



I SERIES ANALOG USER GUIDE

For A Series, AC Series, and AT (Trimline) Series

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 swimming 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 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 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 liquid of any kind on the product.
8. To reduce the risk of electric shock do not disassemble this product. 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 used.

9. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
 - When the power supply cord or plug is damaged or frayed.
 - If liquid has been spilled into the product.
 - If the product has been exposed to rain or water.
 - If the product does not operate normally by following the operating 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 exhibits 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.

PLEASE SAVE THESE INSTRUCTIONS.

FCC Interference Information

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

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 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 for the radio or television that is receiving the interference).
- Reorient or relocate and increase the separation between the telecommunications equipment and receiving antenna.
- Connect the telecommunications equipment into an outlet on a circuit different from that to which the receiving antenna is connected.

FCC RF Radiation Exposure Statement

The installation of the base unit should allow at least 20 centimeters between the base and persons to be in compliance with FCC RF exposure guidelines. For body-worn operation, the portable part (handset) has been tested and meets FCC RF exposure guidelines.

This device must not be co-located or operating in conjunction with any other antenna or transmitter. The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Industry of Canada Requirements

Note: This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

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 a user to this equipment, or equipment malfunctions, may give the telephone communications 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.

REN: Z

For warranty and service in Canada, please contact:

Williams Telecommunications
5610 Kennedy Road
Mississauga, Ontario, L4Z2A9
Canada
Phone: 905-712-4242
Fax: 905-712-1754

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 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:

1. Move the telephone away from the receiver.
2. 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.

Requirements of Part 68— FCC Rules

This equipment complies with Part 68 of the FCC Rules and the requirements adopted by ACTA. On the bottom of this telephone is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company. The USOC Jack for this equipment is RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by ACTA. A compliant telephone cord and modular plug are provided with this telephone. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is a part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this telephone causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the telephone company will notify

the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make the necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact Teledex at (800) 462-9446. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

There are no user-serviceable parts contained in this equipment.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this product does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

This telephone is hearing aid compatible.

These telephone devices are intended for commercial use only, primarily in hotel guestrooms. They must be used with a PBX (private branch exchange), and are not intended to be connected directly to a PSTN line (public switched telephone network). There are no user-serviceable parts inside the equipment.

Technical Specifications

This guide covers product made from 2009 forward with a serial number beginning with XX. For all other models please refer to the Teledex website for legacy product documentation.

DIMENSIONS

6.0" (w) x 9.0" (l) x 3.375" (h)

WEIGHT

With handset: 2.0 lbs.

POWER ADAPTER

7.5VDC 300mA Adapter (for cordless HDKIT)

9 VDC 300mA (Pass through adapter for cordless telephone)

User Guides

If additional User Guides are needed, please go to www.teledex.com to download the PDF.

Service

When problems arise that cannot be resolved using this or related documents, please go to www.teledex.com/support for information about customer support, technical support, warranty, and product returns.

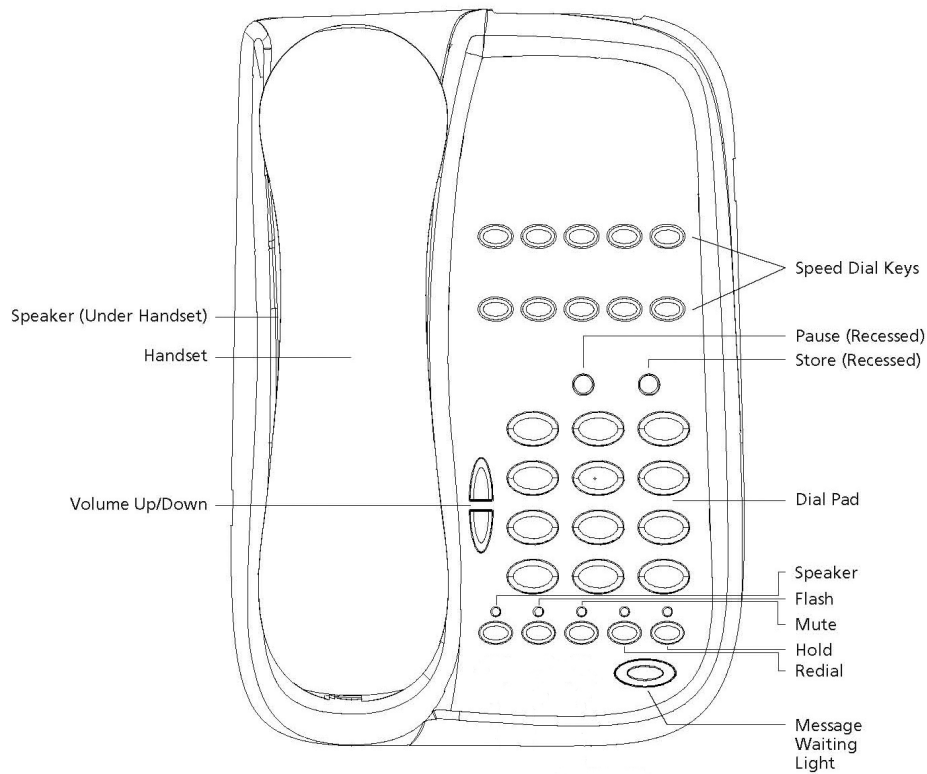
Statement of Limited Warranty

Teledex product warranty information is available at www.teledex.com.

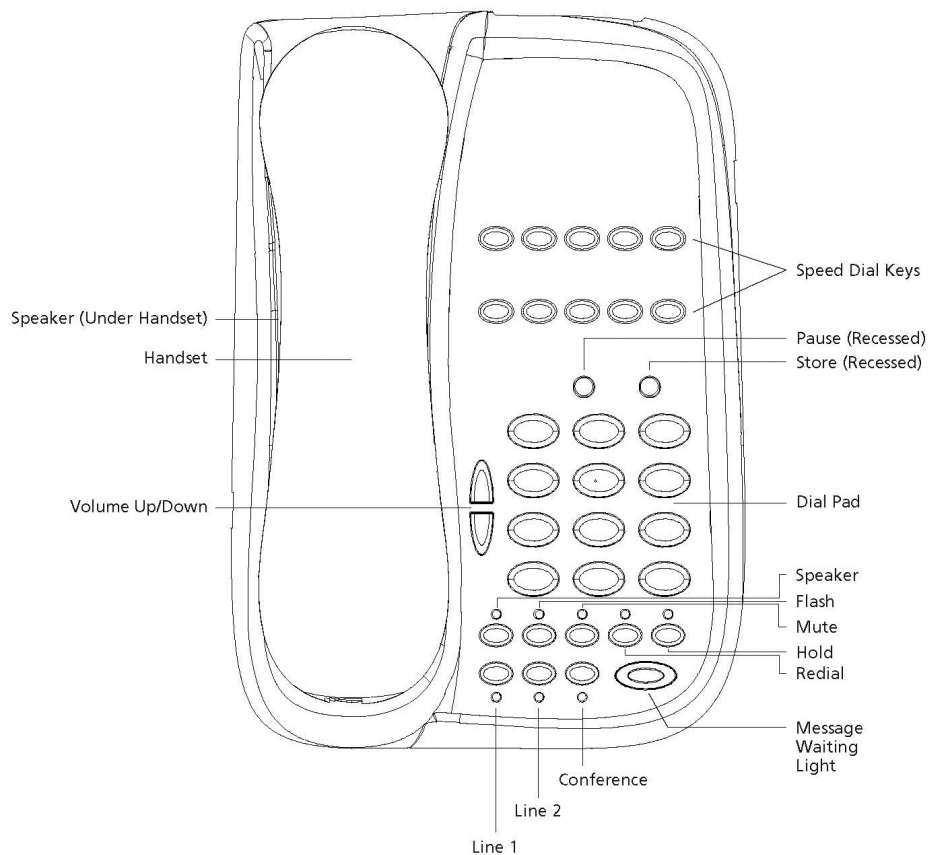
Table of Contents

I Series A 1-Line Analog Phone Map	7	Operation	16
I Series A 2-Line Analog Phone Map	7	Adjusting Speakerphone Volume	16
I Series AC 1-Line Analog Phone Map	8	Adjusting Handset Receive Volume	16
I Series AC 2-Line Analog Phone Map	8	Receiving a Call	16
I Series AT Trimline Analog Phone Map	9	Placing a Call.....	16
I Series A Series (Analog Corded)	10	Selecting Line 1 and Line 2	
Unpacking Your Telephone	10	(Two-Line Models Only).	17
Installation	10	Redial	17
Caution Information	10	Using the Hold Key	17
Connecting the I Series A Series	10	To Mute the Speakerphone	17
Converting from Desk to Wall Mount.....	10	Conference (Two-Line Models Only)	17
Operation	11	Programming	18
Volume Control	11	Auto Dial Keys	18
Indicators	11	Pause Key.....	18
Calling.....	11	Flash Key	18
Receiving a Call	11	Message	18
Using the Speakerphone		Care and Maintenance	19
(Speakerphone-Equipped Models).....	11	I Series AT Series (Analog Trimline)	20
Mute (Speakerphone-Equipped		Unpacking Your Telephone	20
Models Only).....	12	Installation	20
Conference (Two-Line Models Only)	12	Caution Information	20
Using the Hold Key (Two-Line Models		Connecting the Phone.....	20
Only).....	12	Wall Mounting	20
Redial	12	Features	20
Programming	12	Message Waiting Indicator	
Guest Service Keys.....	12	(Models AT1101 and AT1201 Only)	20
Pause Key.....	13	Backlit Keypad.....	20
Flash Key	13	Operation	20
Message	13	Placing a Call.....	20
Care and Maintenance	13	Receiving a Call	20
I Series AC Series (Analog Cordless)	14	Initiating a New Call	20
Unpacking Your Telephone	14	Adjusting the Ring Volume	21
Installation	14	Adjusting the Handset Volume	21
Caution Information	14	Redial	21
Preparing to Use the AC Series	14	Mute Key.....	21
Handset/Base Registration Procedure	14	Conference (Two-Line Models Only)	21
Charging the Battery.....	15	Using the Hold Key (Two-Line Models	
Cleaning the Battery Contacts	15	Only).....	21
Battery Safety Instructions.....	15	Care and Maintenance	21
Converting From Desk to Wall Mount	15		

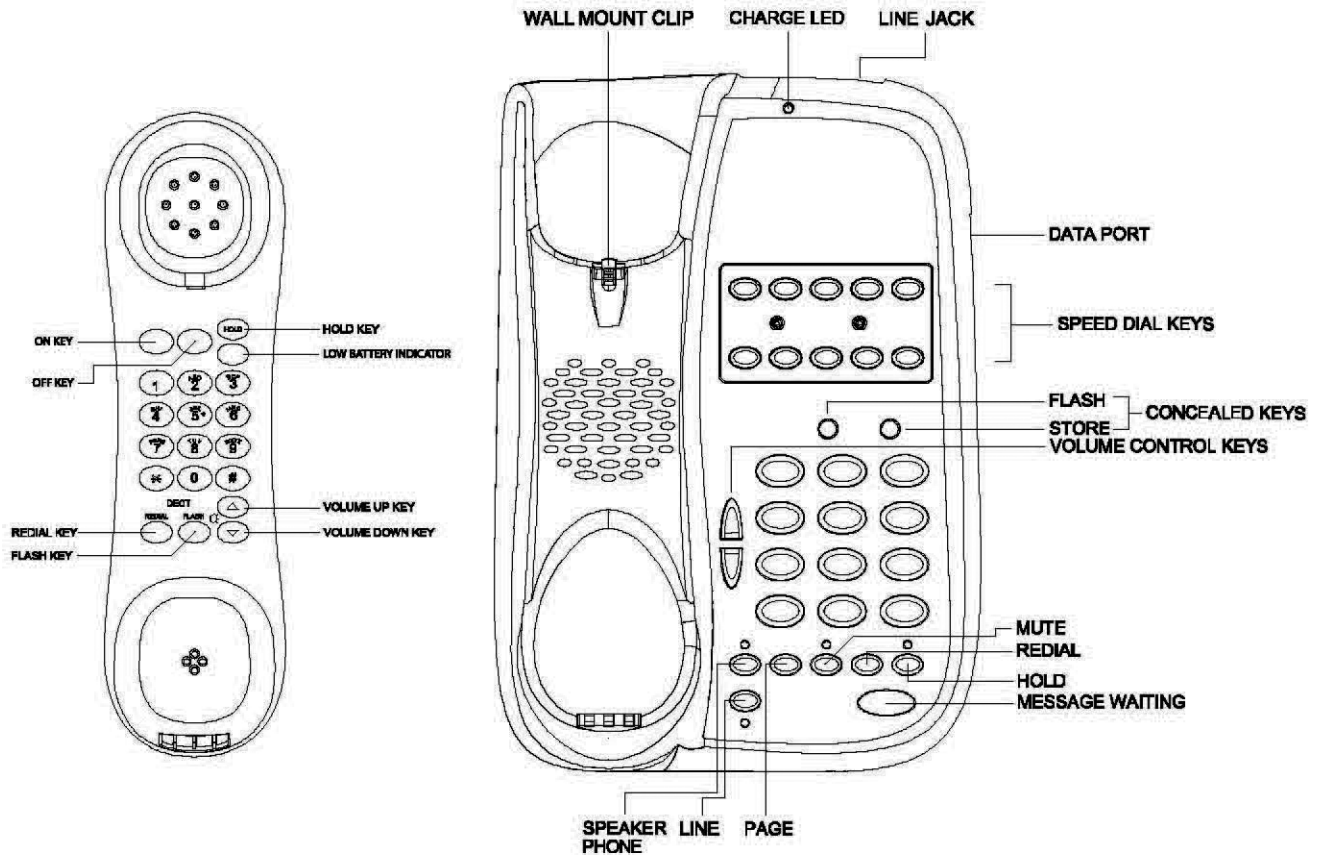
I Series A 1-Line Analog Phone Map



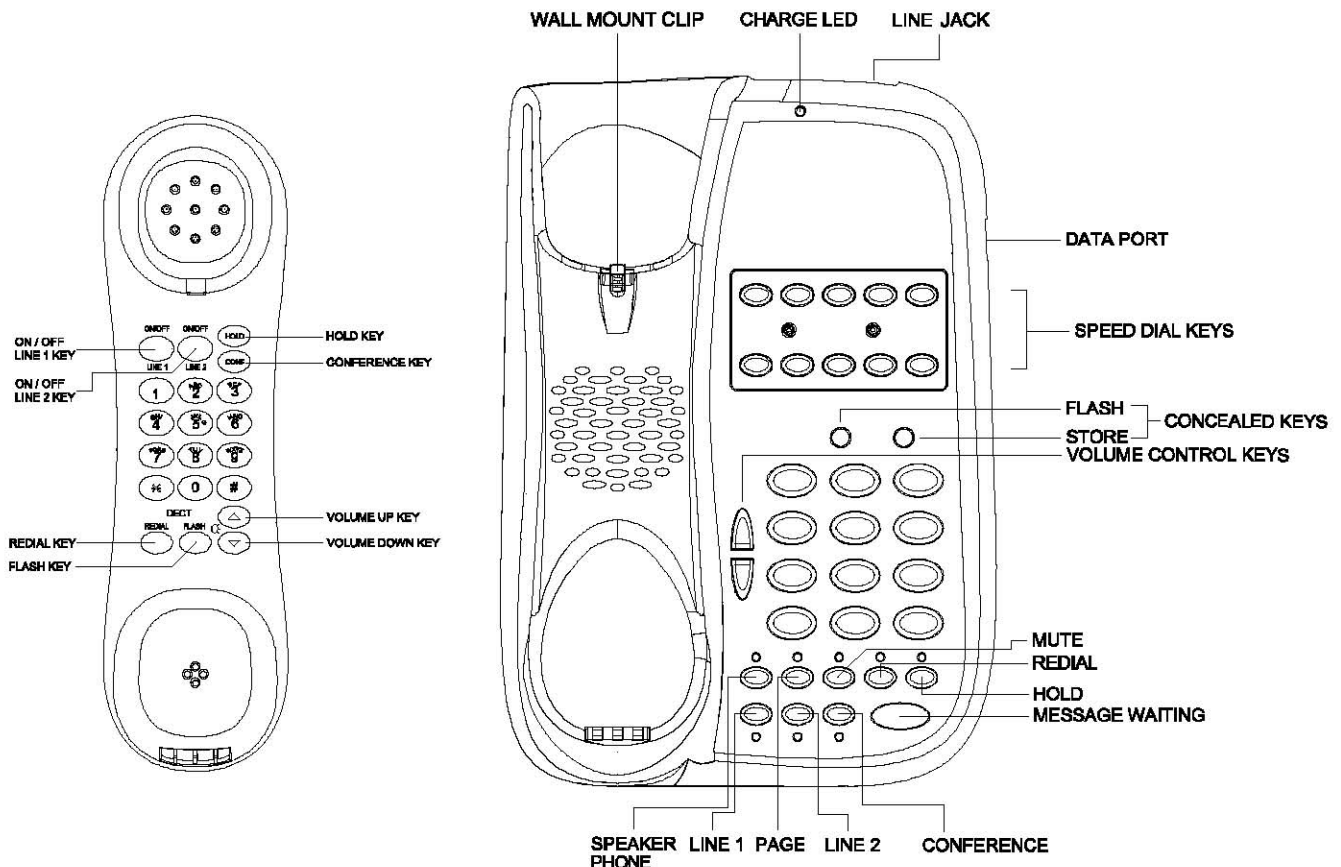
I Series A 2-Line Analog Phone Map



I Series AC 1-Line Analog Phone Map

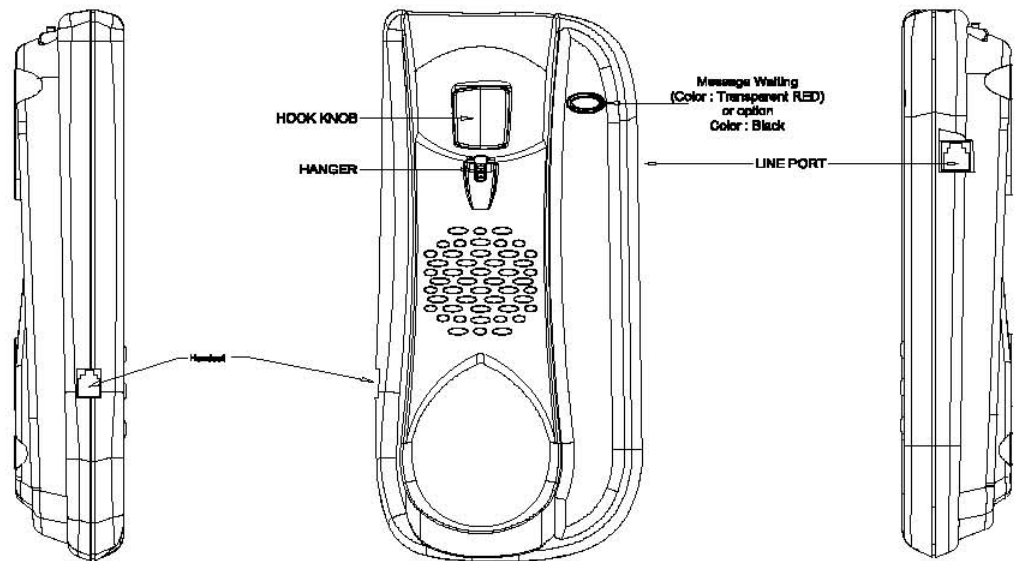


I Series AC 2-Line Analog Phone Map

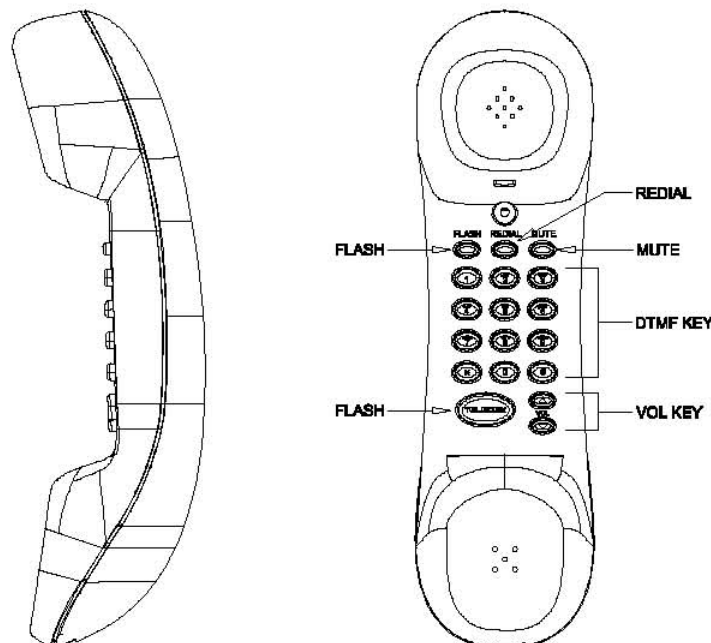
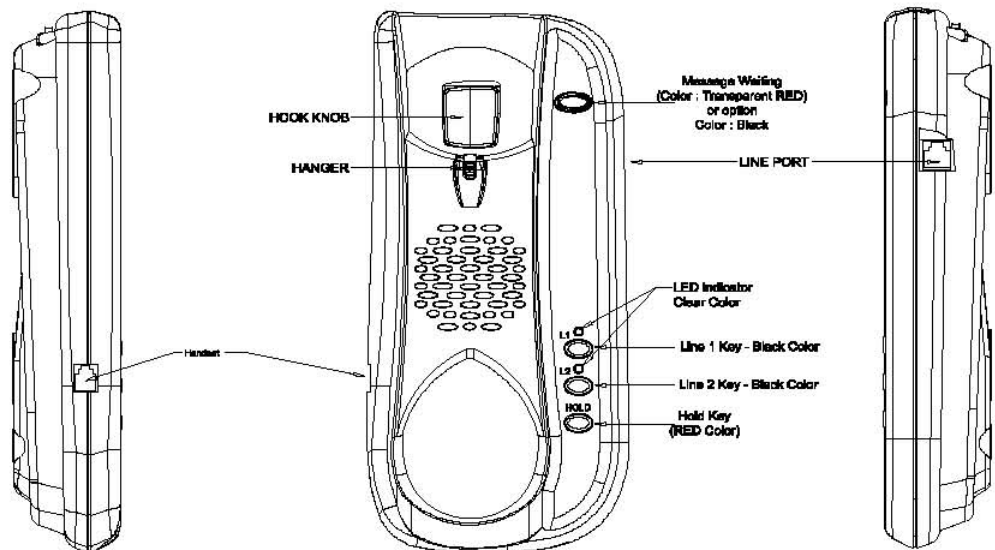


I Series AT Trimline Analog Phone Map

MODELS AT1101, AT1102



MODELS AT1201, AT1202



Unpacking Your Telephone

This package should contain the following:

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

Installation

CAUTION INFORMATION

- Never install telephone or network wiring during a lightning storm.
- Never install telephone or Ethernet jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninstalled telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone and network lines.

CONNECTING THE I SERIES A SERIES

1. Located on the left side of the I Series phone (as the phone is facing you) is a modular jack. Insert one end of the coiled handset cord into this jack (you should hear the coil cord click when properly inserted).
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 labeled LINE.
4. Insert the other end of the line cord into a telephone wall outlet jack.
5. 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.

CONVERTING FROM DESK TO WALL MOUNT

The I Series phone can be converted for wall mounting applications. The conversion is easiest when the handset and line cords are not connected.

1. Located on the top of the telephone above the speaker grill is the wall/desk mount clip. Remove this clip by firmly pushing upward (towards the hookswitch).
2. Flip the clip over (top to bottom) so that the protruding edge is towards the top of the phone, and reinsert into cutout. This protruding edge will hold the handset.
3. Turn the telephone over so the bottom is up, facing you. Place the telephone 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.
5. Rotate the mounting bracket 180 degrees clockwise 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.
6. 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.
7. Connect a short modular line cord into the jack on the back of the phone (labeled LINE). 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.
8. Turn the telephone over, and slide the telephone down onto the mounting posts in downward direction. Both eyelets should line up with the mounting posts.
9. Complete the wall mounting by installing the handset and handset cord.

Operation

VOLUME CONTROL

ADJUSTING THE HANDSET VOLUME

To the left of the dialpad, locate the volume up/down arrow keys. While using the handset, either during an active call, or preparing to dial, press either the up or down key to raise or lower handset volume to the desired level.

ADJUSTING THE RING VOLUME

On the rear panel of the telephone, locate the ringer volume slide switch. There are two settings: Low and High. Set the switch to the desired setting.

ADJUSTING THE SPEAKERPHONE VOLUME

To the left of the dialpad, locate the volume up/down arrow keys. With the speakerphone active, press either the up or down key to raise or lower speaker volume to the desired level.

INDICATORS

SPEAKER, MUTE, AND HOLD KEY CONNECTING AND STATUS INDICATORS

Speakerphones are equipped with LED indicators to show the current feature key status.

- Press the Speaker, Mute, or Hold feature key to use that service—the LED will light red when that key is IN USE.

CALLING

PLACING A CALL USING THE HANDSET

1. Lift the handset. The LINE LED will illuminate. (On two-line models, if both lines are inactive, Line 1 will be activated. If one of the two lines is active, the inactive line will be activated.)
2. Listen for dial tone. Dial the desired number, or press an AUTO DIAL key to automatically dial a number.

3. To end the call, hang up by placing the handset back in the cradle.

PLACING A CALL USING THE SPEAKERPHONE (ONLY MODELS WITH SPEAKERPHONE)

1. With the handset in the cradle, press either the SPEAKER key or the LINE key (on two-line models, select either inactive LINE key). The telephone will go offhook on the selected line with speakerphone active.
2. Listen for dial tone, and dial the desired number, or press an AUTO DIAL key to automatically dial a number.
3. To end the call, press the SPEAKER key.

RECEIVING A CALL

TO ANSWER A CALL USING THE HANDSET

1. Lift the handset. On two-line models, if one line is already in use, the I Series phone will automatically select the ringing line.
2. To end the call hang up the handset.

TO ANSWER A CALL USING THE SPEAKERPHONE

1. With the handset in the cradle, press the line key associated with the ringing line.

The I Series phone will answer the line selected with the speakerphone active. You may also:

2. Press the SPEAKER key. The I Series phone will select the ringing line and answer with the speakerphone active.

Note: The red SPEAKER LED will indicate that the speakerphone is active.

USING THE SPEAKERPHONE (SPEAKERPHONE-EQUIPPED MODELS)

If you are talking on the handset and wish to transfer to the speakerphone, press the SPEAKER/HSET key, and hang up the handset in the cradle. The speakerphone will now be active.

If you are talking on the speakerphone and wish to transfer to the handset, pick up the handset from the cradle. The speakerphone LED will go out and the call can be continued on the handset.

MUTE (SPEAKERPHONE-EQUIPPED MODELS ONLY)

1. To mute a call, press the MUTE key. The red MUTE LED will light. You will continue to be able to hear the other party, but they will not be able to hear you.
2. Press the MUTE key again to turn off the mute feature. The MUTE LED will go out.

CONFERENCE (TWO-LINE MODELS ONLY)

On two-line telephones, the CONFERENCE key allows the user to include two other parties in a three-way conversation. After placing or receiving a call to/from the first party, place that party on hold by pressing the HOLD key. Using the second line, place or receive the second call. Press the CONF key to join all three callers.

USING THE HOLD KEY (TWO-LINE MODELS ONLY)

TO PLACE A CALL ON HOLD

1. With a call active, press the HOLD key.
2. The red line LED will change to a slow blink indicating the call is on hold.

TO REMOVE A CALL FROM HOLD

1. Press the line key of the call on hold. This removes the call from hold.
2. The red line LED will remain illuminated for the duration of the active call.

CHANGING PHONES AFTER PLACING A CALL ON HOLD

1. Place the call on hold, as above.
2. Pick up the call at another telephone that is on the same line.

REDIAL

To redial the last telephone number dialed:

1. Lift the handset from the cradle, or press the SPEAKERPHONE key.
2. Press the REDIAL key. The last number dialed will be redialed.

Programming

GUEST SERVICE KEYS

Depending on your I Series model, there may be programmable guest service keys located above the dialpad. These keys can be used for one-touch access to commonly dialed numbers or services. To program these auto-dial keys, the telephone must be connected to an active telephone line.

Programming of these keys is protected from unauthorized tampering, and employs the use of hidden programming keys located underneath the faceplate. With the clear plastic overlay and faceplate removed from the phone, locate the STORE key as noted in the phone diagram. This recessed key is located above number 3 in the dialpad.

To program an auto-dial, or guest service, key:

1. Lift the handset from the cradle, or press the SPEAKERPHONE key.
2. Press the recessed STORE key and release it.
3. Enter the number or extension to be programmed.
4. Press the auto-dial key where the number is to be stored.
5. Repeat steps 3–4 as necessary for additional auto dial keys.
6. Place the handset back in the cradle, or press the SPEAKERPHONE key to disconnect.

PAUSE KEY

The PAUSE key can be used to provide a timed pause between dialed digits within a stored auto dial number. The timing of the pause is programmable, with the factory default set to one (1) second. To change the pause timing:

1. Lift the handset or press the SPEAKERPHONE key (speakerphone-equipped models).
2. Press the STORE key (see diagram on inside front cover for key location).
3. Press an number from 0 to 5 on the dialpad. The number selected will be the pause timing in seconds (for example: pressing the 3 key will insert a 3-second pause, etc.).
4. Press the PAUSE key (see diagram for key location).
5. Press the STORE key. The selected pause is now inserted into the dialing string.

FLASH KEY

The FLASH key, when programmed behind an auto dial key, provides a timed line interrupt typically used for accessing PBX/CO features such as transfer or conference. The timing of the hookflash is programmable, with the factory default set to 600 milliseconds. Some PBXs may require you to change the hookflash timing from this default. To change the hookflash timing:

1. Lift the handset or press the SPEAKERPHONE key (speakerphone-equipped models).
2. Press the STORE key (see diagram on inside front cover for key location).
3. Select 1–9 on the DTMF pad. The number selected will be the new flash timing in hundreds of milliseconds (i.e., pressing the 3 key will reset the flash to 300 ms, etc.).

4. Press the FLASH key (see diagram for key location).
5. Press the STORE key. The selected flash timing is now programmed.

MESSAGE

Pressing the touch bar automatically turns on the speakerphone and then dials into a user-programmed voice mail system to retrieve messages.

1. Lift the handset.
2. Press the STORE Key.
3. Enter the number to be stored using the numeric dial pad.
4. Press the red Message Waiting bar to store.
5. Hang up the handset.

Care and Maintenance

- **Keep the telephone dry.** If it gets wet, wipe it dry immediately. Liquids might contain minerals that can corrode the electronic circuits.
- **Use and store the telephone in a normal temperature environment.** Temperature extremes can shorten the life of electronic devices and distort or melt parts.
- **Keep the telephone away from excessive dust and dirt** which can cause premature wear of parts.
- **Wipe the telephone with a damp cloth** occasionally to keep it looking new. Do not use harsh chemicals, cleaning solvents, or strong detergents to clean the system.

Unpacking Your Telephone

This package should contain the following:

- Cordless handset
- AC adapter
- Base unit
- User guide
- Ni-MH battery
- Clear plastic overlay
- Rubber battery screw cover
- Phillips screw
- 15-foot, 8-wire cable (with RJ-45 connector)
- 10-foot, 4-wire line cord (with RJ-11 connector)

Installation

CAUTION INFORMATION

- Never install telephone or network wiring during a lightning storm.
- Never install telephone or Ethernet jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninstalled telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone and network lines.

PREPARING TO USE THE AC SERIES

1. Prepare to install the battery into the cordless handset by removing the battery cover and sliding it off. If cover is secured with a screw, remove the screw first.
2. Insert the battery connector into the handset's connector. The connector is "keyed" so it only goes in one way. Do not force the connection.

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 10 to 12 hours.

3. Replace the battery compartment cover and the retaining screw.
4. Insert the provided rubber screw cover.
5. 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.
6. Insert the other end of the cable into the jack on the AC adapter labeled PHONE.
7. Insert one end of the RJ-11 line cord into the jack on the AC adapter labeled LINE.
8. Insert the other end of this line cord into a telephone jack.
9. Plug the AC adapter into an unswitched electrical outlet.
10. Remove the plastic overlay and place the paper faceplate (supplied separately) over the keys. Replace the plastic overlay by hooking the tabs on the overlay into the recessed slots located on both sides.
11. Place the cordless handset on the base unit. The handset/base registration process will occur.

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 registration process is occurring. This process only occurs the first time a handset is placed on the charging cradle of a new base.

CHARGING THE BATTERY

The rechargeable Ni-MH battery must be fully charged before using the phone for the first time.

It is recommended that the battery be charged for approximately 10 to 12 hours without interruption before use. To charge the battery, place the handset, keypad down, in the base unit. Ensure that the CHARGE LED on the base lights.

IF THE LED DOES NOT LIGHT

1. Ensure that the AC adapter is plugged in.
2. Ensure that the AC adapter is plugged into an unswitched electrical outlet.
3. 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.
2. Make sure the battery is properly disposed of.
3. Do not dispose of battery in fire, as it may explode.
4. Charge the battery only while in the handset, and only by using the base unit to charge. Do not attempt to remove the battery and charge it in a separate charging unit.
5. Do not short-circuit the battery, as this may cause it to explode or catch fire.

CONVERTING FROM DESK TO WALL MOUNT

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

1. 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.
2. 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.
5. Rotate the mounting bracket 180 degrees clockwise, 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.
6. 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.
7. Connect a 15-foot RJ-45 cord into the LINE jack on the back of the phone.
8. 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.

Operation

ADJUSTING SPEAKERPHONE VOLUME

The speakerphone has eight (8) levels. To adjust speakerphone volume, locate the volume up/down keys, located on the front of the phone to the left of the keypad. With the speaker active, 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 eight (8) volume levels. To adjust the handset volume, locate the volume up/down keys, located on the handset, below the “#” key. Pressing the UP arrow key will decrease the volume level, while pressing the DOWN arrow key will increase it.

RECEIVING A CALL

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

TO ANSWER A CALL USING THE HANDSET WHILE IT IS NOT ON THE BASE

1. Pick up the handset.
2. Press the line key. The handset will go “off-hook” answering the phone.

3. To end the call, place the handset in the base unit cradle or press the OFF key on the handset.

TO ANSWER A CALL USING THE HANDSET WHILE IT IS RESTING ON THE BASE

1. Pick up the handset from the base.
2. To end the call, replace the handset in the base unit cradle, or press the ON key on the handset.

TO ANSWER A CALL USING THE SPEAKERPHONE

1. Press the line key. The speakerphone will go “off-hook”, answering the ringing line.
2. Alternatively, press the SPKR key.
3. To end the call, press the SPKR key or the line key again.

PLACING A CALL

USING THE HANDSET

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

USING THE SPEAKERPHONE

1. Press a key for either Line 1 or Line 2, or press SPKR.
2. 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.

SELECTING LINE 1 AND LINE 2 (TWO-LINE MODELS ONLY)

The AC Series employs PrimeLine/RingLine Select, so selecting the correct line is as easy as lifting the handset. This feature prioritizes the ringing or idle line and reduces the confusion of line selection. You may also manually select the desired line by pressing either Line 1 or Line 2 keys.

REDIAL

The AC Series can automatically redial the last number dialed. On either the handset or base, press the REDIAL key to redial the last number.

USING THE HOLD KEY

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

TO PLACE A CALL ON HOLD

1. 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.

TO REMOVE A CALL FROM HOLD

1. Press the line key of the call on hold, or the HOLD key again. This will remove the call from hold, making the call active again.
2. The red line LED will return to steady illumination, indicating the line is active.

TO CHANGE PHONES AFTER PLACING A CALL ON HOLD

1. Place the call on hold as above.
2. 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

1. 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.
2. Press the MUTE key again to turn off the mute feature. The MUTE LED will go out.

CONFERENCE (TWO-LINE MODELS ONLY)

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

1. 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.
3. Once that party is on the line, press CONF to join all three parties.

USER INITIATES ONE CALL

1. After receiving a call from first party, place them on hold by pressing the HOLD key.
2. Using the second line, place call to the second party.
3. Once that party is on the line, press CONF to join all three parties.

USER INCLUDES TWO PARTIES

1. After receiving a call from first party, place them on hold by pressing the HOLD key.
2. After receiving call from second party, press CONF to join all three parties.

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.

Programming

AUTO DIAL KEYS

The AC 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):

1. With the phone on hook (inactive) and the faceplate removed, press the recessed STORE key (see diagram).
2. 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.
4. Press the auto dial key where the number is to be stored. Programming is now complete for that auto dial key. To program additional keys, repeat this process.

PAUSE KEY

The PAUSE key can be used to provide a timed pause between dialed digits within a stored auto dial number. The timing of the pause is programmable, with the factory default set to one (1) second. To change the pause timing:

1. With the phone on hook (inactive) and the faceplate removed, press the recessed STORE key (see diagram).
2. Press the STORE key (see diagram on inside front cover for key location).

3. Press an number from 0 to 5 on the dialpad. The number selected will be the pause timing in seconds (for example: pressing the 3 key will insert a 3-second pause, etc.).
4. Press the PAUSE key (see diagram for key location).
5. Press the STORE key. The selected pause is now inserted into the dialing string.

FLASH KEY

The FLASH key, when programmed behind an auto dial key, provides a timed line interrupt typically used for accessing PBX/CO features such as transfer or conference. The timing of the hookflash is programmable, with the factory default set to 600 milliseconds. Some PBXs may require you to change the hookflash timing from this default. To change the hookflash timing:

1. With the phone on hook (inactive) and the faceplate removed, press the recessed STORE key (see diagram).
2. Press the STORE key (see diagram on inside front cover for key location).
3. Select 1–9 on the DTMF pad. The number selected will be the new flash timing in hundreds of milliseconds (i.e., pressing the 3 key will reset the flash to 300 ms, etc.).
4. Press the FLASH key (see diagram for key location).
5. Press the STORE key. The selected flash timing is now programmed.

MESSAGE

Pressing the touch bar automatically turns on the speakerphone and then dials into a user-programmed voice mail system to retrieve messages.

1. With the phone on hook (inactive) and the faceplate removed, press the recessed STORE key (see diagram).
2. Press the STORE Key.
3. Enter the number to be stored using the numeric dial pad.
4. Press the red Message Waiting bar to store.
5. Hang up the handset.

Care and Maintenance

- **Keep the telephone dry.** If it gets wet, wipe it dry immediately. Liquids might contain minerals that can corrode the electronic circuits.

- **Use and store the telephone in a normal temperature environment.** Temperature extremes can shorten the life of electronic devices and distort or melt parts.
- **Keep the telephone away from excessive dust and dirt** which can cause premature wear of parts.
- **Wipe the telephone with a damp cloth** occasionally to keep it looking new. Do not use harsh chemicals, cleaning solvents, or strong detergents to clean the system.

Unpacking Your Telephone

This package should contain the following:

- Handset
- Line cord
- Base
- Coiled handset cord
- User guide

Installation

CAUTION INFORMATION

- Never install telephone or network wiring during a lightning storm.
- Never install telephone or Ethernet jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninstalled telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone and network lines.

CONNECTING THE PHONE

1. Located on the left side of the phone is a modular jack. Insert one end of the coiled handset cord into this jack (you should hear the coil cord click when properly inserted).
2. Insert the other end of the coiled handset cord into the modular jack on the bottom of the handset.
3. Turn the telephone over and insert one end of the line cord into the jack on the bottom of the telephone.
4. Route the line cord through the cable channel in the base of the phone, and insert the other end into an analog telephone jack.

WALL MOUNTING

The phone can be easily wall-mounted by placing it over any standard wall mounting plate and pressing down.

Features

MESSAGE WAITING INDICATOR (MODELS AT1101 AND AT1201 ONLY)

The message waiting indicator is located near the top of the phone base. Most telephone systems will turn on this indicator to alert you that there is a message for you. Follow procedures outlined in the guest directory for retrieving messages.

BACKLIT KEYPAD

The phone has a backlit keypad for easy of use in a low-light environment. The backlight is automatically switched on when the handset is removed from the base.

Operation

PLACING A CALL

1. Lift the handset. Listen for dial tone. Dial the desired number.
2. To end the call, hang up by placing the handset back in the cradle.

RECEIVING A CALL

An audible ring and flickering red message waiting light (models AT1102 and AT1202 only) indicate an inbound call. To answer the call, lift the handset and begin your conversation. To end the call hang up the handset.

INITIATING A NEW CALL

The Teledex I Series Trimline is equipped with a hook switch on the handset, so it's easy to place a new call without having to return the handset to the base. To make a new call, simply press

the large oval button on the keypad, next to the volume keys. This performs the FLASH function.

ADJUSTING THE RING VOLUME

Locate the ringer volume control on the back of the telephone. Slide the switch to the desired LOW or HI ring volume.

ADJUSTING THE HANDSET VOLUME

In compliance with the Americans with Disabilities Act, this phone has an adjustable handset volume feature. To adjust, locate the volume UP and DOWN keys on the keypad. Press the desired key to achieve the desired volume level.

REDIAL

To redial the last telephone number dialed, lift the handset from the cradle and press the REDIAL key.

MUTE KEY

The phone has a momentary MUTE key on the handset. To mute the handset microphone, press and hold the MUTE key. To resume your conversation, simply release the key.

CONFERENCE (TWO-LINE MODELS ONLY)

On two-line telephones, the CONFERENCE key allows the user to include two other parties in a three-way conversation. After placing or receiving a call to/from the first party, place that party on hold by pressing the HOLD key. Using the second line, place or receive the second call. Press the CONF key to join all three callers.

USING THE HOLD KEY (TWO-LINE MODELS ONLY)

TO PLACE A CALL ON HOLD

1. With a call active, press the HOLD key.
2. The red line LED will change to a slow blink indicating the call is on hold.

TO REMOVE A CALL FROM HOLD

1. Press the line key of the call on hold. This removes the call from hold.
2. The red line LED will remain illuminated for the duration of the active call.

CHANGING PHONES AFTER PLACING A CALL ON HOLD

1. Place the call on hold, as above.
2. Pick up the call at another telephone that is on the same line.

Care and Maintenance

- **Keep the telephone dry.** If it gets wet, wipe it dry immediately. Liquids might contain minerals that can corrode the electronic circuits.
- **Use and store the telephone in a normal temperature environment.** Temperature extremes can shorten the life of electronic devices and distort or melt parts.
- **Keep the telephone away from excessive dust and dirt** which can cause premature wear of parts.
- **Wipe the telephone with a damp cloth** occasionally to keep it looking new. Do not use harsh chemicals, cleaning solvents, or strong detergents to clean the system.



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