



800-336-4864

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4-Line Multi-User Capable Telephone System



CORTELCO

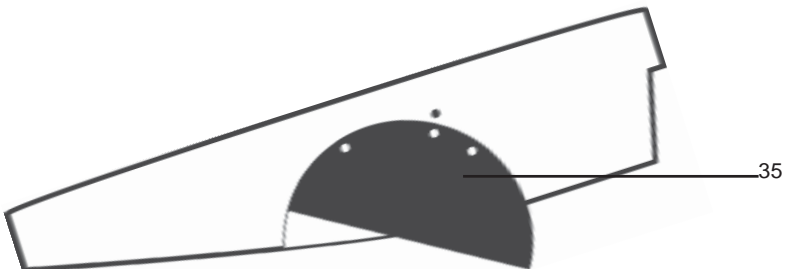
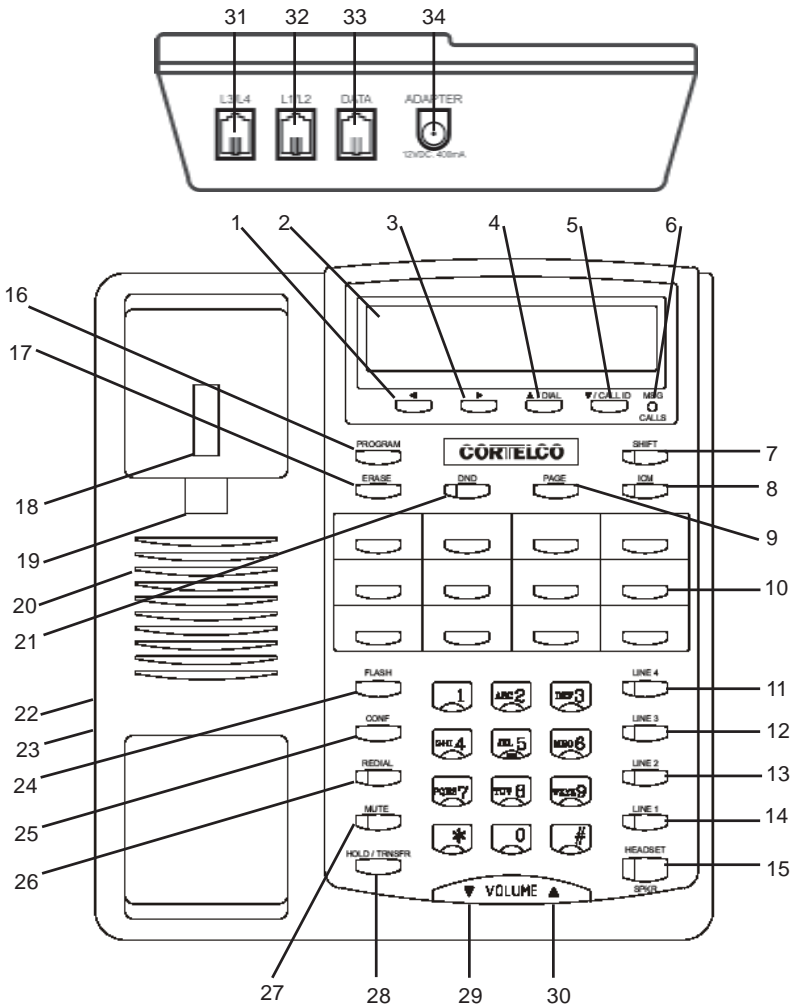
Table of Contents

Introduction	
Button Descriptions and Functions	4
Installation	
What's Included With Your 4-Line Speakerphone	6
Site Planning	6
Select a Location For Your Telephone	6
Install the Batteries	6
Adjust the Viewing Angle	7
Desktop Viewing	7
Wall Mounting	8
Using Your Telephone	
Line Use Indications	10
Handset Operation	
Placing a Telephone Call	10
Answering a Telephone Call (CO Line or Intercom)	10
Placing an Intercom Call	10
Speakerphone and Headset Operation	
Placing a Telephone Call	10
Answering a Telephone Call (CO Line or Intercom)	11
Placing an Intercom Call	11
Switch from Handset Mode to Speakerphone Mode	11
Switch from Speakerphone Mode to Handset Mode	11
Switch Between Headset Mode and Handset Mode	11
Features and Operation	
Caller ID	12
Area Codes	12
Home Area Code Setup	12
Local Area Code Setup	12
Receiving Caller ID on an Idle Telephone	13
Receiving Caller ID on a Telephone In Use	13
Receiving Multiple Calls Simultaneously	13
Viewing the Caller ID Database	13
Dial a Telephone Number from the Caller ID Database	14
Store the Telephone Number in a Speed Dial Location	14
Erasing a Caller's Information from the Caller ID Database	14
Erasing All Caller ID Information from the Caller ID Database	15
Conference	15
Data Jack	15
Date and Time	16
Dial Pad Enable / Disable	16
Do Not Disturb (DND)	16
Extension Numbers	17
Flash	17
Flash Time Programming	17
Headset Mode	17
Headset Enable / Disable	17
Operation	18

Hold	
Holding a Call	18
Retrieving a Held Call	18
Hold Reminder Enable / Disable	18
Intercom	18
Predefined Station Select Buttons	18
Placing an Intercom Call	19
Answering an Intercom Call	19
Line Connection	19
Line Status Indication	20
Mute	20
Message Waiting / New Call Indication	20
Manually Turn Off Message Waiting Indicator (MWI)	20
Paging	20
Paging an Individual Extension	21
Answering a Page to an Individual Extension	21
Page All Extensions	21
Answering an All Page (Meet Me Page)	21
Pause	21
Pause Time Programming	21
Prime Line Programming	22
Privacy / Privacy Release	22
Per Call Privacy Release	22
Enable / Disable Privacy for this Station	22
Redial	
Redial (one time only)	22
Auto Redial	22
Ring Type Programming	23
Reset the Phone	23
Ringer Enable / Disable	24
Speed Dial	24
Dialing from a Speed Dial Location	24
Pulse to Tone Switching	24
Tone / Pulse Mode	25
Transfer	25
Volume	
Handset / Headset Volume	25
Ringer Volume	25
Speakerphone Volume	25
Important Safety Instructions	26
Repair Of Your Telephone	27
The FCC Wants You To Know	28
Wall Mounting Template	29
Limited Warranty	30

Introduction

Button Descriptions and Functions



1. **Caller ID Scroll** - Displays and scrolls through the most recent to the oldest Caller ID. Also, allows the user to scroll **left** in the program menu after the program button is pressed.
2. **LCD Display** - The LCD Display shows the calendar when the telephone is idle. The display will also show Caller ID data, numbers dialed, and is used to guide you through system programming.
3. **Caller ID Scroll** - Displays and scrolls through the oldest to the most recent Caller ID. Also, allows the user to scroll **right** in the program menu after the program button is pressed.
4. **Program Scroll** - This allows the user to scroll **up** through the program menu after pressing the program button. Also, dials the number displayed on the Caller ID by pushing dial.
5. **Program Scroll** - This allows the user to scroll **down** through the program menu after pressing the program button. Also, shows Caller ID data of other lines ringing when multiple calls are received.
6. **New Call / Message Waiting Indicator** This indicator lights solid when there is new Caller ID data. This indicator flashes when there is a message from CO Voice Mail (requires FSK signaling from your local telephone company). LCD will show Message Waiting with Line #.
7. **Shift** - Accesses the second set of 12 Speed Dial bins. Also, this button is used to access special features.
8. **Intercom** - Initiates extension-to-extension calling.
9. **Page** - Allows you to broadcast a voice message to 1 or all extensions in the system.
10. **Speed Dial Bins** - Stores up to 24 telephone numbers. The first 12 are accessible with a single button press. Press **SHIFT** plus the speed dial button to access the last 12.
- 11 - 14. **Direct CO Line Access buttons** - Allows you to access a specific outsideline.
15. **Speakerphone / Headset** - Allows you to communicate with outside lines or other extensions hands-free through the speaker. Also, use with the **SHIFT** button to place the telephone in headset mode. When in headset mode, this button is used in place of the hook switch.
16. **Program** - Allows you to access the program menu. Use the up and down arrows (buttons 4 and 5) to navigate the menu.
17. **Erase** - Erases individual or all Caller ID data.
18. **Hook Switch** - When using the handset (not in headset mode), this switch is used to disconnect callers.
19. **Wall Mount Tab** - Holds the handset in the cradle when the telephone is mounted on a wall.
20. **Speaker** - Used for ringing, and speakerphone.
21. **Do Not Disturb** - Prevents any incoming calls to be heard. When the indicator light is on, the telephone is in Do Not Disturb mode.
22. **Handset Cord Jack (bottom** of telephone) - The handset coil cord, or the splitter coil cord, plug into this jack.
23. **2.5mm Headset Jack** - This jack is for headsets with a 2.5mm plug.
24. **Flash** - Used to access special telephone company service, like Call Waiting.
25. **Conference** – 3 party conference - 2 outside lines or one outside line and extension.
26. **Redial** - Allows you to easily call back the last number dialed. Also allows automatic redial capability.
27. **Mute** - Prevents callers from hearing background noises near your telephone.
28. **Hold** - Places a call on hold. Calls on hold can be transferred to other extensions.
- 29 - 30. **Volume** - Adjusts the volume of the feature that you are currently using. If the telephone is idle, the ringer volume is adjusted.
31. **Line 3 / Line 4 Telephone Jack** - 2 Pair (4 conductor) line cord is required when plugging into a 2-line RJ14C wall jack.
32. **Line 1 / Line 2 Telephone Jack** - 2 Pair (4 conductor) line cord is required when plugging into a 2-line RJ14C wall jack.
33. **Data Telephone Jack** - Connects to Line 2. Useful for plugging in credit card readers, faxes, modems, etc. when Line 2 is connected.
34. **12VDC, 400mA Adapter** (supplied) is required to use this telephone.
35. **Dual-level Tilt Legs** - Allows you to place the telephone at 2 levels (or wall mount level).

Installation

What's Included With Your 4-Line Speakerphone

- (1) Base Telephone
- (1) Handset
- (1) Handset Coil Cord
- (1) 12VDC, 400mA AC Adapter
- (2) 2 Pair (4 Conductor) Line Cords
- (1) 2 Pair (4 Conductor) Short Cord for Wall Mounting
- (1) User Guide

Site Planning

This telephone can be connected to 4 separate telephone lines. You may connect directly to (2) 2-Line RJ14C telephone jacks. If (4) RJ11C jacks will be used, you will need to use 2-line couplers to combine the lines into 2 cords: Lines 1 and 2 on one cord, lines 3 and 4 on the second cord.

In order for multiple 4-Line telephones to inter-operate as a system, observe these precautions:

1. Be sure Line 1 is connected throughout the system.
2. Be sure any other line you wish to appear on a phone is in the same position as the other phones. Never cross phone lines (i.e. Line 3 on Ext. 11 cannot be Line 2 on a different extension. It must be line 3).
3. Do not connect other devices to Line 1 (fax, modem, etc.).
4. Do not connect Line 1 to a Digital Subscriber Line (DSL).
5. The combined total length of cable allowed between all telephones in the system cannot exceed 600 feet.

Select a Location For Your Telephone

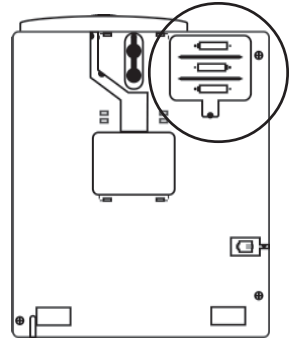
This telephone may be used on a desk or wall mounted. Choose a location that meets the following requirements:

1. Near an AC outlet.
2. Near the telephone line jack(s).
3. Away from any electrical machinery or appliances.

Install the Batteries

This telephone requires three "AA" size batteries to retain user programmed settings in case of power failure. This telephone will not operate during a power outage.

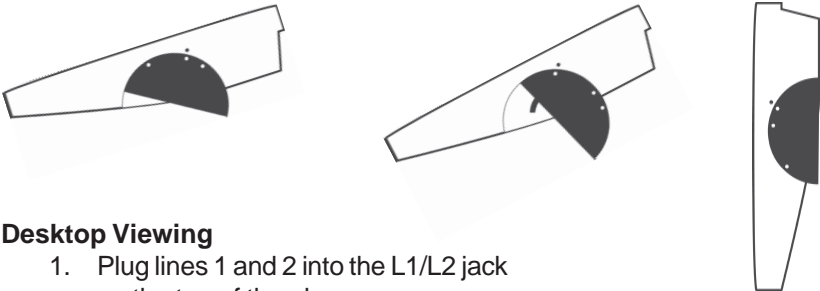
1. Open the battery cover on the back of the telephone by removing the safety screw and pressing the tab in.
2. Insert the batteries as indicated inside the battery compartment.
3. Reinstall the battery cover and replace the safety screw.



NOTE: When the display reads *BATT*, replace the batteries. When replacing the batteries, disconnect the telephone lines, but keep the power cord attached. Removing power from the telephone may result in memory loss.

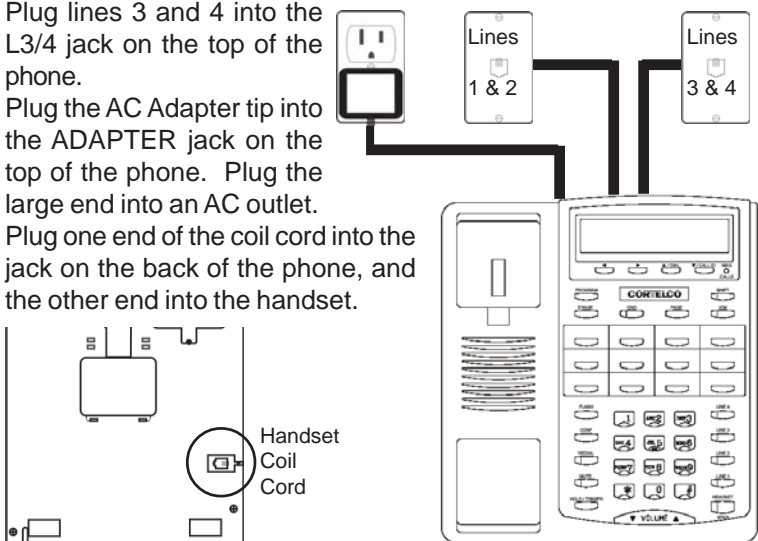
Adjust the Viewing Angle

The telephone has 2 desktop viewing angles and a wall mount position. To adjust the angle, remove the brackets from the left and right side of the telephone and reposition as shown below.



Desktop Viewing

1. Plug lines 1 and 2 into the L1/L2 jack on the top of the phone.
2. Plug lines 3 and 4 into the L3/4 jack on the top of the phone.
3. Plug the AC Adapter tip into the ADAPTER jack on the top of the phone. Plug the large end into an AC outlet.
4. Plug one end of the coil cord into the jack on the back of the phone, and the other end into the handset.



Wall Mounting

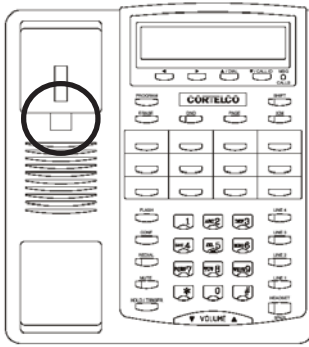
When wall mounting your telephone, be aware of the following:

- The location where the telephone will be mounted should be away from electrical cables, pipes, or other items which may be punctured when screws are inserted into the wall
- The wall surface should be capable of supporting the telephone weight.
- Use a standard wall phone plate or two screws with anchors.

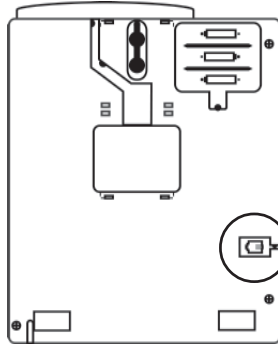
A Wall Mount Template is provided in the back of this manual for marking the screw locations.

1. Remove the handset from the cradle.
2. Slide the handset catch (below the hook switch) up to remove it from the telephone.
3. Rotate the handset catch a half turn and slide it back into the slot. The handset should now rest on the catch when the telephone is upright for wall mounting.
4. Plug one end of the coil cord into the jack on the back of the phone, and the other end into the handset.
5. Remove the Wall Mounting Adapter by pressing in where indicated in the illustration below.
6. Rotate the Wall Mounting Adapter half way and insert it.
7. Adjust the Viewing Angle Brackets on the left and right side of the telephone to allow the phone to rest flat on the wall.
8. Plug the short telephone cord into the L1/L2 jack on the back of the telephone.
9. Connect the other end of the telephone cord into the jack into the wall telephone outlet.
10. Slip the phone onto the wall mount lining up the wall mounting holes over the wall plate posts or screws. Be sure the short telephone cord is being inserted into the telephone cord channel on the back of the phone.
11. Slide the telephone down so it is firmly in place.
12. Place the handset in the cradle.
13. Plug lines 3 and 4 into the L3/4 jack on the top of the phone.
14. Plug the AC Adapter tip into the ADAPTER jack on the top of the phone. Plug the large end into an AC outlet.

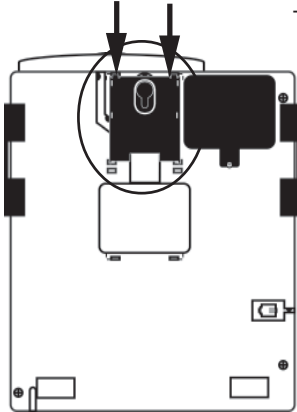
Handset Catch



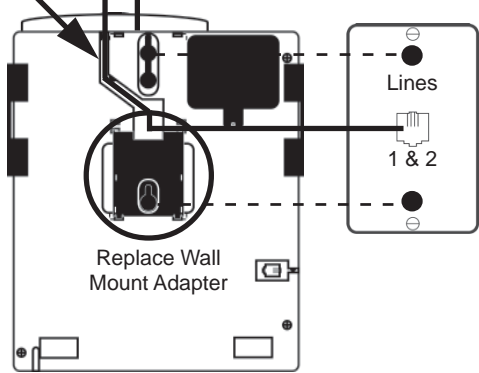
Handset Jack



Press to release
Wall Mount Adapter



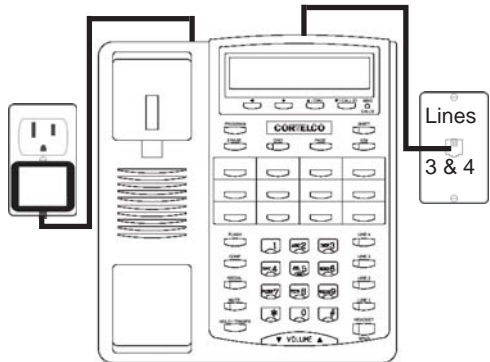
Telephone Cord Channel



Replace Wall
Mount Adapter



Move Viewing Angle
Brackets on the left
and right side of the
telephone as shown.



Using Your Telephone

Line Use Indications

Each Line Button has an indicator to show you the status of the telephone line, as shown below:

No Light	Line is available, if connected
Blinks once every 2 seconds	Line is in use by this phone
Quickly blinks on and off repeatedly	Line is on hold by this phone
Slowly blinks on and off repeatedly	Line is on hold by another phone
Fast Flash	Line is ringing
Constantly lit	Line is in use by another phone

Handset Operation

Placing a Telephone Call

1. Lift the handset.



NOTE: The first available line will automatically be selected. You may press a line button to dial out from a specific line.


2. Dial the telephone number you wish to call. The number will appear on the display window.
3. After the conversation has finished, place the handset back in the cradle to disconnect.

Answering a Telephone Call (CO Line or Intercom)

1. When your station rings from an outside line call or an intercom call, pick up the handset to answer.
2. After the conversation has finished, place the handset back in the cradle to disconnect.

Placing an Intercom Call

1. Lift the handset.
2. Press the  button. The display will show ICM, the  button will light, and you will hear intercom tone in the handset.
3. Dial the extension number you wish to call.

NOTE: After pressing the  button, you may use the first 11 speed dial buttons as station select buttons. The buttons are preprogrammed as extensions 11 thru 22, from left to right, top to bottom.


4. After the conversation has finished, place the handset back in the cradle to disconnect.

Speakerphone and Headset (when activated) Operation



Placing a Telephone Call

1. Press the  button.



NOTE: The first available line will automatically be selected. You may press a line button to dial out from a specific line. Pressing the line button while the telephone is idle will activate the speakerphone.


2. Dial the telephone number you wish to call. The number will appear on the display window.
3. After the conversation has finished, press the  button to disconnect.


Answering a Telephone Call (CO Line or Intercom)

1. When your station rings from an outside line call or an intercom call, press the  button to answer.
2. After the conversation has finished, press the  button to disconnect.



Placing an Intercom Call

1. Press the  button. The display will show ICM, the  button will light, and you will hear intercom tone in the handset.
2. Dial the extension number you wish to call.


NOTE: After pressing the  button, you may use the first 11 speed dial buttons as station select buttons. The buttons are preprogrammed as extensions 11 thru 22, from left to right, top to bottom.

3. After the conversation has finished, press the  button to disconnect.

Switch from Handset Mode to Speakerphone Mode

1. While talking on the handset, press the  button.
2. When the  button lights, place the handset in the cradle.

Switch from Speakerphone Mode to Handset Mode

- While talking on the speakerphone or headset, lift the handset. The  button light will turn off.

Switch Between Headset Mode and Handset Mode

- When headset mode is enabled, Speakerphone Mode is disabled.
- Both Handset and Headset are active simultaneously whenever Headset Mode is enabled.

Features and Operation

Caller ID

Your 4-Line telephone is equipped with Caller ID for all four outside lines. To use the Caller ID feature, you must subscribe to Caller ID service for each line through your local telephone service provider.

You may review, redial, or store in speed dial any of the numbers stored in Caller ID.

Area Codes

Prior to using the Caller ID feature of the telephone, your home area code and any local area codes should be programmed. This will allow you to dial local numbers from the Caller ID log.

- All numbers within your Home area code will only dial the 7-digit phone number.
- All numbers within your Local area codes will dial the area code + 7-digit phone number (10-digit dialing).
- All numbers outside these area codes will dial 1 + area code + phone number (11-digit dialing).

NOTE: If you have not set up a Home Area Code or Local Area Codes, all phone numbers will be dialed as 11-digits (1 + Area Code + Phone Number). If you set up Home Area Code and Local Area Codes after Caller ID data has been received, only Caller ID data received after setup will reflect the area code changes.


Home Area Code Setup/Local Area Code Setup

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the "Area Code" item.
3. Press the right arrow to choose this item.
4. Press the up or down arrow key to select Home (HAC) or Local (LAC) area code.
5. Press the right arrow key to start your setting.
6. Enter the area code and press the right arrow to confirm your setup.


Receiving Caller ID on an Idle Telephone

1. When a call is received on an idle telephone, the display will show the name, telephone number, and line that the call is received on.
2. a. If you answer the call, the Caller ID data will remain on your display for the duration of the call.
b. If the call goes unanswered, or if answered by another extension, the display will return to idle after approximately 5 seconds.


Receiving Caller ID on a Telephone In Use

1. When a call is received on an in-use telephone, you must press the  button.



NOTE: This applies to any telephone where the display is being used (i.e. programming speed dial, on a telephone call, setting the calendar, etc.)

2. Press the  button again to return to your original display.



Receiving Multiple Calls Simultaneously

1. The first incoming Caller ID data will be displayed on an idle telephone.
2. If an additional call is received, press the  button to scroll through the active ringing Caller ID data.

Viewing the Caller ID Database

1. From an idle telephone, press either the  or  button to display the call summary screen. This screen will show the number of Caller ID entries in the database, as well as the number of Caller ID entries that have not been viewed (New Calls).



TOTAL : 26
NEW CALLS : 01

2. a. Press the  button to view the most recent calls to the oldest calls in the database.
b. Press the  button to view the oldest calls to the most recent calls in the database.




01:19715551234
MICHAEL SMITH

3. To view the date and time, press #, or wait approximately 10 seconds.

```
01:19715551234
OCT 08 14:22
```

4. The display will return to idle after 20 seconds. Pressing any button other than  and  will also terminate Caller ID viewing.

Dial a Telephone Number from the Caller ID Database

1. Locate the number you wish to call (from *Viewing Caller ID Database* section).
2. Pick up the handset or press the  button to access an outside line.
3. Press the  and then the  buttons to dial.

Store the Telephone Number in a Speed Dial Location


There are 24 memory locations (2 groups) to store Speed Dial numbers. Each memory location can store up to 24 digits, including PAUSE, FLASH, and TONE.

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the "Speed Dial" item.
3. Press the right arrow key to choose this item. You can also press the speed dial key directly to view the speed dial number.
4. Press the up or down arrow key to confirm your selection and edit the speed dial number.


NOTE: To access the second group of speed dial locations press SHIFT + any speed dial key that you desire. The second set of speed dial numbers are from location 13 to location 24.

Erasing a Caller's Information from the Caller ID Database

NOTE: Erasing Caller ID information cannot be undone.

1. Locate the number you wish to erase (from *Viewing Caller ID Database* section).
2. Press . You will be asked to confirm the deletion.



```
01:19715551234
<ERASE>: confirm
```

3. Press  to confirm deletion.


```
01: Deleted
```

Erasing All Caller ID Information from the Caller ID Database


NOTE: Caller ID information is stored at each phone independently.

1. Press either the  or  button to display the call summary screen.

```
TOTAL : 26
NEW CALLS : 01
```

2. Press . You will be asked to confirm the deletion.

```
TOTAL : 26
<ERASE> : confirm
```

3. Press  to confirm deletion.

```
All Deleted
```




Conference



You can conference 3 parties in one of two ways:

- Two outside lines and your extension
- One outside line and one additional extension

You may also use privacy release to conference one outside line with more than one additional extension. See *Privacy Release* for more details.

1. While on an outside line call, press the  button to place this caller on hold.
2. Make the second call by pressing an available line button (or the  button for an additional extension) and dialing the telephone number (or extension).
3. When the third party answers, press the  button to establish the conference.

Data Jack

The data jack on the back of the telephone allows you to connect a fax or modem. The data jack is a spare jack that is connected directly to Line 2.

2. If line 2 is not present, the data jack is not usable.

Date and Time

Date Programming

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the “Date” item.
3. Press the right arrow key to choose this item.
4. Press the up or down arrow key to select the month.
5. Press the right arrow key to confirm your selection.
6. Press the up or down arrow key to select the day.
7. Press the right arrow key to confirm your selection.
8. Press the up or down arrow key to select the week.
9. Press the right arrow key to confirm your selection.

Time Programming

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the “Time” item.
3. Press the right arrow key to select this item.
4. Press the up or down arrow key to select the hour.
5. Press the right arrow key to confirm your selection.
6. Press the up or down arrow key to select the minute.
7. Press the right arrow key to confirm your selection.

Dial Pad Disable



The touch tone dial pad can be disabled to restrict outside calling. When the dial pad is disabled, no numbers can be dialed, including speed dial numbers.

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the “Dial Pad” item.
3. Press the right arrow key to select this item.
4. Press the up or down arrow key to turn the dial pad On or Off.
5. Press the right arrow key to confirm your selection.

Do Not Disturb (DND)



The Do Not Disturb function may be used to avoid any telephone interruptions. When activated, your telephone will not ring for any calls.


- Press the  button to toggle DND on and off. When DND is active, the  button will be lit.


Extension Numbers

When using multiple phones, each phone must be set as a unique extension number. The phones are factory set as Extension 11, and can be programmed from 11 to 22.

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the "Extension NO" item.
3. Press the right arrow key to select this item.
4. Press the up or down arrow key to select an Extension ID.
5. Press the right arrow key to confirm your selection.

Flash

You may use the  button to access custom calling features provided by your telephone company, such as call waiting, 3-way calling, etc.

- While on an outside call, press the  button to invoke call waiting or other special telephone company services. Contact your local telephone company for instructions on the use of special services.



Flash Time Programming

This feature allows you to program different flash times.



1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the "Flash Time" item.
3. Press the right arrow key to select this item.
4. Press the up or down arrow key to select a time value.
5. Press the right arrow key to confirm your selection.

Headset Mode



A headset may be used with your 4-line telephone to allow you to use your phone hands-free. When the phone is in Headset Mode, the Speakerphone and the hook-switch inside the handset cradle are disabled.


The  button is used to toggle between off-hook and on-hook. The handset is still usable, but only by using the  button.

Headset Enable / Disable

- Press   to toggle headset mode. When the x button light flashes, headset mode is enabled, and the speakerphone is enabled.

Operation


- Use the  button to pick up and hang up. This is true for headset and handset operation when in headset mode.
- Pressing Speed Dial buttons or Line buttons will cause the telephone to go off hook. Use the  button to hang up.

NOTE: *It is important to remember that the hook switch is inoperative when in headset mode. If you use the handset and then hang up the handset, the phone will not disconnect from the telephone line. You must use the  button.*

Hold



Holding a Call

- While on a conversation, press the  button to place the call on hold. The line button corresponding to the call on hold will blink on and off repeatedly.
- A Reminder Tone will be heard every 30 seconds while the call is on hold. This can be disabled. See *Hold Reminder*.

Retrieving a Held Call

- To retrieve a held call, press the line button where the call is held. When a call is on hold, the line button will blink on and off repeatedly.

Hold Reminder

This feature allows you to program the hold reminder time to remind you that a CO line is still on hold.


1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the “Hold Remind” item.
3. Press the right arrow key to select this item.
4. Press the up or down arrow key to select a time value.
5. Press the right arrow key to confirm your selection.


Intercom






The 4-line telephones allow extension-to-extension calling without using telephone lines.

Predefined Station Select Buttons


After pressing the  button, the Speed Dial buttons become Station Select buttons, allowing you to press one of the Speed Dial buttons to contact another extension.


The Station Select buttons are predefined as 11 thru 22 (left to right, top to bottom). To use these buttons, press the  button followed by the Station Select button of the extension you wish to call.

Placing an Intercom Call



1. a. If using the handset, pick up the handset and press 
b. If using speakerphone or a headset, press .
2. Dial the extension number you wish to call, or press a Station Select button.
3. After the conversation has finished, hang up or press the  button to disconnect.

NOTE: If the called party disconnects first, both phones are disconnected.


Pressing the  button to end an intercom call that has already been ended may cause your station to access an outside line.


Press the  button again to disconnect from the outside line.

Answering an Intercom Call

1. When your station receives an Intercom Call, your display will show which extension is calling and you will hear a distinctive double-ringing.
2. a. Pick up the handset to answer the Intercom Call in handset mode.
b. Press the  button to answer the Intercom Call in speakerphone or headset mode.
3. After the conversation has finished, hang up or press the  button to disconnect.

NOTE: If the calling party disconnects first, both phones are disconnected.

Pressing the  button to end an intercom call that has already been ended may cause your station to access an outside line.

Press the  button again to disconnect from the outside line.

NOTE: When your phone is in Do Not Disturb mode, your phone will not ring for Intercom Calls. You may, however, still answer intercom calls.

Line Connection

Each 4-line telephone comes default with all four lines enabled. Because the phone has Line In Use detection, lines that are not connected will be lit constantly. Turning off line connections for inactive lines will turn the Line In Use light off, and disable access to the line.

Deactivate Line Connection/Activate Line Connection

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the “Line Connection” item.
3. Press the right arrow key to select this item.
4. Press the up or down arrow key to select a line.
5. Press the right arrow key to confirm your selection.
6. Press the up or down arrow key to turn the line connection On or Off.
7. Press the right arrow key to confirm your selection.

Line Status Indication

Each line has a light to show its status:



No Light	Line is available, if connected
Blinks once every 2 seconds	Line is in use by this phone
Quickly blinks on and off repeatedly	Line is on hold by this phone
Slowly blinks on and off repeatedly	Line is on hold by another phone
Fast Flash	Line is currently ringing
Constantly lit	Line is in use by another phone

The phone also has Line In Use indication for non-system telephones (fax, modem, etc.). When another device is using a phone line, the light on the line will be constantly lit, and you may press the line button to monitor the line.

Mute



The mute function turns off the telephone microphone (for the speakerphone, handset, or headset) so the other party cannot hear you. This is useful to block out background noise.

- To toggle Mute on and off, press the  button. While the phone is muted, the  button will be lit.



Message Waiting / New Call Indication

If you subscribe to Caller ID from your local telephone company, the MSG/CALLS light will light solid when a call is received, until it is reviewed from the Caller ID database. Message Waiting will show on the LCD with line #.

If you subscribe to Voice Mail from your local telephone company, the MSG/CALLS light will blink when a call is received and a voice mail message is left. This telephone is compatible with FSK type voice mail signaling. Check with your local telephone company for details.

Manually Turn Off Message Waiting Indicator (MWI)

If your Voice Mail light does not turn off when all of your voice mail messages have been erased, you may manually turn off the light. When a new message is received, the light will begin to flash again.




1. While your phone is idle, press .
2. Press  again to confirm. A confirmation ring will be heard upon successfully turning off the MWI light.

Paging





Paging allows you to dial an extension (or all extensions) and broadcast a message without the receiving extension(s) answering.

Paging an Individual Extension

1. a. If using the handset, pick up the handset and press .
b. If using speakerphone or a headset, press .
2. Dial the extension number you wish to page.
3. Speak your message. After you have finished, hang up or press the  button to disconnect.

Answering a Page to an Individual Extension



1. If you receive a page, and wish to speak to the calling party, pick up the handset or press the  button.
2. After the conversation has finished, hang up or press the  button to disconnect.

Page All Extensions


1. Press the PAGE key.
2. Press the * key.

NOTE: In order to avoid audible feedback, it is highly recommended to speak using the handset or a headset when paging all extensions.

Answering an All Page (Meet Me Page)


1. a. If using the handset, pick up the handset and press .
b. If using speakerphone or a headset, press .

NOTE: You will be connected only to the party who initiated the Page All.

2. After the conversation has finished, hang up or press the  button to disconnect.

Pause

You may use the Pause function to insert a 3-second delay in a speed dial sequence. This is most commonly used in banking, voice mail, and long distance services.

The  button becomes the pause button when on an outside line, or when programming a speed dial location.

Pause Time Programming

This feature allows you to program different pause times to make a delay between digits during a call.

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the "Pause Time" item.
3. Press the right arrow key to select this item.
4. Press the up or down arrow key to select a time value.
5. Press the right arrow key to confirm your selection.

Prime Line Programming

This feature allows you to program which line will be selected first when you lift the handset or press the speaker key.

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the "Prime Line" item.
3. Press the right arrow key to select this item.
4. Press the up or down arrow key to select a line.
5. Press the right arrow key to confirm your selection.

Privacy / Privacy Release

Privacy prevents other 4-line telephones from intruding on a outside line conversation with another 4-line telephone. Privacy can be released on a per-call basis or for all calls.

Per Call Privacy Release

- While on an outside call, press the line button corresponding to the line you are using to release privacy. You will hear a single ring to confirm the line is no longer private. When you hang up, privacy will be restored to the line for the next call.
- Press the line button again to enable privacy. You will hear a double ring to confirm privacy has been restored.


Disable Line Privacy for this Station/Enable Line Privacy for this Station

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the "Privacy Release" item.
3. Press the right arrow key to select this item.
4. Press the up or down arrow key to turn the privacy release On or Off.
5. Press the right arrow key to confirm your selection.

Redial

Redial (one time only)


Redial allows you to call the last phone number dialed.


- From an idle telephone, press . The first available line will be used to dial the last number dialed. You may pick up the handset or proceed in speakerphone mode.


Auto Redial

You may also use auto redial to repeatedly dial the last phone number dialed, up to 10 times, as shown below.

1. Dial the number you wish to auto redial.
2. Hang up.

3. Press a line button to dial out on.
4. Press . The system will redial the last number dialed, and wait 30 seconds.

NOTE: If the called party answers, you may pick up the handset, or press the  button to stop the auto redial.

5. If the you do not pick up the handset or press the  button, the telephone will hang up, wait 60 seconds, and dial again. This process will repeat for up to 10 times.

NOTE: You may stop the process any time by pressing the  button.

Ring Type Programming

This feature allows you to select one of the four ringer types for each of the four lines.

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the “Ring Type” item.
3. Press the right arrow key to select this item.
4. Press the up or down arrow key to select a line.
5. Press the right arrow key to confirm your selection.
6. Press the up or down arrow key to select a ring type.
7. Press the right arrow key to confirm your selection.

Reset the Phone

This feature allows you to clear all the programmed data and all parameters back to the default values.

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the “Reset All” item.
3. Press the right arrow key to select this item.
4. Press the right arrow key again within 3 seconds to confirm your selection.

The default values are as follows:

1. Extension NO: 11
2. Line Connection: On for all lines
3. Line Ring On/Off: On
4. Tone/Pulse Mode: Tone
5. Dial Pad On/Off: On
6. Hold Reminder Time: 30 seconds
7. Privacy Release On/Off: On
8. Flash Length: 600 milliseconds
9. Ring Type: Type 1 for all lines
10. Prime Line: Line 1
11. Pause Time: 3 seconds
12. Date/Time: Jan 01 Fri 12:00 AM

13. Area Code: Empty for H.A.C. and all L.A.C.
14. Speed Dial: Empty for all locations
15. Ring Volume: Middle
16. Speaker Volume: Level 4
17. Handset Volume: Minimum
18. Headset Volume: Minimum


Ringer Enable / Disable

You may enable or disable any individual line or lines on the 4-line telephone.

Ringer Disable/Ringer Enable


1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the "Line Ring" item.
3. Press the right arrow key to select this item.
4. Press the up or down arrow key to select a line.
5. Press the right arrow key to confirm your selection.
6. Press the up or down arrow key to turn the line ringer On or Off.
7. Press the right arrow key to confirm your selection.

Speed Dial

There are a total of 24 speed dial locations on the telephone. The speed dial buttons are in 2 groups: 12 direct dial buttons, and 12 shifted direct dial buttons that can be accessed using the  button followed by one of the 12 direct dial buttons.

Each speed dial location can store up to 24 digits, including Pause and Flash.

Dialing from a Speed Dial Location

- To call a number in one of the first group of 12 speed dial locations, press the speed desired speed dial button from an idle telephone, or by first pressing an outside line button.
- To call a number in one of the second group of 12 speed dial locations, press the  button followed by the desired speed dial button from an idle telephone, or by first pressing an outside line button.

Pulse to Tone Switching

*

If you have pulse dialing service, you may need to access calling services such as banking and voice mail using tone dialing. You may temporarily switch from pulse dialing to tone dialing during a call in order to access these features. The system is reset to pulse dialing after you hang up.

Press * any time during your call to change to tone dialing mode. The telephone is returned to pulse mode when you disconnect.

Tone/Pulse Mode

Depending on the phone service available in your area, you may need to adjust the dialing mode.


NOTE: All 4 lines will be set to the same dialing mode.

Pulse Mode/Tone Mode

1. Press the PROGRAM key.
2. Press the up or down arrow key to scroll to the "Tone/Pulse" item.
3. Press the right arrow key to select this item.
4. Press the up or down arrow key to select Tone or Pulse dialing.
5. Press the right arrow key to confirm your selection.

Transfer



You may transfer an outside line to any extension on the system.

1. While on a outside line conversation, press .
2. Dial the extension you wish to transfer to, or press the desired Station Select button (see *Intercom - Predefined Station Select Buttons*).



NOTE: If the call is transferred successfully, a single confirmation ring will be heard. If the transfer is unsuccessful, a double ring will be heard, and the call will be placed on hold.

Volume



Handset / Headset Volume

While on a conversation using the handset or headset, press the  or  buttons to adjust the volume.

Ringer Volume

While your telephone is idle, press the  or  buttons to adjust the ringer volume.

Speakerphone Volume

While on a speakerphone conversation, press the  or  buttons to adjust the speakerphone volume.

IMPORTANT SAFETY INSTRUCTIONS

Always follow basic safety precautions when using your telephone equipment to reduce the risk of fire, electrical shock, and injury.

1. **Read and understand all instructions** in the Owner's Instruction Manual.
2. **Read all warnings** and follow all instructions marked on the product.
3. **Unplug this product from the wall outlet before cleaning.** Use a damp cloth for cleaning. Do not use liquid or aerosol cleaners.
4. **Do not use the telephone near water.** For example, do not use near a bathtub, wash bowl, kitchen sink, laundry tub, swimming pool, or in a wet basement.
5. **Do not place this product on an unstable cart or stand.** The product may fall causing serious damage to the product.
6. **Use only the type power source indicated on the label.** If you are not sure of the type power supply to your home, consult your dealer or local power company.
7. **Do not place any objects on the telephone line cord.** Do not locate the telephone where the line cord will be walked on.
8. **Do not block or cover ventilation slots and openings** in the bottom of the telephone. The openings should never be blocked by placing the telephone on a bed, sofa, rug, or other similar surfaces. This telephone should never be placed near or over a radiator or heat register. This telephone should never be placed in a built-in installation unless proper ventilation is provided.
9. **Never spill liquid on the telephone or push objects of any kind through ventilation slots.** Liquid or objects may touch dangerous voltage points or short out parts that could result in a risk of fire or electrical shock.
10. **Do not disassemble this product.** Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electrical shock when the product is subsequently used.
11. **Do not overload outlets and extension cords.** Some telephones require AC power from an outlet, overloading the outlets can result in the risk of fire or electric shock.
12. **Avoid using a telephone during a local thunderstorm.** There may be a remote risk of electrical shock from lightning.
13. **Do not use a telephone in the vicinity of a gas leak** to report the leak, or otherwise.
14. **Unplug the telephone from the wall outlet and refer servicing to qualified service personnel** under the following conditions:
 - When the line cord is frayed or plugs damaged.
 - If liquid has been spilled into the telephone.
 - If the telephone has been exposed to rain or water.
 - If the telephone does not operate properly by following the operating instructions. (Adjust only those controls covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.)
 - If the telephone has been dropped or the housing damaged.
 - If the telephone exhibits a distinct change in performance.

The following additional precautions should be observed for battery usage

1. **Use only the type and size of batteries specified in the users manual.**
2. **Do not dispose of the batteries in a fire.** The cells may explode. Check with local codes for possible special disposal instructions.
3. **Do not open or mutilate the batteries.** Released electrolyte is corrosive and may cause damage to the eyes or skin. It may be toxic if swallowed.
4. **Exercise care in handling batteries in order not to short the battery** with conducting materials such as rings, bracelets and keys. The battery or conductor may overheat and cause burns.
5. **Do not attempt to recharge the batteries that are with or identified for use with this product.** The batteries may leak corrosive electrolyte or explode.
6. **Do not attempt to rejuvenate the batteries provided with or identified for use with this product by heating them.** Sudden release of the battery electrolyte may occur causing burns or irritation to eyes or skin.
7. **When replacing batteries, all batteries should be replaced at the same time.** Mixing fresh and discharged batteries could increase internal cell pressure and rupture the discharged batteries.
8. **When inserting the batteries into this product, the proper polarity or direction must be observed.** Reverse insertion of batteries can cause charging, which may result in leakage or explosion.
9. **Remove the batteries from this product if the product will not be used for an extended period of time** (several months or more) since during this time, the batteries could leak, damaging the product.
10. **Discard dead batteries as soon as possible** since they are more likely to leak in a product.
11. **Do not store this product, or the batteries provided with or identified for use with this product, in high temperature areas.**

SAVE THESE INSTRUCTIONS

Repair Of Your Telephone

DO NOT ATTEMPT TO REPAIR THIS PRODUCT YOURSELF. 4-Line Telephones manufactured by CORTELCO must be returned to us for repair.

You can return your telephone to CORTELCO for repair or replacement in accordance with our LIMITED WARRANTY.

DATE-OF-PURCHASE: CORTELCO warrants **THIS PRODUCT** against defects in material and workmanship in accordance with our LIMITED WARRANTY. If your telephone is returned for repair, include a copy of your sales receipt containing the date-of-purchase. **DO NOT INCLUDE THE ORIGINAL SALES RECEIPT.**

If date-of-purchase is not included, the factory date encoded on the label on the bottom of your telephone will be used as the date-of-purchase. The factory date allows six months for distribution and sale of this product.

If you return your telephone for repair, the warranty period is not extended. The original date-of-purchase continues to apply to your warranty.

OUT-OF-WARRANTY REPAIR We will repair this product for a nominal fee after the LIMITED WARRANTY has expired if you send it to us in a complete and undamaged condition. The repaired 4-line telephone will be shipped to you C.O.D., freight collect.

RETURN-FOR-REPAIR PACKAGING If you are returning a unit to us for repair, package it carefully, preferably in the original carton. Be sure to include your return address, a copy of the sales receipt showing date-of-purchase, and a note describing the problem you have with your telephone. Shipping must be prepaid. If the telephone is in warranty, it will be repaired or replaced, at our option, at no cost to you, and it will be returned shipping prepaid.

Ship your 4-line telephone (shipping prepaid) to:

CORTELCO
REPAIR CENTER
1703 SAWYER ROAD
CORINTH, MS 38834

The FCC Wants You To Know

This telephone is registered with the Federal Communications Commission and it complies with Part 15J and Part 68 of the FCC Rules and Regulations. Modifying or tampering with the telephone's internal components can cause a malfunction and might invalidate the telephone's warranty and void your FCC authorization to operate it.

The FCC requires us to provide you with the following information:

1. The FCC requires that you connect to a nationwide telephone network through a modular telephone outlet that is Part 68 compliant. This telephone cannot be used with coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Check with your local telephone company.
2. FCC rules require that, upon request, you provide the following information to the telephone company:
 - A. The line (telephone number) to which you will connect the telephone equipment.
 - B. The FCC Registration Number and Ringer Equivalence Number (REN). These numbers can be found on a label on the bottom of your telephone equipment.

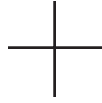
The Ringer Equivalence Number (REN), which is used to determine the number of devices you may connect to your phone line, indicates the amount of power that your telephone draws from the telephone company line during ringing. If you have more than one telephone (or other terminal device) connected to the telephone company line, you should total the RENs and be sure that the total is not more than five. Your telephones may not ring if the total is more than five. Also, in some rural locations, your telephone may not ring if the REN total is more than three.

3. If it is determined that your telephone equipment is malfunctioning, the FCC requires that it not be used and be unplugged from the modular outlet until the problem has been corrected. Repairs to this telephone equipment can be made only by the manufacturer or its authorized agents, or by others who may be authorized by the FCC. Unauthorized repairs void registration and warranty.
4. The telephone company may discontinue service if the telephone is determined to cause harm to the telephone network. In this case, the telephone company will:
 - A. If possible, notify the customer in advance that the service is being discontinued.
 - B. Provide the customer with the opportunity to correct the situation.
 - C. Inform the customer of their right to file a complaint with the FCC.Your local telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.
5. This telephone is Hearing Aid Compatible.
6. When programming or testing emergency numbers, or making test calls to emergency numbers:
 - A. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
 - B. Perform such activities in the off-peak hours, such as early morning or late evening.

Part 15 of FCC Rules

This equipment generates, uses, and can radiate low-level radio frequency energy. It has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Part 15J of the FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. If the equipment does cause interference to radio or television reception (which can be determined by unplugging it from the telephone line and the electrical outlet), the user is encouraged to try to correct the interference by one or more of the following measures:

- Where it can be done safely, reorient the radio or TV receiving antenna.
- Where possible, relocate the television, radio, or other receiver with respect to the telephone equipment.
- Plug the telephone AC Adapter into an outlet on a different circuit than used by the radio or television.
- Consult a dealer or an experienced radio/television technician for additional suggestions.



PLACE THIS TEMPLATE ON THE WALL.

THE LOCATION OF THE SCREWS IS INDICATED
BY THE CENTERS OF THE CROSSED LINES.

FASTEN THE SCREWS WITH ANCHORS,
LEAVING 3/16" OF THE SCREW
EXTENDING FROM THE WALL.



Limited Warranty

If this product was purchased by you new in the U.S. or Puerto Rico, **CORTELCO** warrants it against defects in material and workmanship for a period of one (1) year from the date of original purchase. This warranty is in lieu of all other express warranties. During the warranty period, **CORTELCO** agrees to repair or, at its option, replace the defective product, or any part of it without charge for parts or labor. This is your exclusive remedy. This warranty does not cover damage resulting from accident, misuse, abuse, improper installation or operation, lack of reasonable care, the affixing of any attachment not provided by **CORTELCO** with the product and loss of parts. The warranty is voided in the event any unauthorized person alters or repairs the unit.

Telephone companies use different types of equipment and offer various types of services to customers. **CORTELCO does not warrant that this product is compatible with the type of equipment of any particular phone company or the services provided by it.**

CORTELCO DISCLAIMS ANY IMPLIED WARRANTY, INCLUDING THE WARRANTY OF MERCHANTABILITY AND THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, AS OF THE DATE ONE YEAR FROM THE ORIGINAL PURCHASE OF THE PRODUCT. **CORTELCO** ASSUMES NO RESPONSIBILITY FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES.

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE EXCLUSION AND LIMITATION MAY NOT APPLY TO YOU.

If failure occurs and your 4-Line Telephone is in warranty, service shall be provided by returning it, **shipping prepaid**, to:

**CORTELCO - Repair Center
1703 Sawyer Road
Corinth, Mississippi 38834**

The product will be repaired or replaced if examination by us determines the product to be defective. Telephones received damaged as a result of shipping will require you to file a claim with the carrier.