

# Model CEZ260 Speakerphone with 13 Number Memory User's Guide



## Important Safety Instructions!

<p><b>WARNING:</b> TO PREVENT FIRE OR ELECTRICAL SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR MOISTURE.</p>	<p><b>CAUTION:</b> RISK OF ELECTRICAL SHOCK. DO NOT OPEN.</p> <p>CAUTION: TO REDUCE THE RISK OF ELECTRICAL SHOCK, DO NOT REMOVE COVER (OR BACK). NO USER SERVICEABLE PARTS INSIDE. REFER SERVING TO QUALIFIED SERVICE PERSONNEL.</p>	<p><b>!</b> THE EXCLAMATION POINT WITHIN THE TRIANGLE IS A WARNING SIGN ALERTING YOU OF IMPORTANT INSTRUCTIONS ACCOMPANYING THE PRODUCT.</p>
SEE MARKING ON BOTTOM / BACK OF PRODUCT		

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:

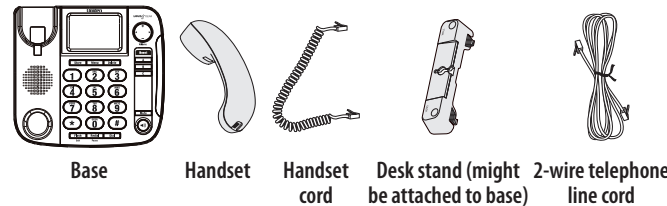
- **This unit is NOT waterproof.** DO NOT expose it to rain or moisture.
- Do not use this unit near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone (other than a cordless type) during an electrical storm. 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.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.
- Do not place the handset in any charging cradle without the battery installed and the battery cover securely in place.
- Never install telephone wiring during a lightning storm.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.

### SAVE THESE INSTRUCTIONS!

## Before You Begin

### Parts Checklist

Make sure your package includes the following items:



### Telephone Jack Requirements

A RJ11C type modular telephone jack similar to image at right is required. If necessary, call your local phone company to get one installed.

## Installation

### Placing the Unit

Place your phone on a level surface such as a desk or table top, or mount it on a wall. For best speakerphone performance, avoid the following:

- Areas with high background noise; the microphone may pick up the sounds and prevent the phone from going into receiving mode when you finish talking.
- Surfaces affected by vibration.
- Recessed areas such as corners, under cupboards, or next to a cabinet, which can generate an echo effect.

### Installing (or Replacing) the Batteries

**CAUTION:** Disconnect the phone cord from the wall outlet before installing or replacing the batteries.

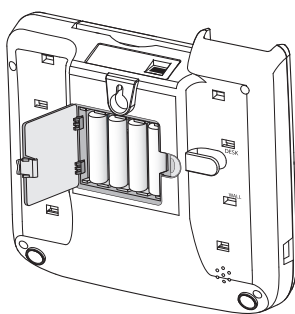
Your Caller ID phone uses 4 AA-size alkaline batteries for receiving and storing Caller ID records and for storing saved numbers (memory dial, pulse dial, and redial.)

**IMPORTANT:** You will have approximately 90 seconds to replace the batteries before the stored records and numbers are lost. Please read the instructions before replacing the batteries and have the batteries ready to be inserted beforehand.

If the low battery icon appears in the display, replace the batteries as soon as possible to maintain Caller ID operation.

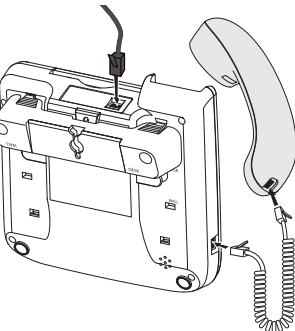
If you are not going to use the telephone for more than 30 days, remove the batteries because they may leak and damage the unit.

1. If necessary, disconnect the phone line cord and remove the desk stand (turn the base over, press in on the tabs, and slip them out of the slot.)
2. Unlatch and open the battery compartment cover.
3. Insert 4 AA-size alkaline batteries as shown on the diagram.
4. Snap the battery compartment cover into place and replace the desk stand.
5. Connect the line cord and check your memory locations.
6. Reattach the desk stand if necessary.



### Connecting the Handset

1. Connect one end of the coiled handset cord to the handset jack.
2. Plug the other end of the coiled handset cord to the base jack.
3. Place the handset in the cradle.



### Setting Up the Phone

**Note:** You should not plug the telephone into the modular jack while configuring the phone; unplug the phone if necessary.

**REMINER:** The time and date are programmed automatically when the first Caller ID record is successfully received after set up.

1. Press **MENU** to access the menu configuration mode.
  - Display Language (ENG FRA ESP)
  - CONTRAST
  - LOCAL AREA CODE
  - TONE/PULSE
2. Press **MENU** to scroll through the 4 menu screens.
3. Use **LEFT** or **RIGHT** to select the desired setting.
4. Press **MENU** to save.

**NOTE:** The phone returns to the Summary Screen 20 seconds after an entry.

### Display Language

This adjustment lets you display Caller ID prompts in English, French, or Spanish.

1. Press **MENU** until ENG FRA ESP appears in the display.
2. Use **LEFT** or **RIGHT** to select ENG, FRA, or ESP.
3. Press **MENU** to save.

### Contrast

This adjustment lets you adjust the display's contrast [1 (lightest) to 5 (darkest)].

1. Press **MENU** until CONTRAST shows in the display.
2. Use **LEFT** or **RIGHT** to select a level.
3. Press **MENU** to save.

### Local Area Code

The telephone uses programmed area codes to determine the number format to display when a valid Caller ID signal is received. If you enter your area code, incoming local calls will display as a 7-digit number.

If...	The phone displays a ...
Incoming area code matches the programmed area code	7-digit number (555-5555)
Incoming area code does not match the programmed area code	10-digit number (3-digit area code + 7-digit phone number) (444-555-5555)
	11-digit number (1 + 3-digit area code + 7-digit phone number) (1-444-555-5555)

1. Press **MENU** until LOCAL AREA CODE shows in the display.
  2. Enter the area code on the number pad.
- NOTE:** If you need to edit your entry, use **LEFT** or **RIGHT** to select an entered number; re-enter it. You can also press **DELETE** to erase all the digits and start over.
3. Press **MENU** to save.

### Dialing Mode

This adjustment allows you to select tone (touch-tone) or pulse (rotary) dialing.

1. Press **MENU** until 4 TONE PULSE shows in the display
2. Press either **LEFT** or **RIGHT** to select a dialing mode (default = Tone).
3. Press **MENU** to save.

### Connecting the Telephone Line

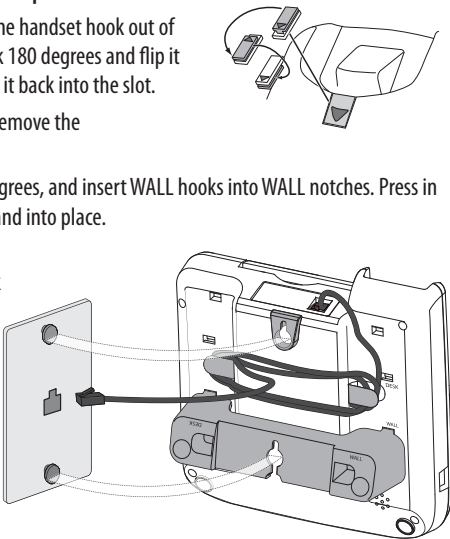
1. Connect one end of the straight telephone line cord to the jack on the back of the base.
2. Connect the other end to a wall phone jack.
3. Set the RINGER volume switch located on the right side of the base to the desired volume.
  - OFF - Telephone will not ring.
  - LO - Lowest volume.
  - HI - Highest volume.
4. Lift the handset and check for dialtone.
  - If dialtone is present, make a test call. If the test call is successful, set the display language as in the following section.
  - If dialtone is not present, check the connections.
  - If dialtone does not break, change the dialing mode (refer to the Setting Up the Phone section ).

### Wall Mounting (Optional)

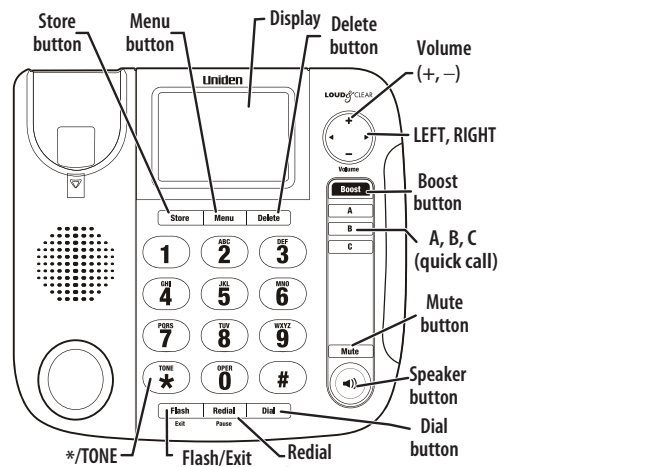
Your speakerphone can also be mounted on the wall using a standard telephone wall plate.

**REMINER:** To prevent the handset from falling out of the cradle while the phone is hanging on the wall, adjust both the handset hook and the desk stand to their wall-mount positions.

1. On the base front, pull the handset hook out of the slot. Rotate the hook 180 degrees and flip it from front to back. Slide it back into the slot.
2. Turn the base over and remove the desk stand.
3. Rotate the stand 180 degrees, and insert WALL hooks into WALL notches. Press in on tabs and snap the stand into place.
4. Connect the telephone line cord to the wall jack and phone. Wrap excess cord around the cord hooks as shown.
5. Place the mounting slots over the pins on the wall plate and slide the base down to lock it into place.



## Telephone Basics



### Making Phone Calls

1. Lift the handset or press **SPEAKER**. Wait for a dial tone.
2. Dial the telephone number.
3. Replace the handset or press **SPEAKER** to hang up after your conversation.

### Answering Phone Calls

1. Lift the handset or press **SPEAKER** to answer the call.
2. Replace the handset in the cradle or press **SPEAKER** to hang up.

### Adjusting the Handset Receiver Volume

Press **+** or **-** to adjust the handset receiver volume. REC (Handset Receiver) volume displays.

### Boosting the Volume for a Call

Press **Boost** to temporarily boost the handset receiver volume during a call. Press it again to cancel. Volume levels also return to normal when the handset is replaced on the base after a call.

1. Set the volume to minimum. Pick up the handset and press **Boost** to turn on the incoming voice amplifier. The indicator around the button illuminates.
2. Adjust the volume by pressing **+** or **-**. When **BOOST** is pressed, volume increases by up to 20dB of gain and level control. **Boost** resets after you hang up.
  - NOTE:** The Boost feature applies only to the handset.

### Redialing a Number

Press **REDIAL/PAUSE** after you hear a dial tone to redial the last number.

**NOTE:** The redial feature holds the last number (up to 32 digits) that you dialed in memory. If you pressed any other numbers after dialing the phone number (for example, when accessing a voice-menu system) then those numbers are also dialed.

If you get a busy signal, press **Redial/Pause** again without hanging up.

### Using the Speakerphone

- When using the handset, press the **SPEAKER** button to activate the speakerphone. Hang up the handset.
- To return to handset operation, pick up the handset and then press the **SPEAKER** button to disconnect the speakerphone.
- Speakerphone operation is similar to a two-way radio; you can only listen or talk at one time.
- Stay reasonably close to the phone so that you can be clearly heard by the person to whom you are talking.
- Adjust the speaker volume by pressing **+** or **-**.
- The speakerphone indicator light comes on when the speakerphone is in use.

### Muting the Microphone

1. Press **MUTE**. The mute indicator lights up, indicating the microphone is turned off.
2. Press **MUTE** again. The microphone turns back on and the mute indicator light goes off.

### Using the Flash Button

Press **FLASH/EXIT** to activate special features of your telephone network, such as call transfer, or special services from your local telephone company, such as call waiting.

### Temporary Tone Dialing

If you have pulse (rotary) service and want to access customer calling services (such as telebanking and long distance services) that require tone dialing, use this feature to temporarily change from pulse to tone service.

After dialing the telephone number and connecting to the customer calling service,

1. Press and release **\*TONE**.
2. Proceed with conversation.
3. When you hang up, the telephone automatically returns to pulse dialing mode.

**TIP:** Temporary Tone can also be used while storing numbers in memory by pressing **\*TONE** at the necessary point in the storage sequence.

## Caller ID (CID) Features

**IMPORTANT:** To use all the features of this telephone, you must subscribe to two separate services from your local telephone company: the standard Name/Number Caller ID Service to know who is calling when the phone rings, and Call Waiting Caller ID Service to know who is calling while you are on the phone.

This unit receives and displays information transmitted by your local phone company. This information can include the phone number, date, and time, or the name, phone number, date, and time. The unit can store up to 75 calls for later review. When the memory is full, a new call automatically replaces the oldest call in memory. NEW appears in the display for calls received that have not been reviewed.

### CID Screen

The CID main screen shows the current time, date, and number of new calls (i.e., the number of new calls since the last time the call list was reviewed). It displays until any button is pressed.

**NOTE:** The number of new calls displays until all new calls are reviewed.

### Caller ID Display Messages

The following messages display for incoming calls. They provide phone status or Caller ID information:

BLOCKED CALL	The caller of the incoming call is registered as "Private Number" and their Caller ID information is withheld.
CALL WAITING	Indicates a call is waiting on the line.
INCOMPLETE DATA	Caller information has been interrupted during transmission or the phone line is excessively noisy.
NO CALLS	The caller memory is empty.
NO DATA	No Caller ID information was received.
START/END	You are at the beginning or the end of the Caller ID memory log.
UNKNOWN CALLER	The incoming call does not have Caller ID service or their service area is not linked to yours. If UNKNOWN CALLER appears along with a calling number, the name information for that number was not available.

### Reviewing CID Records

Press **LEFT** or **RIGHT** to view the call records.

- Press **LEFT** to scroll through the call records from the oldest to the newest.
  - Press **RIGHT** to scroll through the call records from the most recent to the oldest.
- When all of the records have been viewed, START/END appears in the display.

### Dialing Back

When reviewing Caller ID records, you can dial back a displayed number.

**NOTE:** If PICKUP PHONE shows in the display, no other changes to the number can be made. The information sent from the telephone company is known to be a valid number for dialing back (used only in very limited areas). Once you pick up the phone, the number is automatically dialed.

### If You Did Not Program Your Local Area Code

1. Use **LEFT** or **RIGHT** until the number you want to dial displays. You will only see 10-digit numbers (i.e. 234-555-1234).
2. Press **DIAL**.

### If You Programmed Your Local Area Code

1. Press either **LEFT** or **RIGHT** until the number you want to dial displays. Number with seven digits (i.e. 555-1234) are within your area code; however, this does not guarantee the call is a local call. A number with 10 or 11 digits (i.e. 1-234-555-1234) is not a local call.
2. Press **DIAL**.
3. If the phone is on-hook and PICKUP OR ADJ displays (or ADJUST if you are off-hook), adjust the phone number format by pressing **DIAL** repeatedly to scroll through the 7, 10, and 11-digit numbers.
4. To dial the displayed number with the phone on-hook, pick up the handset or press **SPEAKER** before the timer reaches 0. Press **DIAL**. If the phone is off-hook, wait until the time reaches 0. NOW DIALING displays and the number is dialed.

### Deleting CID Records

1. To delete the record shown in the display, press **DELETE** once.
2. To delete all records while reviewing, press and hold **Delete** for about three seconds. DELETE ALL? appears in the display.
3. Press **DELETE** again to complete.

### Storing a Name and Number in Memory

1. Press **STORE**. LOCATION? shows in the display.
2. Press the desired memory location (0 to 9 or quick call buttons A, B, or C.)
  - NOTE:** Press **LEFT** or **RIGHT** to scroll through 0 - 9 or quick call buttons A, B, or C to select a location.
3. Press **STORE** again to confirm the memory location.
  - NOTE:** Use **Delete** to erase existing memories or to correct errors.
4. Use the number keys to enter the telephone number (up to 32 digits) and then press **STORE** to save. (The unit will not dial a phone number in this mode.) The cursor automatically moves to the text line for name entry.
5. Use the number keys to enter the name of the person associated with the telephone number you just entered. More than one letter is stored in each of the number keys. Press the keys multiple times to scroll through the letters for that key. For example, to enter "B," press "2" twice. Press **LEFT** two times to create a space.

**NOTE:** The flashing cursor automatically moves to the next position or you may press **LEFT** or **RIGHT** to move the cursor to the next position.

6. Press **STORE** to save the name.
7. To enter another name and number in a different memory location, return to step 1 and repeat this process.

### Storing a Pause in Memory

The **REDIAL/PAUSE** button has dual functionality and becomes a pause button when pressed in sequence after the **STORE** button. It is valid only when storing a number into memory locations. Use the **REDIAL/PAUSE** button to insert a pause when a delay is needed in an automatic dialing sequence (for example, when you must dial a 9 to get an outside line or when you enter codes to access your long distance company).

**NOTE:** A pause is 3 seconds in length and you can store more than one if a longer pause is needed.

### Changing a Stored Number

Repeat the storage sequence under Storing A Name and Number in Memory, and press **DELETE** to delete the old number before entering the new number.

### Erasing a Stored Name & Number

1. Press **STORE**.
2. Press the memory location (0 to 9 or quick call buttons A, B, or C) to be erased.
3. Press **DELETE**.

### Copying Caller ID Memories to User Memory

1. Press **LEFT** or **RIGHT** to view the caller number and name you want to copy.
2. Press **STORE**.
3. Press the memory location (0 to 9 or quick call buttons A, B, or C). The number flashes if there is a number already stored in that memory location.
4. Press **STORE** to enter Edit mode, and then press **STORE** again to edit the name.
  - NOTE:** Select a different memory location by using **LEFT** and **RIGHT** to scroll through 0 - 9 or quick call buttons A, B, or C.
5. Press **STORE** to confirm and save. Wait three seconds to exit.
  - NOTE:** If the name you want to enter is longer than 12 characters, only the first 12 characters will be copied into memory.

### Storing a Redial Number to Memory

1. Press **STORE**.
2. Press any key (0 to 9 or quick call buttons A, B, or C) for the memory location. If a number is already stored in the memory location, it will appear on the display. Use **LEFT** and **RIGHT** to select a different location.
3. Press **STORE** again to confirm.
4. Press **REDIAL/PAUSE**, and then press **STORE** again.
5. Enter the name, if necessary, and then press **STORE** to confirm.

### Copying a Redial Number to Memory

1. Press **REDIAL/PAUSE** while on-hook. Redial number will display along with PICKUP PHONE.
2. Press **STORE**.
3. Press any key (0 to 9 or quick call buttons A, B, or C) for the memory location. If there is a number already stored in the memory location, it will appear on the display. Use the **RIGHT** or **LEFT** buttons to select a different location.
4. Press **STORE** twice.
5. Enter name, if necessary, and then press **STORE** again to confirm and save.

### Dialing Numbers Stored in Memory

1. Press **DIAL**.
2. Press a memory location button or use **LEFT** or **RIGHT** to scroll through stored memory locations to find the desired number. The number in that memory location displays.
3. Press **SPEAKER** or pick up the handset to dial the displayed number.

### OR

1. Lift the handset or press **SPEAKER**.
2. Press a memory location button or use **LEFT** or **RIGHT** to scroll through stored memory locations to find the desired number. The number in that memory location displays.
3. Press **DIAL** again to dial the stored number.

### Using Chain Dialing

This process allows you to dial a succession of stored numbers from separate memory locations. This is useful when you must dial several sequences of numbers, such as with frequent calls via a telephone company long distance provider.

For example	Memory location
Local access number of long distance company	6
Authorization code (ID)	7
Long distance phone number	8

1. Pick up the handset or press **SPEAKER**.
2. Press **DIAL**, then press 6 for the memory location.
3. Press **DIAL**, then press 7 for the memory location.
4. Press **DIAL**, then press for the memory location.
5. The number dials automatically.

### Pre-Dialing

1. With the handset on the cradle, enter the telephone number you wish to call. The telephone number shows in the display.
2. Lift the handset or press **SPEAKER** and the number automatically dials.
  - NOTE:** Use **DELETE** to delete an incorrectly entered number.

## Troubleshooting Tips

Problem	Resolution
No Dial Tone.	<ol style="list-style-type: none"> <li>1. Check all cabling to make sure that all connections are secure and undamaged.</li> <li>2. Check hook switch: Does it fully extend when handset is lifted from cradle?</li> <li>3. Try switching between tone and pulse.</li> </ol>
No Information is Shown After the Phone Rings	<ol style="list-style-type: none"> <li>1. Are you subscribed to Caller ID service from your local telephone company?</li> <li>2. Be sure to wait until the second ring before answering.</li> </ol>

Problem	Resolution
Phone Dials in Pulse with Tone Service	Make sure T/P MODE is set to TONE DIAL.
Phone Won't Dial Out with Pulse Service	Make sure T/P MODE is set to PULSE DIAL.
Phone Does Not Ring	<ol style="list-style-type: none"> <li>1. Make sure ringer switch is ON.</li> <li>2. You may have too many extension phones on your line. Try unplugging some extension phones.</li> <li>3. Check for dial tone. See Troubleshooting Tips for No Dial Tone.</li> </ol>
Incoming Voice Volume Low	<ol style="list-style-type: none"> <li>1. Are other phones off hook at same time? If so, this is normal condition as volume drops when additional phones are used at once.</li> <li>2. Check the handset receiver or speaker volume.</li> </ol>
Incorrect memory dialing	Make sure you correctly entered the numbers into memory.

## General Product Care

Follow these guidelines to care for your phone:

1. Do not put it near heating appliances or devices that generate electrical noise (for example, motors or fluorescent lamps).
2. DO NOT expose it to direct sunlight or moisture.
3. Handle it carefully.
4. Clean it with a soft cloth.
5. Never use a strong cleaning agent or abrasive powder because this will damage the finish.
6. Retain the original packaging in case you need to ship it at a later date.

## Compliance Information

### Hearing Aid Compatibility (HAC)

This telephone system meets FCC/Industry Canada standards for Hearing Aid Compatibility.

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