
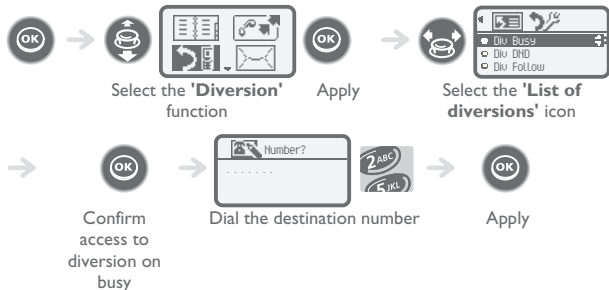
6.9   **Consulting messages left while you were away**

When you have received a message, the **Message** icon is displayed on the welcome screeen.

(**Message:** ✉)

Confirm access to the
'Mail' function

Select the **'Text mails'**
icon

Apply

Select the desired
message

Confirm to
read it
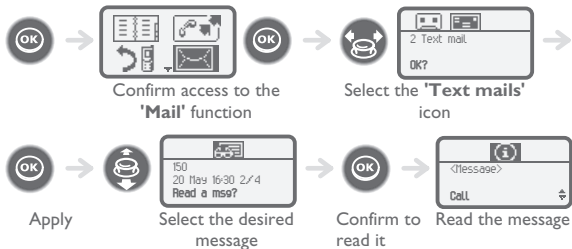
Read the message

While the message is being read you can select other functions with the navigate-up-down key.

(navigate-up-down: 🔘)

7.1   Initializing your voice mailbox

You can use the **Message** icon on the welcome screen to initialize your voice

mailbox. (**Message**: ✉)

    →   (ok)   →

Apply

Enter your password and record your name in accordance with the spoken instructions

Your personal code is used to access your voice mailbox and to lock your telephone.

Programming your telephone

7.2 Customising your voice greeting

You can replace the greeting message by a personal message.

(ok) → (navigate) → → (ok) →

Select the **'Customizing your telephone'** function

Apply

| □ ⊡ 卌 ⁄⁄ ▸ |
| mbx greeting |
| OK? |

Select the **'Voice-mail Acceptance'**

(ok)

Apply

| ▸ |
| Greeting▸ Dfault |
| Mode▸ Record |
| Custom? |

(ok) →

Confirm access to the voice mailbox

| ⬜ |
| Record |
| OK? |

Start recording

→ (ok) →

Apply

| ⬜ |
| Recording ... |
| Stop?   ⬍ |

Recording in progress

(ok) →

| ⬜ |
| Please confirm |
| OK? |

→ (ok)

Apply

Apply
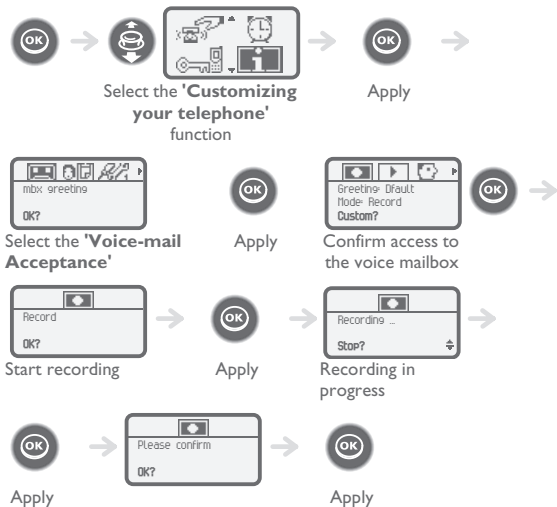
While recording the message you can select other functions with the navigate-up-down key.

(navigate-up-down: (navigate) *)*

• **To go back to the default message**

Select the **'Customizing your telephone'** function

Apply

mbx greeting
OK?

Select the **'Voice-mail Acceptance'**

Apply

Greeting: Custom
Mode: Record
Default?

Select the **'Default Message'** icon

Apply

Programming your telephone

7.3 **Modifying your personal code**

Your personal code is used to access your voice mailbox and to lock your telephone.

Select the **'Customizing your telephone'** function

Apply

user options

OK?

Confirm access to **'Options'**

Password

OK?

Select the **'Password'** icon

Old password?

....

Enter the old password

Apply

New password?

....

Enter the new password

Apply

Apply
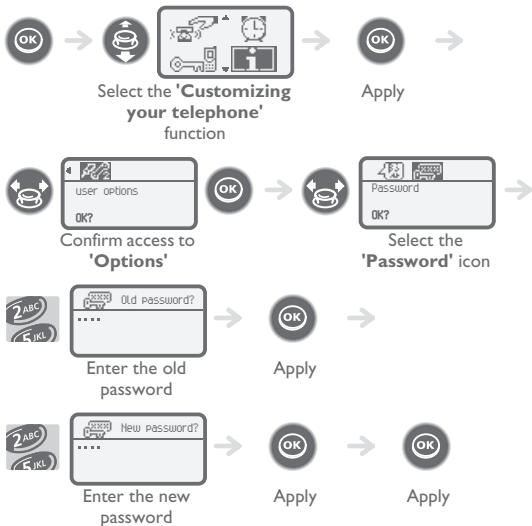
Until your voice mailbox is initialised, the password is 0000.
Each digit of the code is symbolized by an asterisk.

7.4 Adjusting the audio functions

You can choose the ring melody of your telephone (6 options) and adjust the audio volume (4 levels). A progressing ringing tone (meeting mode) can be used.

• **Choose the tune:**

OK → ⬍

Select the **'Customizing your telephone'** function

OK →

Select the **Setting** icon
phone set
OK?

OK → Apply

Select the **'Melody'** icon
Ring. Melody
OK?

OK → ⬍

Apply

Select the melody of your choice
● Melody 1
○ Melody 2
○ Melody 3

OK

Apply

Programming your telephone

• **Adjusting the ringer volume:**

Select the **'Customizing your telephone'** function

Apply

Select the **Setting** icon

Apply

Select the **'Volume'** icon

Apply

Select the volume of your choice

Apply

• **Activate the buzzer or the ringer (DDS 2000):**

Long press

Vibrator activated and ringer disabled

Long press

Vibrator disabled and ringer activated

This key can be used to switch rapidly from the ringer to the vibrator and vice-versa.

• **Rapid customizing of the ringer:**
Depending on your activity, the ringer settings can be modified via a quick press on the **switch on/off** key followed by the **OK** key.

(**switch on/off**: 🔘 , **OK**: 💿)

① ② ③ ④ ⑤

[0]))⊞)) ⌀ ›   👾   🔒
Switch off the
set?

① **Switch off the telephone**
② **Activate/disable the vibrator (DDS 200)**
③ **Activate/disable the ringer**
④ **Activate/disable meeting mode (progressive ringing)**
⑤ **Lock the keypad**

Press the **OK** key to confirm (**OK**: 💿)

7.5 Activating headset mode

This mode allows you to answer calls automatically (without doing anything) and to direct the call to the external headset.

OK → **↕** → [icon: Customizing your telephone] → **OK** → [display: Phone set / OK?]

Select the **'Customizing your telephone'** function

Apply

Select the **Setting** icon

→ **OK** → **↕** → [display: Headset mode / OK?] → **OK** →

Apply

Select the **'Headset mode'** icon

Apply

↕ → [display: • OFF / ◦ ON / OK?] → **OK**

Select active/inactive as you wish

Apply

Adjusting your telephone functions

Select the **'Adjustment'**
function

Apply

Select the function* you
want to activate or disable

Activate /
disable

Return to
idle

*You can activate or disable the following functions:

■	**Lighting (DDS 200)**	The telephone lights up when you press a key
■	**Bell**	The telephone rings when a call is received
■	**Buzzer (DDS 200)**	The buzzer goes off when a call is received
■	**Keypad bleep**	The phone bleeps each time you press a key
■	**Error bleep**	The phone will bleep each time it detects an error
■	**Outside area bleep**	The phone bleeps if the radio link can no longer be detected
■	**Standby screen**	Screen proposed after an idle period

7.7 **Adjusting screen brightness**
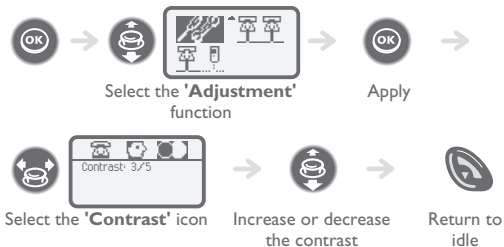
Select the **'Adjustment'** function → Apply

Select the **'Contrast'** icon → Increase or decrease the contrast → Return to idle

Programming your telephone

7.8 Selecting language

(ok) → ⊜ → 🖼️ → (ok) → ↔

Select the **'Customizing your telephone'** function

Apply

| 🖼️ |
| user options |
| OK? |

Confirm access to **'Options'**

→ (ok) →

| 🖼️ |
| Languages |
| OK? |

Apply

Select the **'Language'** icon

(ok) → ⊜ →

| 🖼️ |
| ● Deutsch |
| ○ Français |
| ○ English |

→ (ok)

Apply

Select the language of your choice

Apply

The initial language selection is made automatically by the system.

Programming your telephone

7.9 **Programming your personal directory (Individual number)**

Your personal directory can contain up to 10 numbers.
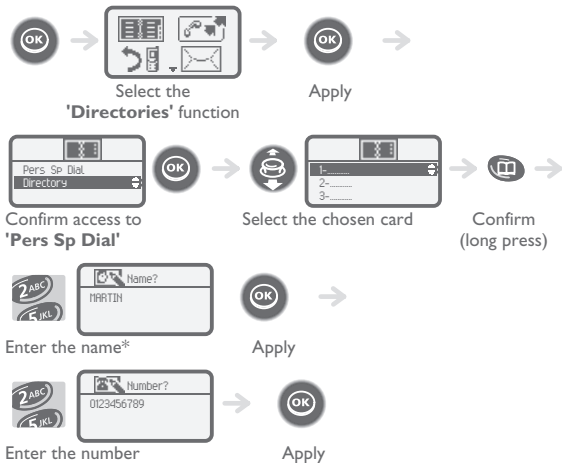
Select the
'Directories' function

Apply

Confirm access to
'Pers Sp Dial'

Select the chosen card

Confirm
(long press)

Enter the name*

Apply

Enter the number

Apply

*To key in the name: the keys in the keypad include letters that you can display by pressing them successively.
Example: press **'8'** twice to display the letter **'U'**.

7.10 Modifying a card in the personal directory

Select the
'Directories' function

Apply

Pers Sp Dial
Directory

Confirm access to
'Pers Sp Dial'

Select the card to be
modified

1-MARTIN
2-SOPHIE
3-VANESSA

Confirm (long
press)

Name?
MARTIN

Move onto the letter to be
modified

Modify
the
name

Apply

Number?
0123456789

Move to the digit to be
modified

Modify the
number

Apply
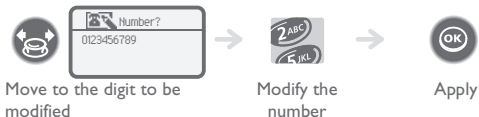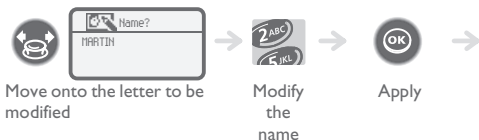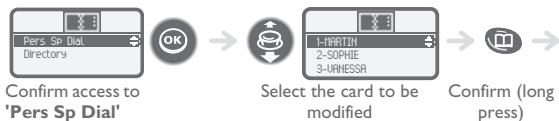
To delete an index card, delete the name and the number by holding down the

delete key for a few seconds. (**delete**:)

To delete a character, briefly press the **delete** key. (**delete**:)

Programming your telephone

7.11 **Programming an appointment reminder**

Select the
'Appointment' function

Apply

Select the **'Permanent
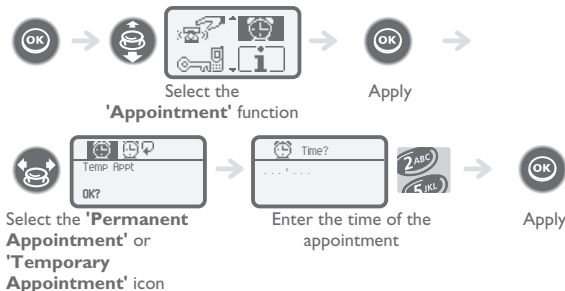Appointment'** or
**'Temporary
Appointment'** icon

Enter the time of the
appointment

Apply

- **Temporary appointment:** call back within the next 24 hours

- **Permanent appointment:** call back every day at the same time

At the programmed time, your telephone rings:

Press **hang up** or **Off-hook** to confirm the answer.

(**Hang up**: , **Lift the receiver**:)

> *If you are in conversation, the display flashes, a tone is
> sent and you will hear a beep. After a third unanswered
> call, the temporary call request will be cancelled but the
> permanent call will remain in memory. If your line is
> diverted to another number, your call will not follow the
> diversion.*

To cancel your appointment call-back request:
Select the meeting to be cancelled and press the **delete** key to delete the preset
time. (**delete**:)

7

7.12   Identify the terminal you are on

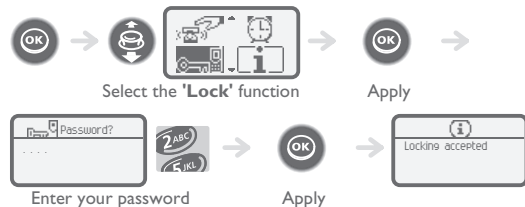The identifier or telephone number are displayed permanently when the telephone is within the radio coverage zone and is not being used (when standby screen not displayed).

7.13   Locking your telephone

This service enables you to prohibit outside calls and any programming changes on your telephone:

Select the **'Lock'** function   Apply

Enter your password   Apply

Follow the same procedure to unlock your telephone.

Each digit is represented by an asterisk.
To select or modify your telephone interlock code, see paragraph 'Modify your password'

Your telephone complies with the GAP standard and can be used in simplified mode on another DECT/GAP system (other PABX or indoor relay unit).
Unless otherwise specified, the functions described below are available on your telephone in combination with the mandatory functions provided by your fixed GAP system.

Automatic transfer between radio cells:

This telephone function enables you to move around between radio relay units, without any break in communications. However, this facility depends on the inherent limitations of the fixed system, notably its ability to manage several radio relays.

Display function:

When a call is made from the telephone, the digits dialled are displayed. When you receive a call, the display indicates the caller's number or name, if this function is provided by the fixed system.

This utilisation may involve functional restrictions outside the coverage of our guarantee.

8.1 **Making a call**

dial number required → Send the call

John
01:20

Speak

Hang up

8.2 **Receiving a call**

Sophie

You are receiving a call → Lift the receiver

Sophie
00:50

Speak

Hang up

8.3 Calling from your personal directory

Select the **'Directories'** function → Apply

Select the name of the person you wish to call → Send the call
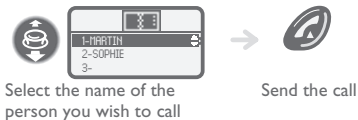
8.4 Redialling the last number dialled (redial)

Press the **unhook** key (hold down for a few seconds). (**Lift the receiver**:)

8.5 Sending DTMF signals

During a call, you sometimes have to send DTMF signals, for example, for a voice message service, an automatic switchboard or when remotely consulting an answering machine. To do this:

Press the **star** key (hold down for a few seconds). (**star**:)

8.6 Sending a calibrated cut-off

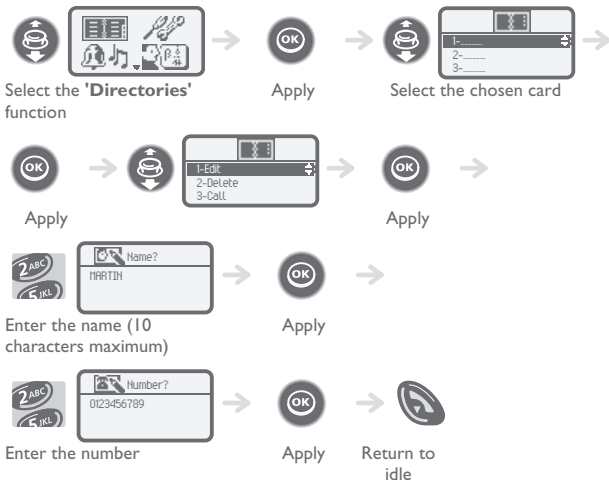The calibrated cut-off activates functions such as transfer to another telephone set.
To make a calibrated cut-off:
Press the **0** key (hold down for a few seconds).

8.7 Programming your personal directory

Your directory can contain up to 12 numbers.

Select the **'Directories'** function → Apply → Select the chosen card

Apply (1-Edit / 2-Delete / 3-Call) → Apply

Enter the name (10 characters maximum) — MARTIN → Apply

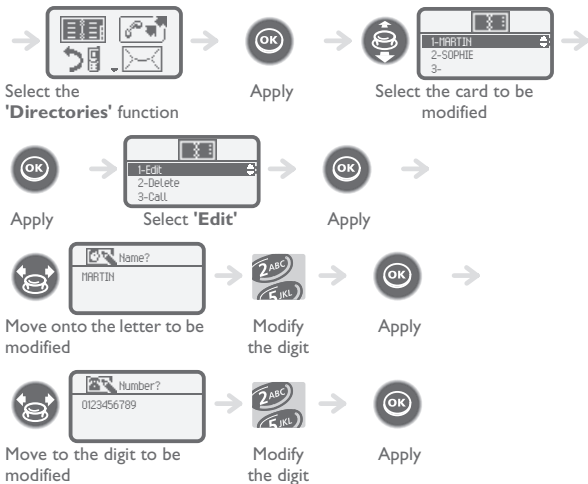Enter the number — 0123456789 → Apply → Return to idle

To key in the name : the keys in the numeric keypad include letters that you can display by pressing them successively. Example: press twice in succession on 8 to display the letter 'U'.
To insert a pause in a number, press the 1 (hold down for a few seconds).
To insert a measured break, press 0 (hold down for a few seconds).

8

8.8   **Modifying a name or number**

→ → (ok) → | 1-MARTIN / 2-SOPHIE / 3- →

Select the **'Directories'** function
Apply
Select the card to be modified

(ok) → | 1-Edit / 2-Delete / 3-Call → (ok) →

Apply
Select **'Edit'**
Apply

 | Name? MARTIN → 2ABC 5JKL → (ok) →

Move onto the letter to be modified
Modify the digit
Apply

 | Number? 0123456789 → 2ABC 5JKL → (ok)

Move to the digit to be modified
Modify the digit
Apply

To delete a character, use the delete key. (delete:)

8.9   **Deleting a card**

Select the **'Directories'** function   Apply   Select the card to be deleted

Apply   Select **'Delete'**   Apply
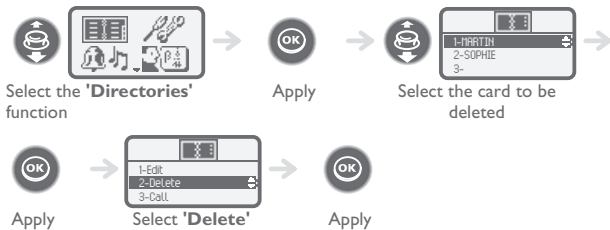
8.10 Customizing and adjusting your telephone

Choosing your melody:

 → → →

Select the **'Ringer'** function   Apply   Select the melody of your choice

 →

Apply   Return to idle

Adjusting the ringer volume:

 → → →

Select the **'Ringer'** function   Apply   Select the **'Volume'** icon

 →
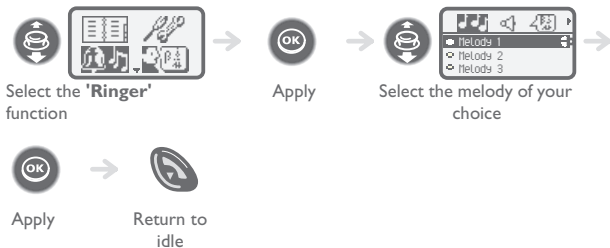
Increase / reduce the volume   Return to idle
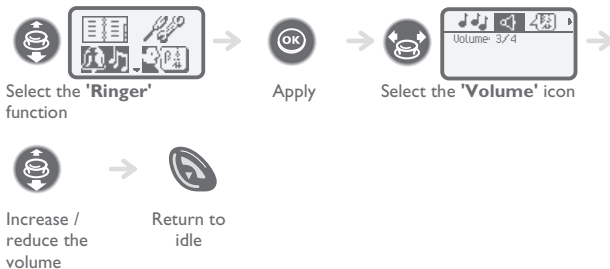
Selecting language:

Select the 'Language' function → Apply → **Select the language** of your choice

Apply → Return to idle

Adjusting screen contrast:

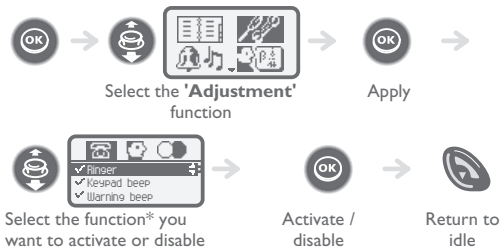**Select the 'Adjustment'** function → Apply → Select the **'Contrast'** icon

Increase / reduce the contrast → Return to idle

Contrast: 3/5

Français   1
Deutsch   2
English   3

Using the telephone in GAP mode

73

Adjusting your telephone functions

Select the **'Adjustment'**
function

Apply

Select the function* you
want to activate or disable

Activate /
disable

Return to
idle

*You can activate or disable the following functions:

■	**Lighting (DDS 200)**	The telephone lights up when you press a key
■	**Bell**	The telephone rings when a call is received
■	**Buzzer (DDS 200)**	The buzzer goes off when a call is received
■	**Keypad bleep**	You will hear a bleep each time you press a key
■	**Error bleep**	You will hear a bleep each time an error is detected
■	**Outside area bleep**	The phone bleeps when the radio link can no longer be detected
■	**Standby screen**	Screen proposed after an idle period

9.1   **Registering the telephone on a system for the first time**

For the DDS telephone to function, it must be registered on at least one Belgacom or GAP system (registration operation).

If when first switched on the display indicates: '**System 1 — Auto install ?**' your telephone has not been registered on any system; consult your installation technician or proceed as follows:

1. Prepare your system for registration (see system installation guide).

2. When the system is ready, the station always displays the starting screen:

Confirm to install   Registration can
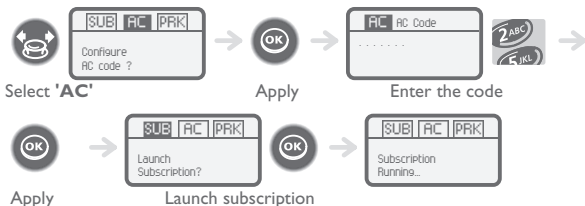   the telephone   begin

3. You have two subscription possibilities:

a- If the system does not use an AC code

Launch
subscription

b- If the system uses an AC (authentication code)

Select **'AC'**   Apply   Enter the code

Apply   Launch subscription

The registration operation can last up to 2 minutes.

◼ If the operation has been done correctly (subscription accepted), the telephone is ready to be used and the **radio reception quality** icon is displayed. (**Radio reception quality**: .ıl)

◼ If the registration operation has not been successful, the station proposes launching the subscription again.

```
SUB  AC  PRK

Launch
Subscription?
```

> *Utilization of the telephone in GAP mode can lead to functional limitations for which no claims will be considered under the terms of the warranty.*
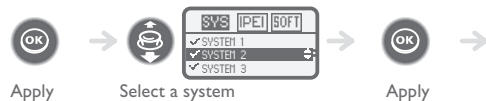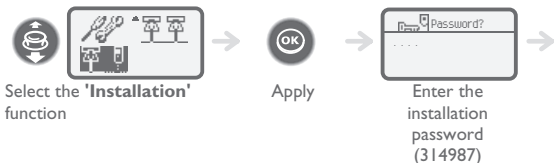
9.2 Registering the telephone on other systems

The telephone can be declared on several systems (maximum of 5).
Note: the input is usually reserved for use with your main Belgacom system. You can select the other inputs to register the telephone under another system (Belgacom or other system).

To make a new registration, when the telephone has already been registered on one or more systems, proceed as follows:
1. Prepare your system for registration (see the system installation manual or consult your installation manager).
2. When the system is ready:

Select the **'Installation'** function → Apply → Enter the installation password (314987)

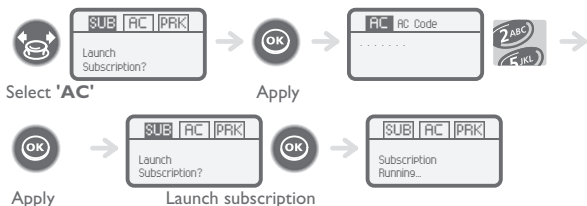Apply → Select a system → Apply

Select **'Install'** → Apply
3. You have two subscription possibilities:
a- If the system does not use an AC code

Launch subscription
b- If the system uses an AC (authentication code)

Select **'AC'**   Apply

Apply   Launch subscription

- If the registration operation runs correctly (Subscription accepted), the telephone is ready for use, and the radio coverage icon appears.

- If the registration operation has not been successful, the station proposes launching the subscription again.

SUB	AC	PRK

Launch
Subscription?

- Depending on the type of system concerned, registration may require one or more additional operations on the system.
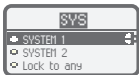
Selecting your telephone system

Your telephone can be programmed to function on 5 different DECT systems (Belgacom or GAP).

Select the
'System' function

Apply

Select the desired input (the chosen option is indicated by the radio button with a central dot)

Apply

> *The selection is retained even after switching the telephone on/off. The selection of a specific system (SYSTEM...) forces operation on a specific system. This selection must be changed if one wishes to change system. Selecting 'Lock to any' enables the telephone to connect automatically when it enters a system coverage zone. If the systems programmed in the telephone have common coverage zones, the telephone selects the first system found.*

10.1 Chargers

The 'Basic Desktop' charger includes:
1. a telephone support,
2. a mains cable,
   via an AC/DC adaptor.

The 'Voice Desktop' charger includes:
1. a support with :
   - a place for the telephone,
   - a loudspeaker and a microphone for
     use in 'hands free' mode,
   - two buttons +/- for volume adjustment.
2. a mains cable,
   via an AC/DC adaptor.

Press the **'loudspeaker'** key to cut off or
reactivate the microphone. (**loudspeaker**: (🔊))

10.2 Characteristics of the mains power adapter

◻ Input: 230V- 50 Hz

◻ Output: 12V DC - 500 mA

> *The mains power socket used must be close to the charger/
> holder and easily accessible, so that it can be used as an
> 'on/off' facility.*

Battery

- The **DDS 200** is supplied with a Li-Ion 600 mAh - 3.6V battery.

- The **DDS 100** is supplied with a NiMh 550 mAh - 3.6V battery.

Autonomy of your telephone	Li-Ion battery	NiMh battery
On standby in the radio coverage zone	135 hours	120 hours
In continuous conversation	15 hours	13 hours

Initial charge:

| Place the telephone in the charging holder | Battery icon flashing | On charge (minimum 3 or 5 hours) | The battery is charged |

Maximum battery performance is only reached after around 10 charge/discharge cycles.

These batteries contain polluting substances: do not dispose of them in a dustbin - take them to a specialized collection point.

10.4 Headphone / external microphone

The side of the telephone features a headphone / external microphone socket. Contact your retailer to find out the characteristics of the various headphone models.

10.5 Cleaning your telephone

Your telephone does not require any particular servicing. However, it may be cleaned using a soft, damp cloth.

Do not use soap or detergent that would risk altering the colours or damaging the surface of the telephone.

10.6 Transporting and protecting your telephone

To avoid losing your telephone, get into the habit of clipping it onto your belt. Your telephone can also be carried in a protective case.

Various models of carrying case are available. Ask your installation technician for information. It is vital to use the special protective carrying case if your telephone is to be used in an industrial environment (presence of dust, filings, vapours of diverse origins and risk of being dropped). If the telephone is used with a carrying case, the belt clip must be removed.

Broker call:

Function enabling the user to switch back and forth between several simultaneous calls.

Call transfer:

Function enabling a call to be transferred to another telephone within the system.

Common directory:

This directory contains all the speed-dial numbers accessible to the users of the system.

Conference:

The conference function allows the user, in contact with two correspondents, to set up a three-way conference.

DECT:

European cordless telephone standard: Digital Enhanced Cordless Telecommunication.
DECT telephone: cordless telephone complying with the DECT standard.

GAP (Generic Access Profile):

Specific operating mode defined in the European DECT standard. The telephone GAP mode is a basic and simplified form of operation compatible with other DECT GAP systems (other PBX or indoor relay).

Hunting groups:

Several telephones grouped under one directory number. A call to this number is directed to one of the free telephones within the group.

Intrusion:

Function allowing intrusion into a conversation between two correspondents.

Personal assistant:

This facility enables the caller to avoid having to leave a message in the voice mailbox and directs him/her to an extension number, an outside number, a DDS or the switchboard.

Parking:

This function places an outside call on hold, for subsequent recovery on another "authorised" extension within the system.

Password:

This password controls access to the programming and terminal locking functions by the user (default password: 0000).

Personal directory:

This directory contains the personal numbers of the user of a terminal.

Pick-up group:

This function enables you to answer a call ringing on another terminal. Calls can only be picked up within the pick-up group.

Broker call:

During a conversation, DTMF codes are sometimes required. These codes are used when a user wants to consult a voice server, access a PABX or remotely consult an answering machine.

We,
Alcatel Business Systems,
hereby declare that we assume

Digital terminal DDS 100/200 (Alcatel Reflexes 4076)

product to be compliant with the essential requirements of Directive 1999/5/CE
of the European Parliament and Council.

Any unauthorised modification to the product shall render this declaration of
compliance null and void. A copy of the original of this declaration of compliance
can be obtained by post from:

ALCATEL BUSINESS SYSTEMS
Technical Services - Approvals Manager
1, route du Dr. Albert Schweitzer
F 67408 Illkirch - France

400/0000591/48

Batterij vrijgesteld van
milieutaks. Inleveren bij
een erkend inzamelpunt.
Pile exonérée d'écotaxe.
A retourner à un point
de collecte agréé.

3EH 21035 UCAB Ed.01

User instructions

All the user instructions for our Forum® telephone exchanges are available on the included CD ROM, and on our Internet site at: www.belgacom.be/pabx.

Diagnosing the problem

In the event of a technical failure or problem, we request that you systematically carry out the following tests before contacting our technical support service.

To facilitate the diagnosis, please inform the helpdesk operator[1] of these test results.

Our helpdesk can solve certain problems remotely. This will avoid a technician's visit and reduce repair time considerably.

Problem with a telephone connected to your exchange

1. Reset the telephone by unplugging it and plugging it back in again.
2. Check the connections, cables and the various plugs. Try it out with the cables from another telephone that is working properly.
3. Test the defective telephone in another socket into which a functioning telephone is plugged.

Problem with a cordless DECT telephone

1. Remove and then reinsert the batteries.
2. Ensure that the charger is properly connected.
3. Test the DECT telephone near each of the antennas.

General external or internal communication problem

1. Check that the installation is always powered by 230V.
2. Reset the PABX : press on the button "On/Off" (in top on the right on the front face of the PABX) until the led `POWER' remains lit red.
   To wait a few minutes that the system starts again.
   Note: the system will be unusable during this phase of restarting (until 20 min.).

If the problem persists, contact our technical support service.

[1]Contact our technical support service

If the problem persists after these few tests :

Consult our Internet site www.belgacom.be/pabx or contact our technical support 24/24 at the following numbers:

– for SMEs and residential customers: 0800/55700
– for large companies 0800/55100

Change your configuration

To change your installation, add equipment or adapt the programming on your Forum®, contact our Customer Service Department at the following numbers:

– for SMEs and residential customers: 0800/55800
– for large companies 0800/55200