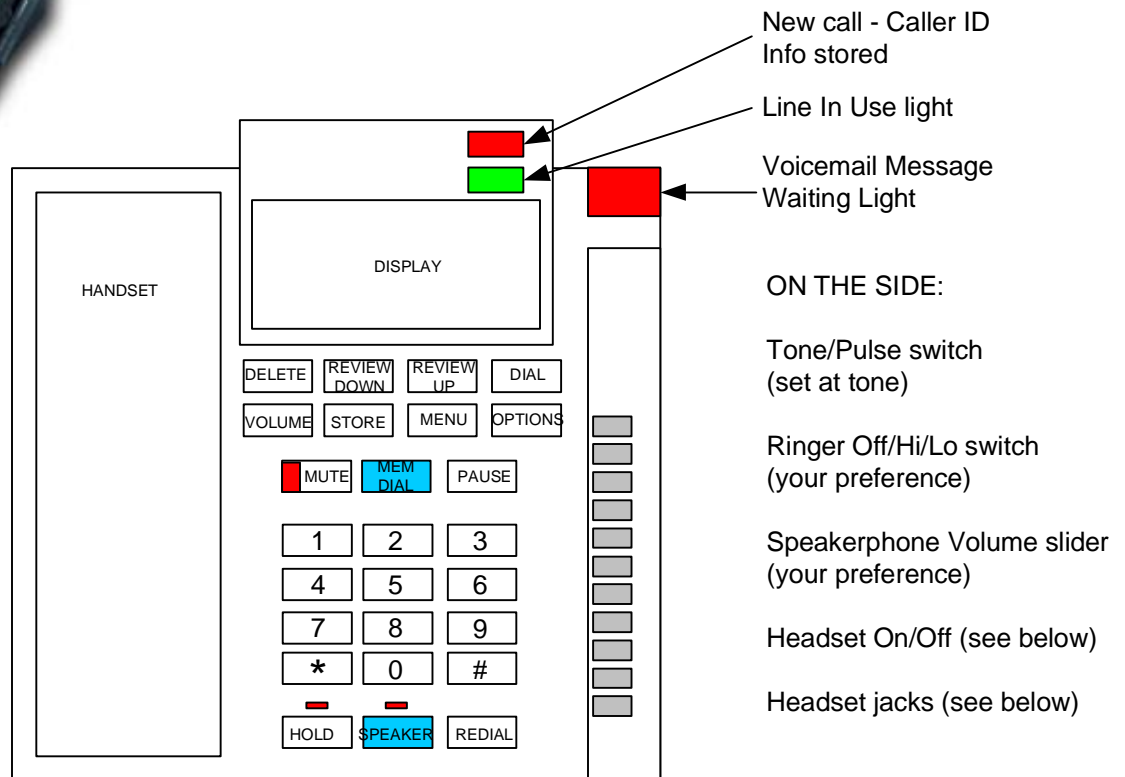


THE CORTELCO COLLEAGUE 2210 PHONE

UTM SPECIFIC INSTRUCTIONS



Your phone comes from Telecommunications with the large Message Waiting Light configured to work with our Voicemail System. It will also flash when your phone is ringing.

The green light labeled "MESSAGE" works as a "Line In Use" indicator. It will light when you pick up the phone, or if someone you share the same number with is on their phone. It will flash when your phone rings, and in the event of a power failure will flash when the power comes back on.

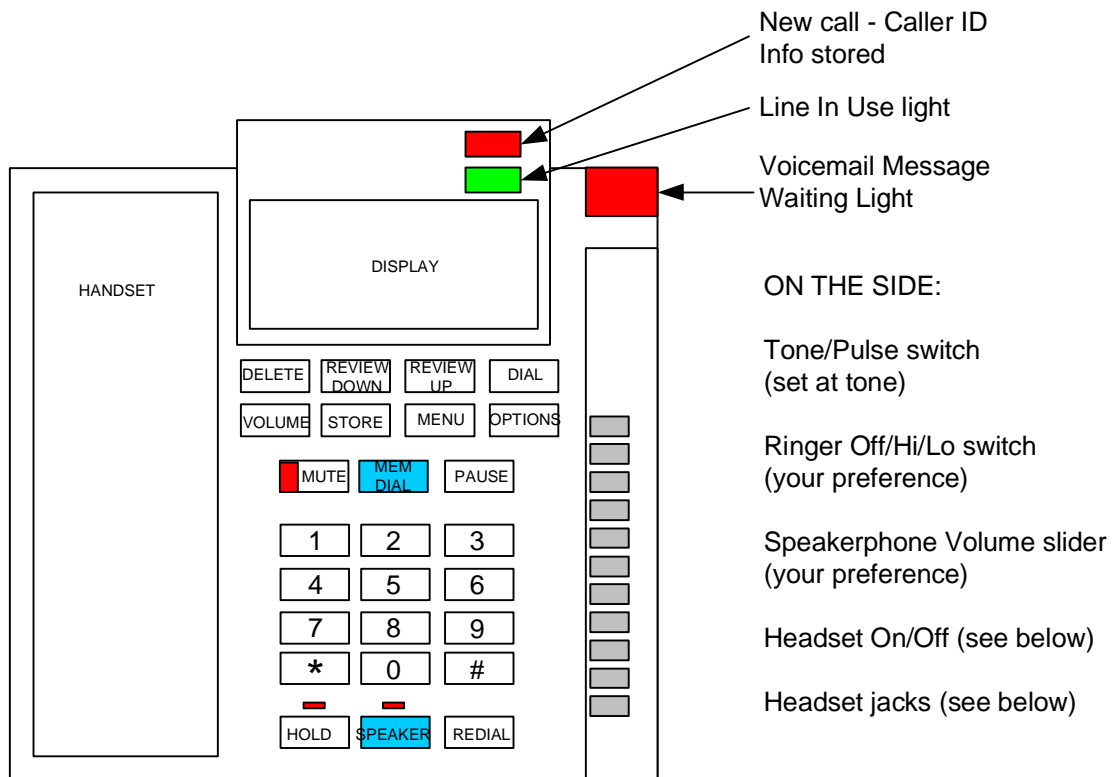
IF THE POWER GOES OUT:

Since your phone uses a plug-in transformer instead of batteries, if the power goes out the display will go blank, and no lights except the Message Waiting Light will work. The phone will still be able to receive calls and you can make calls using the handset. Speakerphone/headset operation must be initiated by first lifting the handset, pushing the "SPEAKERPHONE" button and hearing dialtone, and then returning the handset to the cradle.

Since the power is off, your speed dial buttons won't work, but they will remain in memory when power returns. Calls received while the power is out will not be stored in the Caller ID memory, but records of calls prior to the power failure will remain when power returns.

AFTER A POWER FAILURE:

When power is restored the display will say "E SET LANGUAGE" for about 10 seconds then "TOTAL CALLS XX" (XX being the number of calls in the caller ID list). Simply lift the handset and replace it to stop the green light from flashing after a power failure and the display will return to normal. Your date and time will not show back up until the next call comes in and is captured by the caller ID. From then on it will be set and remain on the display.



CALLER ID INFORMATION:

Caller ID information comes in between the first and second rings. If you answer your phone before the caller ID info gets there you may hear a “screech” similar to a fax or modem tone. That’s the caller ID data.

The red light labeled “NEW CALL” lets you know someone called - even if they didn’t leave a message. Press the “REVIEW” up or down buttons to scroll through the list of incoming calls. Once the entire list has been reviewed, the “NEW CALL” light will go out. New calls will reactivate the red light, and will need to be reviewed before it will turn off again.

If you want to return a call to a number on the list:

ON CAMPUS (4 digit) numbers: Pick up the handset (or press “SPEAKERPHONE”), scroll to the number and press “DIAL”.

OFF CAMPUS NUMBERS: You will have to inset the 9 and whatever other numbers (1, 731, etc.) you would normally dial that are not displayed when you scroll to the number in the Caller ID list. After entering the proper extra digits, you can scroll to the number you want to return and press “DIAL”

If you want to delete a number on the list, press the DELETE button for about a second and when you release it the number will be erased. If you want to delete all listings, press and hold the “DELETE” button until you see “DELETE ALL?” in the display, release the “DELETE” button and press it again.

USING THE SPEAKERPHONE, HANDSET AND HEADSET:

The speakerphone volume is controlled by the slider on the right side of the phone.

The handset volume is controlled by the “VOLUME” pushbutton. It has 4 steps.

The headset volume is the current setting of the “VOLUME” pushbutton. It will be the same as the handset, it has no independent control. If you have a headset, it plugs into either the 2.5mm jack (Chameleon headsets) or handset-type jack (Plantronics headsets) labeled on the right side of the phone. The “HEADSET ON/OFF” switch on the right side selects whether the “SPEAKERPHONE” button will activate the internal speaker (off position) or your headset (on position).

The “MUTE” button will disable the microphone of whatever you are using... handset, speaker or headset. When selected its light will be red and the display will show “MIC MUTED”. It will return to normal when you press the “MUTE” button again or hang up.



PROGRAMMING THE SPEED DIAL BUTTONS:

There are 10 gray speed dial buttons on the right side of the phone under the "FLASH" button. You can program any frequently dialed numbers you'd like on them. Suggestions are "#4" for call pickups and "7590" for Voicemail. To program one of these buttons follow these steps:

1. Press the "STORE" button. The display will say "MEMORY STORING".
2. Dial the number you want stored. (Remember to enter the 9 for outside calls!)
3. Press "STORE" again.
4. Press the gray button you wish to put the number on. You will see the number you dialed scroll across display and then the display will return to normal.

NOTE: You can program one of these buttons to dial Voicemail then your security code. To do this, in step 2, enter 7590, press the "PAUSE" button twice, then enter your security code. Then follow steps 3 and 4 to finish.

To dial a programmed number, simply lift the handset (or press "SPEAKERPHONE") and press the gray button you want to use.

If you need more speed dial buttons than the 10 gray ones, you can also program the "MEM DIAL" button to access 10 more. The steps are similar:

1. Press the "STORE" button. The display will say "MEMORY STORING".
2. Dial the number you want stored.
3. Press "STORE" again.
4. Press the keypad button you wish to put the number on (1-9 or 0). You will see the number you dialed scroll across display and then the display will return to normal.

To dial one of these "MEM DIAL" programmed numbers, simply lift the handset (or press "SPEAKERPHONE") and press the "MEM DIAL" button, then the keypad button that has the number stored that you want to use.

MENU AND OPTIONS BUTTONS:

These buttons enter the phone's Programming Mode. The options are all factory default except the Area Code, which is 731 and has been programmed by Telecommunications before your phone is delivered. If you accidentally hit the "MENU" or "OPTIONS" button and see "E SET LANGUAGE", simply lift the handset and the display will return to normal. In the event of a problem, please contact us.

MORE INFO?

Just let us know and we'll answer your questions! If you would like the manufacturer's manual for your phone we will be glad to email one to you.

QUESTIONS? PROBLEMS? CALL THE UTM HELP DESK AT 7900!