CORTELCO COLLEAGUE TELEPHONE

FEATURES:

PULSE & TONE DIALING

1. 1. If your telephone line accepts a touch-tone dialing, set the PULSE/TONE switch to the Tone position.
2. 2. If your telephone line requires a rotary (pulse) dialing, set the PULSE/TONE switch to the Pulse position.
3. 3. If you are unsure which system you have, set the switch to the TONE position. Lift the handset. When you get a dial tone, dial a telephone number. If the dial tone continues, move the switch to PULSE, and then dial the telephone number again.
4. 4. If the Pulse/Tone Switch is set to the Pulse position and you want to make a tone entry after pulse dialing, press the * button once, then dial the number.

RECEIVING A PHONE CALL

1. 1. Be sure the RINGER switch is set to the HI or LOW position.
2. 2. When the phone rings, lift the handset.
3. 3. Set the ringer switch to the OFF position when you do not want to be interrupted by the phone ringing. Remember to set the Ringer switch to Hi or Low when you want to receive calls again.

PLACING A PHONE CALL

1. 1. Lift the handset and wait for a dial tone.
2. 2. Dial the telephone number you wish to call, or depress one of the 10 memory buttons.

VOLUME BUTTON

A built-in amplifier feature allows you to increase the listening volume in the receiver of the handset when speaking with your party. When needed, press the VOLUME button to achieve three different levels. The volume will go back to normal after you hang up the handset.

REDIAL BUTTON

1. 1. If the number you dialed is busy, or you want to call the last number dialed again, lift the handset, or press and release the hook switch for a new dial tone.
2. 2. Press REDIAL.
3. 3. The last number called (31 digits maximum) will automatically be redialed.

HOLD BUTTON

1. To place a call on hold, press the HOLD button and hang up the handset. The HOLD Indicator will light up and remain lighted until you resume your conversation.
2. To resume your conversation, lift the handset or that of any extension phone on the same line. The HOLD indicator will go off and your call can continue.

FLASH BUTTON

1. While having a conversation, another party calls and you hear a tone. Press the FLASH button one and release.
2. The first conversation is placed on hold and the second call can be answered.
3. Press FLASH button again and release. The first caller can be spoken to again and the second call is placed on hold.

DATA PORT

This is a connection, which is in parallel with the telephone line. It allows the connection of a device such as a modem, caller ID, or an answering machine.

STORE BUTTON

To Store A Number In Memory:

1. Lift the handset and press the STORE button.
2. Dial the telephone number (15 digits maximum) to store in memory. (Note: The memory locations can be chained together to store numbers of longer length)
3. Press STORE again.
4. To store in an auto memory location &8212; Press one of the memory buttons (located on top of base)
5. Use pull out memory index to write in name and the memory button where it is stored.

To Dial A Number In Memory:

1. Lift the handset and wait for a dial tone.
2. To dial an auto memory button (located on top of base) &8212; Press the desired auto memory button.
3. The number will be dialed automatically

PAUSE BUTTON

The PAUSE button allows you to insert a 3.6 second pause in the dialing sequence. This is particularly useful if you are connected to a PABX system where you must dial an access code (usually the number 9) to obtain an outside line. It can also be used when storing numbers in memory locations to insert a delay in the dialing sequence.

MESSAGE WAITING LAMP

The Message Waiting Lamp will light when a message is waiting at a properly equipped PABX or telephone central office. This switch located under plastic memory index cover allows the phone to be configured for 90V message waiting on T/R (tip/ring, the red/green wires) or Y/B (the yellow/black wires). If this switch is in T/R position then the message-waiting lamp also serves as visual ring indicator.

HANDSFREE BUTTON

The Hands free button (HF) is used to go off-hook without lifting the handset.

SPEAKER VOLUME

Use the hands free Speaker Volume slide control located on the right side of the phone base to change volume control hands free. This increased volume should allow persons

with hearing impairments to carry on normal conversations by adjusting the receive volume to its proper level.

MUTE BUTTON

Press MUTE to speak without the person on the phone hearing your conversation. The MUTE Indicator will light up and remain lighted until you resume your conversation. To resume your conversation, press MUTE. The MUTE indicator will go out and your call can continue.