

Maestro 1500 User Guide

Personalizing Your Phone

Maestro 1500 gives you eight (8) options that let you personalize your phone.

Below the display is a sliding panel. Move the sliding panel to the right and press the OPTIONS key to see each of the eight (8) choices. You can change any of the eight (8) options by following the change procedure below.

To change any of the eight (8) options, follow these steps:

1. Don't pick up the receiver.
2. Slide the panel located below the display to the right and press the OPTIONS key.
3. Press ← or → to move through the list of feature options or press the desired option number on the dial pad. (For example, when **8 items in list** appears on the display, press [2] to set the time and date.)
4. Press the selected option number again ([1] through [8]) and follow the instructions on the display to make a change.

Note: To exit at any time press OPTIONS.

Options:

1. Change the Language

You have a choice of display messages in one of two languages.

2. Set the Time and Date

If you subscribe to Caller ID, the time and date are automatically set for you when the first call comes in. You can also set the time and date yourself if you do not want the time and date automatically updated. If there is a power failure you may have to reset the time and date or wait for an incoming call.

3. Set the Ring Tone

You can choose one of three different ring tones. If an incoming call is private (i.e., caller has blocked their name and number from appearing on your display), the call will ring with a fourth distinctive ring tone.

4. Timer ON/OFF

The Maestro 1500 comes with an autotimer option to track the length of your calls. The display will show you, in minutes and seconds, the elapsed time of an individual call.

5. Set Contrast

Choose from 8 contrast levels to suit your needs. Once you've chosen set contrast in the OPTIONS list, simply press [5] until you are satisfied with the display.

6. Clear Message Waiting

There may be times when **Message Waiting** appears on the display when there are no more voice messages. You can turn the display message off using the Clear Message

Waiting feature. This only applies when you subscribe to voice mail services from your telephone company.

7. **Enter Your Area Code**

If you do not wish for your local area codes to appear in the Callers List, you may program your Maestro 1500 to delete up to 3 different area codes. So, when you receive a call from one of the three (3) area codes you have entered, the area code will not appear on the display.

8. **Change Callers Log**

You can log all calls that you receive or log only those calls that you or your answering machine did not answer.

Saving Frequently Called Numbers in Memory

After you have set up your phone, save the names and phones numbers of your family and friends or important emergency numbers in any of Maestro1500's four memory keys.

Press [Save] [Shift] and follow the instructions shown on the display or read the following example on how to save a name and number to memory.

Saving a number in memory:

For example, to save Jen's number (555-1440):

1. Press [Save].
2. Press [Shift] and the memory key where you want to store the number.
3. Press [5] [5] [5] [1] [4] [4] [0] on the dial pad.
4. Press [Save].
5. Press [Save] again to quit OR enter Jen's name by pressing the following keys:
[5] three (3) times then → [3] twice then → [6] twice.

Note: See the letter Chart for specific keys for letters and numbers

6. Press [Save] to store the name.
7. Write the name in the space provided on the receiver card (in pencil).

Note: Press → to move to the next letter in a name. To erase a letter, simply press ←. Press → twice to add a space.

If you program an off campus number into a memory key, you must also include a 9, for a long distance call you must include 9 1 and area code.

To access a Custom Calling Feature key, simply press the labeled key and read the display. To view the contents of a memory key press the memory key and then [Shift]. Repeatedly press [Shift] to switch between the two items on a key. A shift symbol (↑) in the right corner indicates a memory/shift key combination.

Note that the memory keys will not function during a power failure.

Note: Press [Hold] when entering numbers to enter a pause into a memory key (if required). This is useful if you wish to preprogram access to a remote system, such as Voice Mail, because a

pause is often required before entering a system password. A flash may also be programmed into a memory key if required.

Letter Chart:

&=1 A=2 D=3 G=4 J=5 M=6 P=7 T=8 W=9
`=11 B=22 E=33 H=44 K=55 N=66 Q=77 U=88 X=99
(=111 C=222 F=333 I=444 L=555 O=666 R=777 V=888 Y=999
)=1111 2=2222 3=3333 4=4444 5=5555 6=6666 S=7777 8=8888 Z=9999
,=11111 7=77777 9=99999
-=111111
.=1111111
l=11111111

To erase the contents of a memory key:

1. Press [Shift] and the memory key to see its contents.
2. Press [#] twice.

To Protect the Contents of Your Memory Keys

For security reasons or childproofing you can protect the contents of your memory keys by locking them. You will still be able to use your memory keys to place calls or use features, but you will not be able to erase or save a new name, number or feature while they are locked.

Locking the Memory keys:

1. Don't pick up the receiver.
2. Press OPTIONS key under the panel
3. Press [Hold].
4. Press [*].

Unlocking the Memory keys:

1. Don't pick up the receiver.
2. Press OPTIONS key under the panel
3. Press [Hold].
4. Press [#].

Note: All memory keys will be locked.

Using the [Callers] Key*

*Until you subscribe to Caller ID from your local telephone company, your telephone will not record incoming calls.

The [Callers] key lets you enter the Callers List. Maestro 1500 remembers up to 10 incoming calls, which are stored in the Callers List. This valuable feature helps you organize your calls by monitoring their status. Easy to understand messages and symbols keep you informed about whom called, when they called, how often they tried to reach you, and even if you have returned the call.

Using the Callers List:

- Press [Callers] to enter and exit the Callers List.
- Press [*] to move through the Callers List.
- Press → or ← to view names and numbers.
- You can return a call automatically by lifting the receiver while the caller's number is on the display or pressing [Dial].
- You can erase individual callers from the list by pressing [#] twice. You may also erase all callers by pressing [#] twice when **Callers List=XX** is displayed.
- Press [Callers] at any time to exit the list.

Saving from the Callers List

While in the Callers List, you can save the number on the display directly into a memory key.

To save a caller from the Callers List:

When a name/number is displayed while in the Callers List.

1. Press [Save].
2. Press [Shift] and the memory key where you want to save the number.

Long Distance Calls

Dialing a long distance number from the Callers List:

When a name/number is displayed in the Callers List.

1. Enter [9] [1] and the appropriate area code (if required).
2. Press [Dial].

The number on the display will be automatically dialed.

Note: If you make an error while entering either the 9 1 or area code, press → or ← to correct.

Display Messages

<u>Messages</u>	<u>What it means</u>
Calls bumped=XX	Number of old calls automatically removed to make room for incoming new calls in the Callers List.
Use [*] for XX New	View your new calls using [*] in the Callers List.
XX New Callers	New caller or callers has been added to the Callers List.
↑	Indicates when [Shift] has been used.

Ensuring Privacy

Maestro 1500's red display light comes ON and **Extension in use** appears on the display when another person picks up an extension. The light remains ON until the other person hangs up.

Hold – Continuing a Call on Another Phone

If you want to continue your conversation at another extension, press [Hold] and hang up the receiver. The hold feature keeps the caller on the line until you pick up an extension telephone.

Receiver Volume

While on the phone, you can press the left or right side of the volume bar [← →] for soft or loud receiver volume.

Ringer Volume

Press the left or right side of the volume bar [← →] for soft or louder ringer volume. If you don't want to be disturbed you can turn the ringer OFF by pressing the left side of the volume bar [← →] without lifting the receiver. **Ringer is OFF** may appear on the display unless other messages have priority. You can adjust ring tone in the OPTIONS list, as long as the ringer has not been turned OFF. When you want to turn the ringer ON, press the right side of the volume bar [← →] without lifting the receiver.

Answering Your Questions

Display is in the wrong language.

You can change the language by pressing the OPTIONS key and pressing [1] twice.

Callers are not identified on the display.

Until you subscribe to Caller ID from your telephone company, your telephone will not receive the number of the caller.

While pressing [Callers], the display shows List is empty.

Until you subscribe to Caller ID, your telephone will not record incoming calls.

No dial tone. Check phone cord may appear on the display.

Read the display. If the line cord is not attached properly, the display may prompt you. The message may stay for a moment but then disappear. Also, make sure the receiver cord is attached securely.

No information on the display and ringer volume is low.

Make sure the power adaptor is plugged into a working electrical outlet.

Cannot hear a caller or be heard.

Make sure the receiver cord is inserted securely into the jack.

Light stays ON when features are not in use.

You must press your programmed feature OFF key or program a feature OFF key.

When you have a power failure.

Maestro 1500 will still operate as a regular telephone during the power failure, but neither the display nor the memory keys will operate until the power is restored.

Single Line Calling Features

Call Forward:

Activate - This allows you to manually forward your calls to another on campus telephone number.

- 1) Lift your handset and dial *71
- 2) Dial the number to which you wish to forward your telephone then, hang up.

Cancel –

- 1) Lift your handset and dial#71
- 2) You will hear a special confirmation tone, then hang up.

3-Way Call/ Call Transfer:

Activate - Allows you to set up a conference with two other Parties on or off campus.

- 1) With a call in progress, depress the switchhook to place the caller on hold.
- 2) When you hear a dial tone, dial the next number and announce the conference.
- 3) Depress the switchhook and all parties are connected in the conference.

Cancel - If you wish to leave the conversation, simply hang up. The other two parties will remain connected as long as one party is on campus.

Ring Again:

Activate - This notifies you that a previously dialed On-Campus number, for which a busy tone was received, is now available to receive calls.

- 1) After reaching a busy signal, depress the switchhook, dial *75 and then hang up.
- 2) The phone will alert you that the line is no longer busy by beeping, then lift your handset and the number will automatically be dialed.

Cancel - To cancel ring again before the number is free, lift your handset and dial *75.

Last Number Re-Dial:

Activate - Allows you to dial the last number you dialed without entering the phone number again. Pick up your handset, and press the pound sign twice (#).