



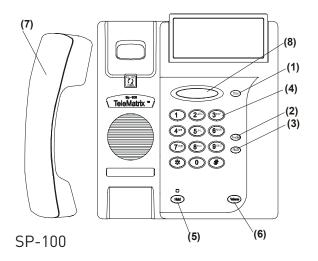
# **SPECTRUM SERIES** USER GUIDE

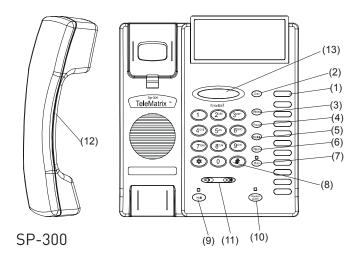
SP-100, SP-300, SP-400

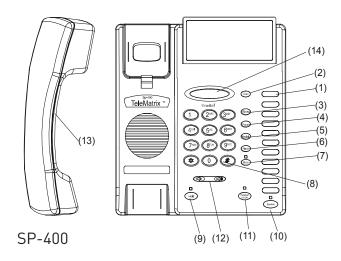
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### **Spectrum Series Phone Maps**







### **BASE FEATURES AND CONTROLS**

#### SP-100

- 1. Disconnect Key
- 2. Redial Key
- 3. Flash Key
- 4. Numeric Dial Pad
- 5. Hold Key
- 6. Volume Bar
- 7. Handset
- 8. TouchLite Key

#### SP-300

- 1. Speed Dial Feature Keys
- 2. Disconnect Key
- 3. Store Key
- 4. Pause Key
- 5. Redial Key
- 6. Flash Key
- 7. Mute Key
- 8. Numeric Dial Pad
- 9. Hold Key
- 10. Headset ON/OFF Key
- 11. Volume Bar
- 12. Handset
- 13. TouchLite Key

#### SP-400

- 1. Speed Dial Feature Keys
- 2. Disconnect Key
- 3. Store Key
- 4. Pause Key
- 5. Redial Key
- 6. Flash Key
- 7. Mute Key
- 8. Numeric Dial Pad
- 9. Hold Key
- 10. Speaker Key
- 11. Headset ON/OFF Key
- 12. Volume Bar
- 13. Handset
- 14. TouchLite Key

## Parts List

The following parts are included with the SP-100:

- Base unit
- Handset
- One 12-foot modular telephone line cord
- One 10-foot modular coiled handset cord
- One 6-inch modular wall mount line cord
- Two index sheets

The following parts are included with the SP-300 and SP-400:

- Base unit
- Handset
- Two 12-foot modular telephone line cords
- One 10-foot modular coiled handset cord
- One 6-inch modular wall mount line cord
- Power adapter
- Twenty-two speed dial preprinted keycaps
- Four additional clear keycaps
- Two index sheets

**Note:** SpectrumPlus line cords are 6-Pin 6-Conductor line cords (6P6C line cord). Replacement line cords must be same.

## **Care and Maintenance**

- **Keep the telephone dry.** If it gets wet, wipe it dry immediately. Liquids might contain minerals that can corrode the electronic circuits. Do not touch the unit if submerged in water. Call for assistance.
- Use and store the telephone only in a normal temperature environments. Temperature extremes can shorten the life of electronic devices, damage batteries, and distort or melt plastic parts. Avoid direct sunlight.
- Keep the telephone away from excessive dust and dirt that can cause premature wear of parts.
- Wipe the telephone with a damp cloth occasionally to keep it looking new. Do not use harsh chemicals, cleaning solvents, or strong detergents to clean the system.

## **Features**

### SP-100:

- One Line Operation
- Visual Message Waiting Indication; 90VDC NEON or Low Voltage LED; Switch Selectable\*
- Electronic Hold with LED Indicator
- HI/LOW/OFF Ringer Volume Control Switch
- Disconnect Key to Activate New Call
- Last Number Redial
- Flash Key
- Convenient Data Port
- ADA Compliant Handset with Volume Control
- Desk or Wall Mountable
- Fully Modular, Easy To Install

SP-300 and SP-400:

- One Line Operation
- SteelTrap Memory Technology (No Batteries Required)
- FreeSpeech Talk Feature: Allows Free Toggle between Handset, Headset and Speakerphone
- Visual Message Waiting Indication\* Auto Detection for SDT, FSK or NEON; LED Uses Switch
- TouchLite One Touch Message Retrieval Key
- 2-Way Speakerphone (Half Duplex) (SP-400)
- Headset Port with ON/OFF Switch (Built-in Amplifier)
- Microphone Mute with LED Indicator
- Eleven (11) Speed Dial Locations
- Electronic Hold with LED Indicator (with Line Hold or System Hold Switch)
- Audible Ring Tone Selection (4 Options)
- Headset, and Ringer Volume Control (8 Selections) (SP-300)
- Speaker, Headset, and Ringer Volume Control (8 Selections) (SP-400)
- Convenient Data Port
- ADA Compliant Handset with 8 Step Volume Control
- Disconnect Key to Activate New Call
- Last Number Redial

- Programmable Flash Key
- Programmable Pause Key
- Desk or Wall Mountable
- Fully Modular, Easy To Install

\* Visual Message Waiting are features that require subscription to your local telephone company or PBX provided service. These telephone features will not work unless you are a subscriber.

## Installation

### **CAUTION INFORMATION**

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

### CONNECTING THE HANDSET CORD

A 10-foot modular coil handset cord is provided. (Be sure that the wall/desk elevation stand has not been attached.) To install the cord, simply plug the short end of the handset cord into the modular jack on the handset. The long end of the handset cord plugs into the jack labeled Handset located on the bottom of the SpectrumPlus base unit. Place the line cord into the handset coil cord channel located directly below the jack.

### CONNECTING THE LINE CORD

This is a line-powered telephone. Connect the RJ-14 line cord into the wall jack and then into the bottom of the phone for power. When inserted properly, dial tone will be available.

### WALL MOUNTING

The SpectrumPlus is designed to be conveniently wall mounted without requiring additional hardware. Follow these easy steps:

- The handset retaining clip must be in the correct position to secure the handset into the handset cradle. Engage the clip with your fingers and pull the clip forward (towards you), rotate the clip 180° and snap the clip back into place. The retaining clip cannot be removed.
- The SpectrumPlus has provisions for a mounting wedge that must be correctly positioned. This wedge allows the telephone to be viewed at a correct angle when the phone is wall mounted. Remove the wedge from the phone base.
- 3. Secure the line cord, coil cord and any wiring in place prior to installing the wall mount wedge. The wall mount base has extra large wiring channels and strain relief poles for containing the wires in a neat and orderly way. Wrap the wires around the strain relief poles and then secure the wires through the channel.
- 4. To wall mount, place the narrow edge at the top edge of the phone base and slide the wedge upward into place.
- 5. Lock the wall mount into position by sliding the locking button to the right.

**Note:** A 6-inch line cord is provided for when the telephone is to be wall mounted. Connect one end of the line cord to the phone jack and the other end to the wall jack. Be sure to connect and line cord before placing mounting wedge on the bottom base.

### **DESK MOUNTING**

To install the wedge for desk mounting, be sure the lock mechanism is positioned to the left clear of the locking arm. Place the wedge in the slots, wide end toward top of phone base unit, and slide the wedge upward into position. Lock the wedge into place.

### MESSAGE WAITING LIGHT INDICATOR

The SpectrumPlus telephone has a Message Waiting (MW) Light Indicator. The indicator will blink to indicate that a new message is in the user's voice mailbox. The SpectrumPlus supports the following telephone or PBX supplied message waiting signals:

SP-100:

- 1. 90-Volt NEON message waiting light indicator signal provided by a PBX.
- 2. Low Voltage LED message waiting light indicator light signal is provided by a PBX.

The PBX system or telephone service provider has to activate the voice mail feature for the light to illuminate and work properly. Be sure that your telephone service provider or PBX system has the compatible messaging service available in your area or facility.

SP-300 and SP-400:

- Telephone Company VMWI Service\* (FSK signal compatible, subscription to local telephone company is required).
- 2. Or, Audible Stutter Dial Tone (SDT) signals provided by local telephone company.
- 3. Or, 90-Volt NEON message waiting light indicator signal provided by a PBX.
- 4. Low Voltage LED message waiting light indicator light signal is provided by a PBX.

The PBX system or telephone service provider has to activate the voice mail feature for the light to illuminate and work properly. Be sure that your telephone service provider or PBX system has the compatible messaging service available in your area or facility. **Note:** The SpectrumPlus telephone automatically reads the Message Waiting (MW) signals supplied by your service provider. The LED signal supplied by a PBX must have the LED Voltage switch which is located on the back of the telephone in the correct position to operate the LED.

**Feature Note:** Message ON/OFF Notification.

Use this feature when alerting another that a saved message is in voice mail for that person or use this feature when you simply want to turn the light off.

**Be Aware:** If there is a new incoming message and the telephone company continues to send a new signal this light will re-activate. This will occur only when there is a new voice mail that has not been heard.

**How To Use:** When on-hook, press the "\*" key for 3 to 5 seconds and the message LED will automatically turn on. At any time press "\*" key for 3 to 5 seconds, message LED will turn off.

\***Definition:** VMWI is Visual Message Waiting Indication. This option requires a subscription to your local telephone service provider for TouchLite to activate.

### 120V AC OUTLET RECOVERY POWER ADAPTER (PROVIDED) (SP-300, SP-400)

The 120 VOLT AC Outlet Recovery Power Adapter is a featured TeleMatrix product. It provides both the telephone lines and the power source in one cable (6P6C line cord) and is designed to recover the use of the power outlet.

## CONNECTOR CONFIGURATION (SP-300, SP-400)

The 120 Volt Outlet Recovery Power Adapter has two modular jacks. One jack is labeled LINE and the other jack is labeled PHONE. These jacks allow for a fully modular installation.

## POWER ADAPTER LINE CONNECTION (SP-300, SP-400)

The power adapter LINE connection is used to connect the telephone line from the wall jack to the power adapter. Using one of the 12-foot modular telephone line cords, connect one end of the cord to the RJ14 telephone jack on the wall or base board. The remaining end of the cord plugs into the IN side of the power adapter.

### POWER ADAPTER PHONE CONNECTION (SP-300, SP-400)

The power adapter PHONE connection is used to provide both the telephone lines and the power source to the telephone. Using one of the 12-foot modular telephone line cords, plug one end of the line cord into the back of the telephone. Plug the remaining end to the power adapter jack labeled OUT.

**Troubleshooting Note:** If there is no power to the telephone after connecting the line cords, check to see if the line cords are inserted on the opposite sides of the adapter.

#### INSTALLING THE WALL POWER ADAPTER (OPTIONAL COMPONENT) (SP-300, SP-400)

This component is best used when wall mounting the telephone. To install, simply plug the power adapter into a standard 120V AC power outlet. A mounting hole is provided to secure the power pack to the AC wall outlet. Plug the AC power pack directly into the wall outlet and then plug the coaxial connector into the receptacle marked POWER located on the back of the telephone.

**Power Outlet Configuration** The SpectrumPlus telephone requires external power from a standard 120V outlet (60Hz). It is rated 9VAC, 300mA.

**IMPORTANT!** The telephone will not function if the line cord connections are not correct. Be sure

that the telephone line cord connections are not reversed (LINE/PHONE). Attach the line cords to the power adapter and the wall before connecting to the telephone. SpectrumPlus line cords are 6-Pin 6-Conductor line cords (6P6C line cord). Replacement line cords must be same.

### INSTALLING THE KEYCAPS (SP-300, SP-400)

Twenty-two preprinted named feature keycaps are provided to identify the speed dial keys.

There are eleven clear keycaps already installed. To install preprinted keys, remove the clear keycap by simply pulling up. Replace with the preprinted keycaps or place hand written paper index sheets under a clear keycap. Program each speed dial key for the specific function of the key.

**Note:** For speed dial programming instructions, see the section on Programming Procedure For SpectrumPlus Speed Dial Features in this manual.

There are four additional clear keycaps and two index sheets provided as spares. Use these for your own personal speed dial identities. Write the speed dial name on the blank speed dial index cards and insert into the blank keycaps. Place the keycap on the correct memory speed dial location (see index sheets provided in box).

The twenty-two preprinted keycap names are below:

Call Fwd On	Ring Again
Call Fwd Off	Save Msg
Transfer	Del Msg
Conf	Rpt Msg
DND	Skip Msg
Call Back	FF Msg
Cancel Call Back	Rew Msg
Call Park	Emergency
Call Pick-up	Help Desk
Group Call Pick-up	Information
Paging	911

## **Switch Settings**

### **MESSAGE WAITING SELECTOR**

The SP-100 supports either 90VDC neon or low voltage LED message waiting systems. Position the NEON/LED switch to the desired position so that the telephone is compatible with your PBX message system.

**Note:** The phone is factory preset to the NEON setting.

### **RINGER VOLUME SWITCH**

The switch is located at the back of the telephone. The switch has HI/LOW/OFF setting. Place the switch in the position for the desired ring volume or off.

**Note:** The switch factory set to the HI position.

### LOW VOLTAGE LED SWITCH (SP-300, SP-400)

A low voltage LED switch is located on the bottom of the phone. The switch options are ON or OFF. The factory default is OFF.

## SYSTEM HOLD FEATURE OPTION SWITCH (SP-300, SP-400)

A feature switch for different hold functions is located on the bottom of the phone. The switch options are standard LINE Hold or programmable System Hold.\*

The standard LINE Hold allows for normal hold function operation. The programmable System Hold\* feature is used for optional PBX system operations.

The switch default is set at the factory as standard LINE Hold.

\*To program System Hold, follow the speed dial instructions in this manual. To store the dialing pattern, press the HOLD key instead of the speed dial memory key.

## Operation HOLD KEY INDICATOR

When the HOLD key is activated, the light above the HOLD KEY will be steadily red.

### **USING THE HOLD FEATURE**

The HOLD key is used to place a caller on hold. To use, simply press the HOLD key.

When the HOLD key is active, the handset can be lifted off hook or returned to its on hook position and the line will not be disconnected. To return to the caller, simply lift the handset.

Hold will also release when the call is picked up from an additional extension phone.

### USING THE REDIAL FEATURE

The REDIAL key is used to automatically redial the last number that was dialed from the keypad.

To use:

- Lift the handset.
- Press the REDIAL key.
- The last number dialed will be redialed.

### **FLASH FUNCTION**

The FLASH key is a 600 mS electronic timed line break that is used for accessing line features provided by your telephone company or by your telephone system. For example, many times a FLASH is used for accessing system features such as Call Waiting, Call Pick-Up, Call Transfer, and so on. Contact your telephone system coordinator or your local telephone company for further information regarding your line features.

### USING THE DISCONNECT FEATURE KEY

The DISC (DISCONNECT) key is a 2 second electronic timed line break. The key can be used to automatically hang-up the call that you are

currently on and regain a new dial tone to establish a new call.

To use:

• Simply press the DISC key when the conversation is complete.

### HANDSET VOLUME CONTROL

The SpectrumPlus is equipped with an ADA/FCC compliant handset volume control located on the front of the phone.

## HANDSET VOLUME CONTROL (SP-300, SP-400)

When the right end of the VOLUME key is pressed, the volume of the handset receiver is increased.

When the left end of the VOLUME key is pressed, the volume of the handset receiver is decreased.

The VOLUME key is an eight-step volume control with the "1" setting being OFF.

**Volume Lock Feature** — When the handset, speaker, or headset volume feature is selected, the volume will automatically stay at that setting in the next use.

## RINGING CADENCE SELECTION (SP-300, SP-400)

The SpectrumPlus has four ring cadences to select from. To program the ring cadence of choice, follow these instructions.

- 1. Place the handset in a on hook state.
- Press the VOLUME BAR in either direction to adjust the volume. This controls the volume for listening to the ring cadence while you are setting it up.
- 3. Press the "#" key once to select the first optional ringer cadence.
- 4. Press the "#" key again to select additional ringer cadences.

 To store the desired ring cadence, simply stop pressing the "#" key after ringing stops. The last ring cadence played will store into memory automatically.

**Note:** Press volume bar for 5 seconds to shut off ringer. Press volume bar for 5 seconds to turn on ringer.

### HEADSET KEY INDICATORS (SP-300, SP-400)

When the HEADSET ON/OFF key is activated, the headset indicator will be steadily red.

## USING THE MUTE FEATURE (SP-300, SP-400)

A MUTE key is provided to allow privacy during a background conversation. When the MUTE key is activated, the microphones in the handset, speakerphone, and/or headset are disabled. When the MUTE key is activated, the caller will not hear voice. The LED above the MUTE key will illuminate steadily red to show that the feature is activate. To deactivate, press the MUTE key again.

### USING THE DATA PORT (SP-300, SP-400)

The SpectrumPlus is equipped with a convenient data port on the bottom of the base unit. This modular receptacle is used to plug in any standard telephone device such as a computer modem, answering machine, or fax machine.

### **SPEAKER LINE INDICATORS (SP-400)**

When the SPEAKER key is activated, the in-use light illuminates steadily red above the SPEAKER key.

### PLACING A CALL USING THE SPEAKERPHONE (SP-400)

The SpectrumPlus is equipped with a high quality speakerphone feature to allow for hands-free operation. To use, simply press the SPEAKER key when placing or answering a call. The telephone line will activate automatically. When the DIALPAD feature is programmed to be ON, the speakerphone will activate automatically when pressing any number on the dial pad keys.

The LED above the SPEAKER key will illuminate to indicate that the speakerphone is in-use.

To hang-up, press the SPEAKER key again.

To use the handset, pick up the handset from the cradle and the handset will be active. The speakerphone will disconnect. To re-activate the SPEAKER key, press the SPEAKER key and place the handset back into the cradle.

### Programming (SP-300, SP-400) PROGRAMMING FLASH TIMING INTO MEMORY

Flash Timing can be programmed into the SpectrumPlus speed dial memory. This function allows for a timed line break in the sequence of the dialing patterns when using the speed dial keys. This function may be required for accessing line features provided by your telephone system or local telephone company. The flash timing options are 100 through 1000 milliseconds, programmable in 100 mS increments.

### TO FIND THE CORRECT FLASH TIMING

The factory default Flash Timing is programmed at 600 mS and is the most commonly used timing option. However, the timing can be reprogrammed between 100 mS to 1000 mS, when needed.

- Check with your local service provider or PBX provider to select the appropriate timing.
- 2. If different timing is required, follow the Flash Time Programming instructions on the next page.

### USING A FLASH WHEN DIALING

To use a Flash when dialing, simply press the FLASH key at the appropriate point in the number sequence being dialed from the key pad.

**Note:** Each Flash counts as 1 digit when stored into a speed dial memory location.

### **PROGRAMMING FLASH TIMING**

Flash timing can be programmed for different timing options listed below.

- 1. Position the handset in the off hook position (lift the handset).
- 2. Press the STORE key once.
- 3. Press "\*" key for 3 seconds until an alert sound is heard.
- 4. Press the following keys on the keypad in the order shown:

For 100 mS press "1", then "#". For 200 mS press "2", then "#". For 300 mS press "3", then "#". For 400 mS press "4", then "#". For 500 mS press "5", then "#". For 600 mS press "6", then "#". For 700 mS press "7", then "#". For 800 mS press "8", then "#". For 900 mS press "9", then "#".

5. Place the handset cradle to the on hook position.

### Programming Example for 100 mS

Go off hook with handset, press STORE once, then "\*" for 3 seconds to enter set up mode, then "1", then "#". Place the handset into cradle to the on hook position.

**Note:** The Flash timing factory default is 600 mS.

### **PROGRAMMING PAUSE TIMING**

A Pause time between 1.0 seconds to 5.0 seconds can be programmed into memory. This function

allows for a delayed timing for those systems requiring a different time delay and allows the user to delay the dialing pattern of a number. This function may be required for accessing line features provided by telephone provider or local telephone company. A speed dial number may need to pause during its dialing sequence to ensure proper connections.

### **PROGRAMMING THE PAUSE TIME OPTION**

Pause timing can be programmed for different timing options listed below.

- 1. Lift the handset from its cradle so it is in an off hook position.
- 2. Press the STORE key once.
- 3. Press the "#" key for 3 seconds until an alert sound is heard.
- 4. Program the pause time into memory by using the keypad. Press the following keys on the keypad in the order shown for the desired pause time.

For 1.0 second	press "1" "0" then "#".
For 2.0 seconds	press "2" "0" then "#".
For 3.6 seconds	press "3" "6" then "#".
For 4.0 seconds	press "4" "0" then "#".
For 5.0 seconds	press "5" "0" then "#".

5. To exit the program mode, place the handset back in the cradle in an on hook position.

**Note:** The default Pause time is 3.6 seconds.

**Note:** If you require a Pause time delay longer than the maximum setting of 5.0 s, stack the pauses within the dialing pattern to achieve the longer timing.

### PROGRAMMING A PAUSE INTO SPEED DIAL MEMORY

Pause time can be programmed into the Speed Dial memory. This function will delay the dialing pattern of a number when stored in the phone's Speed Dial memory. Multiple Pauses can be programmed into the dialing pattern for added delay time. To store a Pause into Speed Dial memory, simply press the Pause key in the numbering sequence when programming Speed Dialing Keys.

### **PROGRAMMING PAUSE INTO VOICE MAIL**

To store a Pause time into Voice Mail memory, simply press the Pause key in the numbering sequence when programming the Voice Mail Speed Dial key.

**Note:** Programming can only be performed when the phone is off hook.

**Note:** The default Pause timing is 3.6 seconds. A multiple of Pauses can be programmed into Speed Dial memory to increase the delay.

## USING A PAUSE WHEN DIALING A PHONE NUMBER

To use a Pause when dialing, press the PAUSE key at the appropriate point in the number sequence being dialed from the key pad.

**Note:** Each Pause counts as 1 digit when stored into a speed dial memory location.

### **PROGRAMMING VOICE MAIL**

The SpectrumPlus telephone has OneTouch Speed Dial Voice Mail key that is convenient for dialing into your Voice Mail service.

- Speed dial programming must be done with the telephone plugged into the telephone line and power adapter.
- Programming can be performed with the telephone off hook only.
- A maximum of 32-digits can be entered into ENTER NUMBER.

#### PROGRAMMING PROCEDURE

- Voice Mail speed dial programming must be done with the telephone plugged into the telephone line.
- 2. The handset must be off hook.
- 3. Press the STORE key.
- 4. Dial the telephone number that is to be saved using the numeric dial pad.
- 5. Press the Voice Mail Speed Dial key to store the number.
- 6. To exit, press DISC to exit or hang up the handset.

### PROGRAMMING PROCEDURE SPEED DIAL FEATURES

The SpectrumPlus telephone has eleven OneTouch speed dial locations that are convenient for dialing frequently used telephone numbers.

- Speed dial programming must be done with the telephone plugged into the telephone line and power adapter.
- Programming can be performed with the telephone off hook only.
- A maximum of 32 digits can be entered into ENTER NUMBER.

#### PROGRAMMING PROCEDURE

- Speed dial or voice mail programming must be done with the telephone plugged into the telephone line.
- 2. The handset must be off hook.
- 3. Press the STORE key.
- 4. Dial the telephone number that is to be saved using the numeric dial pad.
- Press the desired speed dial location keys (1-11) or the voice mail key where the number is to be saved.
- 6. To program additional numbers, repeat steps 3 through 4.

 Place the convenient pre-printed speed dial keycaps on the selected speed dial memory key or complete the paper index card and place it into the clear protective keycap. Install the keycap on the appropriate speed dial memory key.

**Note:** Blank index card sheets are provided for your convenience. Complete and place the index card into the speed dial memory key.

## Headset (SP-300, SP-400) HEADSET FEATURE

The SpectrumPlus is equipped with a separate port for plugging in an optional headset. The port is located on the bottom of the base unit. The TeleMatrix FreeSpeech Talk feature is a unique TeleMatrix feature that allows the user the freedom to toggle between the headset, handset, and speakerphone modes during a conversation.

When the HEADSET ON/OFF key is ON, pressing the SPEAKER key will activate the speaker and disconnect the headset line automatically. This feature avoids having to use the hookswitch/ handset to process telephone calls while in headset mode.

The headset can be purchased from a TeleMatrix distributor. There are many varieties of headset models available.

**Note:** An external amplifier is NOT recommended. The phone has a built in amplifier.

### **INSTALLING A HEADSET**

The headset port is located on the bottom side of the telephone base.

Plug the modular end of the headset cord into the modular port of the telephone labeled HEADSET.

Press the HEADSET ON/OFF key to activate the headset. The LED above the key will illuminate to indicate that the headset is on.

### **USING A HEADSET**

The HEADSET ON/OFF key controls the activation of the headset. When using the headset feature, the handset remains on hook at all times.

#### PLACING/ANSWERING A CALL USING THE HEADSET ON/OFF FEATURE

- To answer an incoming call, press the HEADSET ON/OFF key to activate the headset. The LED above the HEADSET ON/OFF key will be illuminated when in ON position.
- Adjust the volume, if necessary.
- Use the features of the headset that are available with the handset in use.
- You can dial using the the keypad or a speed dial key.
- To end headset activation, press the HEADSET ON/OFF key. The LED above the HEADSET ON/ OFF key will turn off.

**Volume Lock Feature** — When the handset, speaker, or headset volume feature is selected, the volume will automatically stay at that setting in the next use.

**FreeSpeech Talk Feature** is a unique TeleMatrix feature that allows the user the freedom to toggle between the headset, handset, and speakerphone modes during a conversation.

#### **DISCONNECT FEATURE KEY**

The DISC key can be used with headset or handset activation.

### Service

Cetis, Inc., is the manufacturer of Scitec, Teledex, and TeleMatrix brand guest room telephones.

When problems arise that cannot be resolved using this or related documents, please go to www.telematrix.net/support for information about customer support, technical support, warranty, and product returns.

## **Statement of Limited Warranty**

TELEMATRIX, INC. warrants to its [original end customer] [purchaser] that SpectrumPlus. **RETRO** branded products Marquis and manufactured by TELEMATRIX, INC. are free from defects in materials and workmanship for five (5) years after the date of purchase, products manufactured by TELEMATRIX, INC. are free from defects in materials and workmanship for three (3) years, other than the following products for which the warranty period shall be one (1) year: handset batteries, either NiCd or NiMH, used in TELEMATRIX, INC. cordless products. If a product fails this warranty during the warranty period, TELEMATRIX, INC. will, at its option, either repair or replace the defective product or parts, or deliver replacements for defective products or parts on an exchange basis at no additional charge to the customer except as set forth below. Repair parts or replacement products may be either new or reconditioned. Products or parts returned to TELEMATRIX, INC. under this warranty will become the property of TELEMATRIX, INC. Warranties on products repaired by TELEMATRIX, INC. expire at the termination of the original warranty period.

This limited warranty does not cover

- Products or parts which are damaged, abused or misused;
- Any damage resulting from improper installation, maintenance or operation of the product;
- Damage resulting from unauthorized modification or repair of the product, or from improper connection of the product to other equipment;
- 4. Cords, connectors and replaceable batteries;
- 5. Damage in transit to the TELEMATRIX, INC. repair facility;
- 6. Any product or part unless proof of date of purchase is submitted with the product when returned for warranty repair; or

- Costs incurred by the customer in removing and shipping the product to TELEMATRIX, INC. for repair or replacement, and costs of reinstallation of the product.
- 8. Products or parts which are not owned and used by the original end user customer.

The cost and risk of loss or damage for sending the product to TELEMATRIX, INC. will be borne by the customer.

TELEMATRIX, INC. EXPRESSLY DISCLAIMS ALL WARRANTIES EXCEPT THE LIMITED WARRANTY SET FORTH HEREIN, WHICH IS THE SOLE AND EXCLUSIVE WARRANTY OF THE PRODUCT, AND IS IN LIEU OF ALL OTHER WARRANTIES. WHETHER ORAL OR WRITTEN, EXPRESS OR IMPLIED, OR STATUTORY. THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE CUSTOMER'S SOLE REMEDY UNDER THE TELEMATRIX, INC. WARRANTY SHALL BE REPAIR OR REPLACEMENT AS PROVIDED ABOVE. IN NO EVENT WILL TELEMATRIX, INC. BE LIABLE TO CUSTOMER OR ANY OTHER PARTY FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING, WITHOUT LIMITATION, DAMAGES OF LOST PROFITS, LOST REVENUES, LOSS OF USE OF FACILITIES OR EQUIPMENT. OR COST OF SUBSTITUTE EQUIPMENT ARISING OUT OF THE USE OR INABILITY TO USE THIS PRODUCT, EVEN IF THE CUSTOMER HAS ADVISED TELEMATRIX, INC. OF THE POSSIBILITY OF SUCH DAMAGES. TELEMATRIX, INC. LIABILITY FOR DAMAGES SHALL NOT EXCEED THE PURCHASE PRICE OF THE DEFECTIVE PRODUCT.

This limited warranty is non-transferable without the prior written approval of TELEMATRIX, INC. It gives the customer specific legal rights. The customer may have other rights which vary under local law. Some jurisdictions may not allow limitations on the term of an implied warranty or exclusions or limitations of incidental or consequential damages.

## **Important Safety Instructions**

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

- 1. Read and understand all instructions.
- 2. Follow all warnings and instructions marked on the product.
- Unplug the product from the wall outlet before cleaning. Do not use liquid cleaner or aerosol cleaners. Use a damp cloth for cleaning.
- Do not use this product near water—for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool.
- Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 6. Slots and openings in the cabinet and the back or bottom are provided for ventilation, to protect it from overheating. These openings must not be blocked or covered. The openings should never be blocked by placing the product on the bed, sofa, rug, or any other similar surface. This product should never be place near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
- Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- To reduce the risk of electric shock do not disassemble this product. Take it to a qualified service facility if service or repair work is required. Opening or removing covers may expose you to

dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.

- Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - When the power supply cord or plug is damaged or frayed.
  - If liquid has been spilled into the product.
  - If the product has been exposed to rain or water.
  - If the product does not operate normally by following the operating instructions. Adjust only those controls that are covered by the operating instructions, as improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
  - If the product has been dropped or the cabinet has been damaged.
  - If the product exhibits a distinct change in performance.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use the telephone to report a gas leak in the vicinity of the leak.

### PLEASE SAVE THESE INSTRUCTIONS.

## **FCC Interference Information**

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- 1. This device may not cause harmful interference.
- 2. This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna for the radio or television that is receiving the interference).
- Reorient or relocate and increase the separation between the telecommunications equipment and receiving antenna.
- Connect the telecommunications equipment into an outlet on a circuit different from that to which the receiving antenna is connected.

## FCC RF Radiation Exposure Statement

The installation of the base unit should allow at least 20 centimeters between the base and persons to be in compliance with FCC RF exposure guidelines. For body-worn operation, the portable part (handset) has been tested and meets FCC RF exposure guidelines.

This device must not be co-located or operating in conjunction with any other antenna or transmitter. The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

## **Industry of Canada Requirements**

**Note:** This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

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 coordinated by a representative designated by the supplier. Any repairs or alterations made by a user to this equipment, or equipment malfunctions, may give the telephone communications 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 system, 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.

**Notice:** The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface.

The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

REN: Z

For warranty and service in Canada, please contact:

Williams Telecommunications 5610 Kennedy Road Mississauga, Ontario, L4Z2A9 Canada Phone: 905-712-4242 Fax: 905-712-1754

### Requirements of Part 15— FCC Rules

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- 1. Move the telephone away from the receiver.
- Consult the dealer or an experienced radio/ TV technician for help.

Any changes made by the user not approved by the manufacturer can void the user's authority to operate the telephone.

### Requirements of Part 68— FCC Rules

This equipment complies with Part 68 of the FCC Rules and the requirements adopted by ACTA. On the bottom of this telephone is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company. The USOC Jack for this equipment is RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by ACTA. A compliant telephone cord and modular plug are provided with this telephone. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is a part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this telephone causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make the necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact Teledex at (800) 462-9446. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

There are no user-serviceable parts contained in this equipment.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this product does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

This telephone is hearing aid compatible.

These telephone devices are intended for commercial use only, primarily in hotel guestrooms. They must be used with a PBX (private branch exchange), and are not intended to be connected directly to a PSTN line (public switched telephone network). There are no user-serviceable parts inside the equipment.



Toll Free: +1.800.462.9446 Tel: +1.719.638.8821

Email: info@telematrix.net www.telematrix.net