



# BTX4500

## GUESTROOM TELEPHONE

### USERS GUIDE

#### CONNECTING THE BTX4500

Included with the BTX4500 are (one each):

- Base unit
- Coiled handset cord
- User guide
- Handset
- Clear plastic overlay
- Line cord

Contact your supplier or Teledex for information on ordering custom designed and printed faceplates to enhance the look of your Teledex BTX4500 telephone.

- 1) Located on the left side of the BTX4500 is a modular jack labeled **TO HANDSET**. Insert one end of the coiled handset cord into this jack. (until you hear it click).
- 2) Insert the other end of the coiled handset cord into the modular jack on the handset.
- 3) Turn the telephone so the back panel is facing you. Insert either end of the line cord into the jack on the back of the telephone this jack is labeled **TO TEL**.
- 4) Insert the other end of the line cord into a telephone wall jack.
- 5) 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 3 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 the **AUTO DIAL** key to automatically dial a number.
- 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 lines for connecting modems, fax and answering machines or other telephone components.

To use the **DATA PORT**:

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

#### ADJUSTING THE RING VOLUME

The BTX4500 has two ring volume settings.

To change the ring volume:

Locate the adjustment control on the back of the telephone labeled **RINGER LOW/HI**. Slide the switch to the desired **LOW** or **HI** ring volume.

#### AUTO DIAL KEYS

The BTX4500 has 6 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.

#### STORING AUTO DIAL KEYS

To store an **AUTO DIAL** number:

The telephone must be connected to a telephone jack.

- 1) Lift the handset.
- 2) Press the **STORE** key and release it.
- 3) Enter the telephone number including **PAUSE** or **FLASH\*** as

required (See diagram for key location). The dialing sequence can be up to 15 digits.

- 4) Press the **AUTO DIAL** key where the number is to be stored.
- 5) Replace the handset.

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

#### FLASH KEY

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

#### 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 at the bottom of the keypad. Press the key once and the volume level will increase one level (to medium volume). Press the key once more and the volume level will increase an additional level (to high volume).

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

#### MUTE KEY

Press the Mute key, the red LED below the **MUTE** key will light. The party on the other end will not hear you when the **MUTE** key is depressed. Pressing the **MUTE** key again will release mute. This will allow the other party to hear you.

#### REDIALING

To **REDIAL** the last telephone number dialed:

- 1) Lift the handset, listen for dial tone.
- 2) Press the **REDIAL** key, the BTX4500 will dial the last number dialed.

#### PLACING A CALL ON HOLD

Press the red **HOLD** key. The red **HOLD** LED will light. The handset can be replaced in the cradle without disconnecting the call.

To retrieve a call from **HOLD**, lift the handset from the cradle position. If handset is not in cradle, simply depress the **HOLD** key.

#### 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:

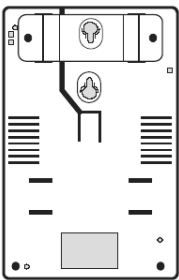
Teledex LLC / RMA# \_\_\_\_\_  
6311 San Ignacio Avenue, San Jose, CA 95119

#### 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 it 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.

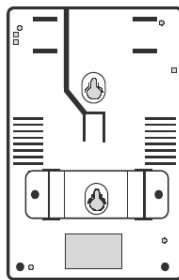
## CONVERTING FROM DESK TO WALL MOUNT



Back View — mounting bracket is shown in the **Desk Mount** Configuration



Removable mounting bracket, turned 180 degrees (for **Wall Mount** installation)



Back View — Mounting bracket shown is in the **Wall Mount** Configuration

The BTX4500 telephone can be changed for wall mount applications. The conversion is easiest when the handset and line cords are not connected.

- 1) Located on the front of the telephone above the speaker grill is the wall/desk mount clip. Remove this clip by firmly pushing upward (towards the hookswitch).
- 2) Rotate the clip a half turn (180 degrees) so that the side with the protruding edge is towards the top. This edge will hold the handset. (Closest to the hookswitch.)
- 3) Return the clip to its original location by pushing the clip downwards, until it stops (snaps into place).
- 4) Turn the BTX4500 over so that the back side is up, facing you (A non abrasive surface is suggested to prevent scratching).
- 5) Locate and remove the mounting bracket, firmly push back and pull up to remove two of the four retaining tabs.
- 6) Rotate the mounting bracket a half turn (180 degrees) so that the mounting eyelet is facing in the same direction as the other mounting eyelet located on the telephone.
- 7) Insert the top two retaining tabs of the mounting brackets **into the mounting bracket slots (located near the middle of the telephone)**. Then firmly push down to insert the retaining tabs on the opposite side of the mounting bracket.
- 8) Connect a short modular line cord into the jack on the back of the phone (labeled **TO TEL**). Route the line cord through the line cord channel. Connect the other end of line cord to the phone jack on the wall mounting plate.
- 9) Turn the telephone over, and slide the BTX4500 down onto the wall plate mounting posts. Both eyelets should line up with the mounting posts (When properly installed the telephone will be stable and secure).
- 10) Complete the wall mounting by installing the handset and handset cord.

## REQUIREMENTS OF PART 68 - FCC RULES

This device has been granted a registration number by the Federal Communications Commission, under Part 68 rules and regulations for direct connection to the telephone lines. In order to comply with these FCC rules, the following instructions must be carefully read and applicable portions followed completely:

1. Direct connection to the telephone lines may be made only through the standard modular cord furnished, to the utility installed jack. No connection may be made to party or coin phone lines. On the bottom of the phone is a label that contains among other information, the FCC Registration Number and the Ringer Equivalence number (REN) for this equipment. If requested this information must be provided to the telephone company. The USOC Jack for this equipment is RJ11C.
2. The telephone company, under certain circumstances, may temporarily discontinue and make changes in facilities and services which may affect the operation of the users' equipment; however, the user shall be given adequate notice in writing to allow the user to maintain uninterrupted service.
3. In certain circumstances, it may be necessary for the telephone company to request information from you concerning the equipment which you have connected to your telephone line. Upon request of the telephone company, provide the FCC registration number and the ringer equivalence number of the equipment which is connected to your line; this information will be found on the device.
4. If any of your telephone equipment is not operating properly, you should immediately remove it from the telephone line. It may cause harm to the telephone network.
5. If the telephone company notes a problem, they may temporarily discontinue service. When practical, they will notify you in advance of disconnection. If advance notice is not feasible, the telephone company must; promptly notify you of such temporary discontinuance; afford the opportunity to correct the condition; inform you of your rights to bring a complaint to the FCC under their rules.
6. Repairs to the device may be made only by the manufacturer or an authorized service agency. This applies at any time during and after warranty. If unauthorized repair is performed, registration, connection to the telephone lines and remainder of warranty period all become null and void.
7. This equipment is hearing aid compatible.

## 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 instruction, may cause harmful interference to radio communications. However, there is not a 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: - 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.

## INDUSTRY OF CANADA REQUIREMENTS

**Notice:** The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements documents. The department does not guarantee the equipment will operate to the users satisfaction.

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 the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

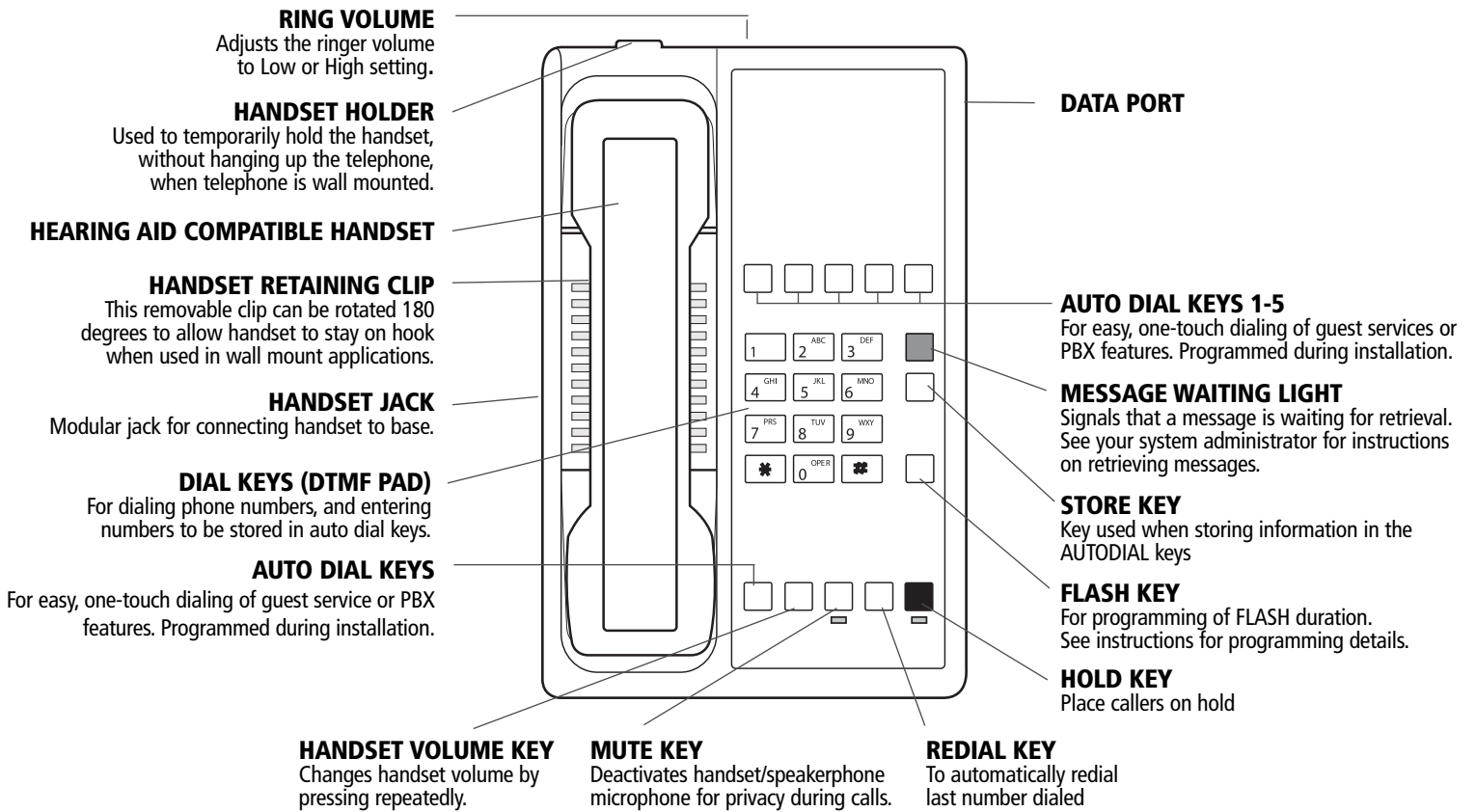
Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.

**Caution:** Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician, as appropriate.

The Ringer Equivalence Number (REN) of this device is Z.

**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. This telephone connects to the telephone network under the connecting arrangement code CA11A.

# TELEDEX BTX4500 DIAGRAM



**FOR CUSTOMER SERVICE CALL**

**1-800-783-8353**

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