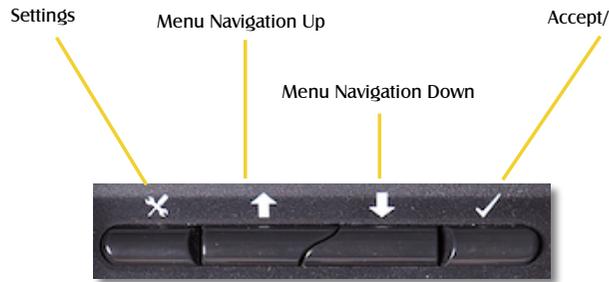


Control Buttons (Continued)

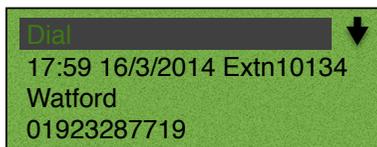
Under your PCS 542's screen there are 4 buttons, these are used to navigate, select and change your phones settings.



	<b>Settings</b> This enters into the PCS 542's main settings and allows you to change defaults, Contrast and shows the PCS 542's setup information.
	<b>Move Up</b> Allows you to navigate the screen in an upwards direction.
	<b>Move Down</b> Allows you to navigate the screen in a downwards direction.
	<b>Select/Accept</b> This is the PCS 542's enter key, and allows you select or accept entries displayed on the screen

Navigating the PC542 Menus

Using the Navigation keys to move around the menus to make changes to the phones settings or to make selections whilst making or receiving call there could be times where more than one option is available. To show this down arrow at the end of a highlighted line is displayed to inform you that there are more options available to choose from.



If you see an arrow at the end of a line this means that extra options are available, use the navigate keys to see the extra options Available.

# PCS 542 Quick Reference Guide

Version 3.3/0714/1



## PCS 542 Quick Reference Guide

### PCS 542 Connectors

The PCS 542 has 3 connectors at the rear of the phone, these are used to connect to the PCS 542 to your network, PC and Headset.

#### Headset Connector

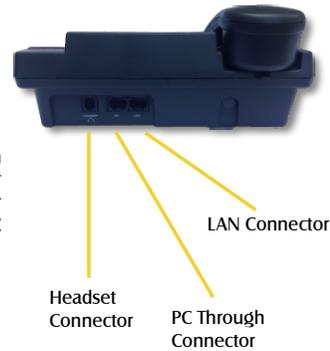
Use this to connect a standard headset to the PCS 542: Please note other manufactures headsets may be incompatible with the PCS 542.

#### PC Through Connector

Your PC can be connected to your PCS 542 in certain circumstances: Please refer to your System Administrator for details. Please also note that removing the LAN cable or moving your phone will break the LAN connection to your PC if connected.

#### Lan Connector

This is used to connect your PCS 542 to your office network, your phone is also powered from this socket.



### Feature Keys

The 10 Feature Keys on the right hand side of the allow you to quickly access some of the most common phone features via a single button press. Pressing the button again returns you to the PCS 542's home screen.



#### Volume Control.

These buttons can alter the Ringing volume, as well as the call volume for both handsfree and handset calls.



#### Messages.

Pressing this shows you your voicemail messages, pressing this again reverts you back to the home page.



#### History.

Pressing this shows you your call history,



#### Call Park.

Pressing this displays the 4 configured park-slots on your system, these may not be available on your system. Please see you system administrator for further details.



#### Record a daily greeting.

Pressing this allows you to record a daily greeting,



#### Record a permanent greeting.

Pressing this allows you to record a permanent greeting,



#### Pause a call.

You may wish to Pause a call when you need to look up information for the caller,



#### Record a call.

During any call (internal or external or conference call) you can record the conversation. The resulting recording will become a new voicemail message and can be accessed in the usual way.



#### Backspace.

Pressing this key removes the last entered character from the screen.

## PCS 542 Quick Reference Guide

### Control Buttons

The PCS 542 has 8 grey Function buttons that allow you to perform in call actions such as hold, conference and Divert and Status functions as well as directory searching.



#### Handsfree

The Speaker button will place your phone off-hook and enable you to use hands free mode. This also allows you to toggle between handset and headset mode.



#### Mute

The Mute button will enable you to turn on off the microphone so the calling party cannot hear you.



#### Directory

The Contacts button is used to search for an entry on the system database and dial a number stored for the relevant contact.



#### Hold

The Hold button is used place a call on hold.



#### Switch

Switch allows you to toggle between the two calls. The call you are currently connected to will be displayed in Call Status. Each call can be transferred or ended in the normal way.



#### Conference

This button allows you to create a 3 way conference, please see xxx for further details



#### Quick Settings

This allows you quickly setup diverts, Extn Anywhere and change your status for your user.



#### Do Not Disturb

This allows you to place yourself into DND so that you do not receive calls, other than those setup in your DND exceptions.