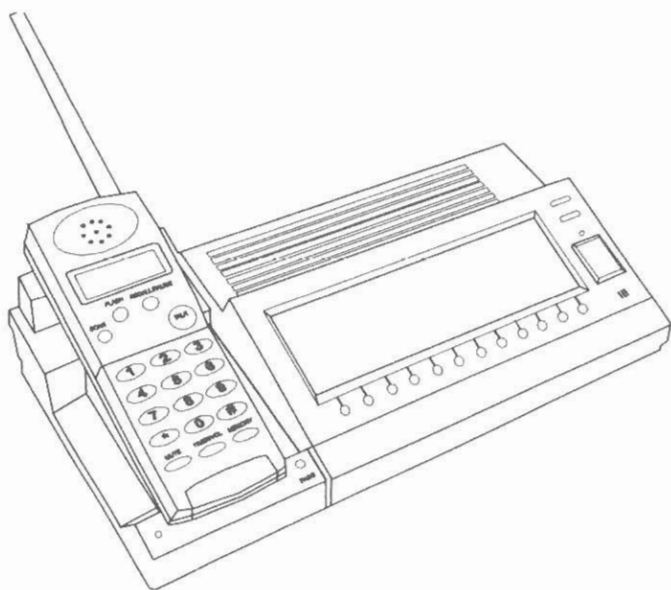


CORDLESS *Friday*®



User's Guide to Installation

Model FR4649

FCC Requirements for Consumer Products

This equipment complies with Part 68 of the FCC Rules. On the bottom panel of this equipment is a label that contains, among other information, the FCC registration number and Ringer Equivalence Number (REN) for this equipment. If requested, provide this information to your telephone company.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of RENs of all devices should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your telephone company to determine the maximum REN for your calling area.

If your Cordless *Friday* unit causes harm to the telephone network, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice is not practical, you will be notified as soon as possible. You will be advised of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so as to give you an opportunity to maintain uninterrupted service.

THE NICKEL-CADMIUM BATTERY USED IN THIS PRODUCT MUST BE COLLECTED, RECYCLED OR DISPOSED OF IN AN ENVIRONMENTALLY SOUND MANNER.

The installation, land filling or mixing of nickel-cadmium batteries with the municipal solid waste stream is PROHIBITED BY LAW in most areas.

Return this battery to a federal or state approved nickel-cadmium battery recycler. This may be where you purchased the battery. In MINNESOTA CALL 1-800-225-PRBA if further disposal information is required; or

Contact your local waste management officials for other information regarding the environmentally sound collection, recycling and disposal of this battery.

Save these instructions

Start Here

Use the instructions in this *User's Guide to Installation* to install your Cordless Friday.

Operating Instructions are contained in two publications: *User's Guide to Cordless Handset Operation* and *User's Guide to Operation*.

Contents	Page
FCC Required Information	2
NiCad Battery Notice	2
Parts Check List	3
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Connect Cordless Base	5
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Connect Local Extension (Optional)	7
Set Handset Switches	8
Set Dial Mode	8
Connect the AC Adaptor	9
Install Battery	10
Verify Installation	11
Charge Cordless Handset	11

Parts Check list

Check to make sure that you have all of the following accessories:

- ☐ *User's Guide to Installation* (This document)
- ☐ *User's Guide to Cordless Handset Operation*
- ☐ *User's Guide to Operation*
- ☐ *Warranty Registration Card*
- ☐ Cordless *Friday* Base Unit
- ☐ Cordless Handset
- ☐ Telephone Line Cord
- ☐ AC Adapter (power supply)
- ☐ 9-Volt Battery

We suggest that you keep the packing materials in case you need to send the unit in for service.

Information on warranty service can be found on the *Warranty Registration Card*.

Before You Begin

Before you can use Cordless *Friday*, you will need to:

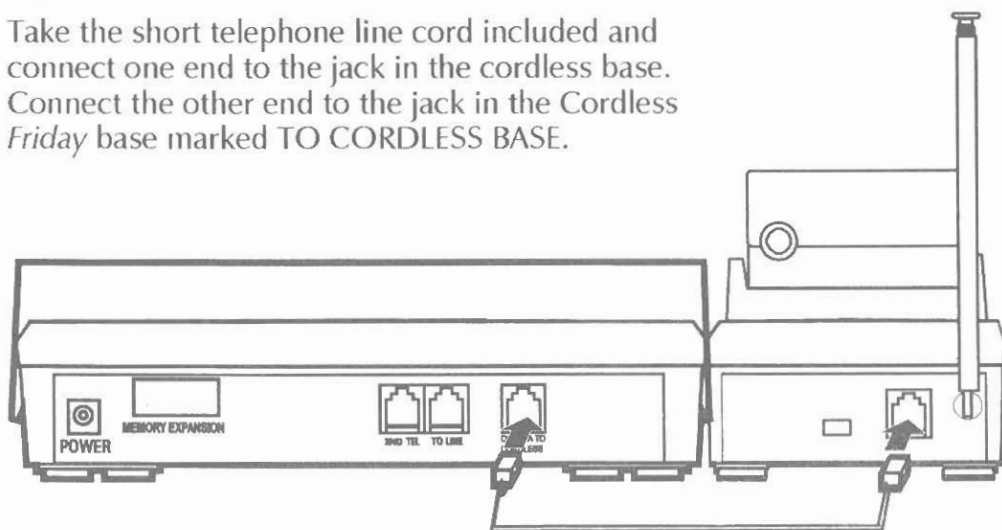
- ☐ Choose a location close to an electrical outlet and a telephone jack.
- ☐ If you have purchased a memory expansion module, see the instructions included with the module for proper installation of the module. If the module is preinstalled, you can skip this step.
- ☐ Connect Cordless *Friday* base telephone cord. See Page 6.
- ☐ Connect Cordless *Friday* to the telephone line. See Page 6.
- ☐ (Optional) Connect a local extension telephone. See Page 7.
- ☐ Set cordless handset switches. See Page 8.
- ☐ Set Dial Mode switch. See Page 8.
- ☐ Connect the AC Adapter. See Page 9.
- ☐ Install Backup Battery in the base unit. See Page 10.
- ☐ Charge the cordless handset battery.

You must charge the cordless handset battery for at least 14 hours before you can use the cordless telephone.

Installation

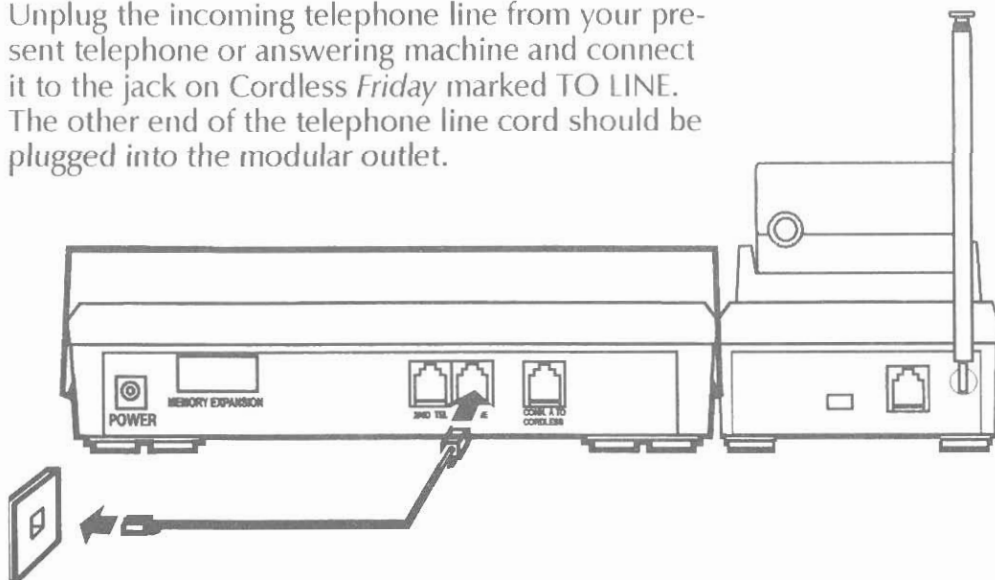
Connect the Cordless Base

Take the short telephone line cord included and connect one end to the jack in the cordless base. Connect the other end to the jack in the Cordless *Friday* base marked TO CORDLESS BASE.



Connect the Telephone Line

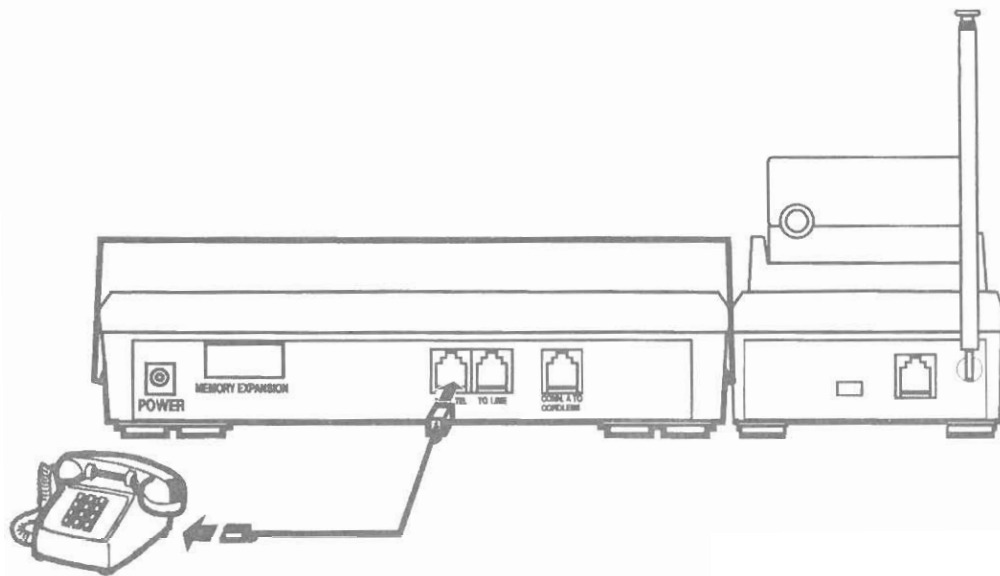
Unplug the incoming telephone line from your present telephone or answering machine and connect it to the jack on Cordless *Friday* marked TO LINE. The other end of the telephone line cord should be plugged into the modular outlet.



Installation

Connect a Local Telephone (Optional)

You can connect a local extension telephone to *Cordless Friday*. This enables you to use *Cordless Friday* while the handset battery is charging. Connect one end of a telephone line cord to the jack on *Cordless Friday* marked TO TEL. Connect the other end to the extension telephone.



To verify the correct connection, pick up the handset on the local extension telephone. You should hear dial tone even if *Cordless Friday* is not powered.

Installation

Set Cordless Handset Switches

The ON/OFF Switch on the side of the cordless handset should be set to the ON position in order to make or receive calls.

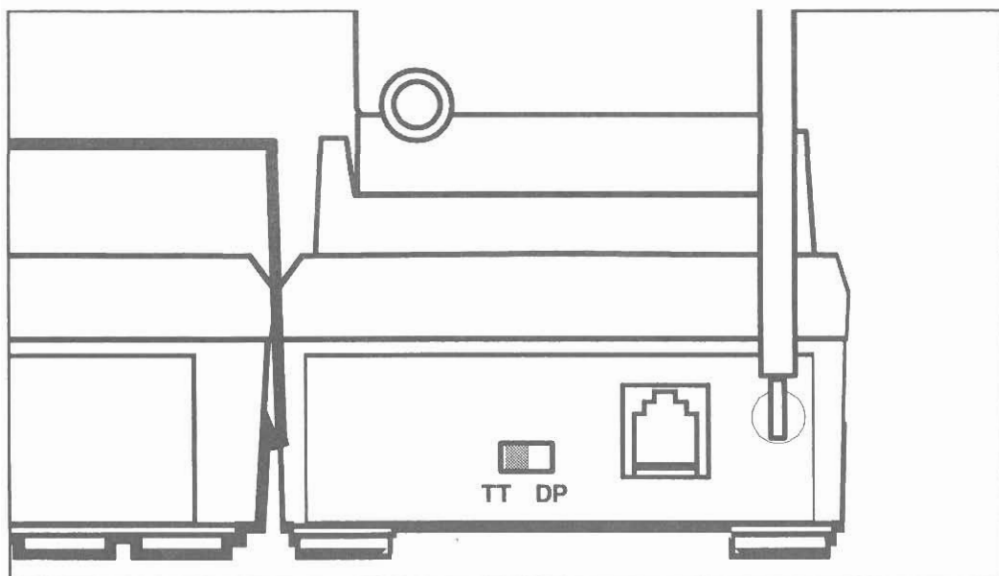
You can set the switch to OFF when you do not want to be disturbed by the telephone ringing, or when you want to extend the life of the handset battery pack.

Set Dial Mode Switch

The cordless handset can dial in either tone or pulse mode.

First determine the dial mode for your telephone line: touch tone or pulse dialing.

Set the TT DP switch on the back of the cordless base to TT if you have touch tone service. Set the switch to DP if you have dial pulse service.

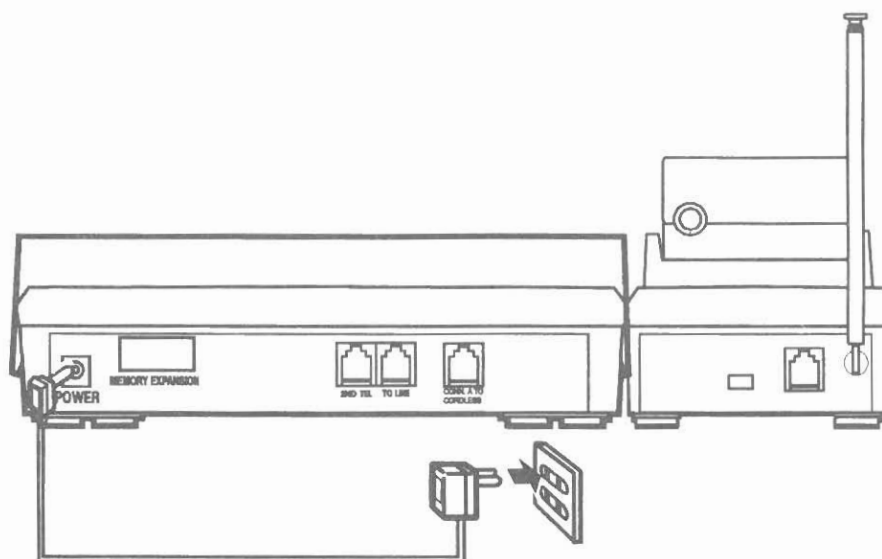


Installation

Connect the AC Adaptor

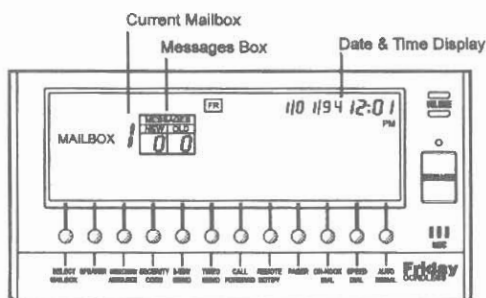
Connect the AC Adaptor *BEFORE* installing the 9-Volt battery in the Cordless *Friday* base.

Connect the output plug of the AC adaptor (included) into the jack on Cordless *Friday* marked POWER



When you apply power, the display will briefly show all icons. The clock in the right hand corner will then count backwards while the unit runs a self-diagnostic check.

Once the self-diagnostic test is complete, the ready display appears.



Installation

Install Battery Backup

Install the 9-Volt battery in the base of *Cordless Friday* **AFTER** you have connected the power supply.

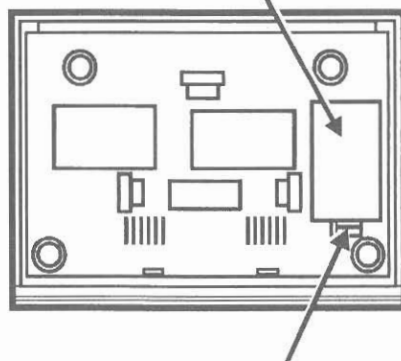
Cordless Friday has a battery backup to protect the memory and setup information during a power interruption.

Remove the battery compartment cover on the underside of the *Cordless Friday*.

Install the 9 volt battery (included) so that the terminals on the battery snap into the corresponding terminals on the battery connector.

Place the battery in the compartment and replace the cover.

Battery compartment



**Battery compartment tab.
Push to open**

You should change the battery every six months (or when the **LOW** symbol flashes) to avoid losing messages setup info.. A fresh battery will protect the memory for approximately 12 to 16 hours.

Hint: When you change the battery, keep your *Cordless Friday* plugged into the wall outlet. This will prevent erasing any of your greeting messages or configuration programming.

Installation

Charge the Cordless Handset

The NiCad battery in the cordless handset must be fully charged before you can operate the cordless handset. Normal charging time is approximately 14 hours. If you wish to use your Cordless *Friday* product before the battery is fully charged, you can connect a local extension telephone to Cordless *Friday* and use it to make or receive calls.

Verify Installation

- ☐ Memory Expansion Module Installed (Optional).
- ☐ Charging base connected to Cordless *Friday* base.
- ☐ Telephone Line connected to LINE jack.
- ☐ Connect a Local Telephone (Optional).
- ☐ Set Cordless Handset Switch.
- ☐ Set Dialing Mode.
- ☐ Connect AC Adaptor.
- ☐ Ready Display illuminated.
- ☐ Install 9-Volt Backup Battery.
- ☐ Charge Cordless Handset for 14 Hours.

Congratulations. You have completed installation of your Cordless *Friday*. While the cordless handset is charging, we suggest that you become familiar with the information contained in the User's Guide to Cordless Handset Operation and User's Guide to Operation.

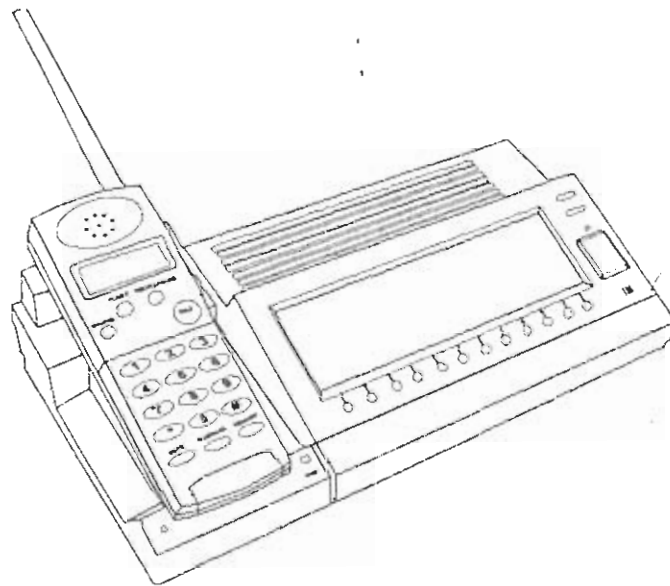
BOGEN[®]
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CORDLESS *Friday*[®]



User's Guide to Operation

Model FR4649

Important — Use this Guide to Operation to familiarize yourself with Cordless Friday's features and operation. Before installing the unit, read the User's Guide to Installation for installation instructions and safety precautions. See the User's Guide to Cordless Handset Operation for instructions on how to operate the cordless handset

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Introducing Cordless Friday

What is Cordless Friday?

Cordless Friday is an all digital Communications Manager providing voice mail for multiple users. With more advanced capabilities than conventional answering machines, Cordless Friday helps you stay in touch with your customers or in-office associates, no matter where you are.

Voice Mail/Message Center

- 6 Personal Voice Mailboxes with Optional Security Codes.
- Personal Greeting for each mailbox.
- 3 Announcement Mailboxes.
- Forwards calls instantly to any location from each voice mailbox.*
- Distinct Ring feature.*
- Urgent message notification to any phone anywhere.
- Numeric pager notification.

Cordless Phone Features

- 10-Channel auto scanning system.
- Compact handset fits easily in pocket.
- Noise reduction circuitry for improved clarity.
- Base to handset paging.
- Redial/Memory dial.
- Call timer.

Convenience Features

- Caller announce screening.
- Speaker monitor.
- Voice prompted assistance.
- Memo record.
- Conversation record.
- Timed memo record.
- Do not disturb feature.
- Separate old/new messages.
- LED Message indicator.
- Numeric call counter.
- Low memory/low battery indicators.
- Battery backup.

Digital Power

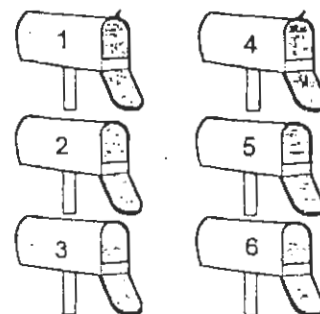
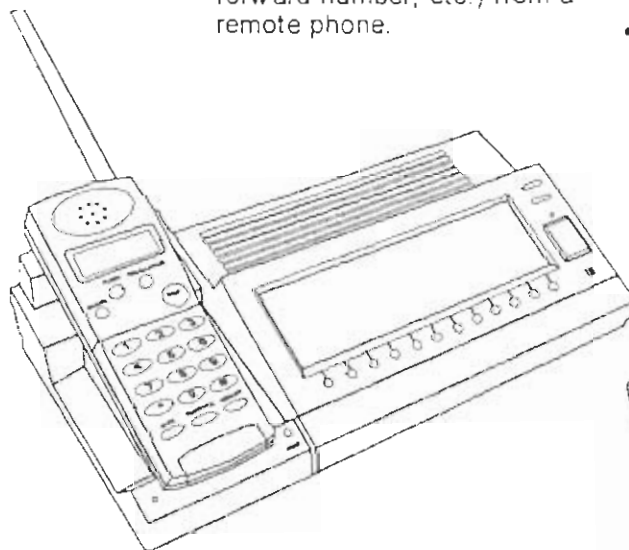
- All Digital Recording.
- 18-Minute recording time (expandable to 36 minutes with optional memory expansion module).
- Call transfer back to voice mail.
- Selectively save, skip and delete messages.
- Save messages to other mailboxes.
- Time/Date stamp for messages.

*Requires optional service from your phone company

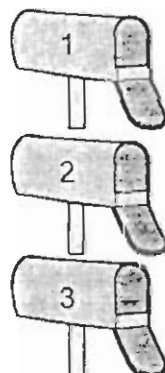
Cordless Friday Features Overview



- **Incoming Voice Call**
Cordless Friday greets callers with your digitally recorded Main Greeting. Callers select a mailbox using keys on their telephone.
- **Remote Retrieval/Programming**
Retrieve voice messages from anywhere. You can also change system settings (call forward number, etc.) from a remote phone.



- **Voice Mailboxes**
Mailbox 1 is always on. You can activate up to 6 additional voice mailboxes. You can restrict access to your mailbox with a security code.



- **Announcement Mailboxes**
Lets you leave important information for your callers. You can activate a security code so that only those knowing the code can hear the announcement.

- **Remote Notify**
Calls you after caller leaves a message.
- **Pager Notify**
Dials your pager number. Lets people page you without knowing your pager phone number.
- **Call Forward**
Forwards calls in real time to any phone anywhere (requires 3-way calling service).

Before You Begin

Before you can use Cordless Friday, you should first install it according to the instructions contained in the Cordless Friday *User's Guide to Installation*.

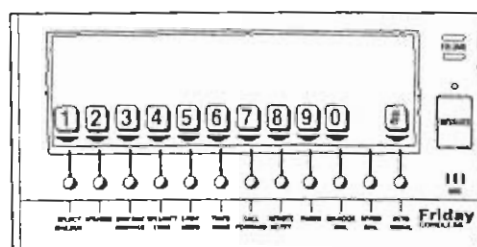
You should read the *User's Guide to Cordless Handset Operation* for instructions on operating the cordless handset.

You should become familiar with this document to gain an understanding of how the Cordless Friday operates.

Front Panel Features

Cordless Friday communicates with you using digital voice prompting and visual icons on its display panel. You in turn interact with Cordless Friday by pressing the buttons on the front panel.

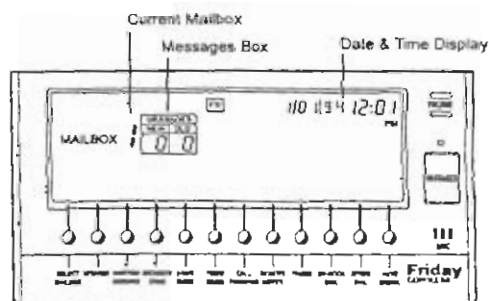
Refer to the illustrations on this page and the next page. The *Function Panel* is imprinted with a list of functions that define the operation of the button above it. When you select a function by pressing the corresponding button, Cordless Friday shows numerical icons on the display and prompts you for a selection. You respond by pressing the button(s) under the appropriate icons.



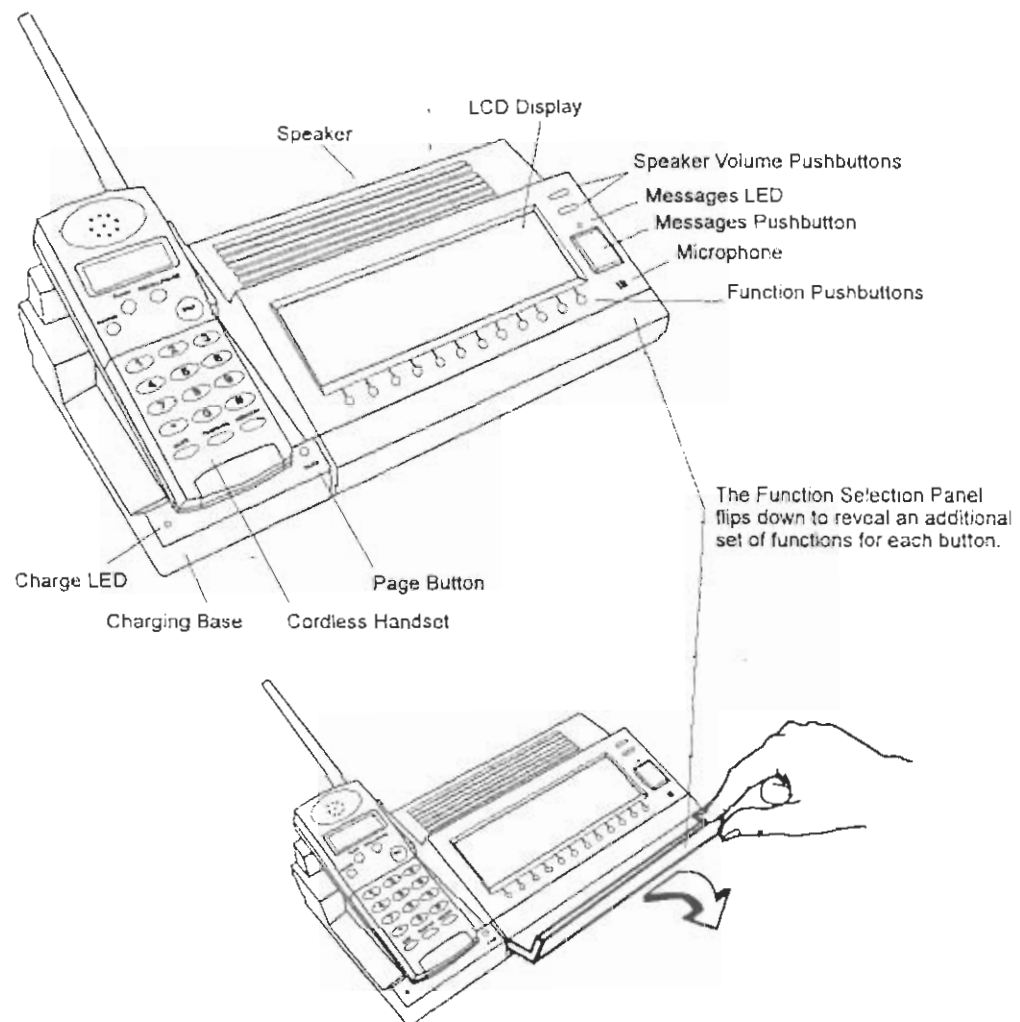
When Cordless Friday prompts you to press a certain number, you press the button below the appropriate icon.

If you flip the function panel down you will reveal an additional set of functions for the same buttons. This means that the same button can activate two functions depending upon whether the panel is up or down.

Cordless Friday's "ready" display shows the date and time, the Current Mailbox, and a Message Box that shows the number of OLD and NEW messages in that mailbox. You can use the *Select Mailbox* function to display message information for other mailboxes (mailboxes must first be activated).



Before You Begin



Before You Begin

Setup Overview

Before you can use your Cordless *Friday*, you will first need to set some system functions. Read the section titled *System Setup*, beginning on page 9, before you attempt to make changes in the system functions:

- ☐ Distinct Ring
- ☐ Number of Rings
- ☐ Time & Date
- ☐ Maximum Message Time

Next, you will have to make some decisions about Cordless *Friday*'s mailbox setup. You should read the following sections titled *Mailbox Setup* and *Mailbox Functions* to gain an understanding about how Cordless *Friday* works and to assist you in configuring Cordless *Friday* to your exact needs. You will have to decide:

- How many mailboxes to activate and who their "owner's" are.
- How many announcement mailboxes you want to activate.

The next step is to

- ☐ Activate mailboxes
- ☐ Record Main Greeting(s)
- ☐ Record Mailbox Greetings
- ☐ Record Mailbox Announcements

The section titled *Mailbox Setup* shows how to activate mailboxes and record greetings.

Once you have mailboxes activated and greeting recorded, Cordless *Friday* is ready for everyday use. You can select mailbox functions using the information in the section titled *Mailbox Functions*.

Finally, you should read the sections titled *Retrieving Messages*, *Remote Programming*, and *Operation* for information on how to retrieve your messages, how to operate Cordless *Friday* remotely, and how to use other Cordless *Friday* features.

System Setup

Distinct Ring

If you want to use the Distinct Ring feature, read this section before proceeding. If you do not want to use this feature, skip to the next section.

Your local telephone company may offer a service called Distinctive Ring (or other name), which lets you have multiple telephone numbers for the same incoming line. This service lets you publish separate numbers for your home phone and/or business phone and have them all ring the same phone but with a different ring sound.

Cordless Friday's Distinct Ring function makes the unit operate like it has two-incoming lines. It automatically routes calls to a different *Main Greeting* by detecting the ring pattern.

For example:

RING A: (Your business number)

"Hello, you've reached ABC Consulting. For Lee, press 1. For Pat, press 2. For our mailing address, press 7."

RING B: (Your residence number)

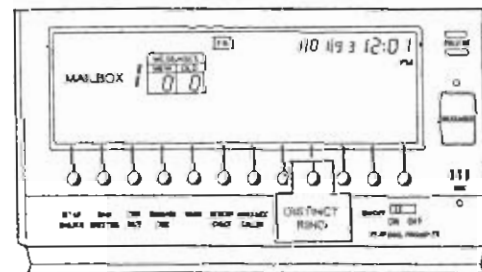
"Hello, you've reached the Smith residence. For Lee, press 1. For Gene, press 3. To leave a message for the kids, press 4. For the kids' summer camp address, press 8."

Each *Distinct Ring* line can also be programmed as to the number of rings before the unit answers (See *Number of Rings*).

When you activate mailboxes and *Distinct Ring* is on, you can setup each mailbox for use with line 1, line 2, or with both lines (See *Mailbox Setup*).

Activate Distinct Ring

1. Order Distinct Ring from your local telephone company.
2. Flip the function panel down and press the button marked DISTINCT RING.



Cordless Friday says: "Second line is off [on]. To turn on [off], press 1 [2]."

3. Press **1**. *Cordless Friday* says: "Second line is on" and plays the Main Greeting menu. Refer to the section titled *Mailbox Setup* for full information about this menu.

System Setup

Number of Rings

The *Rings* function sets the number of rings before Cordless *Friday* answers the line. The factory setting is 3 rings. It can be set to 1, 3, 4, or 5 rings, or for toll saver mode (2). If *Distinct Ring* is on, you can specify the number of rings for each line individually.

In toll saver mode, the unit will answer after four rings if there are no new messages. If there are any new messages, it will answer after two rings. If you call-in for messages and the phone rings a third time, you can hang up the phone before the fourth ring and incur no charge for the call.

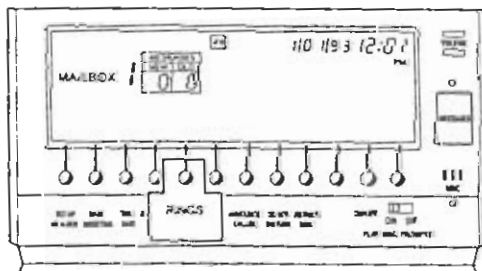
Flip the function panel down so that the bottom list of features is exposed.

Press the button marked RINGS.

the current ring number ("Three rings is on") and then prompts you to enter your selection. Make your selection by pressing the appropriate button. Cordless *Friday* confirms your selection and returns to the ready display.

Note: If *Distinct Ring* is on, you can repeat the procedure to set the number of rings for the second line.

Be sure to close the function panel when through.

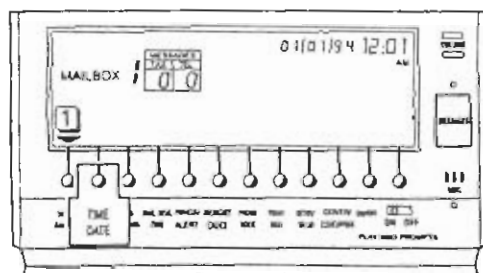


If *Distinct Ring* is on, *Cordless Friday* says: "Select Rings. For Line 1, press 1. For Line 2, press 2." If *Distinct Ring* is off, (or when you select a line), *Cordless Friday* states

System Setup

Time and Date

To set the *Time* and *Date*, flip the function panel down and press the button marked TIME/DATE.



Cordless *Friday* prompts you to enter the time or date. Simply follow the voice prompts and respond by pressing the buttons below the appropriate icons.

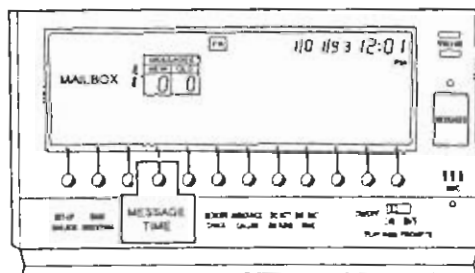
If you make a mistake or want to start over, you can press the button below  to exit and return to the ready display.

Be sure to close the function panel when through.

Maximum Message Time

This function controls the amount of memory used for callers' messages. The factory setting is one minute. You can set the time for 1, 2, or 3 minutes (1 minute is the default).

To set the *Message Time*, flip the function panel down and press the button marked MESSAGE TIME.



Cordless *Friday* prompts you to enter the maximum message time. Simply follow the voice prompts and respond by pressing the buttons below the appropriate icons.

If you make a mistake or want to start over, you can press the button below  to exit and return to the ready display.

Be sure to close the function panel when through.

Mailbox Setup

Introduction

Use the instructions in this section to perform the following functions:

- ☐ Activate Mailboxes
- ☐ Record Main Greeting(s)
- ☐ Record Mailbox Greeting or Announcements

Your Cordless *Friday* is shipped with only Mailbox 1 activated. If you choose to use additional mailboxes, you must first activate them. You can activate up to 6 voice mailboxes and 3 announcement boxes.

Cordless *Friday* has a prerecorded *Main Greeting* that you can use if you are only going to use Mailbox 1. This greeting says: "No one is available to take your call." Cordless *Friday* plays this greeting and then routes all callers to Mailbox 1.

Cordless *Friday* then plays a prerecorded *Mailbox Greeting* that prompts callers to: "Please leave a message after the tone."

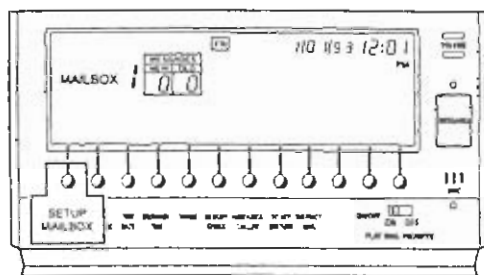
If you activate additional mailboxes, you will have to record a new *Main Greeting* to route your callers to the desired mailboxes. You can also record a new *Mailbox Greeting* for each mailbox you activate (or you can use the factory prerecorded one).

If you activate announcement-only mailboxes, you will have to record an *Announcement* for each mailbox.

Mailbox Setup

Activate Mailboxes

To activate (or deactivate) a mailbox, flip the function panel down and press the button marked SETUP MAILBOX.



Follow Cordless Friday's voice prompts to activate a mailbox. If *Distinct Ring* is on, Cordless Friday prompts you to select a line (1 or 2) for the mailbox once you activate it (if you exit the menu without selecting a line, Cordless Friday automatically selects both lines).

Repeat the procedure to activate additional mailboxes. Once a mailbox is activated, you are able to deactivate it using this function.

If you make a mistake or want to start over, you can press the button below **#** to exit and return to the ready display.

Be sure to close the function panel when through.

Hint: If you want to change a line setting and *Distinct Ring* is on, repeat the above procedure. When Cordless Friday prompts you to select a line, simply follow the prompts.

Note: Deactivating a mailbox erases the *Mailbox Greeting/Announcement* as well as all messages in that mailbox, including *Timed Memos*.

Mailbox Setup

Main Greeting Function

The *Main Greeting* is the first thing a caller hears when Cordless Friday answers the call. It greets callers and offers them options of where to route their call. The following example shows a *Main Greeting* where all mailboxes are in use:

"Hello, you have reached XYZ Consulting. To forward your call to Dave, press 1. To leave a message for Dave, press 2. If you want to leave a message for Tom, press 3;

for Lisa, press 4. For our Sales Department, press 5. For Service, press 6. If you need our mailing address, press 7. To get directions, press 8. For our office hours, press 9. To repeat this menu at any time, press 0."

The *Main Greeting* scripting chart below shows how the Main Greeting above was created. You can make a copy of the chart printed on page 37 to help you plan and record your *Main Greeting*.

Main Greeting Scripting Chart

Step 1. Determine the owner of each voice mailbox (1 - 6).

Mailbox 1 Owner	Dave (Forward)
Mailbox 2 Owner	Dave (Message)
Mailbox 3 Owner	Tom
Mailbox 4 Owner	Lisa
Mailbox 5 Owner	Sales Department
Mailbox 6 Owner	Service

Step 2. If you are going to use announcement mailboxes, write the name of each here:

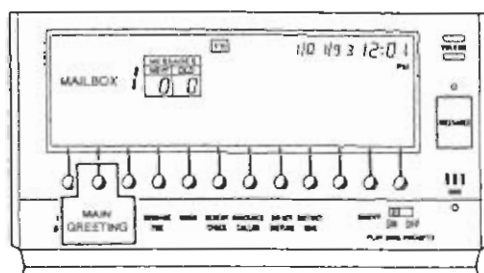
Mailbox 7	Mailing Address
Mailbox 8	Directions
Mailbox 9	Office Hours

Step 3. Using the information compiled in your scripting chart, write your *Main Greeting*.

"Hello, you have reached the XYZ Consulting. To forward your call to Dave, press 1. To leave a message for Dave, press 2. If you want to leave a message for Tom, press 3; for Lisa, press 4. For our Sales Department, press 5. For Service, press 6. If you need our mailing address, press 7. To get directions, press 8. For our office hours, press 9. To repeat this menu at any time, press 0."

Mailbox Setup

To use the *Main Greeting* function, flip the panel down and press the button marked MAIN GREETING.



Cordless Friday prompts you to play the Main Greeting (press 1), attach message to Main Greeting (press 2), record the Main Greeting (press 7), or record voice prompts (press 8).

Simply follow the voice prompts and respond by pressing the buttons below the appropriate icons.

If you make a mistake or want to start over, you can press the button below  to exit and return to the ready display.

Be sure to close the function panel when through.

Play Main Greeting

If you wish to play the current *Main Greeting*, press the button below the . If you haven't yet recorded a Main Greeting, you will hear the factory greeting: "No one is available to take your call."

If *Distinct Ring* is on, *Cordless Friday* prompts you to select line 1 or 2. After selecting a line (or if *Distinct Ring* is off), *Cordless Friday* plays the current Main Greeting and then repeats the Main Greeting menu. You can exit the menu, or continue with additional functions.

Attach Message

The *Attach Message* function lets you record and attach a message at the end of your *Main Greeting*, such as: "Sorry, the office is closed today due to the national holiday."

Press the button below . *Cordless Friday* prompts you to record and then save the message. Simply follow the voice prompts.

Mailbox Setup

Record Main Greeting

To record your *Main Greeting*, press the button below the [7], and follow the voice prompts. If *Distinct Ring* is on, *Cordless Friday* prompts you to select a line (1/2/1&2) and then to begin recording at the tone.

When recording from the microphone you should be in a quiet area. Speak clearly and normally at 8 - 10 inches from the microphone. You can also record the *Main Greeting* from the handset of a remote telephone. See the section titled *Remote Programming* for instructions.

Prompt No.	Default Digital Prompt
1	Please hold.
2	To record a message, press 0. To forward your call, press 1.
3	If your message is urgent, press 1. If your message is not urgent, press 2.
4	To forward your call to a pager, press 3.
5	To record message, press 2.
6	Enter security number.
7	Repeat.

Record Voice (System) Prompts

Cordless Friday gives you the opportunity to record some of the system prompts in your own voice. System prompts are shown in the chart below. If you choose to re-record these prompts, your prompt should convey essentially the same wording.

To record *System Prompts*, press [8], *Cordless Friday* displays icons above buttons 1 through 7 and prompts you to "Select Message".

Select any of the prompts from the chart below and follow the voice prompts.

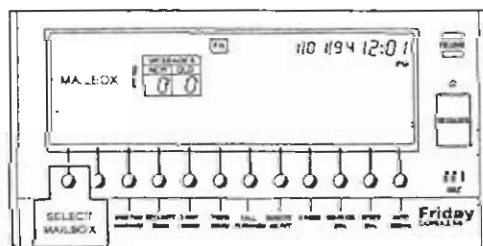
Note: Prompt 7 will only play when a caller enters an incorrect security number for an announcement box.

Mailbox Setup

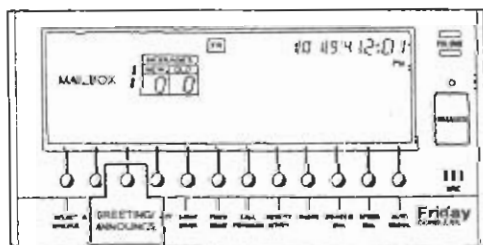
Mailbox Greetings and Announcements

Recording your *Mailbox Greeting* or *Announcement* is similar to recording your *Main Greeting*.

To record a *Mailbox Greeting* or *Announcement*, Make sure the function panel is closed. Press the button marked SELECT MAILBOX and choose one of the active mailboxes.



Press the button marked GREETING/ANNOUNCE.



Cordless Friday prompts you to play the greeting (press 1), or record the greeting (press 7).

Press **7**. Cordless Friday says: "After the tone, record your greeting and then press star."

After the tone, record your Mailbox Greeting or Announcement. Be sure to press **7** when finished

Mailbox Greeting Example

"Hello, this is Amy. I can't get to the phone, but leave your name and number after the tone and I'll get back to you. After you leave a message, you can press 0 for more options."

Announcement Example

"To reach our show rooms, take the U.S. Highway south for 10 miles. For more options, press 0 to return to the main menu."

Note: You may choose to tell callers that they can return to the Main Greeting for more options by pressing 0 after they are finished recording a message or listening to an announcement.

When you press **7** you are offered the complete menu again, giving you the opportunity to play the greeting/announcement, record again, or exit the menu.

Mailbox Functions

Introduction

Each mailbox has a set of functions that can be activated on a box by box basis. These functions consist of:

- *Security Code* - protects access to your messages.
- *Memo* - lets you leave a message in any other mailbox.
- *Timed Memo* - lets you leave a memo in your mailbox at specified time.
- *Call Forward* - routes incoming calls to off-premises number.
- *Pager Notify* - calls your pager to inform you of message waiting.
- *Remote Notify* - calls to inform you of an urgent message.

You should become familiar with this section before attempting to use any of the functions described here.

Programming Security Codes

Each voice mailbox has a 4-digit security code that must be entered whenever you call in from an off-premises telephone to retrieve your messages. This feature cannot be turned off, however, you can change the code to any other 4-digit number.

The default code for each mailbox is the mailbox number repeated four times (i.e., the security code for mailbox 1 is 1-1-1-1).

You can activate the *Security* function to prohibit access to your mailbox from other mailbox users. If you activate a security code you will have to enter it when you :

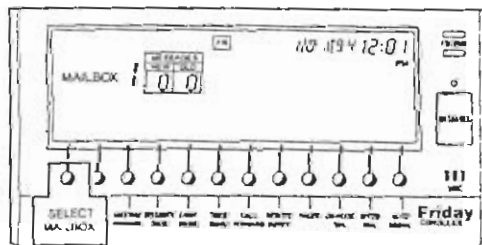
- Retrieve your messages.
- Change your *Mailbox Greeting*.
- Change your *Security* code.
- Record a *Timed Memo*.
- Enter a *Call Forward* number.
- Enter a *Pager* number.
- Enter a *Remote Notify* number.

Activating a security code for voice Mailboxes 1 through 6 will not interfere with a caller's ability to leave a message. If you activate a security code for announcement mailboxes 7, 8, or 9, it will be necessary for a caller to enter the code in order to hear the announcement. This feature makes it possible to leave private outbound messages for callers

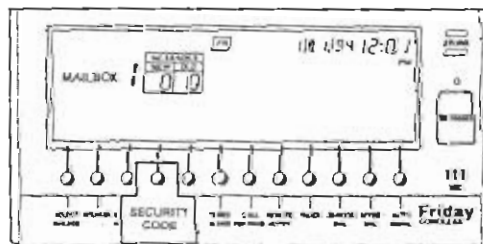
Mailbox Functions

Activate or Change Security Code

Make sure the function panel is closed. Press the button marked SELECT MAILBOX and choose one of the active mailboxes.



Press the button marked SECURITY CODE.



Cordless Friday prompts you to turn the code on (press 1) or to enter new security number (press 3). Once the security code is on, the prompt includes the option to turn it off.

Simply follow the voice prompts and respond by pressing the buttons below the appropriate icons.

Reset Factory Security Codes

If you have forgotten your *Security Code*, you can reset the code.

All messages in this mailbox will be erased when you reset the code.

1. Make sure the function panel is closed. Press the button marked SELECT MAILBOX and choose the mailbox.
2. Press the button marked SECURITY CODE. When Cordless Friday says: "Enter security code", press the button marked SPEED DIAL and hold down for 3 seconds.

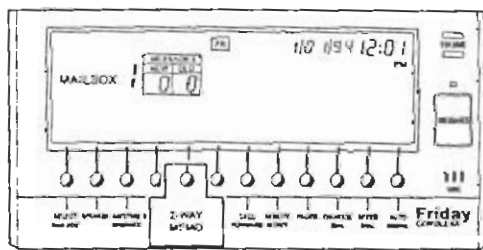
Cordless Friday will sound a tone and prompt you to clear your code. All messages will be deleted when the code is cleared.

Mailbox Functions

Memo Function

You can leave a message in any of the activated mailboxes by using the *Memo* function.

To leave a memo Press the button marked 2-WAY/MEMO.

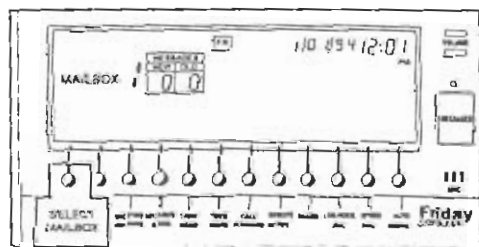


Cordless *Friday* prompts you to select a mailbox and then to record your memo. When you finish recording, you can review or save it. When you save the memo, the messages LED will light and the Messages Box on the display will show a new message in that mailbox.

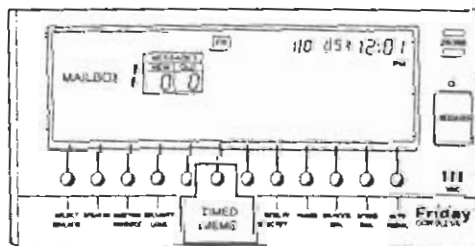
Timed Memo

The *Timed Memo* function lets you record up to 3 timed memos, specifying the time and date to place each memo in a mailbox. If *Remote Notify* is on, Cordless *Friday* will call you to inform you of the memo.

Make sure the function panel is closed. Press the button marked SELECT MAILBOX and choose one of the active mailboxes.



Press the button marked TIMED MEMO.



Simply follow the voice prompts to enter the time and date and to record the memo.

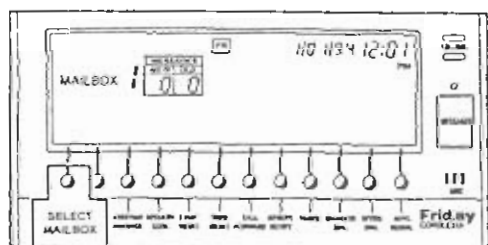
Mailbox Functions

Call Forward

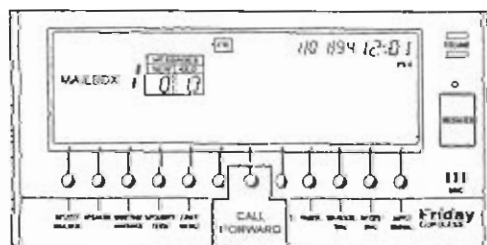
You must have Three-Way Calling Service from your local telephone company in order to use the *Call Forward* function.

Call Forward will automatically transfer calls in real time to any pre-programmed telephone number that you choose. The number can have up to 22 digits.

Make sure the function panel is closed. Press the button marked SELECT MAILBOX and choose one of the active mailboxes.



Press the button marked CALL FORWARD



Cordless *Friday* prompts you to enter the call forward number. Cordless *Friday* says: "Enter new call forward number and then press pound. To program a pause, or star or pound, press star."

Enter the number and then press **[*]**.

The section below more fully explains how to enter special characters **[*]**, **[#]**, or pause in the number string.

Entering Special Numbers

When you enter a number for *Call Forward*, *Remote Notify* or *Pager Notify*, you can add a 7-second pause, a star **[*]**, or a pound **[#]** to the phone number.

To add the special character, press the button below **[*]** as you enter the number. Cordless *Friday* prompts you to enter 7-second pause (press **[*]**), or star (press **[*]**), or pound (press **[#]**).

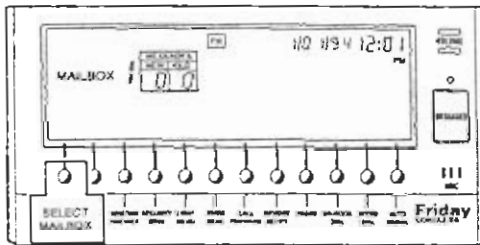
Press the desired button. Cordless *Friday* returns to the number entry display. Continue to enter the number or press **[*]** again to enter another special character.

Mailbox Functions

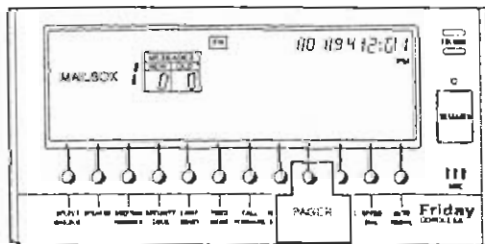
Pager Notify

The *Pager Notify* function is similar to *Call Forwarding*. It routes callers to your pager service where they can request to have you paged.

Make sure the function panel is closed. Press the button marked **SELECT MAILBOX** and choose one of the active mailboxes.



Press the button marked **PAGER**.



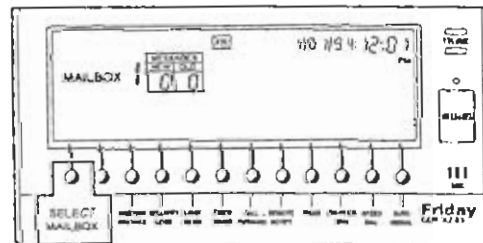
Cordless *Friday* prompts you to enter a *Pager Notify* number. All of the same phone number choices are possible here as described in *Call Forward* and *Entering Special Numbers*.

Remote Notify

The *Remote Notify* function lets you program a number where Cordless *Friday* can reach you to notify you that there is an urgent message waiting for you in your mailbox.

When *Remote Notify* is on, callers are prompted to leave a message and then to press a key if their message is urgent. Cordless *Friday* will then call you at the number you have programmed and play the prompt: "Remote Notify for mailbox X. Press star." When you press star (and enter security code) you can then retrieve the message.

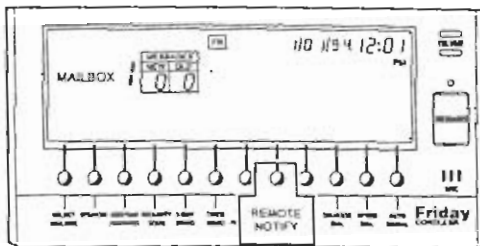
Make sure the function panel is closed. Press the button marked **SELECT MAILBOX** and choose one of the active mailboxes.



Press the button marked **REMOTE NOTIFY**.

Mailbox Functions

Remote Notify, Continued.



Cordless Friday prompts you to enter a *Remote Notify* number. All of the same phone number choices are possible here as described in *Call Forward* and *Entering Special Numbers*.

Note: Cordless Friday will attempt to try to reach you two times at five-minute intervals. You should pick up your urgent messages as soon as possible.

Mailbox Function Interaction

When a mailbox is set to *Call Forward*, the caller hears: "To record a message, press 0. To forward your call, press 1." If the caller presses Cordless Friday prompts the caller "Please hold" and then uses the three-way calling service forward the call.

If *Call Forward*, *Pager Notify*, and *Remote Notify* are all activated, the caller will not be offered the *Pager Notify* and/or *Remote Notify* options unless the caller presses to leave a message (or if the *Call Forward* attempt was unsuccessful).

If *Remote Notify* is on, callers hear: "If your message is urgent, press 1. If your message is not urgent, press 2." If the caller presses , Cordless Friday takes the message and then calls the *Remote Notify* number. When the call is answered, Cordless Friday says: "Urgent message in mailbox X. Please press star." If the caller presses , Cordless Friday takes the message.

If just *Pager Notify* is on, Cordless Friday says: "To leave a message, press 2. To call forward to pager, press 3."

Call Management

Cordless *Friday* has a number of Functions that can be selectively activated. These include:

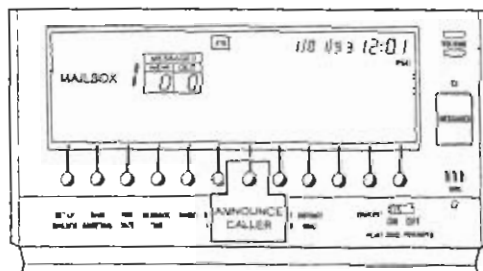
- Announce Caller
- Do Not Disturb
- Speaker
- Pound Key Disconnect
- Return Caller to Main Greeting
- Record Conversation

Announce Caller

When the *Announce Caller* function is activated, Cordless *Friday* will activate its speaker so that you can hear your caller leave a message.

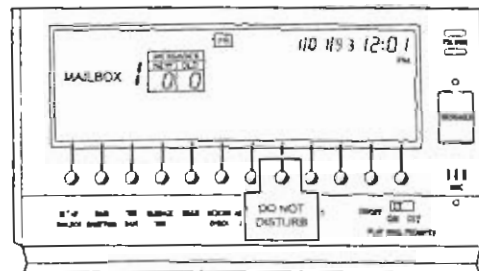
If you pick up the phone, you will be instantly connected to the caller.

If *Announce Caller* is off, flip the panel down and press the button marked ANNOUNCE CALLER to turn it on.



Do Not Disturb

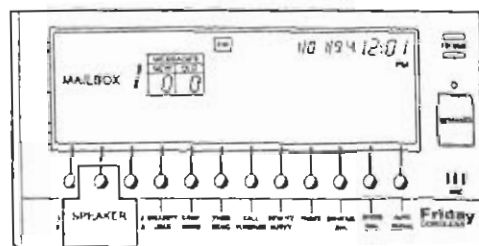
The *Do Not Disturb* function answers the phone in one ring regardless of the number of rings setting. It overrides the *Announce Caller* and *Speaker* functions. Flip the function panel down and press the button marked DO NOT DISTURB to toggle this function on and off.



Speaker

Turning the *Speaker* on allows you to hear everything said by the caller as he/she leaves a message.

To turn the *Speaker* on, push the button marked SPEAKER. To turn it off, press the same button.

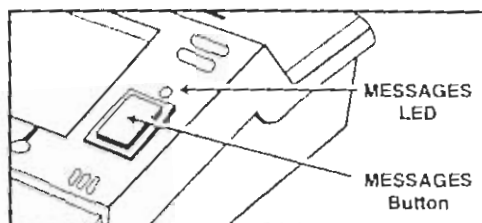


Call Management

Return a Caller to the Main Greeting

When talking to callers, you may want to transfer them to the *Main Greeting* so that they can select a mailbox to leave a message, hear an announcement, etc.

To do this, simply press the MESSAGES key during your conversation. Your caller is automatically returned to the *Main Greeting*. You may hang up the phone.



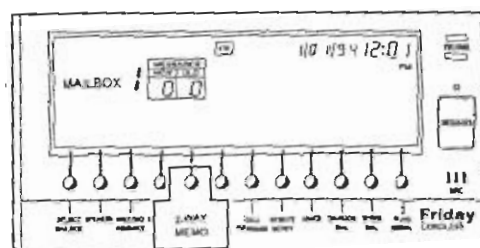
Pound Key Disconnect

If you pick up a telephone extension while the system is answering a call, you can press the **#** key on the telephone to disconnect the system and leave you connected to the caller.

Recording a Conversation

The 2-WAY function, lets you record a phone conversation.

Press the button marked 2-WAY/MEMO.



Choose a voice mailbox (if mailbox 1 is the only one on, Cordless *Friday* immediately starts recording). Once you make the selection, the LCD display shows the mailbox into which the message will be recorded (if you select this function during a conversation, there will be no voice prompting).

To end the recording, press the button below the **#** icon.

Note: Cordless *Friday* does not sound warning beeps to signal that the call is being recorded. To comply with any state and federal regulations concerning recording a phone call, start recording and then inform the caller that you are recording the conversation.

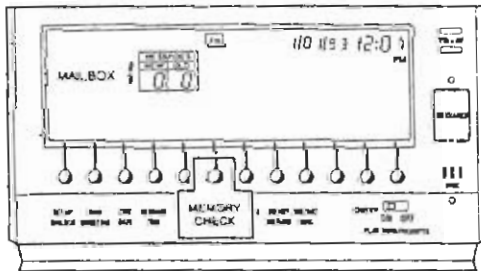
Call Management

Memory Check

The digital memory is not partitioned among mailboxes; rather, it is a pooled resource. This means that the allocation of digital memory is dependent upon where the memory is most needed.

You can use the *Memory Check* function to see if you are in danger of running out of memory.

To activate *Memory Check*, flip the function panel down and press the button marked MEM-ORY CHECK.

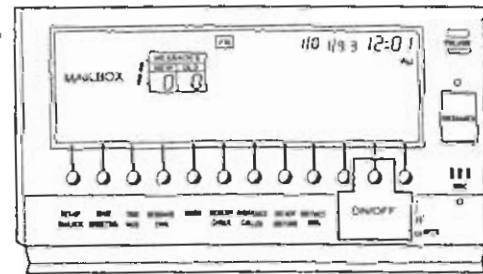


Note: The unit automatically notifies you with a Low Memory icon when the memory is down to 2 minutes or less. When the memory reaches zero, a "memory is full" prompt plays when a caller attempts to record a message.

Turning On or Off

The *Cordless Friday* may be turned on and off without disconnecting the AC power.

Flip the function panel down and press the button marked ON/OFF.



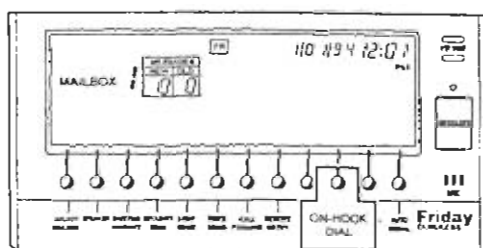
When *Cordless Friday* is off, you will see an OFF icon on the display screen.

If you are calling in when *Cordless Friday* is off, letting it ring 10 times will turn it on.

Dialing Functions

On Hook Dial

Press the button marked ON HOOK DIAL.



Cordless *Friday* displays icons through plus and and you will hear dial tone through the speaker.

Press the buttons corresponding to the telephone number you want to dial.

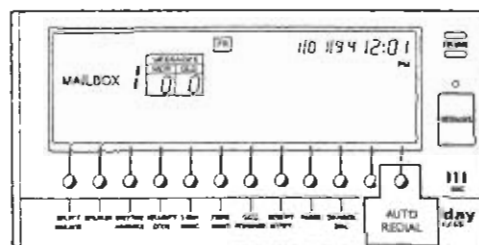
You will hear the DTMF tones as you dial. When the called party answers, pick up the cordless handset, press the *TALK* button and begin your conversation.

To terminate the dial sequence at any time, press the button below the icon twice.

Auto Redial

Cordless *Friday* can automatically redial the last number dialed using ON HOOK DIAL or with the Cordless *Friday* base SPEED DIAL numbers. It will not redial a number dialed at an extension or from the cordless handset.

To have Cordless *Friday* redial the last number dialed, press the button marked AUTO REDIAL.



Cordless *Friday* displays the last number dialed and the icon . You will hear the DTMF tones over the speaker as the Cordless *Friday* dials the number.

When the called party answers the call, pick up the cordless handset, press the *TALK* button and begin the conversation.

If the line is busy, Cordless *Friday* loads the number into a retry queue and redials the number at set intervals. (See Set Auto Redial Delay Time on the next page to set the interval.)

To cancel the redial, press .

Dialing Functions

Auto Redial, Continued

Note: An incoming call terminates the redial queue and answers the line. Picking up the handset on the local extension, or pressing any other button on Cordless *Friday* cancels the redial function.

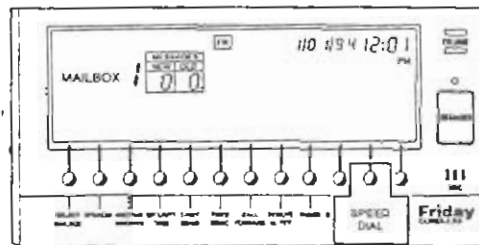
Speed Dial

Cordless *Friday* lets you store up to nine frequently dialed telephone numbers in a speed dial directory. In addition, the cordless handset has its own 10 number speed dial directory.

Refer to this section to program speed dial numbers for the base unit. Refer to the *User's Guide to Cordless handset Operation* to program speed dial numbers for the cordless handset.

Program, Change or Delete a Speed Dial Number

Press the button marked SPEED DIAL.



Icons and appear. Icons through appear for any speed dial numbers programmed. Cordless *Friday* prompts you to select a number or press star to program.

Press the button below . All numerical icons - will appear.

Press a button below any numerical icon. If a number exists, Cordless *Friday* prompts you to enter a new number (press 1) or to delete the number (press 3).

If no number exists, Cordless *Friday* prompts you to enter a new Speed Dial number.

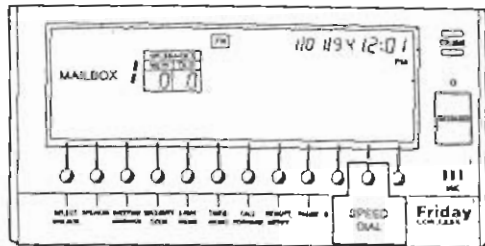
Use the function buttons to enter a *Speed Dial* number and then press the button below . You can enter special characters and pauses just as when you program *Call Forward* numbers.

When you are finished, you can repeat the steps above for a new number or press to exit.

Dialing Functions

Use Speed Dial

Press the button marked SPEED DIAL.



The icons  and  appear. Icons  through  will appear for any speed dial numbers already programmed.

Cordless *Friday* prompts you to select number or press star to program.

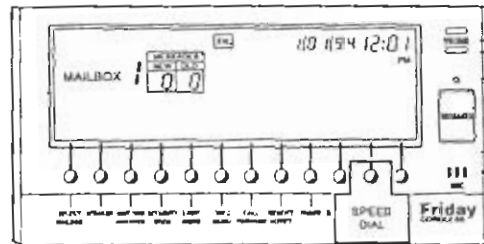
Press the button corresponding to the *Speed Dial* number you want to dial. Cordless *Friday* will go off hook and dial the number. You will hear dial tone and then the DTMF tones over the speaker as the call is dialed.

When the called party answers, pick up the cordless handset, press the *TALK* button and begin your conversation.

Set the Auto Redial Delay Time:

This function controls the amount of time between redial attempts when using the *Auto Redial* function.

Press the button marked SPEED DIAL.



The icons  and  appear. Icons  through  will appear for any Speed Dial numbers already programmed.

Press the button below . Cordless *Friday* prompts you to: "Select speed dial number to program or press star for more functions."

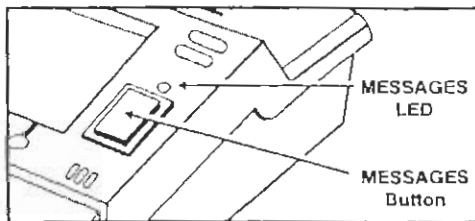
Press the button below  again. Cordless *Friday* prompts you to wait 30 seconds (press 1), wait 1 minute (press 2) or wait 3 minutes (press 3).

Once you have made your selection, you are returned to Step 2 above. Press  twice to exit.

Retrieving Messages

Retrieve Messages Locally

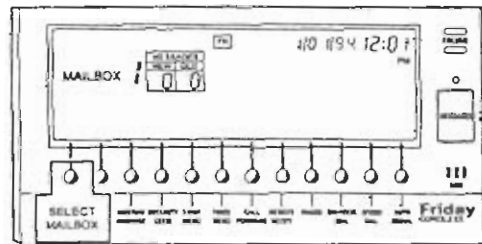
The red LED above the **MESSAGES** button will light when there are any new messages in the system.



In addition, the display shows an icon [1] [2] [3] [4] [5] or [6] for each mailbox containing a new message.

Note: Cordless Friday can store up to 85 messages and responds with a prompt ("no more memory") if you reach the limit. Any timed memos in the system will be delivered only when memory is available. A "low memory" icon appears when 80 messages have been taken.

Make sure the function panel is closed. Press the button marked **SELECT MAILBOX** and choose one of the active mailboxes.



Press the large button on the right marked **MESSAGES**. Cordless Friday will tell you how many new messages and how many old messages you have. If no old messages are stored, Cordless Friday will immediately play the first new message.

If you have no new messages and there are old messages, Cordless Friday says: "You have 0 new messages and X old messages." Cordless Friday will then play the first old message.

After each message, options are offered on how to treat the message. Each option is described in the following section *Message Options*.

Retrieving Messages

Message Options

To repeat message, press [1]. This lets you hear the message again.

To save message to your mailbox, press [2]. This function saves the message that you just listened to as an "old message."

To delete, press [3]. This function deletes the message. You should delete unwanted messages to free memory.

To repeat from first message, press [4]. This allows you to repeat your messages starting with the first.

To pause, press [5]. This immediately halts the playback of the message. To resume at the point where you left off, press [5] again.

Note: Cordless Friday will pause indefinitely until you press [1].

To skip forward one message, press [6]. This lets you skip to the next message.

To skip back one message, press [7]. This lets you skip back to the previous message.

To play time-day for message, press [8]. This function adds the day of the week, and time of day that messages are received. Each press of [8] toggles the function on or off.

To play message with different speed, press [9].

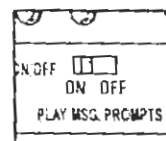
Each press of the [9] key affects the playback speed of your message. The play pattern is:

- 1 press - slow
- 2 presses - normal
- 3 presses - fast
- 4 presses - normal
- 5 presses - slow
- 6. presses - normal

To save to different mailbox, press [0]. There may be times when you receive an important message that you want others to hear. This option lets you to transfer a message to any other active mailboxes.

Message Prompts Switch

To defeat the playback of Message Options, set the slide switch under the



function panel to the OFF position. When in the off position, there will be a three-second pause between the playback of each message. During this pause you can still select any of the options by pressing the corresponding button.

Remote Operation

Retrieve Messages Remotely

Call the *Cordless Friday* from any touch tone phone. Listen to the *Main Greeting* and select your mailbox.

During your *Mailbox Greeting*, press the  button on the telephone.

Cordless Friday prompts you to enter your security code. (If you enter an incorrect code twice, your call is disconnected.)

For the correct code, *Cordless Friday* says: "For your messages, press 1."

Press .

After listening to each message, options are offered on how to treat each message. These options are described in the previous section titled *Retrieving Messages* on page 31.

Remote Programming

You can program mailbox functions from a remote touch tone telephone. Refer to the *Remote Programming Menus* chart on the next page.

To program mailboxes 1, 2, 3, 4, 5, and 6, call in, listen to the *Main Greeting* and select the desired mailbox.

During the *Mailbox Greeting*, press .

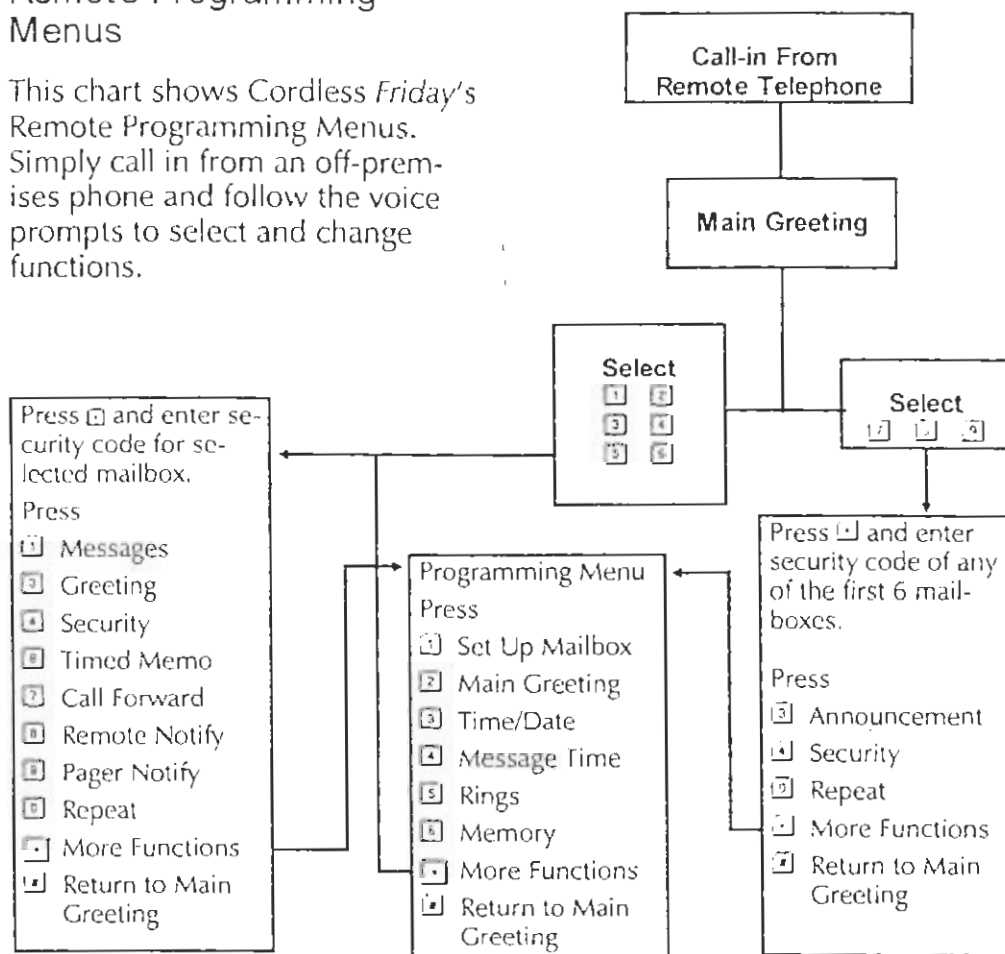
Enter your security code at the prompt.

For mailboxes 7, 8, or 9, call in, listen to the *Main Greeting* and select the desired mailbox. Then enter  and any one of the security codes of the first six mailboxes (mailbox must be activated).

Remote Operation

Remote Programming Menus

This chart shows Cordless Friday's Remote Programming Menus. Simply call in from an off-premises phone and follow the voice prompts to select and change functions.



In Case of Difficulty

Troubleshooting

Display Screen Remains Blank.

- Check all connections on the unit and at the wall outlet.
- Move the power supply to another wall outlet.

No Messages Received.

- Check Main Greeting to see if your mailbox is offered.
- Make sure mailbox is activated.
- Check all connections.
- If you have a message consisting of telephone ringing, it is usually the result of a failed Call Forward attempt.

Messages are incomplete.

- Check Maximum Message Time.
- Check Number of Messages Received.

No Voice Prompting Can Be Heard.

- Use the VOLUME buttons to increase volume.

If You Press a Function Button and Nothing Happens.

- Make certain that the function panel is either fully up or down.
- Cordless *Friday* could be taking a message.

Low Battery Icon (Main Unit) Remains On.

- Make sure battery in base of main unit is installed correctly.
- If icon remains on, replace the battery with a new battery.

No Calls Forwarded.

- Check Call Forwarding number.
- You must have three-way calling service from your local phone company.

System Does Not Respond to Remote Commands.

- Check the power to the unit.
- Make certain that you are calling from a touch tone phone.

Cordless Phone Interference

- Occasional interference is normal.
- If you encounter unusual levels of noise within normal operating distance:
 - 1) Select another channel.
 - 2) Make certain that the base antenna is fully extended.
 - 3) Relocate the Cordless *Friday* unit.

In Case of Difficulty

Help Line Assistance

If you need assistance with your *Friday* product, you can call our *Friday* Help Line. Our technicians are trained to help you resolve any difficulties you are experiencing.

The Help Line is open weekdays between the hours of 8:30 AM and 8:00 PM, Eastern Time.

The Help Line number is 1-800-456-5513.

If you Need Service

If your Bogen product ever needs repair, return it to the Bogen Service Department along with a completed copy of the Service Return Form on page 36. For warranty service, you must include your proof of purchase.

When sending your Bogen product, pack it well to avoid damage in transit. Bogen Communications, Inc. is not responsible for damage which occurs during shipping.

Send your Bogen product freight prepaid to: Bogen Factory Service Department, 50 Spring Street, Ramsey, NJ 07446

In Case of Difficulty

SERVICE RETURN FORM

Date of Return _____

Name _____

Address _____

Daytime Phone Number _____

Date of Purchase _____

Place of Purchase _____

(Attach Sales Receipt as Proof of Purchase for Warranty Repair.)

Description of Problem _____

Main Greeting Scripting Chart

You can use a copy of this page to assist you in the preparation of your Main Greeting

Main Greeting Scripting Chart

Step 1. Determine the owner of each voice mailbox (1 - 6).

Mailbox 1

Owner _____

Mailbox 2

Owner _____

Mailbox 3

Owner

Mailbox 4

Owner

Mailbox 5

Owner _____

Mailbox 6

Owner

Step 2. If you are going to use Announcement Mailboxes, write the name of each announcement here:

Mailbox 7

Announcement

Mailbox 8

Announcement

Mailbox 9

Announcement

Step 3. Using the information compiled in your scripting chart, write your Main Greeting.

Blank lined paper for writing.

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