



TRIMLINE II

GUESTROOM TELEPHONE

USERS GUIDE

CONNECTING THE TRIMLINE II

Included with the TrimLine II are (one each):

- Handset
- Coiled handset cord
- User guide
- Base unit
- 7-inch line cord

- 1) Located on the front of the TrimLine II (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 front of the handset.
- 3) Turn the telephone over so bottom is facing you. Insert either end of the line cord into the jack on the bottom of the telephone.
- 4) Insert the other end of the line cord into a telephone wall outlet jack.

SELECTING LINE 1 AND LINE 2

The TrimLine II utilizes mechanically latching line keys. To select a line, press either key firmly until it is engaged.

PLACING A CALL

- 1) If a line is not selected, press the desired line key.
- 2) Lift the handset.
- 3) Listen for dial tone. Dial the desired number.
- 4) 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 will indicate an inbound call.

- 1) If the line key associated with the flickering LED is not depressed, engage it.
- 2) Lift the handset.
- 3) To end the call hang up the handset.

INITIATING A NEW CALL

The TrimLine is equipped with a hook switch on the handset to facilitate new calls without having to return the handset to the base. To initiate a new call, simply depress the **TELEDEX** key on the handset.

REDIAL

To REDIAL the last telephone number dialed:

- 1) If a line is not selected, press the desired line key.
- 2) Lift the handset from the cradle.
- 3) Press the **REDIAL** key.

ADJUSTING THE RING VOLUME

Locate the "Line Ringing Volume" adjustment control on the back of the telephone labeled **RINGER LOW/HI** (see diagram). Slide the switch to the desired LOW or HI ring volume for each line.

ADJUSTING THE HANDSET VOLUME

The **HANDSET VOLUME** feature has two levels. When the handset is first lifted, the handset volume is **NORMAL**.

Locate the **VOL** key below the keypad on the handset. Press the key once and the volume level will increase to **HIGH** level. To return the handset volume to **NORMAL**, press the handset volume key again.

The handset volume will always return to **NORMAL** when the handset is returned to the cradle.

USING THE HOLD KEY

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

TO PLACE A CALL ON HOLD

- 1) With a call active press the red **HOLD** key.
- 2) The red line LED will change from a solid green to solid red to indicate the call is on hold.

TO REMOVE A CALL ON HOLD

- 1) Press the line key of the call on hold. This will remove the call from hold making the call active on the handset.
- 2) The red line LED will change to the green in-use condition indication.

MUTE KEY

The TrimLine has a momentary mute key on the handset. To mute microphone, press and hold the **MUTE** key. To resume speaking, simply release the key.

FLASH KEY

Pressing the **FLASH** key initiates a 600ms hookflash. Typical usage is to access PBX features like call waiting.

MESSAGE WAITING LIGHT (optional)

The raised red lens is a message waiting light. Many telephone systems turn on the red message waiting light to alert the user that there is a message waiting.

BACKLIT KEYPAD

The Trimline II has a backlit keypad for easy of use in a dark environment. The backlighting is automatically turned on when the telephone is taken off hook.

DATA PORT

The TrimLine II is equipped with a standard RJ-11 data port on the right side of the phone.

WALL MOUNTING

The TrimLine II can be easily wall mounted by simply placing it over any standard wall mounting plate and pressing down.

RMA PROCEDURES

The following procedure should be followed with all Teledex telephone products prior to sending the telephone to the factory for repair.

- 1) Please perform the tests listed below:
 - a. Test the telephone on a different telephone jack.
 - b. Test telephone with a different line cord.
 - c. Test with a different handset cord (coiled cord).
 - d. For two line products, please ensure that one of the line buttons is pressed (if both line buttons are in the UP position, the telephone will not operate).
- 2) If the steps listed above do not provide a remedy for the suspect telephone, please place a tag on the individual telephone describing the defect. Next, call the Teledex Repair Department at 1 (800) 875-8539 for an RMA number. You must have an RMA number to return products to Teledex.
- 3) Kindly note: An RMA number is unique to each return shipment. Do not duplicate this number on any future shipments.

SHIPPING INSTRUCTIONS:

Please print the RMA number clearly on the outside of your shipping carton(s). Please ship to the following address:

Teledex LLC / RMA# _____
6311 San Ignacio Avenue
San Jose, CA 95119

FREIGHT CHARGES:

The Customer is responsible for shipping products for repair to Teledex. After repair, Teledex will return telephone products to the Customer freight prepaid in the same manner in which it was sent (i.e. Freight sent to Teledex UPS Blue, will be returned via 2 day shipping).

**Please note: When telephones are returned for repair due to misuse (i.e. liquid spills, abuse, or Customer modification - warranty label broken), the Customer will be charged the standard repair fee, regardless of warranty status.

REQUIREMENTS OF PART 68 - FCC RULES

This device has been granted a registration number by the Federal Communications Commission, under Part 68 rules and regulations for direct connection to the telephone lines. In order to comply with these FCC rules, the following instructions must be carefully read and applicable portions followed completely:

1. Direct connection to the telephone lines may be made only through the standard modular cord furnished, to the utility installed jack. No connection may be made to party or coin phone lines. On the bottom of the phone is a label that contains among other information, the FCC

Registration Number and the Ringer Equivalence number (REN) for this equipment. If requested this information must be provided to the telephone company. The USOC Jack for this equipment is RJ11C.

- The telephone company, under certain circumstances, may temporarily discontinue and make changes in facilities and services which may affect the operation of the users' equipment; however, the user shall be given adequate notice in writing to allow the user to maintain uninterrupted service.
- In certain circumstances, it may be necessary for the telephone company to request information from you concerning the equipment which you have connected to your telephone line. Upon request of the telephone company, provide the FCC registration number and the ringer equivalence number of the equipment which is connected to your line; this information will be found on the device.
- If any of your telephone equipment is not operating properly, you should immediately remove it from the telephone line. It may cause harm to the telephone network.
- If the telephone company notes a problem, they may temporarily discontinue service. When practical, they will notify you in advance disconnection. If advance notice is not feasible, the telephone company must; promptly notify you of such temporary discontinuance; afford the opportunity to correct the condition; inform you of your rights to bring a complaint to the FCC under their rules.
- Repairs to the device may be made only by the manufacturer or an authorized service agency. This applies at any time during and after warranty. If unauthorized repair is performed, registration, connection to the telephone lines and remainder of warranty period all become null and void.
- This equipment is hearing aid compatible.
- This telephone must be connected behind a PBX.

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 instruction, may cause harmful interference to radio communications. However, there is not a 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: - Move the telephone away from the receiver. - 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.

INDUSTRY OF CANADA REQUIREMENTS

NOTICE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements documents. The department does not guarantee the equipment will operate to the users 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 systems, 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.

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

Notice: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5. This telephone connects to the telephone network under the connecting arrangement code CA11A.

IMPORTANT SAFETY INSTRUCTIONS

WHEN USING YOUR TELEPHONE EQUIPMENT, BASIC SAFETY PRECAUTIONS SHOULD ALWAYS BE FOLLOWED TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK AND INJURY TO PERSONS. INCLUDING THE FOLLOWING:

- READ AND UNDERSTAND ALL INSTRUCTIONS.
- FOLLOW ALL WARNINGS AND INSTRUCTIONS MARKED ON THE PRODUCT.
- UNPLUG THE PRODUCT FROM THE WALL OUTLET BEFORE CLEANING. DO NOT USE LIQUID CLEANER OR AEROSOL CLEANERS. USE A DAMP CLOTH FOR CLEANING.
- 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.
- DO NOT PLACE THIS PRODUCT ON AN UNSTABLE CART, STAND OR TABLE. THE PRODUCT MAY FALL, CAUSING SERIOUS DAMAGE TO THE PRODUCT.
- SLOTS AND OPENINGS IN THE CABINET AND THE BACK OF BOTTOM ARE PROVIDED FOR VENTILATION, TO PROTECT IT FROM OVERHEATING. THESE OPENINGS MUST NOT BE BLOCKED OR COVERED. THE OPENINGS SHOULD NEVER BE BLOCKED BY PLACING THE PRODUCT ON THE BED, SOFA, RUG OR ANY OTHER SIMILAR SURFACE. THIS PRODUCT SHOULD NEVER BE PLACED NEAR OR OVER A RADIATOR OR HEAT REGISTER. THIS PRODUCT SHOULD NOT BE PLACED IN A BUILT-IN INSTALLATION UNLESS PROPER VENTILATION IS PROVIDED.
- 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.
- TO REDUCE THE RISK OF ELECTRIC SHOCK DO NOT DISASSEMBLE THIS PRODUCT BUT TAKE IT TO A QUALIFIED SERVICEMEN WHEN SOME SERVICE OR REPAIR WORK IS REQUIRED. OPENING OR REMOVING COVERS MAY EXPOSE YOU TO DANGEROUS VOLTAGES OR OTHER RISKS. INCORRECT REASSEMBLE CAN CAUSE ELECTRIC SHOCK WHEN THE APPLIANCE IS SUBSEQUENTLY USED.
- 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 BECAUSE IMPROPER ADJUSTMENT OF OTHER CONTROLS MAY RESULT IN DAMAGE AND WILL OFTEN REQUIRE EXTENSIVE WORK BY A QUALIFIED TECHNICIAN TO RESTORE THE PRODUCT TO NORMAL OPERATION.
 - IF THE PRODUCT HAS BEEN DROPPED OR THE CABINET HAS BEEN DAMAGED.
 - IF THE PRODUCT EXHIBIT A DISTINCT CHANGE IN PERFORMANCE.
- 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.

SAVE THESE INSTRUCTIONS

TELEDEX TRIMLINE II DIAGRAM

HEARING AID COMPATIBLE HANDSET

MUTE KEY

Deactivates handset/speakerphone microphone for privacy during calls.

REDIAL KEY

To automatically redial last number dialed

FLASH KEY

For programming of FLASH duration. See instructions for programming details.

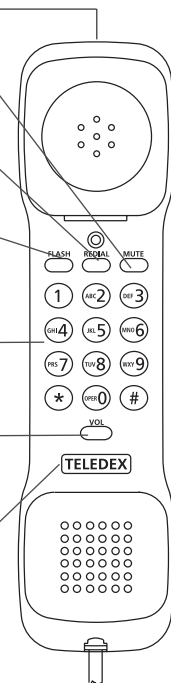
DIAL KEYS (DTMF PAD)

For dialing phone numbers.

HANDSET VOLUME KEY

Changes handset volume by pressing repeatedly.

HOOK SWITCH



RING VOLUME

Adjusts the ringer volume to Low or High setting.

MESSAGE WAITING LIGHT (optional)

Signals that a message is waiting for retrieval. See your system administrator for instructions on retrieving messages.

DATA PORT

LINE 1 KEY

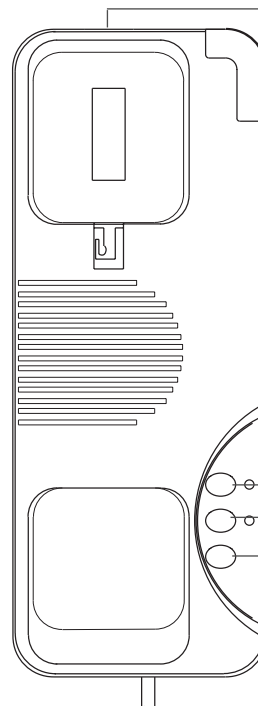
LED Red/Flashing = Ringing Line

LINE 2 KEY

LED Red/solid = Line on HOLD

HOLD KEY

LED Green = Active Line



FOR CUSTOMER SERVICE CALL

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