BTX3500/3510
GUESTROOM TELEPHONE USERS GUIDE

CONNECTING THE BTX3500/3510
Included with the BTX3500/3510 are (one each):
- Base unit
- Handset
- Coiled handset cord
- Clear plastic overlay
- User guide
- Line cord

Contact your supplier or Teledex for information on ordering custom designed and printed faceplates to enhance the look of your Teledex BTX3500/3510 telephone.

1) Located on the left side of the BTX3500/3510 is a modular jack labeled **TO HANDSET.** Insert one end of the coiled handset cord into this jack (you should hear it click when properly inserted).
2) Insert the other end of the coiled handset cord into the modular jack on the handset.
3) Located at the top side of the telephone is the modular jack labeled **LINE**, insert one end of the line cord into the jack and the other end of the line cord into the telephone wall outlet jack.
4) The overlay is easiest to remove by, with your fingers, squeezing the outer edges causing a slight bow in the middle, then carefully remove one side of the overlay from the 4 tab guides. The overlay is easiest to insert when; The left or right side tabs are inserted first, and the middle part of the overlay is slightly bowed to allow for insertion of the other tabs.

RECEIVING A CALL
1) Lift the handset to connect to the ringing line.
2) To end the call, hang up by replacing the handset.

PLACING A CALL
1) Lift the handset.
2) Listen for dial tone. Dial the desired number, or press an **AUTO DIAL** key to automatically dial a number (AUTO DIAL Keys are located on the BTX3510 only).
3) To end the call, hang up by replacing the handset.

VISUAL RING INDICATOR AND MESSAGE WAITING LIGHT
The raised red lens is a Visual Ring Indicator and Message Waiting light. The lens will flash when the telephone is ringing. Additionally, some telephone systems permit an operator or message center to turn on the red Message Waiting light to alert you that you have a message waiting.

USING THE DATA PORT
The DATA PORT provides convenient access to the telephone line for connecting modems, fax and answering machines or other telephone components.

Insert the modular line cord from your facsimile machine, modem, etc., into the jack labeled **DATA**.

ADJUSTING THE RING VOLUME
Locate the adjustment control on the top side of the telephone labeled **RINGER LOW/HI**. Slide the switch to the desired LOW or HI ring volume. The ring volume can be changed at any time.

AUTO DIAL KEYS (APPLIES TO BTX3510 ONLY)
The BTX3510 has 3 programmable **AUTO DIAL** keys. These keys can be programmed to automatically dial telephone numbers or, to activate telephone system features when connected to a compatible PBX.

The telephone will dial the number each time an **AUTO DIAL** key is pressed. Some of the AUTO DIAL locations may have been preprogrammed and labeled before installation.

STORING AUTO DIAL KEYS (APPLIES TO BTX3510 ONLY)
The telephone must be connected to a telephone jack.
1) Lift the handset.
2) Use the back of a pencil to Press the **STORE** key and release it (see back page for key location).
3) Enter the telephone number (including PAUSE* as required). The dialing sequence can be up to 15 digits.
4) Press the **STORE** key.
5) Press the **AUTO DIAL** key where the number is to be stored.
6) Replace the handset.

*A 3.6 second pause can be entered in a dialing sequence by pressing the **REDIAL** key for each PAUSE required.

REDIAL KEY (APPLIES TO BTX3510 ONLY)
To REDIAL the last telephone number dialed:
1) Lift the handset, listen for dial tone.
2) Press the **REDIAL** key, the BTX3510 will dial the last number dialed.

HANDSET VOLUME KEY
The handset has three volume levels. When the handset is first lifted, the handset volume is normal.

To change the HANDSET VOLUME:
Locate the **HANDSET VOLUME** key to the right of the keypad. Press the key once and the volume level will increase one level (to medium volume).

Press the key once more an the volume level will increase an additional level (to high volume).

To return the handset volume back to normal volume, press the handset volume key again.

FLASH KEY
Pressing the **FLASH** key initiates a 600ms hookflash. Typical usage is to access PBX/CO features like call waiting.

RMA PROCEDURES
The following procedure should be followed with all Teledex telephone products prior to sending the telephone to the factory for repair.
1) Please perform the tests listed below:
   a. Test the telephone on a different telephone jack.
   b. Test telephone with a different line cord.
   c. Test with a different handset cord (coiled cord).
   d. For two line products, please ensure that one of the line buttons is pressed (if both line buttons are in the UP position, the telephone will not operate).
2) If the steps listed above do not provide a remedy for the suspect telephone, please place a tag on the individual telephone describing the defect. Next, call the Teledex Repair Department at **1 (800) 875-8539** for an RMA number. You must have an RMA number to return products to Teledex.
3) Kindly note: An RMA number is unique to each return shipment. Do not duplicate this number on any future shipments.

SHIPPING INSTRUCTIONS:
Please print the RMA number clearly on the outside of your shipping carton(s). Please ship to the following address:

Teledex LLC / RMA#_____
6311 San Ignacio Avenue
San Jose, CA 95119

FREIGHT CHARGES:
The Customer is responsible for shipping products for repair to Teledex. After repair, Teledex will return telephone products to the Customer freight prepaid in the same manner in which is was sent (i.e. Freight sent to Teledex UPS Blue, will be returned via 2 day shipping).

**Please note: When telephones are returned for repair due to misuse (i.e. liquid spills, abuse, or Customer modification - warranty label broken), the Customer will be charged the standard repair fee, regardless of warranty status.

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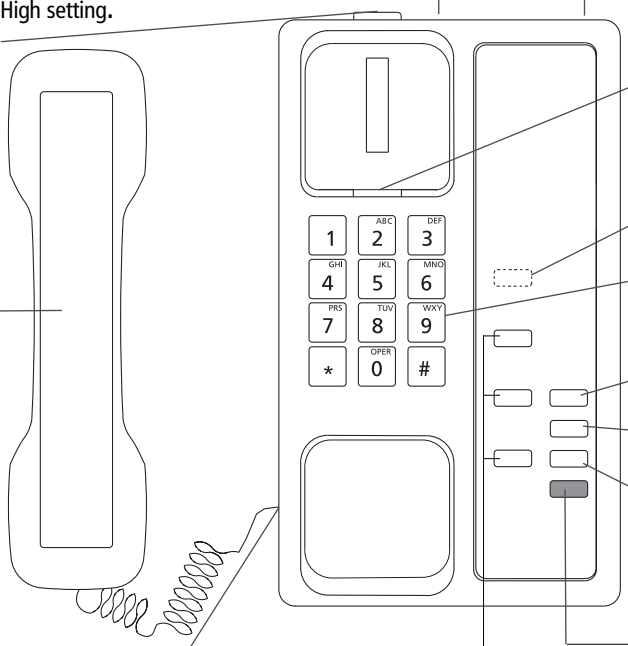
TELEDEX BTX3500/3510 DIAGRAM



RING VOLUME
Adjusts the ringer volume to Low or High setting.

HANDSET HOLDER
Used to temporarily hold the handset, without hanging up the telephone, when telephone is wall mounted.

HEARING AID COMPATIBLE HANDSET

HANDSET JACK
Modular jack for connecting handset to base.

AUTO DIAL KEYS 1-5*
For easy, one-touch dialing of guest services or PBX features. Programmed during installation.

DATA PORT

DESK/WALL CONVERTER TAB

STORE KEY*
Key used when storing information in the AUTO DIAL key

DIAL KEYS (DTMF PAD)
For dialing phone numbers, and entering numbers to be stored in auto dial keys.

REDIAL KEY*
To automatically redial last number dialed

HANDSET VOLUME KEY
Changes handset volume by pressing repeatedly.

FLASH KEY
For programming of FLASH duration. See instructions for programming details.

MESSAGE WAITING LIGHT
Signals that a message is waiting for retrieval. See your system administrator for instructions on retrieving messages.

*Applies to the BTX3510 only.

FOR CUSTOMER SERVICE CALL

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