

Model CEZ260 Speakerphone with 13 Number Memory User's Guide

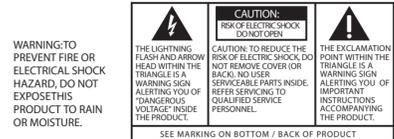


Hearing Aid Compatibility (HAC)

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

Licensing

Licensed under US Patent 6,427,009.



Introduction

CAUTION: When using telephone equipment, there are basic safety instructions that should always be followed. Refer to the IMPORTANT SAFETY INSTRUCTIONS provided with this product and save them for future reference.

Short Glossary of Terminology Used in this Manual

Hook switch. The part of the phone that pops up to activate the phone line when the handset is lifted from the base.

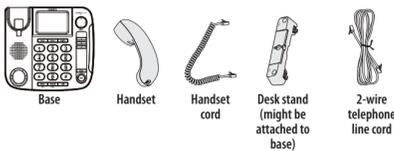
Off-hook. A term used to describe the phone in its active mode when the handset is off of the base cradle or when the SPEAKER button is pressed.

On-hook. A term used to describe the phone in an inactive mode.

Before You Begin

Parts Checklist

Make sure your package includes the following items:



Telephone Jack Requirements

To use this phone, you need an RJ11C type modular telephone jack, which might look like the one pictured here, installed in your home. If you don't have a modular jack, call your local phone company to find out how to get one installed.



Important Installation Information

CAUTION: Disconnect the phone cord from the wall outlet before installing or replacing the batteries.

- Never install telephone wiring during a lightning storm.
- Never touch uninsulated telephone wires or terminals, unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations. It should add:

Installing and Replacing the Batteries

Your Caller ID phone uses 4 AA-size alkaline batteries for receiving and storing Caller ID records and for storing the numbers you use for memory dialing, pulse dialing, and redial.

IMPORTANT: You will have approximately 90 seconds to replace the batteries before the memories stored are lost. Please read the instructions before replacing the batteries and have the batteries ready to be inserted beforehand.

IMPORTANT: If you are not going to use the telephone for more than 30 days, remove the batteries because they may leak and damage the unit.

- Disconnect the telephone line cord. If necessary, remove the desk stand from the back of the base.
- Release the latch on the battery compartment and remove the cover.
- Insert 4 AA-size alkaline batteries as shown on the diagram in the battery compartment.
- Snap the battery compartment door back into place and replace the desk stand.
- Remove the old batteries.
- Connect the line cord and check your memory locations.

NOTE: If the low battery icon appears in the display, you need to replace the batteries. It is important that you replace the batteries as soon as possible in order to maintain Caller ID operation.

Installing the Phone

Your phone should be placed on a level surface, such as a desk or table top, or you can mount it on a wall.

Location

Your phone features a speakerphone for ease of use and convenience during a phone conversation. At any time during a conversation, you can lift the handset to stop using the speakerphone. Likewise, when you are using the handset, press the SPEAKER button and place the handset in the cradle to switch to the speakerphone.

For best speakerphone performance, avoid the following:

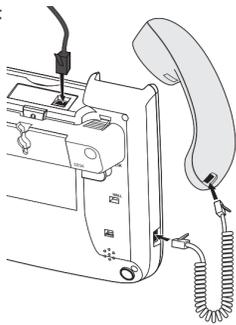
- Areas with high background noise. (The microphone might pick up these sounds and prevent the speakerphone from going into the receiving mode when you finish talking.)
- Surfaces affected by vibration.
- Recessed areas such as in a corner, under a cupboard, or next to a cabinet, which can generate an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

Attaching the Desk Stand

Turn the phone over. Insert the hooks marked DESK into the notches marked DESK. Press in on the tabs and snap the stand into place.

Connecting the Handset

- Connect one end of the coiled handset cord to the jack on the handset.
- Plug the other end of the coiled handset cord to the jack on the base.
- Place the handset in the cradle.



Connecting the Telephone Line

- Connect one end of the straight telephone line cord to the jack on the back of the base.
- Connect the other end to a wall phone jack.
- Set the RINGER volume switch located at the back of the base to the desired loudness.
 - OFF - Telephone will not ring.
 - LO - Sound will be lowest.
 - HI - Sound will be loudest.

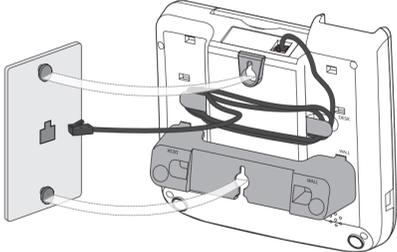
NOTE: The unit is properly installed if you pick up the handset and hear the dial tone. Otherwise, recheck all installation steps.

Wall Mounting

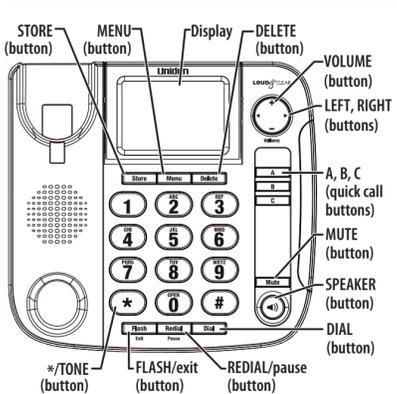
Your speakerphone can also be mounted on a wall plate (not included).

REMINDER: To prevent the handset from falling out of the cradle while the phone is hanging on the wall, you must switch both the handset hook and the desk stand to their wall-mount positions.

- On the front of the base, pull the handset hook out of the slot. Rotate the hook 180 degrees and flip it from front to back. Slide it back into the slot.
- Turn the base over. Press in on the tabs and remove the desk stand from the back of the base.
- Rotate the stand 180 degrees, and insert the hooks marked WALL into the notches marked WALL. Press in on the tabs and snap the stand into place.
- Connect the telephone line cord to the wall jack and the phone. If desired, wrap any excess cord around the cord hooks as shown.
- Place the mounting slots over the pins on the wall plate, and slide the base down to lock it into place.



Base Layout



Setting Up the Caller ID Menu

You should not plug the telephone into the modular jack while setting up the Caller ID menu.

- Press the MENU button, to access the menu feature configuration mode.
 - # 1. >ENG FRA ESP (CID language default English)
 - # 2. CONTRAST (default level is 3).
 - # 3. LOCAL AREA CODE
 - # 4. TONE/PULSE (Default is tone dialing).
- Press the MENU button to scroll through the 4 menu screens.
- Use the LEFT or RIGHT button to select the desired setting.

NOTE: You have 20 seconds following an entry before the phone returns to the Summary Screen.

Display Language

This adjustment allows you to display the Caller ID prompts in English, French, or Spanish.

- Press the MENU button until ENG FRA ESP appears in the display.
- Use the LEFT or RIGHT button to select ENG, FRA, or ESP.
- Press the MENU button again to save.

Contrast

This adjustment allows you to adjust the contrast of the display.

- Press the MENU button until CONTRAST shows in the display.
- Use the LEFT or RIGHT button to select level 1, 2, 3, 4, or 5.
- Press MENU button again to save.

Local Area Code

The telephone uses the programmed area codes to determine the number format to display when a valid Caller ID signal is received. Numbers that match the local area code are displayed as seven digits and are used for dialing back previous numbers. Entering your local area code will also help you immediately know if the call is local or long distance when viewing the CID records in the display.

NOTE: If you make a mistake and want to start over, press the DELETE button to delete all of the digits.

- Press the MENU button until LOCAL AREA CODE shows in the display.
- Use the number pad to enter the area code.

NOTE: If you need to edit your entry, use the LEFT or RIGHT button to move left or right and re-enter the number.

- Press the MENU button to save.

Dialing Mode

This adjustment allows you to select tone (touch-tone) or pulse (rotary) dialing.

- Press the MENU button until 4 TONE PULSE shows in the display
- Press either LEFT or RIGHT button to select the dialing mode. The default is Tone dialing.
- Press the MENU button again to save.

NOTE: The phone will exit Set Up after 20 seconds if no buttons are pressed.

REMINDER: The time and date are programmed automatically when the first Caller ID record is successfully received after set up.

Telephone Basics

You can use the telephone by speaking into and listening through the handset, or by using the speakerphone.

Receiving a Phone Call

- Lift the handset or press SPEAKER to answer the call.
- Replace the handset in the cradle or press the SPEAKER button to hang up.

Making a Phone Call

- Lift the handset or press the SPEAKER button. Wait for a dial tone.
- Dial the telephone number you want to call.
- Replace the handset in the cradle, or press the SPEAKER button to hang up.

Volume

You may adjust the handset and speakerphone volume independently with the VOLUME button on the LEFT or RIGHT buttons. Both handset receiver volume level and speakerphone volume levels are saved in memory.

Adjusting the Handset Receiver Volume

While using the handset, you can adjust the speaker volume by pressing the VOLUME button continuously or pressing the LEFT or RIGHT buttons after pressing the VOLUME button. REC (Handset Receiver) volume shows in the display.

Adjusting the Speakerphone Volume

While using the speakerphone, you can adjust the speaker volume by pressing the VOLUME button continuously or pressing the LEFT or RIGHT buttons after pressing the VOLUME button. SPK volume level shows in the display.

Redial

You may redial the last number you called by pressing the REDIAL/pause button after you hear a dial tone.

NOTE: The redial feature holds the last number (up to 32 digits) that you dialed in memory. If you pressed any other numbers after dialing the phone number (for example, when accessing a voice-menu system) then those numbers are also dialed.

If you get a busy signal, press REDIAL/pause again without hanging up.

Mute

Use the MUTE button to interrupt a phone conversation to talk privately with someone else in the room. A conversation can be muted while using the speakerphone or handset.

- Press the MUTE button. The mute indicator lights up.
- Press MUTE again to turn it off.

Flash

Press FLASH/exit to activate special features of your telephone network, such as call transfer, or special services from your local telephone company, such as call waiting.

Temporary Tone Dialing

If you have pulse (rotary) service and want to access customer calling services (such as telebanking and long distance services) that require tone dialing, you can use this feature to temporarily change from pulse to tone service.

After dialing the telephone number and connecting to the customer calling service,

- Press and release the *TONE button.
- When you hang up, the telephone automatically returns to pulse dialing mode.

TIP: Temporary Tone can also be used while storing numbers in memory by pressing *TONE at the necessary point in the storage sequence.

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 pressing the volume button continuously or pressing the speaker button 5 or 6 after pressing the volume button.
- The speakerphone indicator light comes on when the speakerphone is in use.

Caller ID (CID) Features

IMPORTANT: In order to use all of the features of this telephone, you must subscribe to two separate services available from your local telephone company: the standard Name/Number Caller ID Service to know who is calling when the phone rings and Call Waiting Caller ID Service to know who is calling while you are on the phone.

CID Summary Screen

The Summary Screen shows the current time, date, and number of new calls to review. It is displayed until any button is pressed.

NOTE: The number of new calls is displayed until all new calls have been reviewed.

Receiving and Storing CID Calls

This unit receives and displays information transmitted by your local phone company. This information can include the phone number, date, and time; or the name, phone number, date, and time. The unit can store up to 75 calls for later review. When the memory is full, a new call automatically replaces the oldest call in memory. NEW appears in the display for calls received that have not been reviewed.

Reviewing CID Records

- Press the LEFT or RIGHT button to view the call records.
- Press the RIGHT button to scroll through the call records from the oldest to the newest.
- Press the LEFT button to scroll through the call records from the most recent to the oldest.
- When all of the records have been viewed, START/END appears in the display.

Deleting CID Records

- To delete the record shown in the display, press the DELETE button once.
- To delete all records while reviewing, press and hold the DELETE button for about three seconds. DELETE ALL? appears in the display. Press DELETE again to complete.

Dialing Back

When reviewing Caller ID records, you can dialback the numbers on the display by pressing the DIAL button.

NOTE: If PICKUP PHONE shows in the display, no other changes to the number can be made. The information sent from the telephone company is known to be a valid number for dialing back (used only in very limited areas). Once you pickup the phone, the number is automatically dialed.

If You Programmed Your Local Area Code

- Use either LEFT or RIGHT button to display the number you want to dial.
- Press the DIAL button.
- If you see a number with seven digits (i.e. 555-1234), then the call is from within your area code. However, this does not guarantee the call is a local call.
- If you see a number with 11 digits (i.e. 1-234-555-1234), then the call is not from within your area code.
 - NOTE:** A timer (10 seconds on-hook and 3 seconds off-hook) located in the upper right side of the display will start, letting you know how much time is left until the unit returns to the Summary Screen.
- If you are at on-hook and PICKUP OR ADD displays, you can adjust the phone number format by pressing the DIAL button. If the phone is off-hook and ADJUST shows in the display, you can adjust the phone number format by pressing the DIAL button. For example, sometimes a 7-digit local number cannot be dialed because it requires a 10-digit or 11-digit format. Press the DIAL button repeatedly to scroll through the 7, 10, and 11-digit numbers.
 - 7 digits: 7-digit telephone number (i.e. 555-5555)
 - 10 digits: 3-digit area code + 7-digit telephone number (i.e. 425-555-5555)
 - 11 digits: long distance code 1 + 3-digit area code + 7-digit telephone number (i.e. 1-425-555-5555)
- To dial the displayed number, and the phone is on-hook, pick up the handset or press the SPEAKER button before the timer reaches 0. If the phone is off-hook, wait until the time reaches 0. NOW DIALING shows in the display and the number is dialed.

If You Did Not Program Your Local Area Code

- Use the LEFT or RIGHT button to display the number you want to dial. You will only see 10-digit numbers (i.e. 234-555-1234).
- See steps 2 through 4 in the previous section to complete the dialback process.

Caller ID Display Messages

The following messages shows the status of the phone or provides Caller ID information:

BLOCKED CALL	The caller of the incoming call is registered as "Private Number" and their Caller ID information is withheld.
CALL WAITING	Indicates a call is waiting on the line.
INCOMPLETE DATA	Caller information has been interrupted during transmission or the phone line is excessively noisy.
NO CALLS	The caller memory is empty.
NO DATA	No Caller ID information was received.
START/END	You are at the beginning or the end of the Caller ID memory log.
UNKNOWN CALLER	The incoming call does not have Caller ID service or their service area is not linked to yours. If UNKNOWN CALLER appears along with a calling number, the name information for that number was not available.

Memory

You may store information in any of the following memory locations: 0 to 9, or quick call buttons; A, B, or C. See "Storing a Pause in Memory" and "Temporary Tone Dialing" for more information.

NOTE: This model retains all user memory even if the batteries are removed and/or telephone line has been interrupted or disconnected.

Storing a Name and Number in Memory

- Press the STORE button. LOCATION! shows in the display.
- Press the desired memory location (0 to 9, or quick call buttons; A, B, or C.)

NOTE: You may select memory locations by pressing 5 or 6 to scroll through the memory locations or press the 0 - 9, or quick call buttons; A, B, or C.

NOTE: If necessary, to erase existing memories, or if you make a mistake, use the DELETE button.

- Use the number keys to enter the telephone number (up to 32 digits) and press the STORE button to save. (The unit will not dial a phone number in this mode.) The cursor automatically moves to the text line for name entry.
- Use the number keys to enter the name of the person associated with the telephone number you just entered. More than one letter is stored in each of the number keys.

For example, to enter the name BILL SMITH, press the 2 key twice for the letter B. Press the 4 key 3 times for the letter L. Press the 5 key 3 times for the letter S.

NOTE: The flashing cursor automatically moves to the next position or you may press the LEFT or RIGHT button to move the cursor to the next position.

Press the 5 key 3 times for the second letter L. Press the arrow key (5) two times to insert a space, and press the 7 key 4 times for the letter S. Press the 6 key once for the letter M. Press the 4 key 3 times for the letter I. Press the 8 key for the letter T. Press the 4 key twice for the letter H.

- Press the STORE button to save the name.

- To enter another name and number in a different memory location, return to step 1 and repeat the process.

Changing a Stored Number

Repeat the storage sequence under Storing A Name and Number in Memory, and use the DELETE button to delete the old number before entering the new number.

Erasing a Stored Name & Number

- Press the STORE button.
- Press the memory location (0 to 9, or quick call buttons; A, B, or C) to be erased.
- Press the DELETE button.

Copying Caller ID Memories to User Memory

- Press the LEFT or RIGHT button to view the caller number and name you want to copy.
- Press the STORE button.
- Press the memory location (0-9, or quick call buttons; A, B, or C). The number flashes if there is a number already stored in the memory location.
- Press the STORE button to enter the edit mode, and then press the STORE button again to edit the name.

NOTE: You may select a different memory location by pressing 5 or 6 to scroll through the memories or press 0 - 9, or quick call buttons; A, B, or C.

NOTE: If the name you want to enter is longer than 12 characters, only the first 12 characters will be copied into memory.

Storing a Redial Number to Memory

- Press the STORE button.
- Press any key (0-9, or quick call buttons A, B, or C) for the memory location. If there is a number already stored in the memory location it will appear on the display. Use the review (5 or 6) button to select a different location.
- Press the STORE button again to confirm.
- Press the REDIAL/pause button, and then press the STORE button again.
- Enter name, if necessary, and then press the STORE button to confirm.

Copying a Redial Number to Memory

- Press the REDIAL/pause while on-hook. Redial number will display along with PICKUP PHONE.
- Press the STORE button.
- Press any key (0-9, or quick call buttons A, B, or C) for the memory location. If there is a number already stored in the memory location it will appear on the display. Use the review (5 or 6) button to select a different location.
- Press the STORE twice.
- Enter name, if necessary, and then press the STORE button again to confirm and save.

Dialing a Number Stored in Memory While On-hook

- Press the DIAL button
- To select a memory, press any key (0-9, or quick call buttons; A, B, or C.). The number in that memory location displays.

NOTE: You may select a different memory location by pressing LEFT or RIGHT to scroll through the memories or pressing key (0 - 9, or quick call buttons; A, B, or C.).

- Press the SPEAKER button, or pick up the handset to dial the displayed number.

Dialing a Number Stored in Memory While Off-hook

- Lift the handset, or press the SPEAKER button.
- Press the DIAL button then press a memory location button.
 - OR -
 - Lift the handset, or press the SPEAKER button.
- Press the DIAL button, then use the review (5 or 6) button to scroll through the stored memory locations to find the desired number.
- Press the DIAL button again to dial the stored number.

Cascade Dialing

This process allows you to dial a succession of stored numbers from separate memory locations. This is useful when you must dial several sequences of numbers, such as with frequent calls via a telephone company long distance provider.

For example	Memory location
Local access number of long distance company	6
Authorization code (ID)	7
Long distance phone number	8

- Pick up the handset or press SPEAKER.
- Press DIAL button, then press number "6" for the memory location.
- Press DIAL button, then press number "7" for the memory location.
- Press DIAL button, then press number "8" for the memory location.
- The number dials automatically.

Storing a Pause in Memory

The REDIAL/pause button has dual functionality and becomes a pause button when pressed in sequence after the STORE button. It is valid only when storing a number into memory locations. Use the REDIAL/pause button to insert a pause when a delay is needed in an automatic dialing sequence. For example, when you must dial a 9 to get an outside line or when you enter codes to access your long distance company.

NOTE: A pause is 3 seconds in length and you can store more than one, if a longer pause is needed.

Pre-Dialing

- With the handset on the cradle, enter the telephone number you wish to call. The telephone number shows in the display.
- Lift the handset or press the SPEAKER button and the number automatically dials.

NOTE: Use the DELETE button to delete an incorrectly entered number.

Troubleshooting Tips

No Dial Tone

- Check all cabling to make sure that all connections are secure and not damaged.
- Check hook switch: Does it fully extend when handset is lifted from cradle?
- No Information