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DCT2800 SERIES USERS GUIDE



1.8 GHz DECT Two-Line Cordless Guestroom Telephone

INCLUDED IN YOUR PACKAGE

Cordless Handset AC Adapter Base Unit User Guide

NiMH Battery
Rubber Battery Screw Cover
Phillips Screw
10-foot, 4-wire RJ-11 Line Cord
15-foot, 8-wire RJ-45 Cable
Clear Plastic Overlay

PREPARING TO USE THE DCT2800 SERIES

- Prepare to install the battery into the cordless handset by firmly pressing down on the top of the battery cover and sliding it off. If cover is secured with a screw, remove the screw first.
- 2. Locate the lightly embossed numbers "1" and "2" on the battery's plastic connector.
- 3. Insert the battery connector into the handset's connector with the embossed numbers facing up.

Note: The handset may "beep" when the battery is connected. This is not an indication that the telephone is ready to use. To obtain optimal performance of the telephone, be sure to charge the battery for 15 to 20 hours.

- 4. Replace the battery compartment cover and retaining screw.
- 5. Insert the provided rubber screw cover.
- Turn the telephone base so the back panel is facing you. Insert either end of the RJ-45 cable into the jack on the back of the telephone labeled LINE.
- Insert the other end of the cable into the jack on the AC adapter labeled **PHONE**.
- Insert one end of the RJ-11 line cord into the jack on the AC adapter labeled LINE.
- 9. Insert the other end of this line cord into a telephone jack.
- 10. Plug the AC adapter into an unswitched electrical outlet.
- 11. Once your telephone is connected, remove the plastic overlay and place the paper faceplate over the keys. Replace the plastic overlay by hooking the tabs on the overlay into the recessed slots located on both sides. The overlay is easiest to insert when the left or right side tabs are inserted first, and the middle of the overlay is slightly bowed to allow for insertion of the other tabs.
- 12. Place the cordless handset on the base unit.

CHARGING THE BATTERY

The rechargeable battery must be fully charged before using the phone for the first time. It is recommended that that battery pack be charged for approximately 15 to 20 hours, without interruption, before use. To charge the battery, place the handset, keypad down, in the base unit. Make sure the **CHARGE** LED on the base lights. If the LED does not light:

- 1. Ensure that the AC adapter is plugged in.
- Ensure that the AC adapter is <u>not</u> plugged into a <u>switched</u> electrical outlet.

Ensure that the handset charging contacts at the bottom of the handset are making good contact with the base unit's charging contacts.

CLEANING THE BATTERY CONTACTS

To maintain a good charge, it is important to clean all charging contacts on the handset and base unit. Use a pencil eraser or other contact cleaner. **Do not use any liquids or solvents.**

BATTERY SAFETY INSTRUCTIONS

- 1. Use only Teledex-approved battery replacements.
- Dispose of used batteries according to local codes pertaining to NiMH batteries.
- 3. Do not dispose of batteries in fire, as they may explode
- Charge the telephone's batteries only while in the telephone handset, and only by using the telephone base unit to charge. Do not attempt to remove the batteries and charge them in a separate charging unit.
- Do not short-circuit the battery pack, as this may cause it to explode or catch fire.

HANDSET/BASE REGISTRATION PROCEDURE

This procedure establishes an exclusive link between a specific handset and base, thereby allowing no other access to this specific base. To accomplish this procedure, place the handset on the base in the charging position. The **LINE** indicator will blink while the process is occuring. This process occurs each time the handset is placed on the base in the charging cradle.

ADJUSTING THE RING VOLUME

The up and down volume keys will adjust the ringer volume of the telephone. Additionally, the DCT2800 series telephone has an optional "courtesy" ring mode, wherein the ring volume begins at the lowest setting, then automatically rings louder with each successive ring during an incoming call. To select the courtesy ring mode, follow these steps:

Press the FLASH key; then the 4 key; then the STORE key; then press the number on the keypad that corresponds to the line for which you wish to change to courtesy ring mode, i.e; press the number 1 for line 1, and the number 2 for line 2.

To return to regular ring mode: Press the **FLASH** key; then the **1** key; then the **STORE** key; then the number on the keypad that corresponds to the line for which you wish to change regular ring mode.

ADJUSTING SPEAKERPHONE VOLUME

The speakerphone has eight (8) levels. To adjust speakerphone volume, locate the volume up/down keys, located on the front surface of the phone below the keypad. With the speaker active,

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press the "down" arrow key to decrease the volume level, and press the "up" arrow key to increase it.

ADJUSTING HANDSET RECEIVE VOLUME

The handset has four (4) volume levels. To adjust the handset volume, locate the volume up/down keys, located on the handset, below the "#" key. Pressing the "minus" (-) key will decrease the volume level, while pressing the "plus" (+) key will increase it.

AUTO DIAL KEYS

The DCT2800 series has either five (5) or ten (10) programmable guest service (auto dial) keys, depending on the model you own. These keys can be programmed to automatically dial telephone numbers, or to activate telephone system features. To program the auto dial keys (programming can only be done from base unit):

- With the phone "on hook" (inactive) and the faceplate removed, press the recessed STORE key (see diagram).
- Enter the desired telephone number (up to 15 digits in length) to be stored. To enter a "pause" in the number string, press the REDIAL key as necessary.
- 3. Press the **STORE** key again.
- Press the auto dial key where the number is to be stored. Programming is now completed for that auto dial key. To program additional keys, repeat this process.

SELECTING LINE 1 AND LINE 2

The DCT2800 series employs PrimeLine/RingLine Select, which makes selecting the correct line as easy as lifting the handset. This feature prioritizes the ringing or idle line and reduces the confusion of line selection.

RECEIVING A CALL

An audible ring and flickering red LED indicate an incoming call.

To answer the call using the handset while it is **not** on the base:

- 1. Pick up the handset.
- 2. Press the line key for the ringing line. The handset will go "off-hook" answering the ringing line.
- To end the call, place the handset in the base unit cradle, or press the lit line key on the handset.

To answer the call using the handset while it is resting on the base:

- Pick up the handset from the base. The phone will automatically connect to the correct, ringing line.
- To end the call, replace the handset in the base unit cradle, or press the lit line key on the handset.

To answer the call using the speakerphone:

- Press the line key for the ringing line. The speakerphone will go "off-hook", answering the ringing line.
- 2. Or, press the **SPKR** key. The phone will automatically select the correct, ringing line.
- 3. To end the call, press the **SPKR** key again.

PLACING A CALL

Using the handset:

- Pick up the handset and select either line 1 or line 2. Listen for dial tone and dial the desired number.
- After the call is complete, press the key for the selected line again to end the call.

Using the speakerphone:

- 1. Press key for either line 1 or line 2, or press **SPKR**.
- Listen for dial tone, and dial the desired number, or press an auto dial key to dial a preprogrammed number.
- 3. After the call is complete, press the SPKR key to end call.

REDIAL

The DCT2800 series can automatically redial the last number dialed. On the handset, press the **REDIAL** key to redial the last number.

CONFERENCE

The **CONF** key allows for three-way conversations. Depending on the situation, you may initiate a conference call using one of these methods:

User initiates two calls:

- Place call to first party, then place them on hold by pressing the HOLD key.
- 2. Using the second line, place call to second party.
- Once that party is on the line, press CONF to join the first caller with the second party and yourself.

User initiates one call:

- After receiving a call from first party, place them on hold as above
- 2. Using the second line, place call to second party.
- Once that party is on the line, press CONF to join the first caller with the second party and yourself.

User includes two callers:

- 1. After receiving a call from first party, place them on hold as above
- 2. After receiving call from second party, press **CONF** to join the first party with the second party and yourself.

To terminate a conference call, pressing a line key will maintain the connection with that line, while dropping the other line. To terminate the call entirely, press either the **CONF** key or **SPKR** key to disconnect both parties.

USING THE HOLD KEY

The **HOLD** key places the call on hold locally at the cordless telephone.

To place a call on hold:

- With a call active, press the red HOLD key on either the handset or base unit.
- 2. The red line LED will slowly blink, indicating the call is on hold.
- If a conference call is active, pressing HOLD will place all connections on hold.

To remove a call from hold:

- Press the line key of the call on hold. This will remove the call from hold, making the call active again.
- The red line LED will return to steady illumination, indicating the line is active.
- During a conference call, to remove both lines from hold, press the CONF key.

To change phones after placing a call on hold:

- 1. Place the call on hold as above.
- Pick up the call at another telephone that is on the same line. The telephone will activate the line and remove the hold at the original telephone.

TO MUTE THE SPEAKERPHONE

- Press the MUTE key on the base unit. The red LED above the MUTE key will illuminate. The party on the other end will not be able to hear you when the MUTE LED is lit.
- Press the MUTE key again to turn off the mute feature. The MUTE LED will go out.

CONVERTING FROM DESK TO WALL MOUNT

The DCT2800 series can be adapted for wall mounting applications. The conversion is easiest to make when the handset and cords are not connected.

- Located on the handset cradle, above the speaker grill, is the wall/desk mount clip. Remove this clip by firmly pushing it upward towards the top of the phone.
- Flip the clip over (top to bottom) so that the protruding edge is towards the top of the phone and replace it in its slot. This edge will hold the handset when the phone is mounted on the wall.
- 3. Turn the telephone over so the bottom is up, facing you. Place it on a non-abrasive surface to prevent scratching.
- 4. Locate and remove the mounting bracket. Firmly push back and pull up to remove two of the four retaining tabs.
- Rotate the mounting bracket 180° degrees <u>clockwise</u>, so that the mounting eyelet on the bracket is facing in the same direction as the other mounting eyelet located on the bottom of the telephone.
- 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.
- Connect a 15-foot RJ-45 cord into the LINE jack on the back of the phone.
- Turn the telephone over, and slide the telephone down onto the mounting posts of the wall bracket. Ensure that both eyelets line up with the mounting posts.

The Ringer Equivalence Number (REN) of this device is 0.7B.

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.

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.
 3. UNPLUG THE PRODUCT FROM THE WALL OUTLET BEFORE CLEANING. DO NOT USE LIQUID CLEANER OR AEROSOL CLEANERS. USE A DAMP CLOTH FOR CLEANING.
 4. 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 SAMMAMING POOL
- 5. 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 OF 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 PLACED NEAR OR OVER A RADIATOR OR HEAT REGISTER. THIS PRODUCT SHOULD NOT BE PLACED IN A BUILT-IN INSTALLATION UNLESS PROPER VENTILATION IS PROVIDED.
- 7. 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 IQUID OF ANY KIND ON THE PRODUCT.
- 8. TO REDUCE THE RISK OF ELECTRIC SHOCK DO NOT DISASSEMBLE THIS PROD-UCT. BUT 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 IISFD.
- SERVICING TO QUALIFIED SERVICE PERSONNEL UNDER THE FOLLOWING CONDITIONS:
- WHEN THE POWER SUPPLY CORD OR PLUG IS DAMAGED OR FRAYED.
 IF LIOUID HAS BEEN SPILLED INTO THE PRODUCT.
- IF THE PRODUCT HAS BEEN EXPOSED TO RAIN OR WATER.

9. UNPLUG THIS PRODUCT FROM THE WALL OUTLET AND REFER

- IF THE PRODUCT DOES NOT OPERATE NORMALLY BY FOLLOWING THE OPERAT-ING 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 EXHIBIT A DISTINCT CHANGE IN PERFORMANCE.
- 10. AVOID USING A TELEPHONE (OTHER THAN A CORDLESS TYPE)
 DURING AN ELECTRICAL STORM. THERE MAY BE A REMOTE RISK OF ELECTRIC
 SHOCK FROM LIGHTNING.
- 11. DO NOT USE THE TELEPHONE TO REPORT A GAS LEAK IN THE VICINITY OF THE LEAK.

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