

**BOGEN®**

## Model MCDS4

### Administrative Telephone Operating Instructions



The Bogen Model MCDS4 is a 12-push-button, touch-tone type telephone designed for use as an administrative telephone in Bogen communications systems. It incorporates an LCD display panel and unique display menu system to provide rapid, efficient and reliable control over the system's operational functions.

The MCDS4 also includes nine dedicated function pushbuttons and three programmable function buttons. The dedicated functions include: Speed Dial of up to 10 frequently dialed numbers, Redial last number, Speakerphone (for hands-free conversation), Line (to get dial tone when using the speaker), Hold, and Speaker Volume Control. The programmable func-

tion buttons can be used to direct dial a frequently called number or to activate one of the system's communications functions (alarm, external relay, etc.).

The MCDS4 provides five different ring signals to distinguish call alert, normal, urgent, emergency calls, and incoming outside line calls. It is fully compatible with the MCTC Board option and, when connected to a Multicom 2000 system's RS485 interface, can display the status of the first 8 outside lines and hold status for those lines.

The phone may be mounted on a wall or desktop. It includes a pull-out number index and a replaceable coil cord.

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54-5031-01G 1509

# Overview of MCDS4

## Dedicated Feature Buttons

### SPEED DIAL

Used to select a number stored in memory

### REDIAL

Redials the last number called

### SPKR

Selects speakerphone mode

### HOLD

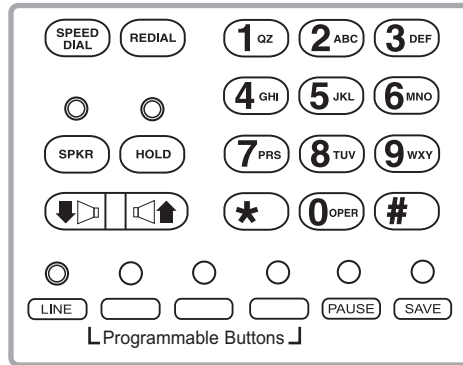
Places a call on hold (must be connected to RS485 interface for hold to operate properly)

### UP/DOWN

(Arrows) - Increases/decreases the ring volume; adjusts speaker volume; scrolls display menu, and adjusts handset volume

### LINE

Provides direct access of an outside line or line that has been placed on hold



### PAUSE

Used in programming, to place a pause between digits

### SAVE

Used to save numbers in speed dial memory

## Operation

**To get dial tone:** Lift handset or press **SPKR** button

### To place a call:

Internal — Get dial tone. Dial **\*** plus the extension or classroom number to call classroom telephone, or, dial extension or classroom number to call classroom speaker.

Outside Line — Get dial tone. Press **9 WXY** and then **8 TUV**. You will be connected to the first available line, or, direct access by dialing the line architectural number, or, direct access by pressing **LINE** and line number desired (1 - 8).

**To Redial the last number called:** Get dial tone and press **REDIAL** button.

**To Place a Call On Hold:** Press the **HOLD** button. Note: For Multicom 2000 systems, when an outside line is placed on hold, an "H" will flash on the outside line status display. (RS485 wiring connection required.)

### To Retrieve a Call:

Internal — Press the **HOLD** button.

Outside Line — Press **LINE** and the line number (1 - 8) using the numeric buttons.

**To Disconnect a Call:** Hang up the handset or, if in speaker mode, press **SPKR**.

**To Adjust Ring Volume:** Make sure the phone is off-line. Press to increase ring volume. Press to decrease volume.

**To Adjust Speaker Volume:** Press **SPKR** button. Press button to increase volume. Press to decrease volume.

**To Adjust Handset Volume:** Lift Handset. Press to increase volume. Press to decrease volume (4 volume steps).

## Advanced Operation

### Speed Dial Programming

1. Make sure handset is in cradle.
2. Press **SPEED DIAL** button.
3. Select a speed dial code by pressing **0 OPER** through **9 WXY**.
4. Pick up the handset or press **SPKR** button. Enter the extension number or outside number to be stored. Note: If you need to enter a pause in the dialing string to accommodate a PBX outside line function, for example, press the **PAUSE** button. Each press will create a pause of approximately 1 second.
5. Press **SAVE** button after completing the number string.
6. Press **\*** to store the number in memory.

**To Speed Dial:** Get dial tone. Press **SPEED DIAL** button and the speed dial code (**0 - 9**).

### Programmable Function Buttons

To program the function buttons, perform the following steps:

1. Make sure handset is in cradle.
2. Press one of the function buttons.
3. Pick up handset or press **SPKR** button. Enter the extension number, outside line number, or DTMF string to be stored (if storing events such as alarms, zone pages, etc.). Note: If you need to enter a pause in the dialing string to accommodate a PBX outside line function, for example, press the **PAUSE** button. Each press will create a pause of approximately 1 second.
4. Press **SAVE** button after the complete number string.
5. Press **\*** to store the number in memory.

## Wiring

Install the MCDS4 according to the diagram on the last page. If the optional outside line feature is installed, the MCDS4 must be correctly wired to the RS485 interface.

### Wall-Mount Instructions

To Install MCDS4 as a wall-mounted phone, follow these steps:

- STEP 1: Remove (4) screws on bottom of unit, and also remove directory plate.
- STEP 2: Detach unit and rotate bottom of unit 180 degrees.
- STEP 3: Re-insert screws and hang from wall using keyholes.

