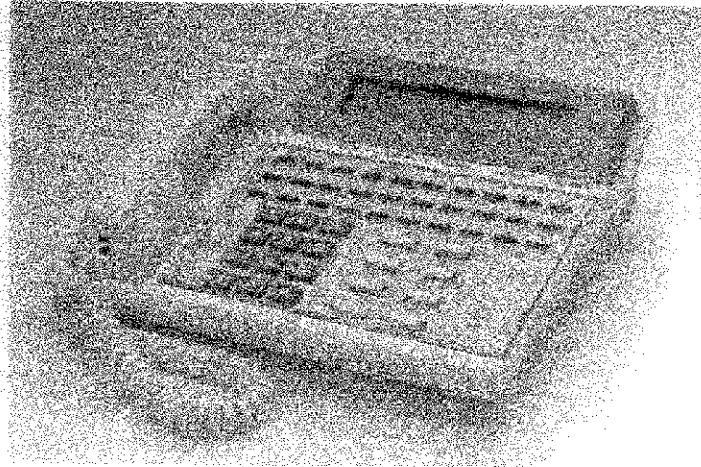# ISDN

SRS™-2100
QUICK REFERENCE CARD
NATIONAL ISDN

FUJITSU

This card is intended as a quick reference. It omits explanations and alternatives. For additional information, see the SRS-2100 Digital Set User's Guide - National ISDN

PLACING CALLS

To Place Calls

1. Press idle Call Appearance (CA) or Directory Number (DN). The phone enters handsfree mode. Pick up the handset if you prefer.
2. Dial the number.

To Place One-Touch Calls

Press a one-touch button. (If no idle CA/DN LED lights, press any idle CA/DN.)

See reverse for procedure to program one-touch buttons.

To REDIAL Last Number Dialed

• Press REDIAL. Lift handset if you don't want handsfree mode. (If no idle CA/DN LED lights, press any idle CA/DN.)

RECEIVING CALLS

To Receive Calls

1. Pick up handset. (For handsfree mode, press SPEAKER.)
2. Press the green-flashing CA/DN if necessary.

To Put a Call on HOLD

1. Press HOLD.
   Pressing a CA/DN button to make or answer a call automatically puts the current call on hold.
2. To reconnect with a call you put on hold, press its red flashing CA/DN.

To TRANSFER a Call

If your phone lacks a TRANSFER button, ask your System Administrator how to transfer a call.

Lucent:
1. *While still on a call*, press TRANSFER.
2. Press any idle CA/DN.
3. Dial the third party.
   For a "blind" transfer, wait for ring, press TRANSFER, and hang up.
4. Once connected, talk privately.
5. Press TRANSFER and hang up.

Nortel:
1. *While still on a call*, press CONFERENCE.
2. Press any idle CA/DN.
3. Dial the third party.
   For a "blind" transfer, wait for ring, press TRANSFER, and hang up.
4. Once connected, talk privately.
5. To complete the transfer:
   • Press TRANSFER and hang up,
     OR
   • To let all three parties talk together, press the red flashing CA/DN of the first call;
     To drop out, press TRANSFER and hang up.

Siemens:
1. *While on a call*, press CONFERENCE.
2. Press any idle CA/DN.
3. Dial the third party.
4. Once connected, talk privately.
5. To complete the transfer, press the red flashing CA/DN of the first call and hang up.

To Use Call Pickup

1. Get a dial tone.
2. Press Call Pickup feature button.

To Forward Calls

Please check with your System Administrator on how to set up Call Forwarding. After initial set up, the feature may be activated as follows:

Lucent: While on-hook, press Call Forward feature button.

Nortel: While on-hook, press Call Forward feature button twice.

Siemens: While on-hook, press Call Forward feature button.

To DROP Last Party Added to Conference Call

Press DROP.
You can continue dropping last party added until down to a two-way call; then hang up normally to end call.

NOTE: Pressing DROP at the end of a conference call drops both participants.

BASIC OPERATION OPTIONS

To Switch To/From Handsfree

To switch to handsfree, press SPEAKER and replace handset in cradle. (MIC-OFF LED must be dark to talk; if it isn't, press MIC-OFF) To switch to handset, pick up the handset.

To Change Speaker/Handset Volume during a Call

With a CA/DN active (LED on), press △ repeatedly to increase volume, ▽ repeatedly to decrease volume.

To Use MIC-OFF

To mute handsfree microphone or the handset for a private conversation, press MIC-OFF (LED lights). Press again to turn microphone back on (LED goes dark).

USING SPECIAL FEATURES

To Set Up a CONFERENCE Call

Lucent, Nortel and Siemens:

1. *While on a call,* press CONFERENCE.
2. To connect with a party to add to the conference:
   • Press any idle CA/DN and dial the third party
   OR
   • Press any CA/DN that is ringing or on hold.
3. To begin conference, press the flashing CA/DN of the original call.

Repeat steps 1-3 to add more calls. To disconnect last call added, press DROP. Other participants can drop out by hanging up. At some installations, if you drop out, the entire conference is disconnected. Ask your System Administrator.

USING SPECIAL FEATURES

To Review Unanswered Call List (UNA)

1. When a ● appears on the display beside UNA LIST, press UNA (softkey 1). Information on the most recent unanswered call appears.
2. Press UNA again. Information on the next-most-recent unanswered call appears.
3. To delete displayed call information, press # on the keypad, then CLEAR (softkey 3).

To Use Call Announce Intercom

To announce a call, perform these steps on the screening phone:
1. .Press TRANSFER while on incoming call.
2. Press Call Appearance of the directory number assigned to Call Announce Intercom.
3. Dial extension of the target phone.
4. Announce call by intercom.
5. Press TRANSFER and hang up.

To Use Personal Directory

1. Press Dir-List.
2. Scroll to the number you want to call, using the Scroll Up and Scroll Down softkeys. The > should be next to the number you want to call.
3. Lift handset or press speaker button.
   See your SRS-2100 User's Guide for inputting names and numbers to the Personal Directory.
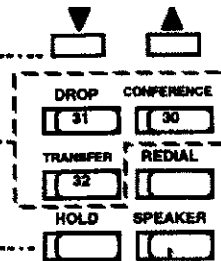
GETTING TO KNOW THE SRS-2100
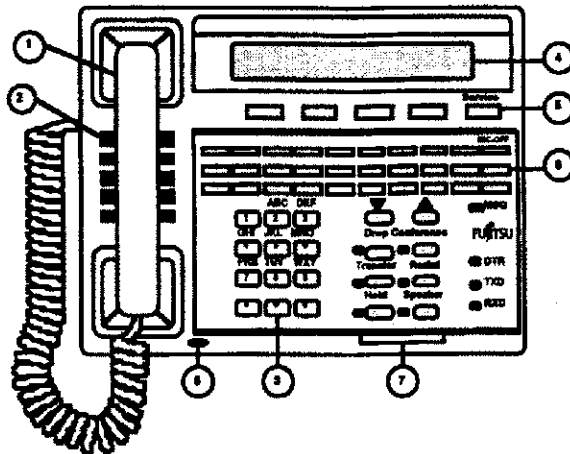
1. HANDSET
2. SPEAKER
3. NUMERIC KEYPAD
4. DISPLAY

5. SERVICE/SOFTKEYS
6. MULTIFUNCTION BUTTONS
7. FUNCTION BUTTONS
8. HANDSFREE MIC

Function Buttons

DATA TERMINAL READY: DTR
TRANSMIT DATA: TXD
RECEIVE DATA: RXD

MIC OFF

MUTES MICROPHONE OR HANDSET

PRESS SERVICE KEY TO DISPLAY REGISTER KEY

PRESSING REGISTER KEY DISPLAYS MENU OPTIONS