

Call Handling

Studio Control On-Air

Answering a Call On-Air

You must be at a studio control surface to answer a call on the air. (A screener control surface cannot answer calls on-air.) With the handset down, press the line button of the ringing (green rapidly flashing) line; the LED for that line will glow red.

Each time a new line is taken, the previous line will be disconnected, unless you are in Previous Hold mode (see Manual page 36).

Making a Call On-Air

With the handset down, press the line button of any line that is not in use. You will hear a dial tone through your console and the line's LED indicator will glow red, indicating that the call is on-air. Dial the telephone number using the touch-tone keypad. The touch tones will be heard on-air unless you press the MUTE button first.

Hanging Up a Call

To hang up an on-air call, press the OFF button. The LED for the line will go out. All calls currently on-air will be disconnected, unless the Two-Button Off mode has been enabled (see Manual page 36). If only one call is on-air, only that call will be disconnected.

Putting an On-Air Call on Hold

With the handset down, press the HOLD button. The caller will be connected to hold audio. If you are conferencing more than one call, all on-air calls will be placed on hold, unless you are in Two-Button Hold mode (see Manual page 35).

Transferring a Call from Hold to Air

You can place a holding call directly to air by pressing the holding call's LINE button with the handset down. Press the NEXT button to place the oldest holding call directly to air.

Taking Screened Calls

Press the SCRNL button to change the operation of the NEXT button from taking the oldest holding call to taking the oldest screened-hold call. Then NEXT will take calls in the order they were screened. Press SCRNL again to return to non-screened mode. The SCRNL LED is red when you are in Screened mode.

VIP

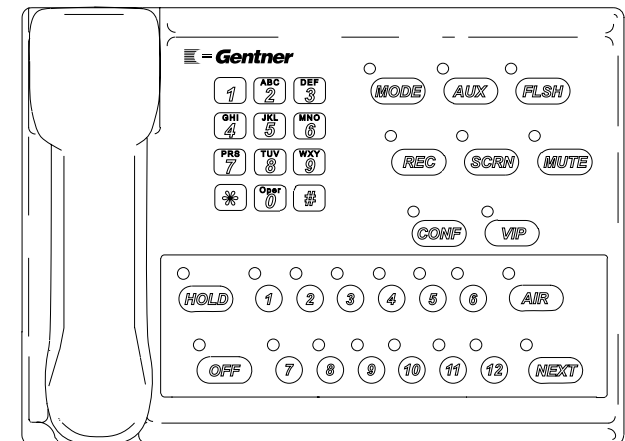
The VIP mode protects one caller from accidental disconnection. Call out using either line 6 or line 12 and then press the VIP button to enable VIP mode. The VIP LED is red when VIP mode is enabled.

Handling Multiple Callers in Conference Mode

Press the CONF button enable Conference Mode. To add a caller to a conference, press the line button. To disconnect a single caller from the conference, press the caller's line button. OFF will disconnect all callers in the conference, unless you are in Two-Button Off mode (see Manual page 36).

Recording a Call

To start recording, press the REC button. If no line is active, record mode will go to standby, then begin recording as soon as a line button is pressed. To stop recording, press the REC button again. Hanging up will place the system in Record Standby mode until REC is pressed, or another call is placed on the air.



Call Handling

Screeener

Control

OFF Button

Pressing the OFF button on the screener surface will disconnect a call. You do not need to place the handset in the cradle to disconnect calls.

AIR Button

The screener cannot place a call on the air unless Screener Air Control is enabled in setup (see Manual page 32). If enabled, the screener can send a call from the handset to air by pressing the AIR button. If a previously screened call is holding, it can be placed on air by pressing AIR and then the LINE button. To put an on-air call on hold, press AIR and then the LINE button.

NEXT Button

NEXT is used for selecting calls which have been placed on hold. When pressed, the NEXT button will select the line of the oldest holding call.

SCRN Button

When SCRN is pressed, the call on the handset will be placed on hold as a screened call. The LINE LED will flash red. These calls are made available to the studio control surfaces as screened-holding calls.

All other functions are the same as for a studio control surface, except REC, MUTE, CONF, and VIP which have no function on the screener control surface.

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Call Handling

Studio Control

Off-Air

Answering a Call

Pick up the handset and press the line button of the ringing (green flashing) line. The call will be connected off-air. Each time a new line is taken, the previous line will be disconnected, unless you are in Previous Hold mode (see Manual page 36).

Making a Call

Pick up the handset and press the line button of any line not in use. Dial normally.

Hanging Up a Call

Replace the handset in the cradle.

Placing a Call On Hold

While the call is on the handset (out of the cradle) press the HOLD button.

Taking a Call Off Hold

To take a call off hold and talk on the handset, press any line button with the handset off-hook. You can also press the NEXT button to take the oldest holding call.

Transferring a Call from the Handset to Air

With the call on the handset, press the AIR button. The line LED will change from a green glow to a red glow, indicating that the call is on-air. For Screener Air Control, see Manual page 43.