3162 Series Two-Line Speakerphone

User’s Guide

The telephone company may make changes in its communications facilities, equipment, operations or procedures where such action is required in the operation of its business. If such changes are expected to affect the use or performance of your telephone equipment, the telephone company will likely give you adequate notice to allow you to maintain uninterrupted service. Notice must be given to the telephone company upon termination of your telephone from your line.

REN Number
The REN is a rating given to each line. The REN is useful in determining the number of devices you may connect to your telephone line and still have all of these devices ring when your telephone number is called. A REN of 1.0 means that you can connect a total of 1.0 device on that line. You should only connect to the number of devices that is equal to or less than the REN. If the sum of all RENs of all of the devices you wish to connect is greater than the REN, your telephone company will likely give you adequate notice to allow you to maintain uninterrupted service.

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

CAUTION: When using telephone equipment, there are basic safety instructions that should always be followed. Read these instructions carefully and save them for future reference.

- Newer installation telephone wiring during a lightning storm.
- Never touch unshielded telephone wires or terminals unless the telephone has been disconnected from the telephone network at the central office.
- Use caution when installing or modifying telephone lines.

- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.

Installation

Installing and Replacing the Batteries

Caution: Before opening the battery compartment, be sure that the telephone is not plugged into a wall jack and that any external equipment, i.e. fax machines, answering machines, etc. is disconnected from the telephone.

Your phone uses 4 AA-size alkaline batteries for receiving and storing Caller ID records and for storing the contents of RAM. Use only an 1.5V alkaline battery, such as a Interstate, Energizer, or Eveready brand battery. The battery latch is on the back of the phone. You will have to remove the back cover to access the batteries. Make sure you replace the batteries before the memory stored on the call log is erased.

1) Slide the cover down to release the latch and remove the cover.
2) Replace the two batteries in the battery compartment and reinsert the cover.
3) Insert 4 AA-size alkaline batteries in the battery compartment and close the cover.
4) Snap the battery compartment door back into place and replace the desk stand.

Wall Mounting

You can mount your speakerphone on a wall plate, which allows the speakerphone to hang on the wall. To install the wall plate:

1) On the front of the base, 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.

Setting Up the Phone

Using the Menu

For best results, disconnect the telephone cord(s) from the wall jack(s) while using the setup menu.

- To open the setup menu, press MENU.
- Press MENU to scroll through the 4 menu screens displayed below.
- On each screen, use UP or DOWN to select the desired setting.
- Press Menu again to save the setting.

- If you don’t press buttons for 20 seconds, the phone returns to the main menu.

Setting the display language (ENG/FRA/ESP)
Use this screen to change the display language.

1) Press RED/CANCEL to show the display.
2) Use UP or DOWN to select ENG, FRA, or ESP.
3) Press RED to save.

Setting the display contrast (CONTRAST)

1) Press RED/CANCEL to change the display contrast.
2) Use UP or DOWN to select 1-2, 3-4, or 5-6 (the default setting).
3) Press RED to save.

Setting your local area code (LOCAL AREA CODE)

This two-line phone is designed for use at multiple locations. The telephone uses the programmed area code to determine if the number is local or long distance when viewing the CID seconds in the display. If you make a mistake and want to start over, press the CANCEL button to delete the digits.

1) Press RED to enter your three-digit area code.
2) Press RED to save.

Setting the dial mode (TONE/PULSE)
Use this screen to choose from touch-tone to pulse (rotary) dialing.

1) Press RED to toggle TONE/PULSE.
2) Press RED or DOWN until the display shows the dialing mode you want to use.
3) Press RED to save.

Completing Setup

- When you are satisfied with the phone’s configuration, press Menu (UP or DOWN) to store the settings. The phone will then ring to confirm that the new settings are in effect.

Receiving a Call

1) Press RED to put the call on hold.
2) Press the included button to get a dial tone. Press SPEAKER if the speakerphone indicator is off and you are using the telephone speaker. To make the call, press RED. The call will be transferred to the speakerphone.

3) Press the included button to end the call.

Receiving a Call While Talking on Another Line

When you receive a call while you are talking on another line, you will hear the ring sound.

1) Press RED to put the call on hold.
2) Press the included button to get a dial tone. Press SPEAKER if the speakerphone indicator is off and you are using the telephone speaker. To make the call, press RED. The call will be transferred to the speakerphone.

Adjusting the Handset Volume

The volume control on the handset and speakerphone are separate, so you can adjust one without affecting the other.

1) Press RED to put the call on hold.
2) Press the included button to get a dial tone. Press SPEAKER if the speakerphone indicator is off and you are using the telephone speaker.

3) Press UP to increase the volume or DOWN to lower the volume. The handset’s volume level setting will be saved in memory.

Placing a Call While Talking on Another Line

To place a call while hanging up on the first call:

1) Press RED to put the call on hold.
2) Press the included button to get a dial tone. Press SPEAKER if the speakerphone indicator is off and you are using the telephone speaker.
3) Press UP to increase the volume or DOWN to lower the volume. The handset’s volume level setting will be saved in memory.

1) Press RED to put the call on hold.
2) Press the included button to get a dial tone. Press SPEAKER if the speakerphone indicator is off and you are using the telephone speaker.
4) Press 
3) Switch to the other line and call the second party (or from your local telephone company, such as call waiting.
2) Press 
2) Press 
1) Press 
1) Call the first party.
To disconnect both parties

hold and want to have a three-way conversation. You can use the conference call feature when you have calls phone connected to the same line.

Hold
Hold allows you to suspend the active line(s) and release the handset in the cradle without hanging up.

press to place a call on hold (the line indicator is red).

Press and pick up the handset or press Speaker to resume the conversation.

Call ID Features
In order to use the features in this section, you must subscribe to two separate services available from your local telephone company. These services are called Name/Number Caller ID Service to know who is calling when the phone rings, Call Waiting to know when the conversation on the phone is going to the other party, and call waiting.

Caller ID Information
This unit receives and displays information transmitted by your local telephone company. The information it can display includes: phone number, date, and time; label, phone number, name, phone number, area code.

Reviewing Call Records
3) Press to scroll through the call records. 
2) Press to scroll through the call records from the newest to the oldest.
• When you have viewed all of the incoming records, press to scroll through the call records.

Deleting Call Records
3) Delete the record shown in the display, press DELETE once. 
2) To delete all records while reviewing and holding, press and hold DELETE for about three seconds.

Dialoging Back
When reviewing Caller ID records, you can dialback the numbers shown on the display by pressing DELETE.

Dialoging Back
You may store any information in the following memory locations: 0-9, A, and B, C.

Storing a Name and Number in Memory
3) Press to store the number. 
2) Press to store the name.

If you need to edit the number, press to scroll the display between the first number and the last number.

Storing a Pause in Memory
1) Press to store the pause in memory.
2) Press to store the number to be dialed after the pause.

Troubleshooting Tips
No dial phone exists to enter a dial tone.
Check if the number you want to call is not in memory.
Check if the phone is connected to the same line.

Additional Telephone Features

Redial
You may redial the last number you called by pressing REDIAL/Pause after you hear a dial tone.

The redial feature holds the last number (up to 24 digits) that you dialed in memory. If you pressed any other numbers after dialing the phone number, the numbers after the last digit are deleted.

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

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