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INTRODUCTION

Congratulations on the purchase of your *Belgacom Maestro*[®] 350 telephone set. The *Belgacom Maestro*[®] 350 is equipped with 10 direct memory keys and supports hands-free operation. The number dialled appears on the display and can, if necessary, be corrected before it is sent out. If equipped with the appropriate batteries, this telephone set also provides access to most of the Services available on the Belgacom telephone network.

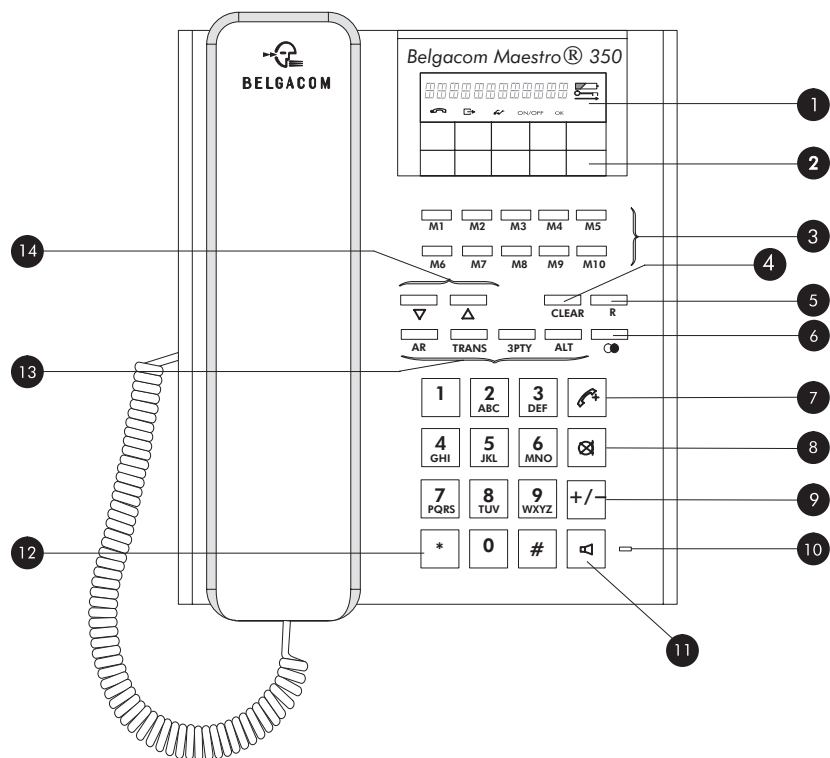
Attached to this user guide is a diagram showing you how the various menus, including the Services menu, are best used.

The middle page of this manual is your warranty card.

Some of the advantages offered by your *Belgacom Maestro*[®] 350 include:

- ▼ Activation, deactivation and management of services available on the Belgacom telephone network
- ▼ LCD display.
- ▼ Abbreviated dialling.
- ▼ Adjustable ringing signal.
- ▼ Listening in.
- ▼ Hands-free mode.
- ▼ Last number redial.
- ▼ Storage of last dialled number.
- ▼ Password for Belgacom services.
- ▼ PIN code for protecting your personal settings.
- ▼ Call barring.
- ▼ Correction function (**CLEAR**).
- ▼ Use behind a PABX.

DESCRIPTION OF THE SET



1. LCD Display
2. Label
3. Direct memory keys / function keys **M1 – M5**
4. **CLEAR** key
5. **R** key (transfer key)
6. Last number redial / pause key
7. Amplified reception (+6 dB) key
8. Mute key
9. Volume control
10. LED
11. Loudspeaker key
12. * key, temporary switch-over to decadic dialling mode
13. Services keys
14. Keys to navigate through the menu

INSTALLATION

Connecting the set

The packing box contains the following individual elements: handset, telephone set, coiled cord, line cord, adapter for telephone socket, label and label holder. To make your set ready for use, carry out the following simple operations.

Fitting the batteries

Remove the battery cover plate by pushing it in the direction of the arrow (see Fig. 1). Correctly insert four AA-type batteries of 1.5V. Put the cover plate back into place by pressing it down firmly and pushing it in the opposite direction of the arrow. You can now connect the line cord.

Note

The service life of the batteries is at least 12 months under the following standard conditions of use: an average of 15 incoming and 15 outgoing calls per day, using 4 standard 1.5V batteries (Alkaline, type AA) with a capacity of 2.7Ah.

Connecting the line cord

Insert one of the line cord plugs into the rear side of the set until it clicks into place. Insert the other plug into the five-pin connector. Via the grooves the cord can be run to the front or to the back of your *Belgacom Maestro*[®] 350.

Connecting the handset

Take the short end of the coiled cord and insert the connector into the orifice provided in the handset until it clicks into place. Connect the other connector with the long end into the rear side of the set, again until it clicks into place, and place the straight end in the groove.

Your telephone set is now ready for use.

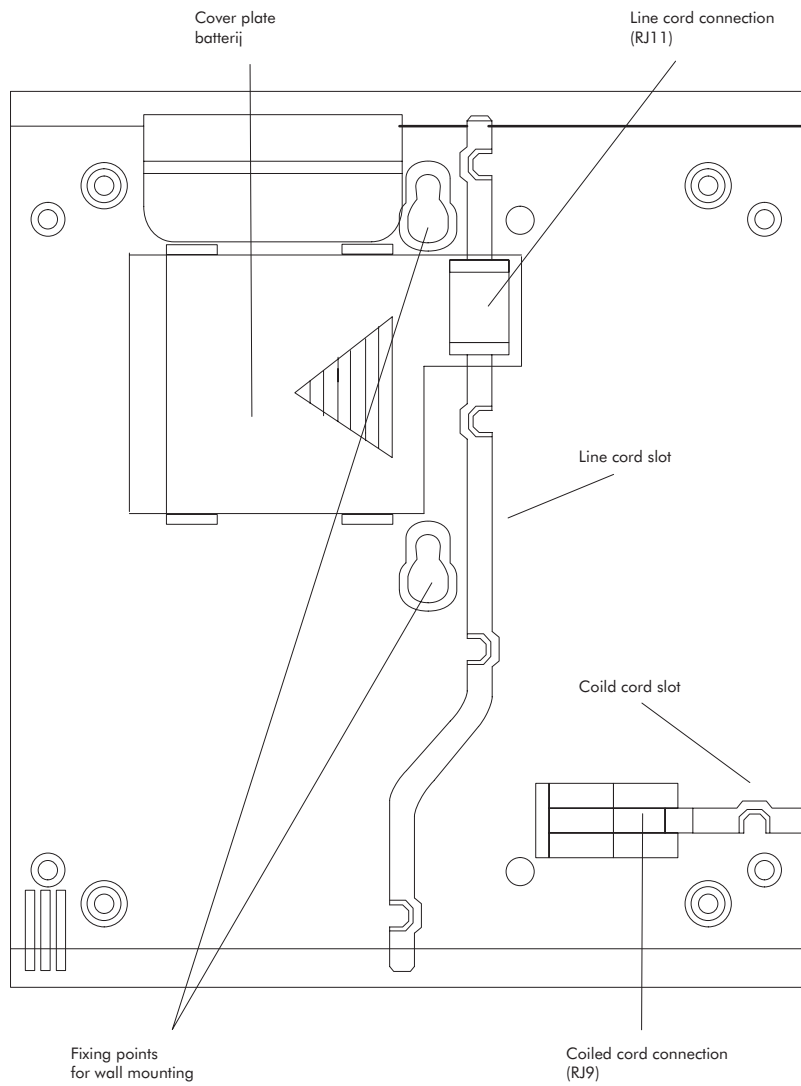


Fig. 1

Wall mounting (Fig. 2)

The set can also be used as a wall set.

To secure the set to the wall, fit two screws $\varnothing 3.5 \times 40$ mm as follows:

Using the screws, secure the bottom of the set to two fixing points; mount into place by pushing the set down.

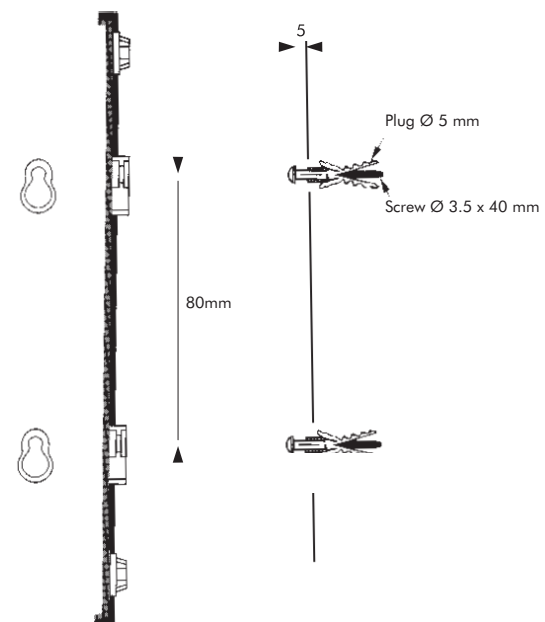


Fig. 2

To hang the handset in a vertical position in the case of wall mounting, remove the insert, turn it 180° in the longitudinal direction and place it back, so that the handset hooks into position behind the raised edge (Fig. 3).

Fitting the label and the label holder

Once you have programmed your set you can write the names or phone numbers of memory keys **M1** to **M10** on the LABEL.

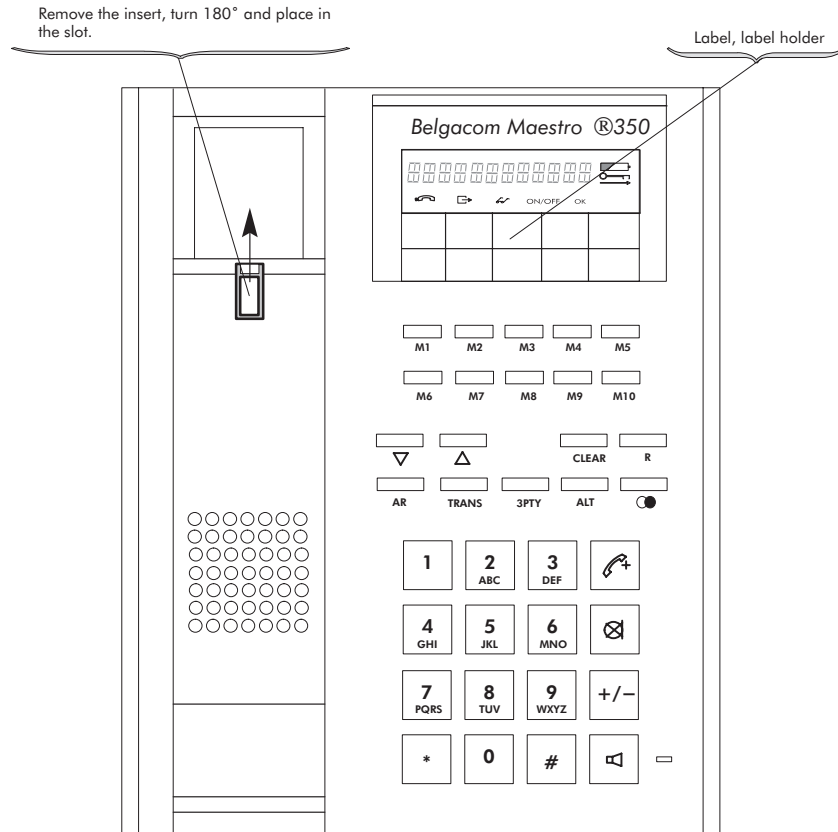


Fig. 3


PROGRAMMING THE SET

During the installation of your *Belgacom Maestro*[®] 350 you must also program your telephone set. The programming can be accessed via the SETTINGS menu.

Choice of language


When you fit the batteries in your *Belgacom Maestro*[®] 350 you are asked to choose a language. The default language of your *Belgacom Maestro*[®] 350 is English. Once you fitted the batteries you are asked to select a language (LANGUAGE). Press function key **M5 (OK)**. Use the ▽ and △ keys to choose one of the following languages: French, Dutch, German or English. Select English and confirm by pressing the **OK** key.

After you have selected a language you can continue programming your set by means of the SETTINGS menu given below so as to obtain an optimal configuration.

To exit the menu, press function key **M2** which corresponds to . You are now in the main menu where you can select SETTINGS, PASSWORD, SERVICES or MEMORY using the ▽ and △ keys. To go to the SETTINGS menu, select it and press **M5 (OK)**.

A list of all possible settings that can be accessed from the SETTINGS menu with the ▽ and △ key is given below.

The display each time shows the possible options:

- ▼ Function key **M5 (OK)** is used to select a submenu and confirm the setting shown on the display;
- ▼ Function key **M4 (ON/OFF)** is used to activate, deactivate or change a specific setting.
- ▼ Function key **M2 ()** is used to exit the current menu without changing the actual setting.

The following can be set:

- ▼ Dialling mode.
- ▼ Ringer: volume and melody.
- ▼ Loudspeaker volume.
- ▼ Keypad lock (call barring).
- ▼ Settings for use behind a PABX: network and prefix.
- ▼ Length of pause in case of problems when using the Comfort[®] Services.
- ▼ Language.
- ▼ CLIP.
- ▼ RESET (to restore the initial settings).

The explanation of this menu is given in SETTINGS MENU, (page 23).


USE

Use of the set



▼ Phoning via the handset

Lift the handset and wait for dial tone. Dial the number and wait for the call to be set up. Restore the handset at the end of the call.

▼ Phoning via the keypad with the handset on-hook

Press the loudspeaker key, , and wait for dial tone. Dial the number and wait for the call to be set up. Restore the handset at the end of the call.

▼ Last number redial

Press the  key. The display shows the last dialled number. Check if this is the number you want to send out. If you want, you can change the number using the **CLEAR** key. Lift the handset or press the  key. The number displayed is automatically sent out after a few seconds.


▼ Listening in

If you are calling with the handset off-hook you can have other persons listen in on the call by pressing the  key.

If you press the loudspeaker key again you deactivate the listening-in function.

▼ Hands-free operation


You can set up a call in hands-free mode (with the handset on-hook) via the loudspeaker and the built-in microphone.

Press the loudspeaker key  and wait for dial tone.

Dial the number. Wait for the connection to be set up. You can now speak to the other party.

Press the loudspeaker key  again at the end of the call.


You can leave the hands-free mode at any time by going off-hook.

- To return to the hands-free mode without disrupting the connection, press the loudspeaker key  and go on-hook at the same time.

In hands-free mode, the loudspeaker volume can be adjusted at all times via the +/- key and via the SETTINGS menu.

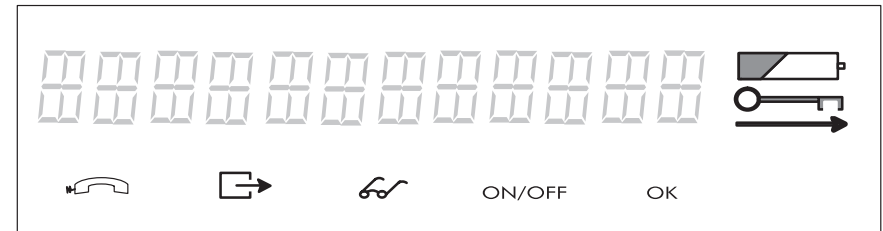
▼ Phoning via direct memories M1 – M10

Your set is equipped with 10 direct memory keys, **M1** to **M10** .


Go off-hook or press the  key and wait for dial tone. Press the direct memory key, **M1** , **M2** ,... or **M10** .


Details on the use and programming of these memories are given in “MEMORY MENU” (page 20).

▼ The LCD display






The display shows the number dialled as well as the number of an incoming call.

The first line of the display can contain up to 12 characters, the first 8 being letters or digits and the last 4 digits only. If the number exceeds 12 characters, you can view the remaining digits by pressing key **M3** under  .

As soon as you lift the handset or press  a chronometer starts to run on the right side of the display, which gives you the approximate duration of the call, in minutes and seconds.

The first line of the display also shows the instructions in menu mode. You can choose the language to be used: English, Dutch, French or German.

The right-hand side is reserved for the following icons

-  time to replace the batteries.
-  keypad locked (one of three types of call barring)
-  set programmed for Fixed Destination Call.

Other icons that may appear, represent the current function of keys **M1** to **M5** (see menu concept page 15).

▼ Ringing signal

You can set 4 ringing tones and 4 volume levels (see SETTINGS menu).

▼ **Meaning of the LED**

The LED at the bottom right of the keypad lights when the 'hands free' mode is used and listening in is active.



If you have disconnected the ringer (do not disturb), this LED lights to announce an incoming call.

Use of the keys


▼ **The CLEAR key**

You can use this key to correct the number displayed before sending it out. A short keypress erases the last digit, a long keypress erases the entire number.

▼ **The 6dB amplified reception key**

You can amplify the receive level in the handset by 6 dB by pressing the  key during a call with the handset off-hook. To decrease the level again during the call, press the  again.

▼ **The key**

You can temporarily switch off the microphone by pressing the  key.

The indication **"MUTE"** then appears on the display. Press the **"MUTE"** key again to reactivate the microphone.

▼ **The +/- key.**

To adjust the loudspeaker volume.

▼ **The key**

To send out a number with both hands free and to phone in hands-free mode.



▼ **The key.**

Press this key to send out the last number dialled. This key is also used as pause key when programming numbers in the memory.

▼ **The R key.**

This key lets you use specific Belgacom Comfort[®] Services. You can, for example, reject a second call by pressing the **R** key followed by "0".

▼ **The and keys.**

Use the  and  arrows to navigate through the menu. An overview of the menu structure is given in annex.

The service access keys

▼ **AR**

Automatic recall

If you press this key your set will automatically call the number of the last incoming call.

In case your telephone set is locked for this type of call, "LOCKED" appears on the display.

▼ **ALT**

Accept second call and flip-flop (broker's call)

When you hear the Call Waiting signal you ask the first subscriber (B) to wait a moment and then you press the **ALT** key.

The following appears on the display: **ALT 2 – 1**
You are connected with C.

Again press the **ALT** key.

The following appears on the display: **ALT 1 – 2**
You are reconnected with B.

Remark

- 1) This service can only be used if you have activated Call Waiting.
- 2) This key works in the same way if is you who has called C via the **R** key followed by the number.
- 3) For optimal use of the **ALT** key, you may have to select a longer pause to be coded under the **ALT** key. (See SETTINGS MENU further on).

▼ **3PTY**

Three-party conference

While you are connected with B you can call a second subscriber (C) and join him in a three-party conference. For this, proceed as follows:

Suppose you are connected with B. Press the **R** key.

Wait for dial tone. Dial the number of C.

Once you are connected with C and you are ready to join B in the conversation, press the **3PTY** key to initiate the three-party conference.

To speak only with B, press the **ALT** key. To reconnect C, press the **ALT** key again.

To end the connection with C and reconnect B, press the **R** key, wait for dial tone and press **1**.

▼ **TRANS**

Transfer B to C before or after a three-party conference.

Press the **TRANS** key and restore the handset.

The memory keys

▼ **M1 to M10**

These memories can contain up to 22 characters, pauses included. To discover all the possibilities of setting up calls via these memories, see Use of the Menus, DIRECT MEMORIES further on.

▼ **Voice Mail access key (M10)**

For added telephone comfort, if you have subscribed to the Belgacom Voice Mail services, you can program the telephone number used to consult your Voice Mail messages, in direct memory **M10** .

For further information or queries, do not hesitate to contact Belgacom's customer service.

Note

Memory keys **M1** to **M5** serve as function keys as soon as the associated function appears above the key on the display (see Menu concept).

However, **M6** to **M10** always retain their function of direct memory keys.

Use of the services

The following Belgacom services can directly be activated or deactivated from your set, provided that you inserted the batteries. (See SERVICES MENU)

- ▼ Call forwarding unconditional.
- ▼ Call forwarding on no reply.
- ▼ Call forwarding on busy subscriber.
- ▼ Call waiting.
- ▼ Fixed destination call.
- ▼ CLIR: Calling Line Identification Restriction.

- ▼ Selective services (the selection of telephone numbers must be communicated beforehand to Belgacom):

SCF	Selective Call Forwarding
SCR	Selective Call Reject
SCA	Selective Call Accept

Electronic keypad lock

To control the calls being made from your set, you can lock the keypad.
(See SETTINGS MENU)

To lock your set for other persons, you must protect your settings by means of a 4-digit PIN code (see PASSWORD MENU).

Use of a PIN code

The PIN code is used to protect your settings, such as the keypad lock, but also the direct memories and the **AR** , **TRANS** , **3PTY** , **ALT** keys.

If you have programmed a PIN code (see PASSWORD MENU), you will be asked to enter it each time you want to go to the SETTINGS, MEMORY and PASSWORD menus.

PIN -- -- -- -- appears on the display. You are asked to enter the 4 digits of your PIN code.

The actual PIN code is not displayed, each digit you enter is represented by an asterisk.

You can now continue the procedure as if there were no PIN code.

Note

The PIN need not be entered to gain access to the SERVICES. For instance, you do not need a PIN to make calls with CLIR.

Use of the password for the Comfort[®] Services

After you have programmed a password for the Comfort[®] Services (see PASSWORD menu), you will be asked to enter it each time you want to activate or deactivate one of the Comfort[®] Services on the Belgacom telephone network.

PW -- -- -- -- appears on the display. You are asked to enter the 4 digits of your password. The code is shown on the display.

You can now complete the activation or deactivation of the relevant service. You may also be asked to enter the number belonging to the relevant service via NUMBER.

If you want, you can use the **CLEAR** key to correct the number shown on the display before it is sent out.

When you have finished, press **OK** and the necessary codes are automatically transmitted.

To exit the procedure without transmitting anything, press **↵** .

Use behind a PABX

Use of a prefix (code)

If you have programmed a prefix in your set in order to gain access to an external line (see SETTINGS menu), your set will automatically insert the prefix and a pause in the following cases:

- ▼ When using direct memories, the set will recognise the prefix, if present, and automatically insert a pause of 3 seconds between the prefix and the subsequent number. You therefore do not need to program this pause in a memory.
- ▼ When you hear the dial tone signal of the external line after you have automatically sent out the prefix, you can press the pause key **⏸** to send out the remaining digits without waiting for the end of the automatic pause.
- ▼ To activate and deactivate the Belgacom Comfort[®] Services, behind PABX, the set will automatically insert the prefix and a pause before the necessary codes are sent out.
- ▼ Furthermore, if you use direct memories when activating a service, the set will recognise the prefix stored in memory, if present, and automatically insert the service code between the prefix and the subsequent number.

Note

In PABX mode, you probably do not have access to the CLIP function. In this case you are advised to deactivate this feature in your set so as to avoid the indication "CLI TMO" being shown on the display. (See SETTINGS MENU).




MENU concept

For maximum telephone comfort and optimal use of the available features, it is important that you understand how the menus work.

There are 4 main menus: **Services, Memory, Settings and Password.**

The Δ and ∇ keys are used to access the 'Menu' mode and to scroll forward and backward in the menu.

In 'Menu' mode, memory keys **M1** to **M5** are used as function keys. With these keys you select the relevant function shown on the display, notably:

- | | | |
|-----------|---|--|
| M1 |  | this key gives access to the list of unanswered incoming calls. To go to numbers C2 to C10 , press the ∇ key. |
| M2 |  | to return from a submenu to the main menu or to exit 'Menu' without changing anything. |
| M3 |  | to view the contents of the relevant memory or the part of the number that cannot be displayed. |
| M4 | ON/OFF | to modify a setting |
| M5 | OK | to confirm what is shown on the display, e.g. to open a menu or to modify a setting. |

As a quick reference guide on the use of the *Belgacom Maestro*[®] 350, an overview of the menu structure with note on the use of the menus plus a reference list of the used abbreviations, is attached to this user guide.

Note

If the batteries are empty or not installed, you cannot access the Services menu. The structure of the menus and submenus is illustrated on the following diagram.

USE OF THE MENUS

1. SERVICES MENU

To go to this menu, press ∇ and confirm with function key **M5** (**OK**).

General preliminary note

To activate the Belgacom[®] Services, the set will automatically transmit all the information the network needs as soon as you confirm your choice with **OK**.

Wait for the network confirmation signal (rapidly alternating tone) and confirm with **OK**. If you are not certain that all operations were carried out correctly, repeat the entire procedure from the start.

▼ Call Forwarding

There are 3 types of Call Forwarding:

CFU	Call Forwarding Unconditional.
CFNR	Call Forwarding on No Reply.
CFB	Call Forwarding on Busy subscriber.

Note

You can activate each type separately and even several types at a time. The activation of CFU, however, takes precedence over the other types of forwarding.

▼ Go to the SERVICES menu via ∇ and **OK**.

CALL FW appears on the display. Confirm with **OK**.


Using ∇ or \triangle select the call forwarding you want to activate or deactivate.

Press **ON/OFF** to activate or deactivate the service and confirm with **OK**.

To activate the service, you are asked to dial the number to which your calls are to be forwarded. Press **OK** or \rightarrow to leave the procedure without changing the settings.

After you press **OK** the set automatically transmits the relevant codes. When you hear the network confirmation tone all you need to do is confirm the action by pressing **OK**.

To repeatedly activate the same forwarding to the same number, the destination number need not each time be entered. You only need to activate the service and verify if the number used still applies. For this, you press function key **M3**

 when the icon appears and then confirm with **OK**.

Note

You can enter the call forwarding number directly from the keypad but also via direct memory numbers **M1** to **M10** , except for keys **M2** and **M5** which cannot be used as memory keys during programming.

▼ Call Waiting

To activate or deactivate Call Waiting on your *Belgacom Maestro*[®] 350, select "C WAIT" from the SERVICES menu.

Confirm your choice with **OK** .


Activate or deactivate the service using the function key **M4 ON/OFF** . Press **OK** . The set will automatically transmit the necessary codes to the network to activate or deactivate the service.

If you want to use DTMF (voice frequencies) to communicate with computers or pagers or for home banking, you can proceed as described above, but it is nevertheless advisable to temporarily deactivate the "CLIP" function to make sure you will not be disturbed during the communication.


▼ Fixed Destination Call

You can automatically call a fixed destination simply by going off-hook and waiting a few moments.

To program the fixed destination number and to activate this function, select **FIX DEST** from the SERVICES menu and confirm with **OK** . The display indicates whether the service is active or not (**FDC ON** or **FDC OFF**). If necessary, change with the **ON/OFF** key.

If you have already programmed this service, you can display the fixed destination number with the  key; if not, enter the fixed destination number after having pressing **OK** .

You can also change the number with **CLEAR** and the keypad keys or use memory keys **M6** to **M10** .

Then confirm with **OK** to transmit the number and the necessary codes to the network. When you receive the confirmation tone, press **OK** . The  icon indicates that the Fixed Destination Call service is active.

Note

The destination numbers for the Call Forwarding and Fixed Destination Call Comfort[®] Services can only be set via the SERVICES menu.


▼ Selective services: SCF, SCA, SCR


- SCF** Selective forwarding of calls whose numbers you have programmed.
- SCA** Selective acceptance of calls whose numbers you have programmed.
- SCR** Selective rejection of calls whose numbers you have programmed.

You can activate or deactivate this service by selecting the SC service from the "SERVICES" menu. (Confirm your choice with **OK**). Using the ▾ and △ keys select one of the SCF, SCA or SCR services. Each time activate or deactivate the relevant service using function key **ON/OFF** .

▼ Calling Line Identification Presentation (CLIP)


Belgacom lets you view the calling party's number on the display of your set before you answer the call. This is the so-called "CLIP" service. When a call is announced on your set the calling number is displayed for 5 seconds.

If you do not answer the call, the number is stored in memory (up to 10 numbers can thus be stored). This is indicated by the  icon.

You can consult the list of unanswered calls by pressing function key **M1** under the  icon. With the ▾ and △ keys you can scroll through memories

C1 to **C10** .

The numbers are stored in chronological order. The same number is recorded only once, but the latest calling number will appear at the top of the list.

The  icon disappears when you have consulted the list and no new numbers have been stored. You can then access memories **C1** to **C10** by choosing CLIP MEM from the MEMORY menu. Confirm with **OK** . Use ▾ and △ to access **C1** to **C10** .

▼ CLIP during a second call

If you receive a second call during an ongoing call and you have subscribed to the "CLIP" service, the new calling number will be displayed for several seconds.

You can either answer the call by putting the first call on hold using the **ALT** key or ignore it. (To ignore the call, you have the choice: either press **R** , wait for dial tone and terminate by pressing 0; or do nothing at all.)

If you ignore the second call, the number will be added to the list of unanswered calls, so you can call it later.

If your correspondent has a secret number or has activated the function "CLIR", the display will show CLI-TMO in stead of the number.

This message (CLI-TMO) and the interruption of the communication can occur exceptionally being a result of the telephone conversation. The phenomenon is normal and may not be seen as a fault of the set.

▼ **Activating and deactivating the CLIP function**

If you have not subscribed to the "CLIP" service or if reception of the calling number is not possible for technical reasons, it is advisable to deactivate the function on your set.

Select SETTINGS with the ▽ key, press **OK** , select CLIP, confirm with **OK** and select "CLIP OFF" with **ON/OFF** . Confirm your choice with **OK** .

▼ **"Calling Line Identification Restriction" (CLIR)**

If Belgacom lets you permanently deactivate the presentation of your number on your correspondents' sets ("CLIR" service), you can also modify this setting on a per call basis.

For this, go to the SERVICES menu, choose the CLIR function, confirm with **OK** , if necessary modify the setting with the **ON/OFF** key, confirm with **OK** , enter the number of your correspondent and confirm with **OK** . Your number will be displayed at the other end if you selected "CLIR OFF" and will not be displayed if you chose "CLIR ON". Remember that this setting applies only for one single call.

During a call you can perform the same operation if you set up a second call: put your correspondent on hold by pressing the **R** key and follow the procedure described above for a second call with "CLIR".

Note

The Last Number Redial **☎** memory does not contain the CLIR code.


2. MEMORY MENU


The *Belgacom Maestro*[®] 350 features the following three types of memory:

CLIP MEM	the list of 10 memories (C1 to C10) containing the numbers of unanswered calls.
DIR MEM	10 memories accessible via keys M1 à M10 , each memory can contain up to 22 characters.
DED KEYS	4 memory keys for special functions: AR , ALT , 3PTY and TRANS , each key can contain up to 5 characters.

▼ List of incoming calls (CLIP MEM)

If you have subscribed to the “CLIP” service, The *Belgacom Maestro*[®] 350 automatically stores the numbers of the last 10 calls that were left unanswered, e.g. if you were already engaged in a call and did not react to the “Call Waiting” signal.

The first number of the list, **C1** , appears on the display. Use the ▾ key to view the other numbers (up to **C10**). Go off-hook or press  to call your correspondent. The numbers of the calls that were left unanswered are stored in memories **C1** to **C10** .

As soon as a number is stored in memory, the  icon appears on the display. You can consult the list of incoming calls by pressing the function key **M1** and the ▾ and △ keys.

This function lets you call these numbers yourself. To call a correspondent whose number is stored in the CLIP memory, display it and press **OK** .

To erase a number, display it and hold down the **CLEAR** key.




When you have consulted the list the  icon disappears until a new number is stored in memory.

You can consult the list at all times as follows:

Press ▾ twice to go to the MEMORY menu and confirm with **OK** . CLIP MEM is displayed, confirm your choice with **OK** . The first memory, **C1** , appears. Use the ▾ and △ keys to scroll through the list.

Notes

- 1) Even if a subscriber has called you several times during your absence, the *Belgacom Maestro*[®] 350 will only store the latest call made from this number.


- 2) If the list of unanswered incoming calls has not been consulted yet, as indicated by the  icon, **M1** becomes a function key with which you can directly access this list. However, if you want to call the number stored in direct memory **M1**, you must first press the  key. The  icon then disappears and **M1** can again be used as a direct memory key.
- 3) If your set is connected to a PABX, the list of incoming calls will probably not be used. In this case it is advisable to deactivate the CLIP function in the SETTINGS menu (CLIP OFF).

▼ Direct memories

Programming



There are 10 direct memory keys **M1** to **M10**. These keys can be programmed via the MEMORY menu.

Press  twice to go to the MEMORY menu and confirm with **OK**.
CLIP MEM appears on the display.

Press  so that **DIR MEM** appears on the display and confirm your choice with **OK**.

The first memory appears: **M1** --- --- --- --- .The dashed line indicates that the memory is empty.

On the screen the icons ,  and **OK** appear.




Use the  and  keys to select a memory, **Mx**, to be programmed.
Press **OK**.

Enter the number you want to program and confirm with **OK**.

Wait until **OK** has disappeared from the display and been replaced with **Mx** followed by the number.

Use  or  to select another memory to be checked or programmed.


Notes

- 1) Briefly pressing the **CLEAR** key will erase the last digit, whereas a long keypress will erase the entire number. Press  to restore the contents. Press **OK** to store the change.
- 2) If  appears, you can display the entire memory contents by pressing the corresponding function key, **M3**.
- 3) You can also program the last manually dialled number in a memory by pressing the  key.







Phoning with direct memory numbers

Preliminary note

If the  icon is shown on the display, keys **M1** à **M5** are function keys.

First press  to gain access to direct memories **M1** to **M5** .

You can now choose one of the following two options:

- a) Go off-hook or press  followed by the desired memory key **Mx** .
- b) Press the desired memory key **Mx** , and go off-hook or press the  key.
Before going off-hook you can still change your mind: either press  to abort the operation, or manually dial another number, or use another memory number.
Before going off-hook or pressing  you can correct the number displayed with the **CLEAR** key, e.g. to change the last digits of the number.
- c) Choose the direct memory (**DIR MEM**) menu and select a number using the  and  keys. Go off-hook. The number displayed is then sent out.

Prefix and memory numbers

If your Belgacom Maestro[®] 350 is connected to a PABX, you must first dial a prefix to receive the dial tone of the external line. This may be a 1 or 2 digit code (e.g. 0). If you want to call your correspondent automatically via a programmed memory key, **Mx** , you must first program this prefix in the set under the **SETTINGS** menu.

Then you program the number with the prefix under this memory key, **Mx** . If you now press the memory key, the set will automatically insert the required 3 second pause between the prefix and the number.

Similarly, you must also enter the prefix when you program a destination number for Fixed Destination Call and Call Forwarding.

▼ Dedicated keys (Special function keys)

Special keys **AR** , **ALT** , **3PTY** and **TRANS** are intended to simplify the use of the services.

AR is used to recall the number of the person who last called you, also if you do not who it is.

ALT is used to alternate between B and C (second call).

3PTY is used to set up a three-party conference.

TRANS is used to transfer B to C while you yourself withdraw from the call.

These keys can be regarded as special memory keys. You can change the code as desired, so long as it does not exceed 5 characters. The procedure is identical to that used for programming the direct memories.

3. SETTINGS MENU




▼ **Dialling mode: voice frequencies (DTMF) or decadic (DC).**

The decadic (DC) mode is only used if your *Belgacom Maestro® 350* is connected to a PABX that does not support the DTMF mode. If your *Belgacom Maestro® 350* is used directly on the public telephone network, you do not need to change the initial setting. To set the decadic pulse mode, select **DIALLING**, confirm with **OK**, press **ON/OFF** so that DC is displayed and confirm with **OK**.

Note: Temporarily switching from DC to DTMF mode

In DC mode, once the connection has been established, you can temporarily switch to DTMF mode by means of the * key. The decadic mode is reactivated upon termination of the call.

▼ **Ringer settings**

Lift the handset or press the loudspeaker  key to hear the ringer settings through the loudspeaker. To set the **RINGER** volume or melody, select **RINGER** from the **SETTINGS** menu, confirm with **OK**, then select **VOL** or **MEL** with  or , and confirm with **OK**. Press key 1, 2, 3 or 4 for **MEL** or key 0,1,2 or 3 for **VOL**; confirm with **OK**.

Note

Volume = '0' corresponds to 'do not disturb'; the flashing LED indicates an incoming call.

▼ **Loudspeaker volume**

To set the loudspeaker volume, select **VOLUME** from the **SETTINGS** menu, confirm with **OK**, press key 1, 2, 3 or 4 and then confirm with **OK**.


▼ **Electronic keypad lock (call barring)**

To control the calls being made from your set, you can lock the keypad. To lock your set for other persons, you must protect the settings with a 4-digit PIN code (see **PASSWORD** menu).

Go to the **SETTINGS** menu and choose **CALL BAR** with the ∇ key. Confirm with **OK** and select one of the following four options with the ∇ key:

- NONE** no call barring; choose this setting to unlock the keypad.
- INTZ/NAT** barring of international and non-local numbers.
- TOT-MEM** total call barring, except for the memories,
- TOTAL** total call barring

Confirm your selection with **OK** .

The keypad lock is indicated on the display by  .

Notes

- 1) Do not forget to protect this setting as well by entering a PIN code in the Password menu as explained further on.
- 2) If your set is locked, emergency numbers 100, 101 and 112 can still be called. If you have programmed a prefix in your set for use behind a PABX, the emergency numbers must be preceded by that prefix.
- 3) If you lock your keypad, the **AR** , **TRANS** , **3PTY** , **ALT** and **R** keys will also be inactive.

▼ Network and code (prefix)

If your set is used behind a PABX, it must be set accordingly. For this, go to the **SETTINGS** menu and select **NETWORK** with the ∇ key. Confirm with **OK** and select either **PUBLIC** or **PABX** with the **ON/OFF** key, confirm with **OK** . If you have chosen **PABX**, again select the **NETWORK** menu (confirm with **OK**) and use the ∇ key to select the **PREF** menu.

Here you must store the code or prefix (2 digits maximum) to be used to gain access to the external line. Confirm with **OK** .

Note

If you do not have to wait for dial tone after dialling the code, it is best to leave the field **PREF** — empty, unless you use the call forwarding and fixed destination call services.

▼ **Length of pause for use of the Belgacom Comfort® Services**

If you have problems when switching from one party to the other via the **ALT** key or when setting up a three-party conference or transferring a call, you may have to increase the length of the pause. For this, proceed as follows: press **▽** until **SETTINGS** is displayed, confirm with **OK**, then press **▽** to select **ALT PAUSE** and confirm with **OK**. Use the **ON/OFF** key to select **NORMAL** or **LONG** length, and confirm with **OK**.

▼ **Choice of language**

You can choose one of the following four languages: English, French, Dutch and German.

▼ **Calling Line Identification Presentation**

Your *Belgacom Maestro*® 350 set displays the telephone number of the person who is calling you, which is indicated by **CLIP**.

In **PABX**, you probably do not have access to the “**CLIP**” function. In this case you are advised to deactivate this feature in your set so as to avoid a useless dashed line being shown on the display.

You will find **CLIP** in the **SETTINGS** menu. Confirm with **OK**. The initial setting “**CLIP ON**” appears on the display. To deactivate the feature, press the **ON/OFF** function key. Finally, confirm the setting “**CLIP OFF**” with **OK**.

▼ **Reset**

You can restore the settings as they were at the time of delivery of the set, except for the memories.

Go to the **SETTINGS** menu, and press **△** until **RESET** appears on the display. Confirm with **OK**. Enter code **000** and confirm with **OK**. (If you have entered a wrong code, try again).

4. PASSWORD MENU

Introduction

There are two secret codes:

- ▼ The secret code or PIN belonging to the set. This code prevents unauthorised persons from modifying the settings of your set.
- ▼ The Personal Code (PWD) which you may use in combination with the Belgacom Comfort® Services. This code may differ from the above PIN Code. You must always specify in the settings of your set whether you are using this Personal Code (INFO ON)

Programming the PIN code

Go to the PASSWORD menu by twice pressing the Δ key. Confirm with **OK** .

When NEW PIN is displayed, press **OK** , enter the new 4-digit code and confirm with **OK** . From this moment on you must enter the PIN (PIN - - - -) each time you want to modify a setting. The PIN is not displayed, each digit you enter is represented by the symbol * (PIN ****).

Personal code for use of the Comfort® Services

First you must inform your *Belgacom Maestro*® 350 that you are using a Personal Code for the Comfort® Services. For this, go to the PASSWORD menu by twice pressing the Δ key. Confirm with **OK** .

Select SERV PWD with Δ or ∇ . Confirm with **OK** . Then activate INFO ON by pressing the **ON/OFF** key and confirm with **OK** . From this moment on you must enter your Personal Code each time you want to use a Comfort® Service.

To change your Personal Code, proceed as follows: go to the PASSWORD menu by twice pressing the Δ key, confirm with **OK** , select SERV PWD with Δ or ∇ , confirm with **OK** , select CHANGE, confirm with **OK** .

Now enter your old Personal Code (OLD PW) followed by the new one (NEW PW) and confirm with **OK** .

The *Belgacom Maestro*® 350 then sends out the new code. When you receive the network confirmation tone, confirm with **OK** .