Speakerphone
with 12-Number Memory
User's Guide

2-9315

We bring good things to life.

IMPORTANT INFORMATION

NOTICE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Industry Canada does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

NOTES: This equipment may not be used on coin service provided by the telephone company.

Party lines are subject to telephone company tariffs and, therefore, you may not be able to use your own telephone equipment if you are on a party line. Check with your local telephone company.

HEARING AID COMPATIBILITY

This telephone system meets FCC/Industry Canada standards for Hearing Aid Compatibility.

INDUSTRY CANADA NUMBER IS LOCATED ON THE CABINET BOTTOM
LOAD NUMBER IS LOCATED ON THE CABINET BOTTOM

INTRODUCTION

Your GE speakerphone is designed to give you flexibility in use, and high quality performance. To get the most from your new telephone, we suggest that you take a few minutes right now to read through this instruction manual.

The first section shows you how to install and set up the phone; next, it discusses speakerphone functions, followed by a section describing all of the phone features.
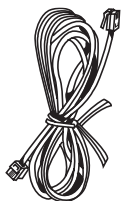
If you have any questions or problems, consult the Table of Contents, the Troubleshooting Guide, or the Index for the solution.

TABLE OF CONTENTS

PARTS CHECKLIST

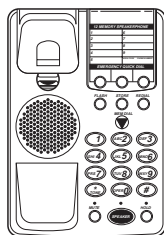Your package should contain the following items:

Phone line cord

Handset cord

Handset

Base unit
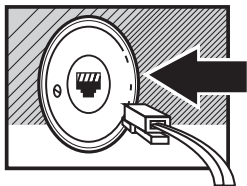
INSTALLATION AND SET UP

Your GE Speakerphone can be placed on a desk or tabletop, or can be mounted on the wall. After you decide which type of installation you want, refer to the appropriate installation diagram.

BEFORE YOU BEGIN

REQUIREMENTS

A modular jack USOC: CA11A (RJ11C) or a CA14A (RJ14C) is required.

Installation of this telephone in locations with 4-prong jacks or with hard-wired outlets requires additional converters (not included). The dealer from whom you purchased the system, or a telephone supply store, can advise you regarding the proper converter.

Installing the 9V battery

Installation of a 9V battery is optional, however when installed, the battery provides better performance for the speakerphone.

1 Remove the plastic cover over the telephone memory directory.
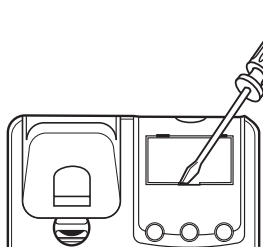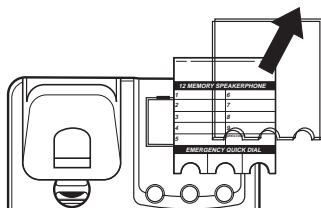
2 Open the battery compartment door using the flat edge of a screwdriver.
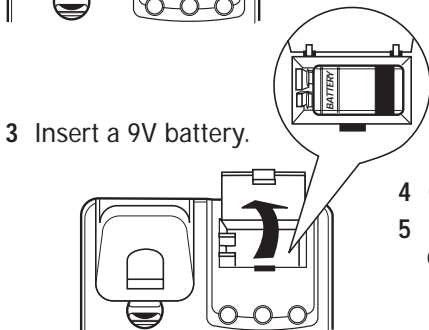
3 Insert a 9V battery.

4 Close the battery door.

5 Replace the plastic cover over memory directory.
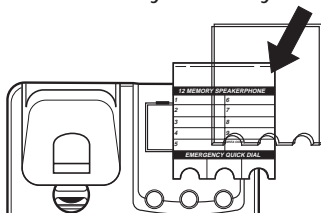
Battery Safety Precautions

For your safety, please follow these precautions:

- Do not recharge, disassemble, mutilate, wet, or dispose of battery in fire.
- Keep battery out of reach of children.
- Replace only with 9V battery.
- When **replacing** the battery, be sure to unplug the phone line from the phone before inserting the battery.

DESK OR TABLETOP INSTALLATION

Plug the telephone line cord into a modular jack [CALLA (RJ11C or RJ14C) CA14A] and into the PHONE LINE jack on the back of the unit.

Plug the handset cord into the handset, and into the telephone jack on the left side of the unit.
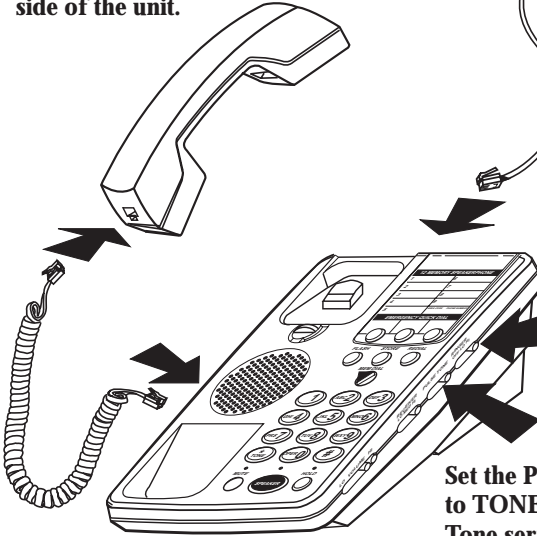
Adjust the RINGER volume switch to the desired setting.

Set the PULSE/TONE switch to TONE if you use Touch-Tone service; set it to PULSE if you have rotary service.
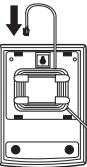
Phone Cord Wrap

You can remove the base plate and wrap any extra phone cord to get it out of the way; then replace the base plate.

WALL MOUNT INSTALLATION

The Speakerphone can be mounted on a wall phone plate (not included).
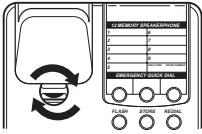
Rotate the handset hook.
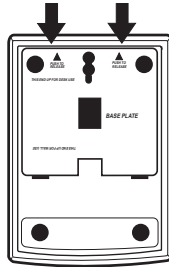
Remove the Base Plate from the back by pressing down on the snap tabs located at the top, and then lifting it off.
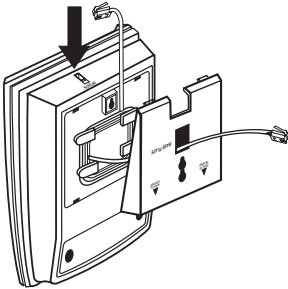
Plug the phone cord into the phone jack on the back of the unit, wrap the extra line cord around the brackets on the bottom of the base, and then thread it through the bottom of the base plate.

Reverse the direction of the Base Plate and replace it by putting the tabs into the slots on the top of the unit first, and then snapping the bottom tabs into place.

Connect the phone cord to the modular jack on the wall.

Slip the mounting holes over the wall plate posts and slide the unit down firmly into place.
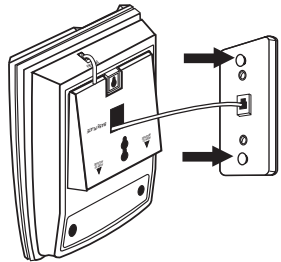
WALL MOUNT INSTALLATION CONTINUED
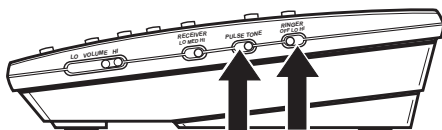
Set the PULSE/TONE switch to TONE if you use Touch-Tone service; set it to PULSE if you have rotary service.

**Set the RINGER VOLUME switch as desired.**

Plug the handset cord into the handset and into the unit, and then hang up the phone.
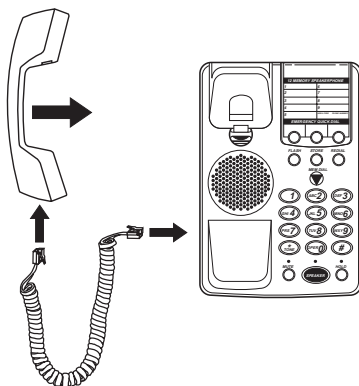
USING THE SPEAKERPHONE

SPEAKERPHONE LOCATION

For best speakerphone performance, avoid the following:

- Areas with high background noise. (The microphone might pick up these sounds and prevent the speakerphone from going into the receiving mode when you finish talking.)
- Surfaces affected by vibration.
- Recessed areas such as in a corner, under a cupboard, or next to a cabinet, which can generate an echo effect.

SPEAKERPHONE USE

Note the following guidelines when using the speakerphone:

- The speakerphone works similar to a two-way radio in that you can only listen or talk at one time.
- Stay reasonably close to the phone so that you can be clearly heard by the person to whom you are talking.
- You can adjust the speaker volume by sliding the VOLUME control on the right side of the base unit.
- The speakerphone indicator light comes on when the speakerphone is in use.

MAKING A CALL

1 Press the SPEAKER button instead of picking up the handset.
2 Adjust volume if needed.
3 Make your call.
4 Press SPEAKER again to hang up the phone.

RECEIVING A CALL

Make sure that the RINGER switch is set to HI or LOW or the phone will not ring.

1 Press the SPEAKER button instead of picking up the handset when the phone rings.
2 Adjust volume if needed.
3 Press SPEAKER again to hang up the phone.

SWITCHING BETWEEN SPEAKER AND HANDSET

You can switch between speakerphone and handset while the phone is dialing a number, or anytime during a conversation.

- **Speaker to Handset —** Pick up the handset.
- **Handset to Speaker —** Press SPEAKER, then hang up handset.

TIP: If you're using the speakerphone in a noisy environment and are in listening mode, you can improve the listening performance by pressing MUTE. Just be sure to press MUTE again before you try to speak.

USING THE FEATURES

VOLUME CONTROLS

Control the volume of both the handset and the speakerphone:

- Use the VOLUME control to adjust speakerphone volume.

- Use the RECEIVER volume control to adjust the handset volume.
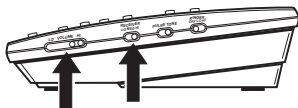
TEMPORARY TONE FEATURE

If you have Pulse (rotary) service, and want to access customer calling services that require Tone dialing, such as getting information from a local bank, you can use this feature.

1 Press the TONE button (*) after you have connected to the service to enable Tone dialing.

2 When you hang up, the phone automatically returns to Pulse dialing mode.

MUTE BUTTON

The MUTE button deactivates the microphone for both the speakerphone and the handset, so that anything you say cannot be heard by the caller on the other end of the line.

- Press MUTE to mute the microphone (the indicator light turns on).

- Press MUTE again to continue the phone conversation (the indicator light turns off).

FLASH BUTTON

Press the FLASH button instead of using the hook switch to activate customer calling services such as call waiting or call transfer, which are provided by your local phone company.

REDIAL Button

Redial the last number you called by pressing the REDIAL button after you get a dial tone.

> **NOTE:** The Redial feature holds in memory the last phone number you dialed (as many as 32 digits). If you pressed any numbers after dialing the phone number, (for example, when accessing a voice-menu system) those numbers also are redialed.

HOLD Button

Use the HOLD button to interrupt a phone conversation without hanging up, and then pick up the conversation again on the same phone or any extension.

> **NOTE:** When hold is on, the HOLD indicator light is active.

USING HOLD WITH THE HANDSET
1 Press HOLD (the indicator light comes on).
2 Hang up (the indicator light blinks).
3 Pick up the handset , press SPEAKER, or pick up an extension phone to release hold (the indicator light turns off).

USING HOLD WITH THE SPEAKERPHONE
1 Press HOLD (the speakerphone indicator light turns off, and the hold indicator light blinks).
2 Press SPEAKER, pick up the handset or an extension phone to release hold.

MEMORY DIALING

Store as many as 12 numbers in memory for easy dialing. Three can be stored in the Emergency Quick Dial locations, and nine additional numbers can be stored in the numbered keys (1-9).

9
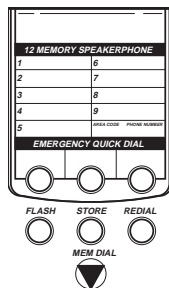
Storing a Number in Memory

1 Press SPEAKER
   (or pick up the handset).

2 Press STORE.

3 Dial the number
   to be stored (up to 16 digits).

4 Press MEM DIAL.

5 Press a Memory Location
   (1-9 on the keypad), or an
   EMERGENCY QUICK DIAL
   button.

6 Press SPEAKER (or
   hang up the handset).

7 Record the phone number on
   the memory directory (located
   under the plastic cover).
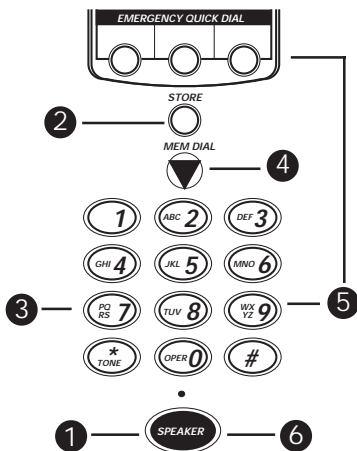
Storing the Last Number Dialed

Store the last number you dialed by pressing REDIAL instead of dial a phone number (in step 3 of the preceding procedure).

Adding a Pause to the Dialing Sequence

Use the REDIAL button to insert a delay in the dialing sequence when storing a number, for example, when you need to dial 9 to get an outside line.

Press REDIAL at the point in the dialing sequence in which a pause is required. Each pause counts toward the 16 digit limit.

Changing a Stored Number

Change a stored number by replacing it with a different number.

Clearing a Stored Number

1 Pick up the handset or press the SPEAKER button.

2 Press the STORE button.

3 Press the MEM DIAL button; then press an EMERGENCY QUICK DIAL button or a number key (1-9).

4 Hang up.

DIALING A NUMBER FROM MEMORY

You can dial numbers from memory when using the handset or speakerphone. When you get a dial tone, press the MEM DIAL button followed by the memory location (1-9) for the number you want to dial.

> **CAUTION**: If you make test calls to emergency numbers, remain on the line and explain the reason for the call. Also, make these calls in off-peak hours, such as early morning or late evening.

DIALING THE EMERGENCY QUICK DIAL NUMBERS

To dial one of these numbers, just press its button after you get a dial tone.

CHAIN DIALING FROM MEMORY

Use this feature to make calls which require a sequence of numbers, for instance if you use a calling card for a frequently called long distance number. Basically, you dial each part of the sequence from memory. The following example shows how you can use chain dialing to make a call through a long distance service:

The Number For	Memory Location
Long distance access number	7
Authorization code	8
Frequently called long distance number	9

1. Press SPEAKER (or pick up the handset).
2. Press the MEM DIAL button and then press 7.
3. When you hear the access tone, press MEM DIAL and then press 8.
4. At the next access tone, press MEM DIAL and then 9.

TROUBLESHOOTING GUIDE

Problem	Solution
No dial tone. Won't dial out	• Check hook switch to make sure it pops up. • Make sure speakerphone indicator comes on (if using speakerphone.) • Make sure TONE/PULSE is set to correct position. • Unplug the phone, wait 30 seconds, and plug the phone back in.
Phone doesn't ring	• Check RINGER VOLUME. • Could have too many phones on one line. (The total LN of all phones should not be greater than the maximum LN for your calling area, Usually 5.)
Low handset or speaker volume	• Check the volume settings (see p. 8).
Light and tone feedback flutter when dialing in PULSE mode.	• This is normal as power is fluctuating with phone outpulsing.
Can't be heard by other party	• Make sure phone cord is securely plugged in. • Make sure MUTE indicator is off.
Memory dialing	• Make sure you entered numbers correctly. (See "Memory Dialing.")

CARE AND MAINTENANCE

To keep your GE telephone working and looking good, follow these few simple guidelines:

- Avoid putting the phone near heating appliances and devices that generate electrical noise. (i.e., motors, fluorescent lamps.)
- Phone should not be exposed to direct sunlight or moisture.
- Avoid dropping the handset and other rough treatment.
- Clean telephone with a soft cloth. (Remember to first unplug the phone from the wall outlet.)
- Never use a strong cleaning agent or abrasive powder, as this will damage the finish.
- Retain the original packaging for future use.

REN NUMBER

On the bottom of this equipment is a label indicating, among other information, the FCC Registration number and Ringer Equivalence Number (REN) for the equipment. You must, upon request, provide this information to your telephone company.

The REN is useful in determining the number of devices you may connect to your telephone line and still have all of these devices ring when your telephone number is called. In most (but not all) areas, the sum of the RENs of all devices connected to one line should not exceed 5. To be certain of the number of devices you may connect to your line as determined by the REN, you should contact your local telephone company.

INTERFERERENCE INFORMATION

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

This equipment generates and uses radio frequency energy which may interfere with residential radio and television reception if not properly installed and used in accordance with instructions contained in this manual. Reasonable protection against such interference is ensured, although there is no guarantee this will not occur in a given installation. If interference is suspected and verified by switching this equipment on and off, the user is encouraged to try to correct the interference by one or more of the following measures: Reorient the radio/television receiver's antenna, relocate the equipment with respect to the receiver, plug the equipment and receiver into separate circuit outlets. The user may also wish to consult a qualified radio/television technician for additional suggestions. This equipment has been fully tested and complies with all limits for Class B computing devices pursuant to part 15, Sub-part J, FCC Rules and Regulations.

TELEPHONE NETWORK INFORMATION

Should your equipment cause trouble on your line which may harm the telephone network, the telephone company, where practicable, may notify you that temporary discontinuance of service may be required. Where prior notice is not practicable and the circumstances warrant such action, the telephone company may temporarily discontinue service immediately.

The telephone company may make changes in its communications facilities, equipment, operations or procedures where such action is required in the operation of its business. If these changes are expected to affect the use or performance of your telephone equipment, the telephone company will likely give you adequate notice to allow you to maintain uninterrupted service.

Notice must be given to the telephone company upon termination of your telephone from your line.

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SERVICE

Thomson Consumer Electronics Canada, Inc. warrants to the purchaser or gift recipient that if any manufacturing defect becomes apparent in this product within 1 year from the original date of purchase, it will be replaced free of charge, including return transportation.

This warranty does not include damage to the product resulting from accidents, misuse or leaking batteries.

Should your product not perform properly during the warranty period, either:

1. Return it to the selling dealer with proof of purchase for replacement,

OR

2. Remove the batteries (where applicable), and pack product complete with accessories in the original carton (or equivalent).
   — Mail prepaid (with proof of purchase) and insured to:
   Thomson Consumer Electronics Canada, Inc.
   Distribution Centre
   7400 A Bramalea Road
   Mississauga, Ontario L5S 1X1

The provisions of this written warranty are in addition to and not a modification of or subtraction from the statutory warranties and other rights and remedies contained in any applicable legislation, and to the extent that any such provisions purport to disclaim, exclude or limit any such statutory warranties and other rights and remedies, such provisions shall be deemed to be amended to the extent necessary to comply therewith.

If you are unable to find a qualified servicer for out of warranty service, you may write to:

Thomson Consumer Electronics Canada, Inc.
P.O. Box 0944
Indianapolis, Indiana, U.S.A., 46206-0944

Attach your sales receipt to this booklet for future reference. This information is required if service is needed during the warranty period.

PURCHASE DATE _____

NAME OF STORE_____