

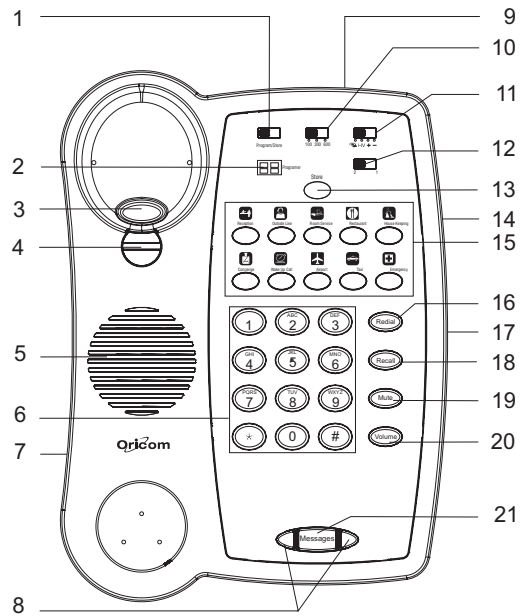


**HP100**

**Corded Hotel Phone**



## Location of Controls



**Keep this user guide for future reference**

## Installation

### Connection

1. Connect one end of the curly cord to the handset, and the other end to the socket marked **HANDSET** on the left-hand side of the base.
2. Connect the telephone line cord to the **LINE IN** socket on the telephone, and to a telephone network wall socket.
3. Lift the handset and listen for the dial tone. Your telephone is now operational.
4. Ensure the correct Recall time has been set for your system/PBX or phone.

### For Desk Use

Fit the desk support onto the base of the phone.

- |   |                                   |
|---|-----------------------------------|
| 1. Program/Store switch                         | 11. Message Waiting switch        |
| 2. Programmer switch                            | 12. Line 1/2 switch               |
| 3. Hook switch                                  | 13. Store button                  |
| 4. Handset holder                               | 14. Data port                     |
| 5. Speaker                                      | 15. One touch memories            |
| 6. Keypad                                       | 16. Redial button                 |
| 7. Handset cord jack                            | 17. Ringer volume Hi/Lo switch    |
| 8. Message waiting and Visual Ringer indicators | 18. Recall button                 |
| 9. Telephone line jack                          | 19. Mute button                   |
| 10. Flash/Recall time 100/300/600 switch        | 20. Handset volume control button |
|   | 21. Messages button               |

### Wall mounting your phone:

For wall mounting installation, do not insert the desk support on the base.

1. Revolve the handset catch 180° to the wall mounting position using a small coin.
2. Connect the telephone line cord to the **LINE IN** socket on the telephone, and to a telephone wall socket.
3. Run the telephone cable inside the groove and ensure it is tight.
4. Drill two holes vertically, one above the other, 83mm apart, and leave the screws protruding from the wall by 5mm.
5. Align the base's keyhole slots with the screws and slide the phone downward to secure it.
6. Lift the handset. Listen for the dial tone to ensure the telephone is working.

## Using your phone

### Making a call

1. Lift the handset and dial tone will be heard.
2. Dial the required telephone number.
3. On completion of the call, hang up the handset

### Answering an incoming call

1. When an incoming call is received, the phone will ring.
2. Pick up the handset to answer the call.
3. On completion of the call, hang up the handset.

## Redial

1. Lift the handset.
2. Press **Redial** to redial the last number dialled.

## Volume control

The handset earpiece volume may be increased or decreased during a call. Press the **Volume** button to increase or decrease the volume.

## Recall (Australia ONLY)

You can use the Recall button on your telephone when using your network operator's services such as call waiting etc. A subscription may apply for these services, contact your network operator for more information. If this is not working correctly check the country option in the phone menu and select Australia or New Zealand options. For Australia it should be set to 100ms and for New Zealand 600ms.

## Mute button

The handset volume can be muted during a call by pressing **MUTE** button. Release the **MUTE** button to reactivate the microphone.

## Ringer volume control

The ringer volume can be adjusted using the **Ring Volume** switch located on the right-hand side of the telephone

## Memory

This telephone has 10 One-Touch memories.

## Storing One-Touch Memories

1. Ensure the **Program/Store** switch is set to **Store**.
2. Lift the handset, the dial tone will be heard (ignore any tone). Press **Store** button.
3. Enter the telephone number to be stored (up to 32 digits). Press **Store**.
4. Select a memory position by pressing the corresponding memory button.
5. Replace the handset.  
If you need to insert a pause in the telephone number press

## Redial

If you need to change a number, store the new number in the same location as the old one.

## Dialling using One-Touch Memories

1. Lift the handset, the dial tone will be heard.
2. Press the required One-Touch memory button.

## Messages button

You can also store a telephone number into this button like the one touch memory buttons:

1. Ensure the **Program/Store** switch is set to **Store**.
2. Pick up the handset, the dial tone will be heard. (ignore the dial tone) press **Store** button.
3. Enter the telephone number to be stored (up to 32 digits). Press **Store**.
4. Press the **Messages** button, now number have been stored.
5. Replace the handset.

## Dial the pre-programmed number

1. Lift the handset. You will hear the dial tone.
2. Press the **MESSAGES** button. A pre programmed number will be dialed automatically.

## Line Switch

There is a line switch on the top of the unit which allows you to select the desired telephone line 1 or line 2 depends on your selection.

You may configure the phone using the switch located under the inlay on the base of the phone marked 1 and 2 so that the telephone (1) and the outer port (2) are connected in parallel.

## Connection of additional equipment

Additional equipment such as modems can be connected to this telephone via the **DATA PORT** socket on the right side of the base. Two methods of operation can be selected by using the switch located on the top of the base (Please refer to "Location of controls" point 12):

1. Allows for single line parallel operation. For example, a computer modem can be operated through the telephone but only one device can be operated at a time, either the modem or the telephone.
2. Allows for two line operation where a computer modem can be connected via the telephone and both devices can be used at the same time. The network wall socket must have two lines connected.

## Hearing aid compatible

This telephone is hearing aid compatible. Select the T mode on your hearing aid to enable this feature.

## Programmer lock

The **Program/Store** switch (located under the underlay) allows access to the One-Touch memory programming.

**Store** Manual programming allowed.

**Program** Programmer downloads allowed.

## PBX Message Waiting

Most PBX systems use a function called Message Waiting. The telephone will indicate when a call was received by flashing the Message Waiting lights next to the **Messages** button.

The MW switch is located on the top side of the telephone.

The MW function operates differently depending on the PBX in question.

Please contact the PBX administrator for more information.

The following four alternatives are available: LED+, LED-, ringer indicator (☎) and high DC voltage (HV).

When the telephone is used in systems without a telephone exchange (☎) should be selected.

## Programmer

A dedicated programmer (optional) can be connected to the **Programmer** socket located on the top side of the telephone, this allows easy programming of the 10 One-Touch memories and the number in Messages key.

The **Program/Store** switch (located on the top side of the telephone) must be set to **Program**.

## General Information

### Warnings

- The telephone is designed for indoor use only. Do not install the telephone in areas where there is the risk of an explosion, excessive exposure to smoke, dust, vibrations, chemicals, moisture and heat.
- Do not install in damp locations such as a bathroom or laundry, do not expose the unit to direct sunlight.
- Do not use your telephone during an electrical thunderstorm as it is possible to get an electric shock. Refer to information contained in Telstra White pages directory.
- The earpiece of the handset may attract small metal objects such as staples and pins. Care should be taken when placing the handset near these items.
- This phone is designed for connection to a PSTN telephone line or analogue extension port of a PBX system. If you connect this device to a digital extension of PBX, damage may result to the PBX.

### Trouble Shooting

If you feel this product is not working correctly please consult the user guide and ensure that you are using the product in accordance with the instructions.

Remove all extra telephone equipment and connect only this telephone directly to the telephone socket.

If the fault is still present, connect another telephone (if available) to the telephone socket. The results will show you whether the fault lies with this unit or with the telephone line. If the product is not working correctly the fault is on the telephone line. Please contact your network operator for assistance. In the unlikely event of a fault developing please return the product to the retailer where you purchased it.

### Cleaning and Care

The surface of the case can be cleaned with a dry, soft, lint-free cloth. Never use cleaning agents, particularly aggressive solvents.

### Notes for operation in New Zealand

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with the minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services. This device may be subject to ringing or bell tinkle when certain other devices are connected to the same line. If this occurs, the problem should not be referred to the Telecom Faults service. This equipment shall not be set to make automatic calls to the Telecom "111" Emergency Service. This equipment may not provide for the effective hand-over of a call to another device connected to the same line. Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary telephone port is not specifically designed for 3-wire connected equipment that may not respond to incoming ringing when attached to this port.

### REN (RN for New Zealand)

The REN (Ringer Equivalence Number) or (RN) is of significance only if you wish to connect more than 1 telephone to your telephone line. A standard telephone line has a maximum REN capacity of 3 (RN of 5). It is possible to connect 3 (5) devices with a REN of 1 (RN of 1) with no degradation to the product's performance. Exceeding this limit may cause the volume of the ringer in any phone to decrease or not ring at all.

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