

HTP-10-S

Installation and User Guide

USING THIS GUIDE

This guide is for the use and installation of the HTP-10-S telephone. Its features and installation will be described as below. Before use, please read carefully.

CONNECTING THE PHONE

Included with the phone are (one each):

Line cord	Coiled Handset Cord
Paper underlay	Handset
Clear plastic face plate	User Guide

1. Located on the left side is a modular jack labeled "To Handset". Insert one end of the coiled handset cord into this jack (until you hear it click).
2. Insert the other end of the coiled handset cord into the handset.
3. Turn the telephone so you are facing the back panel. Insert either end of the line cord into the jack on the back of the telephone (labeled TO TEL).
4. Insert the other end of the line cord into a telephone wall outlet jack RJ11C.
5. Once your telephone is connected, place the paper underlay over the keys. The plastic faceplate slips into place by hooking the tabs on the faceplate into the recessed slots located on both sides. The overlay is easier to insert when the left or right side tabs are inserted first, and the middle part of the overlay is slightly bent-bowed.

RECEIVING A CALL

Lift the handset to answer incoming call.
To end the call, hang up by replacing the handset.

PLACING A CALL

Lift the handset.
Listen for dial tone, and dial.

MESSAGE WAITING LIGHT

The raised red lens is a Message Waiting Light. Some telephone systems permit an operator or message center to turn on the red Message Waiting Light to alert you that you have a message waiting. Additionally, the Message Waiting Light will act as a visual ring indicator, flashing when the telephone is ringing.

REDIAL

To Redial the last telephone number dialed:

1. Lift the handset, listen for dial tone,
2. Press the REDIAL key. Telephone will dial the last number dialed.

HOLD

To place a call on Hold;

1. Press the HOLD key. The HOLD light will turn red.
2. Replace the handset, the call will not be terminated.
3. To resume the call, lift the handset (or pick up the call on another phone connected to the same extension.)

FLASH

To transfer or initiate a conference call:

While on a call press to the Flash key to signal the telephone system that you want to transfer. Dial the number to be called and A) stay on the line to announce the call or, B) Hang up for a blind call transfer.

HANDFREE FUNCTIONING

1. At on-hook state, you may push handfree key to dial and communicate.
2. In response to incoming call, you may directly push handfree key to response.
3. The speakerphone volume can be adjusted by speakerphone volume potentiometer.

USING THE DATAPORT

The DATAPORT is a modular jack, located on the right side of the telephone, labeled "DATA". You can connect a facsimile, modem or answering machine to the telephone line through the DATA port.
To use the data port;
Insert the modular line cord from your facsimile machine, modem or answering machine into the jack labeled DATA.

ADJUSTING THE RINGER VOLUME

To change the ring volume:
Locate the adjustment control on the back of the telephone labeled "RINGER LOW/HI". Slide the switch to the desired LOW or HI ring volume.

HANDSET VOLUME KEY

The handset has three volume levels. When the handset is first lifted, the handset volume is normal.
To change the HANDSET VOLUME:
Locate the HANDSET VOLUME key to the bottom of the keypad. Press the key once and the volume level will increase one level (to medium volume).
Press the key once more and the volume level will increase an additional level (to high volume).
To return the handset volume back normal volume, press the handset volume key again.

STORING AUTODIAL/ONE TOUCH KEYS

To store an AUTODIAL number:

1. Unclose the faceplate and Paper underlay
2. Lift the handset,
3. Press the STORE key and release it,
4. Enter the telephone number (including "PAUSE" as required), The dialing sequence can be up to 32 digits,
5. Press the AUTODIAL key (memory key) where the number is to be stored.
6. Replace the handset.

"A 3.6 second pause can be entered in a dialing sequence by pressing the PAUSE key for each pause required.

AUTODIAL/ ONE TOUCH FEATURE KEYS

To dial the number in AUTODIAL key:

1. Lift handset listen for dial tone.
2. Press an AUTODIAL.

Remark: this telephone has 10 memory function key.

HTP-10-S KEY FUNCTIONS

