



motorola

Motorola ML1000

4-Line Desk Phone Base Station with
Digital Receptionist and
Digital Answering System



Quick Start Guide

Digital Receptionist cont.

Recording a Greeting

1. Press **Menu** softkey while in idle mode.
2. Using the navigation button, move the indicator to **Digital Receptionist**. Press **Select** softkey.
3. Using **▲** and **▼** of the navigation button, choose either **Day Greeting**, **Night Greeting** or **Auxiliary Greeting**. Press **Select** softkey.

Digital Receptionist

D.R.: On/Off

► **Day Greetings**

Night Greeting

Auxiliary Greeting

Night Time: On/Off

4. Move the indicator to **Record Greeting** and press **Select** softkey.

Day Greeting

Play Greeting

► **Record Greeting**

Delete

5. Record your greeting. Press **Save** softkey. The greeting will play back for you and automatically save. If you are not satisfied, simply select **Record Greeting** option again and re-record.

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Digital Receptionist

Turning Digital Receptionist On/Off

1. Press **Menu** softkey while in idle mode.
2. Using the navigation button, move the indicator to **Digital Receptionist**. Press **Select** softkey.

Main Menu

Phone Settings

Line Settings

Answering System

► **Digital Receptionist**

Music on Hold

3. Select **D.R.: On/Off** option and press **Select** softkey.

Digital Receptionist

► **D.R.: On/Off**

Day Greetings

Night Greeting

Auxiliary Greeting

Night Time: On/Off

4. Using ▲ and ▼ of the navigation button, select the line on which you wish to activate or deactivate the Digital Receptionist. Press ◀ and ▶ of the navigation button to toggle **On** or **Off**. Press **Select** softkey when finished.

D.R.: On/Off

► Line 1 ◀ **D.R. Off** ▶

Line 2 ◀ **D.R. Off** ▶

Line 3 ◀ **D.R. Off** ▶


Line 4 ◀ **D.R. Off** ▶

Transfer & Intercom

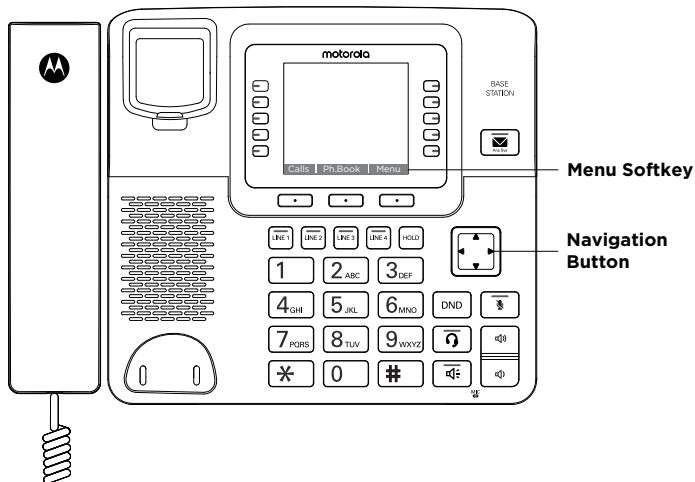
Transferring a Call to Another Station

1. While on an active call, press **X-fer** softkey.
2. A list of the extensions on your system will appear on the display. Using ▲ and ▼ of the navigation button, choose the destination extension for your call and press **Select** softkey.
3. Selecting an extension will initiate an intercom call to that extension. If you do not wish to attend the transfer, you may hang up now and the call transfer will be completed. For an attended transfer, wait until the other party has answered, then press **Conf** softkey when you are ready to include all parties. When you hang up, their call will continue.

Making an Intercom Call

Each extension on your system will appear next to a corresponding Programmable Feature Key (PFK). To call that extension using the intercom, simply press the PFK next to their name. The phone will immediately begin the call in speakerphone mode. To switch to handset, lift the handset from the cradle. To switch to headset mode, press .

Easy to Navigate Menus

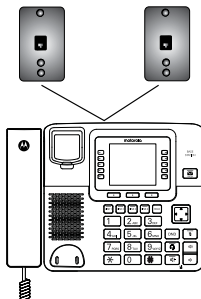


1. Press **Menu** softkey to access the feature and setup menus.
2. Using **VOL+** and **VOL-** of the navigation button to change your selection on the menu.
3. Press **Select** softkey to enter menus or make selections.
4. Press **Back** softkey to return to a previous menu or **Home** softkey to return to the idle screen.

Cord Setup

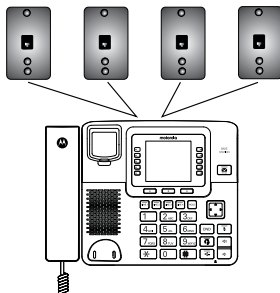
If you have 2-line phone jacks:

Plug one cord tagged as Line 1+2 into the jack marked **LINE 1+2** on the back of the phone. Plug the other line cord into the jack marked **LINE 3+4** on the back of the phone.

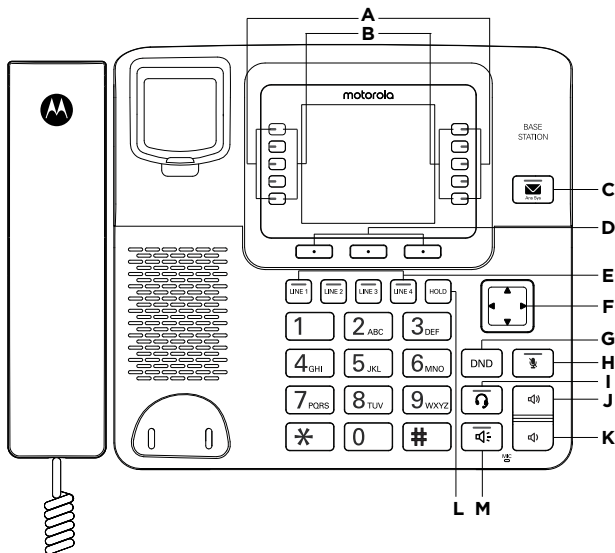


If you have 1-line phone jacks:

Simply plug each single line cord into the corresponding port on the back of the phone.



Base Layout



A Extension Status Indicators

B Extension / Programmable Feature Keys

C Answering System Button / Indicator

D 3 Softkeys

E Line Buttons / Indicators

F Navigation Button

G Do Not Disturb (DND)

H Mute

I Headset Button / Indicator

J Volume Up

K Volume Down

L Hold


M Speakerphone

Digital Answering System

Recording a Greeting

1. To set up and personalize, press **Menu** softkey.
2. Using the navigation button, move the indicator to **Answering System**. Press **Select** softkey.
3. Choose either **General Greeting** or **Announce Only** to record a greeting for your mailbox and press **Select** softkey.
4. Move the indicator to **Record Greeting** or **Record Announce Only** and press **Select** softkey.
5. Record your greeting. Press **Save** softkey. The greeting will play back for you and automatically save. If you are not satisfied, simply select **Record Greeting** option again and re-record. This greeting will only be heard by calls to your extension.

Playing Messages

1. To check your messages, press  **Ans Sys**.
2. Select **Play Messages** option and press **Select** softkey.

