

Manager/Secretary  
Belgacom Forum™ 750

User manual



# Introduction

The manager/secretary application is a special configuration of at least two multiline stations offering specific additional features via programmable keys.

The manager/secretary configuration can include several manager stations, several secretary stations and a 'substitute secretary' station.

Refer to the user guide for your station for the telephone functions proposed by the Belgacom Forum™ 750.



*The availability of certain functions described in this guide may depend on your system version or configuration. If in doubt, contact the person in charge of your installation.*

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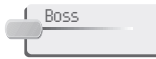
## 3.

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# 1

## Secretary station

### 1.1 Call your manager





*If you work with several managers, you can have a key for each manager.*

### 1.2 Supervise the filtering

You can supervise the filtering keys of the manager station(s). For each filtering key, you have one supervision key available. The icons associated with the supervision keys are:

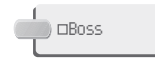
 Icon off: supervised filtering key not active.

 Supervised filtering key active the filtered calls are sent t you.  
(on steady)

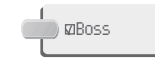
 Supervised filtering key active the filtered calls are sent to another secretary.  
(Flashing)

*If you work with several managers, you can have a key for each manager.*

### 1.3 Managing the filtering



manager station filtering key  
disabled



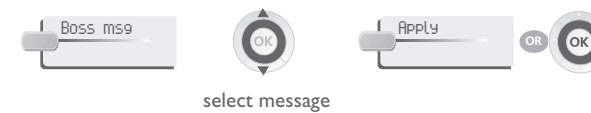
manager station filtering key  
enabled

To activate the filtering key on the manager station and become the recipient of the filtered calls, press the corresponding filtering supervision key.

To deactivate the filtering key on the manager station, whether or not you are the recipient of the filtered calls, press the corresponding supervision key

### 1.4 Send a text message to your manager

You can send a predefined message or a message to be completed to the manager station display screen, whether the station is free or busy.



• The predefined messages are:

Here is %

You have a meeting

Call from %

You have an appointment

Urgent call from %

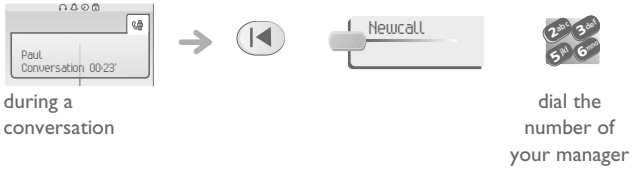
Erase last character entered.

Move up one level during programming.

# Secretary station

## 1.5 Putting a correspondent on hold

Your manager has activated the filtering key. You take a filtered call to ask your manager if he wants to take the call:



## 1.6 Cancel discrete listen-in

You answer a filtered call and your manager listens in discretely. Your display informs you of this.



## 1.7 Supervise the status of the manager station

The icon associated with the manager station call key is used to supervise the status of the manager station.

Icon off: station free or ringing

 : Communication in progress.

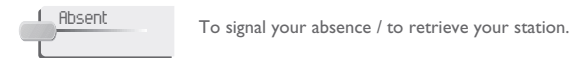
## 1.8 Substitute secretary station

The call functions of this station are identical to those of the main secretary station. However, filtering management is only possible if the main secretary has been declared absent.

## 1.9 Signal your absence

When you are away, an absent icon is displayed on the manager station and your calls are forwarded to the substitute secretary station.

If there is no substitute secretary station, your manager receives the calls directly.



### 2.1 Call your secretary

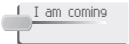
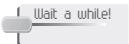
Assistant



*Note: if you work with several secretaries, you can have a key for each one.*

### 2.2 Answer a message from your secretary

When the station is idle or during a communication, you can answer a message sent by your secretary. Press the display key corresponding to the one you want to send. The available 11 messages are:

 Busy	I'm busy	 I'll take the ca	Put him through please
 Wait	2 minutes please	 I am coming	I'm coming
 Absent	I'm absent	 Cancel	Please cancel
 Enter	Tell him to come in	 Wait a while!	2 min please
 I'll call back	I'll call back	 Do your best	Do the best you can
 He calls back	Have him call back please		

### 2.3 Supervise the status of the secretary station

Assistant Line

The icon associated with this key is used to supervise the status of your secretary's station.



: Secretary in communication.



: Secretary absent.

### 2.4 Activating call screening

A filtering key lets you forward your calls to a secretary station. Each filtering key has an associated filter table (defined by the installer) that can contain either priority numbers or numbers to screen. You can have several filter keys but you cannot activate a priority numbers table and a numbers to screen table at the same time. Activating the priority numbers table cancels the filtering by the numbers to screen table.



press the filter key to  
activate



select the secretary to  
receive the filtering

- If you have a priority numbers table, only the correspondents identified in that table will be able to call you directly.
- If you have a table of numbers to screen, only the calls from correspondents identified in this table will be forwarded to the secretary.

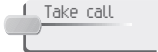


*if you have one or more private lines, the filtering can be selective (on the main number only) or non selective (main number and private lines) depending on the configuration.*

## 2.5 Pick-up a filtered call

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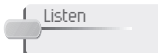
Filtering is activated and a call reaches your secretary's station. While the secretary station is ringing, the name of the caller will be displayed on the screen of your station.


 : To pick-up the call before the secretary answers.

 : To take the communication after your secretary has answered.

## 2.6 Discrete listen-in on a filtered communication

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 : To enter discrete listen-in mode when your secretary is in communication (your micro is inhibited).

 : To terminate the discrete listen-in.

- **Discreet listen-in:**  
this listen-in, signalled only to the secretary, allows the manager, with micro inhibited, to listen-in when the secretary is in communication.
- **Manager/secretary screening:**  
this service, available for 'manager/secretary' tandems, is used to direct calls destined for the manager station to one or more secretary stations.
- **Private line:**  
the manager station can have one or more so called 'private' lines, as they can be dissociated from the main number at the screening level.
- **Screened number:**  
this number is automatically forwarded to the secretary.
- **Priority number:**  
only this number can reach the manager station when screening is activated.
- **Substitute secretary station / Main secretary station:**  
when the main secretary is declared absent, the calls are directed to the substitute secretary station. The functions of this station are identical to those of the main secretary station.
- **Manager/assistant station:**  
set of specific services (filtering, forwarding) between a manager station and one or more secretary stations.
- **Filtering supervision:**  
one key allows the secretary to signal or activate from her station the filtering on the manager station.