



CONFERENCE SERIES PHONE

USER'S GUIDE



Bizfon Conference Series Phone User's Guide

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Section 1

Introduction

Overview

The Bizfon Conference Series Phone is a high-performance, full duplex conference room phone with exceptional sound quality. It is easy to use and will ensure that you always receive high fidelity sound during your conference calls.

System Features

- Digital Signal Processing (DSP) provides intelligent microphone mixing for precision voice pick up.
- Full duplex operation.
- Three noise canceling microphones provide 360 degree pick-up and filter out background noise.
- Hi-fidelity speaker provides distortion-free audio.
- Auto Gain Control based on room area means you do not have to adjust input volume.
- Convenient integrated keypad so no separate telephone is needed.
- Standard analog line compatible.
- Power switch with LED indicator.
- Mute button with LED indicator mutes microphones.
- Digital volume control for receiver and ringer.

- Flash button to access call waiting.
- Tone/Pulse switchable.
- Ringer on/off switch.
- Jack to connect recording device to record conference call.

Input Jacks

The input jacks are on the bottom of the speakerphone.

- The phone jack acts as a power source from the power adapter to the speakerphone.
- The record output jack allows you to connect a recording device.
- The data jack allows you to connect a fax machine or a modem. Do NOT connect a fax or modem if your Bizfon Conference Series Phone is connected to a Bizfon 680.

Parts Included with Your Conference Phone

The following are included with your conference phone:

- AC power adapter 120VAC
- One 25-foot telephone cord to connect the conference phone to the power adapter.
- One 7-foot line cord to connect the line jack of the power adapter and wall jack.
- This User's Guide.

Section 2

Getting Started

Installing the Bizfon Conference Series Phone

To install your conference phone, follow these steps:

1. Find a suitable location for the conference phone such as in the middle of a conference room table. The ideal room size is no larger than 10 by 20 feet.
2. Insert one end of the LONG telephone cord into the PHONE jack on the power adapter.
3. Insert the other end of the LONG telephone cord into the PHONE jack on the conference phone and be sure to run the cord under the cord clip.
4. Insert one end of the SHORT telephone cord into the LINE jack of the power adapter.
5. Insert the other end of the SHORT cord into any available extension port on your Bizfon 680.

If you are not using a Bizfon 680, connect the line cord to standard telephone wall jack

6. Plug in the power adapter to a standard AC outlet.

NOTE: If the conference phone does not work after you plug it in, verify that you have connected the LONG and SHORT cords correctly.

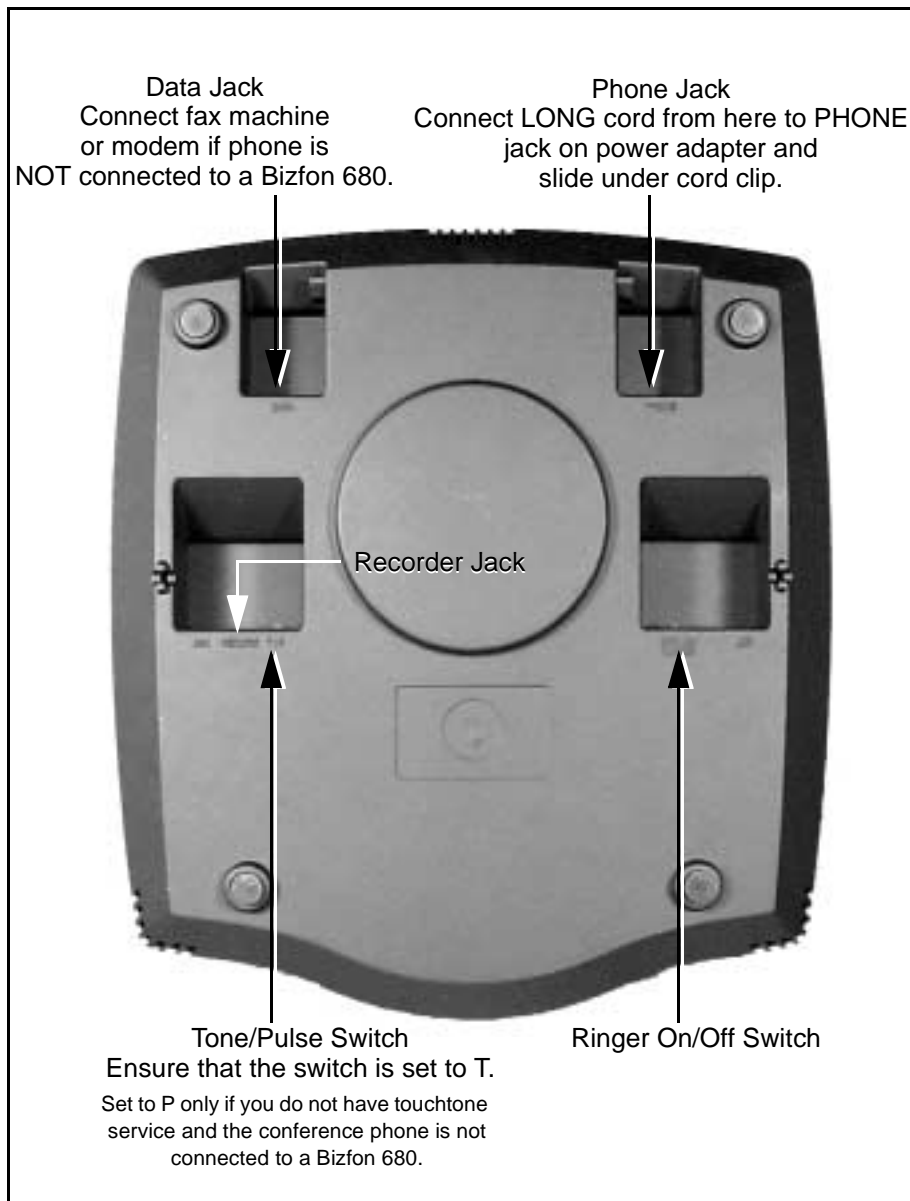


Figure 1. Bottom View of Bizfon Conference Series Phone

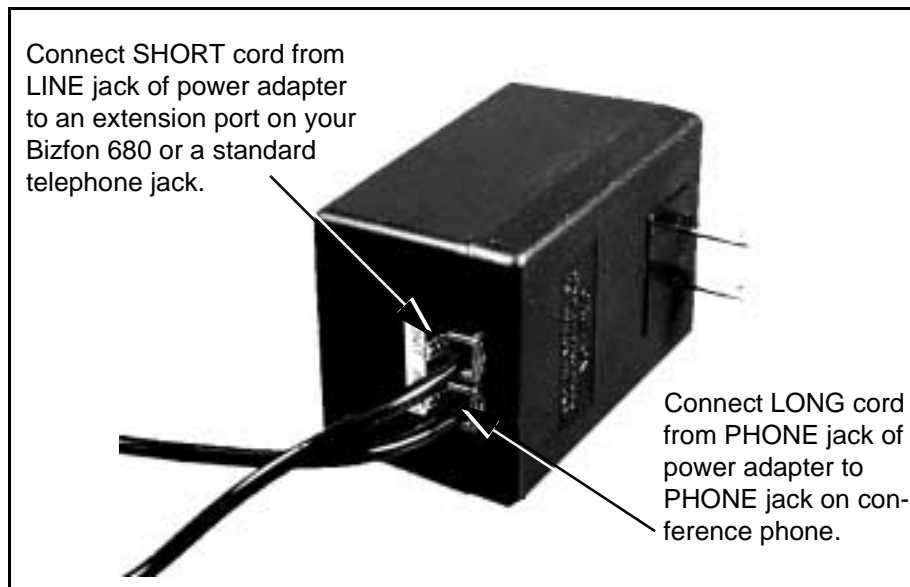


Figure 2. Power Adapter

After you plug in the conference phone, it plays a static sound and five short tones as it scans the room. This automatically determines the room size and the conference phone adjusts itself for optimum sound quality. The conference phone is now ready to receive or make calls.

Setting up the Extension to Which the Conference Phone is Connected

If your conference phone is not connected to a Bizfon 680, you may skip this section.

When you first use the conference phone, you are prompted to set up the extension if you have not previously done this. Refer to the *Bizfon 680 Owner's Guide* for details about resetting and setting up extensions.

The first time you press POWER, the system prompts you with the following:

*“Welcome to extension 201 <the number of the extension to which the conference phone is connected>. To set up this extension now, press 1; otherwise, press *.”*

If you press **1** to set up the extension, you are prompted through a series of options to configure the extension. Simply follow the prompts to configure the extension.

NOTE: If you have a Bizfon 680 version 2.0, you hear an option specifically for the conference telephone. If you have an older Bizfon 680, press **1** again.

TIP: If you use your conference phone in a public place, such as a conference room, you might want to configure it to not use voice mail. When prompted, select the option for “If this extension is in a public place ...”

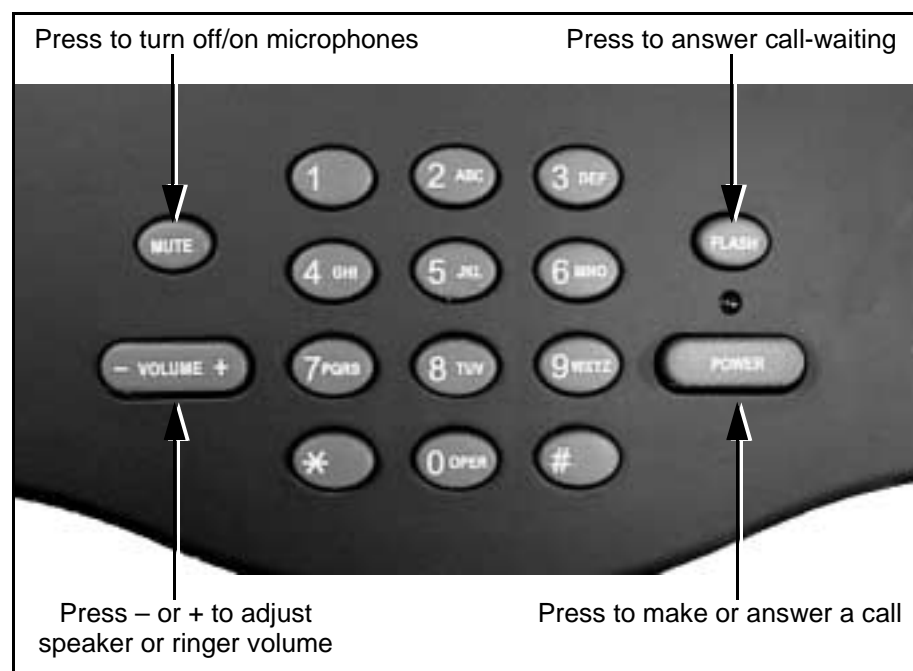
-
- You can press ***** to defer setting up your extension.

You then receive a dial tone and can place calls.

Section 3

Using Your Bizfon Conference Series Phone

This section tells you how to make and receive telephone calls and how to use the features of your conference phone.



Making a Call

To make a call:

1. Press POWER.
2. When you hear the dial tone, dial the number that you wish to call.

To make an outside call, press **[9]**.

To end the call, press POWER.

Answering Incoming Calls

To answer incoming calls, press POWER.

To end the call, press POWER again.

Using Your Conference Phone Features

Flash

Use FLASH if you have call waiting activated and a call comes in when you are already on the conference phone.

You hear two beeps if another call comes in while you are on the conference phone.

Press FLASH to connect to the other call while putting the current call on hold. Press FLASH again to return to the previous call.

Mute

To turn off the microphones, press MUTE. This is useful if you need to have a private conversation with those in the room, but do not want anyone on the other end of the call to listen.

Press MUTE again to activate the microphones.

You can still hear incoming audio when mute is active.

The LEDs for each microphone light when you press MUTE. Mute works during a call only.

Volume Control

During a call, to increase the speaker volume, press the + side of VOLUME. To decrease the volume, press the – side of VOLUME. When you start a new call, the volume is set to its middle setting regardless of where it was when you ended the previous call.

When not on a call, VOLUME controls the ringer volume. To increase the ringer volume, press +. To decrease the volume, press –. Each time you increase or decrease the ringer volume, the conference phone rings at that volume setting.

Ringer On/Off

If you do not want the conference phone's ringer to sound, move the switch to OFF.

The ringer switch is on the bottom of the conference phone.

Getting Better Performance from Your Conference Phone

To ensure optimal performance from your conference phone, follow these guidelines:

- Conference participants should be within six feet of the conference phone.
- Place the conference phone in the center of the conference table.
- Avoid placing any objects near the microphones.
- Speak at a normal volume during a conference call.

Using Your Bizfon Conference Series Phone

- Do not move the conference phone during the conference call.
- Set the volume at a level that everyone can hear.
- Avoid placing the conference phone in noisy environments. If you cannot avoid noisy environments, participants should be closer to the conference phone.
- Run any cords connected to the conference phone under the cord clips to ensure that the conference phone sits flat on the table.

Section 4

Regulatory and Safety Information and Specifications

FCC Statement: Part 68

This equipment complies with FCC rules, Part 68. On the BOTTOM of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, provide this information to your telephone company.

The (REN) is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed 5.0. To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If this equipment causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice isn't practical, you will be notified as soon as possible. You will be advised of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice to give you an opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the manufacturer for warranty/repair information. The Telephone Company may

Regulatory and Safety Information and Specifications

ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the Telephone Company. Connection to party lines is subject to state tariffs.

FCC rules prohibit the use of non-hearing aid compatible telephones in the following locations or applications:

- (1) All public or semipublic coin-operated or credit card telephones.
- (2) Elevators, highways, tunnels (automobile, subway, railroad or pedestrian) where a person with impaired hearing might be isolated in an emergency.
- (3) Places where telephones are specifically installed to alert emergency authorities such as fire, police, or medical assistance personnel.
- (4) Hospital rooms, residential health care facilities, convalescent homes, and prisons.
- (5) Workstations for the hearing impaired.
- (6) Hotel, motel, apartment lobbies; in stores where telephones are used by patrons to order merchandise; in public transportation terminals where telephones are used to call taxis, or to reserve lodging or rental cars.
- (7) Hotel and motel rooms. At least ten percent of the rooms must contain hearing aid compatible telephones; or jacks or plug-in hearing-aid compatible telephones which will be provided to hearing impaired customers upon request.

FCC Statement: Part 15, Class A

RADIO AND TELEVISION INTERFERENCE

This equipment has been tested and found to comply with the limits for a Class A 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 instructions, may cause harmful interference to radio communications. However, there is no 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:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

You may also find helpful the following booklet, prepared by the FCC, "How to Identify and Resolve Radio-TV Interference Problems." This booklet is available from the U.S. Government Printing Office, Washington D.C. 20402.

Changes and Modifications not expressly approved by the manufacturer or registrant of this equipment can void your authority to operate this equipment under Federal Communications Commission rules.

Canadian DOC Statement

“This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.”

“Le present appareil numerique n’emet pas de bruits radioelectriques depassant les limites applicables aux appareils numeriques de la class A prescrites dans le Reglement sur le brouillage radioelectrique edicte par le ministere des Communications du Canada.”

Industry Canada Notice

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operation and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s).

The Department does not guarantee the equipment will operate to the user's 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 system, 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.

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.

Important Safety Instructions

Some of the following information may not apply to your particular product; however, when using 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 this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
4. This product should not be used while you are in a bathtub, shower or pool. Immersion of the product in water could cause an electrical shock.
5. Slots and openings in the cabinet back or 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 other similar surface. This product should not be placed in a built-in installation unless proper ventilation is provided.
6. This product should be operated only from the type of power source indicated on the marking label. If you are not sure of the type of power supply to your home, consult your local power company.
7. Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by persons walking on it.
8. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.

Regulatory and Safety Information and Specifications

9. 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 liquid of any kind on the product.
10. To reduce the risk of electric shock, do not disassemble this product. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.
11. Do not expose this product to extreme temperatures such as found near a hot radiator or stove, or in a car parked in the summer sun.
12. Do not place lighted candles, cigarettes, cigars, etc., on this product.
13. Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
14. Never install or modify telephone wiring during a lightning storm.
15. Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
16. Use caution when installing or modifying telephone lines.
17. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
 - A. When the power supply cord or plug is damaged or frayed.
 - B. If the product has been exposed to rain or water.
 - C. If the product does not operate normally by following the operating instructions.
 - D. If the product has been dropped or the cabinet has been damaged.
 - E. If the product exhibits a distinct change in performance.
18. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
19. Do not use this product to report a gas leak in the vicinity of the leak.
20. Do not place this product on an unstable cart, stand or table. The product may fall, causing serious damage to the product.

Regulatory and Safety Information and Specifications

Specifications

Size: 10.6 in. x 9.8 in. x 3.5 in.

Weight: 2.4 pounds (net weight with accessories)

Environmental Operating Temperature: 41 to 95 degrees F.

Power Adapter: AC Adapter, 18V 100mA

Phone Line Cord: 25 feet

Line Cord: 7 feet

Phone Line Jack: (USOC) RJ14C

Data Port Jack: 623P (RJ11)

Recording Jack: 2.5mm

Keypad: Alphanumeric

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