

Hytel Digital Key Systems
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A C C E S S C O M M U N I C A T I O N S

Hytel System – Headset Users Guide



**This Guide shows you how to
connect and use a headset
with your Hytel digital keyset.**

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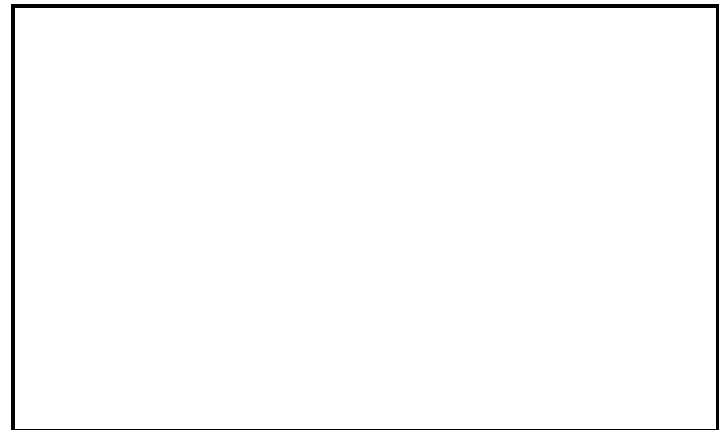
The purpose of this publication is to provide an overview of headset connection to a Hytel digital telephone and to provide detailed instructions on using a headset to make and receive calls.

This is the companion publication referred to on page 10 of the Hytel Digital Display telephone Users Guide. It is intended for both technical staff and end-users.

It is based on a particular third-party product and reflects that product's status at the time of writing. The contents are subject to change without notice.

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For system support and service, please contact:



External outgoing calls.



Lift the handset from the cradle and place it on the desk. System dialtone will be heard in the headset. Initiate the call as normal by pressing a Line key or by dialing the access code (usually 9 or 0). Public exchange dial tone is heard in the headset's receiver and you can then dial the wanted number.

Hands-free operation.



If you want to make an outgoing call in hands-free mode, press the Speaker key and Initiate the call as normal by pressing a Line key or by dialing the access code (usually 9 or 0). After receiving public exchange dial tone, dial the wanted number. The call will be connected in hands-free mode. If you want to transfer the call to headset operation, lift the handset from its cradle and place it on the desk. You are now conversing via the headset.

Concluding the call.



For a hands-free call, press the Clear key at the conclusion of the call.



For a headset call, replace the handset in its cradle at the conclusion of the call.

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Internal outgoing calls.



Lift the handset from the cradle and place it on the desk. System dialtone will be heard in the handset. Dial the other extension's number.

Hands-free operation.



If you want to make an outgoing call in hands-free mode, press the Speaker key and dial the other extension's number. The call will be connected in hands-free mode. If you want to transfer the call to headset operation, lift the handset from its cradle and place it on the desk. You are now conversing via the headset.

Concluding the call.



For a hands-free call, press the Clear key at the conclusion of the call.



For a headset call, replace the handset in its cradle at the conclusion of the call.

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Answering incoming calls.

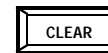


To answer a ringing incoming call, lift the handset from its cradle and place it on the desk. You are now conversing via the headset.



Hands-free operation.

If you want to answer a ringing incoming call in hands-free mode, press the Speaker key to answer the call. The call will be connected in hands-free mode. If you want to transfer the call to headset operation, lift the handset from its cradle and place it on the desk. You are now conversing via the headset.



Concluding the call.

For a hands-free call, press the Clear key at the conclusion of the call.



For a headset call, replace the handset in its cradle at the conclusion of the call.

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Operating procedure assumptions.

The following operating procedures for using a headset with a Hytel 9-key display or a Hytel 9-key non-display keyset assume that:

- Your headset is Hytel-compatible and has been connected to the keyset’s handset socket via an external amplifier.
- If there is a headset/handset switch on the amplifier, it has been set to the “headset” position.
- The keyset has “hot keypad” (function 93) activated (you can normally dial another extension without first having to pickup the handset).
- The keyset’s Automatic Line Selection is set to “intercom” (you get internal dialtone when the handset is picked up).

Nomenclature used in this publication.

The instructions in this publication may often ask you to “press” a specified key. The word “press” means “press and release”, not “press and hold”.

You may also be instructed to “dial”. The word “dial” means: “using the dial-pad of your keystation, press the nominated numbers and/or symbols in the sequence given”. Where the digits dialled are to be determined by you, the guide will show this symbol:





Keys designated with a specific name (i.e. “function”) are shown in this publication as:



Dial-pad keys are shown as:



Lifting the handpiece from a keyset is shown as  and

 indicates that the telephone handset is replaced or that the keyset must be idle.



Notes, hints and additional explanation are indicated by use of the symbol shown adjacent to this paragraph.

Connecting a headset to a Hytel 20-key display keyset.

A 4-position 4-contact headset socket is situated at the top left-hand rear of the Hytel keyset.

- Socket pinout:
- 1 Transmitter negative
 - 2 Receiver
 - 3 Receiver
 - 4 Transmitter positive



Simply plug a compatible headset directly into the headset socket. A separate headset amplifier should not be necessary.

Activating Headset Operating mode:



1. Press the function key and dial 9#.
2. “Headset enabled” will briefly appear on the LCD display. Confirmation tone will be received.

Cancelling Headset Operating mode:



1. Press the function key and dial *9#.
2. “Headset del” will briefly appear on the LCD display. Confirmation tone will be received.



When Headset Mode is activated, the standard procedure to make a hands-free outgoing call need to be modified (see pages 12 & 13). A feature key programmed as “function 9#” allows you to easily toggle Headset Mode operation allowing you to easily turn the “normal” hands-free mode on and off to suit the way you want to work at a particular time.

External outgoing calls.

To use the headset, initiate the call as normal by pressing a Line key or by dialing the access code (usually 9 or 0). Public exchange dial tone is heard in the headset’s receiver and you can then dial the wanted number. Press the Speaker key to toggle between headset and handset operation.

Hands-free operation.

To make a call in hands-free mode, Press the Speaker key, initiate the call as normal by pressing a Line key or by dialing the access code (usually 9 or 0) and immediately press the Speaker key again. The call will be connected in hands-free mode. Subsequent presses of the Speaker key toggles between the two modes (headset or hands-free) of operation.



Concluding the call.

At the conclusion of the call you can press your Clear key (or pickup and replace the handset on its cradle).



Internal outgoing calls.

To use the headset, simply dial the other extension's number. After dialing the number you will hear ring tone in the headset's receiver and can converse when the call is answered. Press the Speaker key to toggle between headset and handset operation.

**Hands-free operation.**

To make a call in hands-free mode, press the Speaker key, dial the extension's number and immediately press the Speaker key again. The call will be connected in hands-free mode. Subsequent presses of the Speaker key toggles between the two modes (headset or hands-free) of operation.

**Concluding the call.**

At the conclusion of the call you can just wait for the other party to terminate the call, or, if you need to terminate the call first, press your Clear key (or pickup and replace the handset on its cradle).

Connecting a headset to a Hytel 9-key keyset.

An external headset amplifier must be used to connect a headset to a 9-key display or a 9-key non-display keyset.

Amplifiers usually have three sockets; one for connecting the amplifier to the keyset, one for the headset connection and one for connecting the handset to the amplifier. The configuration is shown in the following diagram.

1. The handset cord is removed from the handset socket on the bottom of the phone.
2. The "tel" socket on the amplifier is connected to the handset jack on the bottom of the phone.
3. The headset is plugged into the "headset" socket on the amplifier.
4. The handset cord is plugged into the "handset" socket on the amplifier. The handset is then replaced on its cradle on the phone.



Check your headset's documentation for additional information, setup procedures and amplifier operating instructions.



The headset feature code (function 9#) has no effect on a 9-key Hytel keyset. The code is used only in conjunction with Hytel 20-key display keysets.

Operating procedure assumptions.

The following operating procedures for using a headset with a Hytel 20-key display keyset assume that:

- Your headset is Hytel-compatible and has been connected to the headset-socket on the top left-hand rear of the keyset.
- Keyset Operating Mode (function 9#) is activated.
- The keyset has “hot keypad” (function 93) activated (you can normally dial another extension without first having to pickup the handset).
- The keyset’s Automatic Line Selection is set to “intercom” (you get internal dialtone when the handset is picked up).



Even though the keyset is in “headset” operating mode, you can still use the handset as normal to make and receive a call. Just remember that the hands-free outgoing call procedure needs to be modified as explained on pages 12 & 13.

Answering incoming calls.

Press the Speaker key to answer a call ringing at your keyset. The red Speaker LED will flash and you can talk to the caller via the headset. Pressing the Speaker key again invokes hands-free speakerphone operation (the red LED is a steady glow). Subsequent presses of the Speaker key toggles between the two modes (headset or hands-free) of operation.

**Concluding an internal call.**

At the conclusion of an internal call (from another extension) you can wait for the other party to terminate the call, or if you need to terminate the call first, press your Clear key (or pickup and replace the handset on its cradle).

**Concluding an external call.**

At the conclusion of the call you can press your Clear key (or pickup and replace the handset on its cradle).