

Aegis Series Telephone User Manual



Unpacking your telephone:

This package should contain the following:

- Telephone base unit
- Handset
- Coiled handset cord
- Straight line cord
- This manual



Features:

1. **Message waiting light and visual ringing indicator** Standard format is NEON/90V. Optionally available MWL formats are Lucent/low voltage and CLASS/fsk.
2. **Memory Keys*** Up to 10 user programmable speed-dial keys. 16 digit storage capacity per key, including [FLASH] and [PAUSE].
3. **FLASH key** provides a 600mS (0.6 seconds) flash time.
4. **HOLD key** for “local hold”.
5. **REDIAL key.** Automatically hangs up for 1 second before redialing for convenient “one touch” redialing to busy numbers.
**Note: Aegis-PS redial does not automatically hang up prior to redialing.*
6. **STORE and PAUSE keys** for programming speed-dial keys. (Located underneath the faceplate)
7. **Ringer volume control:** Adjust ringer volume from LOW to HIGH.

8. **Volume control** Key steps through the three available handset volume levels [Normal – Medium – High -Normal].
9. **Slide volume control**** Separate volume control for speakerphone.
10. **Dataport** Provides convenient access to the telephone line for connecting a modem, fax, or answering machine.
11. **Hearing aid compatible handset**
12. **Handset Holder** – Clip above the handset used to temporarily hold up the handset without hanging up in wall mount applications.
13. **Half duplex speakerphone.**** Calibrated for desktop use where user is within arm’s reach of front of telephone.
14. **LED status indicators**
 - a. Indicate the line is on hold.
 - b. Indicates the hands-free feature is in use.

* Feature only available on Memory equipped models.

** Feature only available on Speakerphone models

Installation:

The Aegis Series telephones are designed for use behind a registered PBX system. The telephone user or system installer must supply an RJ-11 modular wall jack to connect this telephone to the PBX system. The PBX “station port” type must be “Industry Standard Analog” or “POTS.” This telephone cannot be used with “digital” PBX station ports.

To install telephone, first snap supplied coiled handset cord into the jack on the end of handset. Then place the handset in its cradle. Connect the free end of the coiled handset cord to the jack on LEFT SIDE of the telephone body, marked with a “handset” symbol. This jack is closer to the front of the telephone.

Next, take supplied straight modular cord and insert it into jack on the REAR of telephone. Connect the other end of this cord to telephone system wall jack. Lift the handset. A dial tone should be heard.

Converting to Wall Mount:

It is best to do this conversion before connecting the handset and line cords

1. The wall/desk handset clip is on the front of the phone directly above the speaker grill. This clip is spring loaded. Gently pull it up and turn ½ turn to change from desk to wall mount. In the wall position, the clip extends up to hold the handset in place. This clip does not come off so it cannot be lost.
2. Turn the telephone over so the telephone face is down.
3. Locate the wall-mounting bracket. Note the 4 retaining tabs on bracket.
4. Rotate the wall-mounting bracket so that the Scitec “Sun” designs are toward the bottom of the phone.
5. Insert the 4 retaining tabs of the wall-mounting bracket into the 4 slots located near the middle of the telephone. Firmly push to insert the 4 retaining tabs. They will click into place.
6. Connect a short line cord into the jack on the rear of the phone. Route the line cord through the line cord channel. Connect the other end of the line cord to the phone jack on the wall.
7. Hold telephone in front of the 2 mushroom shaped mounting posts on the wall jack. Line up both keyholes on wall-mounting bracket with the 2 posts. After engaging wall-mounting bracket with posts, slide telephone down slightly. When properly installed the telephone will be firmly attached to the wall

Using the Aegis Series telephone:

Placing calls –

To place or answer a call, first lift the handset or press the [SPKR]** key (on speakerphone models only). Then use the dialing keys, redial, or press any of the “user programmable” memory keys to “speed dial” a stored number.

Answering calls -

- a. Lift the handset.
- b. Press the [SPKR] key.**

Placing a call on Hold -

- a. **Using handset:** During a call, place the caller on hold by pressing the [HOLD] key. Then replace the handset in its cradle.
- b. **Using speakerphone:** ** Press [HOLD] to place the caller on hold.

Retrieving a held call –

- a. **Using handset:** Lift the handset.
- b. **Using speakerphone:** Press the [SPKR] key. **

** Feature only available on Speakerphone models

Adjusting volume:

On handset: Press the [VOL] key. Each press of [VOL] moves to the next of 3 possible settings of [Low – Medium – High -Normal], and repeats back to Low volume on the 4th press. Adjust as desired.

On speakerphone:** Use the slide control on the right side of the telephone. Sliding this knob towards the rear of telephone increases speaker volume. Small adjustments to speaker volume can greatly affect the quality of speakerphone calls. Adjustment from call to call is recommended to get best speakerphone quality.

Other feature keys:

[FLASH] is used to access PBX system features, like “system hold,” “transfer/conference,” or “call park.” Pressing [FLASH] has the same effect as “tapping” the hookswitch. The standard flash time is 600msec. [FLASH] may be stored in programmable speed-dial memory keys, along with other digits. Please see your PBX system manual for additional information and exact digit sequences required for accessing special PBX system features.

[REDIAL] redials the last number dialed, up to 16 digits total. It is not necessary to hang up first before pressing [REDIAL], as pressing [REDIAL] automatically hangs up for one second before redialing begins.

**Note: It is necessary to hang up prior to pressing [REDIAL] for Aegis-PS.*

Ringer volume:

Ringer volume switch is located at rear of telephone. Positions: LO - HI. "LO" ringer volume setting is recommended for most users. If the telephone is installed in a very noisy location, the "HI" ringer volume setting may be preferred.

Speed-Dial Key Programming

1. Before programming speed-dial keys, the telephone must be plugged into an active telephone line. Then lift the handset, or press [SPKR] to take telephone "off-hook."
2. Remove the faceplate from the phone.
3. Press [STORE] key.
4. Dial the desired phone number to be stored. Include [PAUSE] or [FLASH] when necessary. There is a 16 digit storage capacity for each memory key.
Note – The [PAUSE] key will insert a 3.6 second pause before the next number is dialed out. If a "9" prefix (or any other digit) is required to access an outside telephone line, then a "pause" might be required after the first number dialed. *For example: 9 [PAUSE] 1 – 800 – 555 – 1212.* A pause may also be required when accessing voice mail systems, between dialing the voice mail system access number and entering the user's passcode.
5. Press the speed-dial key in which the number is to be stored.
6. To continue programming more keys, repeat steps 3-5. It is not necessary to hang up first or obtain a new dial tone before continuing with programming.

Note - Speed-dial memory key contents are retained even if telephone is unplugged from an active telephone line.

Dataport:

The jack on the right side of the telephone (labeled DATA), next to the speaker volume control, may optionally be used to connect a computer modem, credit card terminal, or other similar accessory device directly to telephone line. Note that the telephone and device plugged into the DATA jack cannot both be "off-hook" at the same time, as the telephone and DATA jacks both share the same telephone line.

Do not attempt to use Dataport for connecting the handset, headset, or for connecting telephone to PBX. The dataport is ONLY for connecting computer modems or similar accessory devices.

Required FCC Notice:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the bottom of this equipment 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 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. The REN for this telephone is 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).

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice isn't practical, the Telephone Company will notify you 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 this telephone. If this happens, the Telephone Company will provide advance notice in order for you to make the necessary modifications in order to maintain uninterrupted service.

If you experience trouble with this telephone, please contact Scitec, Inc. at (217) 384-6041 for repair or warranty information. If the trouble is causing harm to the telephone network, the Telephone Company may request that you remove this equipment from the network until the problem is resolved.

The customer can do the following repairs: replacement of cords or handset; replacement of window for telephone number.

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

This telephone cannot be used on Telephone Company provided coin service.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of the Aegis Series telephone 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 equipment is hearing aid compatible.

If the Aegis Series telephone is used with a leased system, permission of the owner of the equipment must be obtained for connection of the telephone because modification of the host system is often required.

Jacks:

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 the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The Aegis Series telephones use RJ11C USOC standard modular jacks.

Warranty:

Scitec, Inc. ("Scitec") warrants your Aegis Series telephone to be free from defects in material and workmanship for a period of five (5) years from the date of purchase.

This warranty applies only to the original purchaser, and only to products employed in normal use and service in standard commercial offices, schools/universities, hotel/motel guest rooms, healthcare facilities, and/or residences.

This Warranty is only valid for merchandise purchased directly from Scitec or from an authorized Scitec dealer or distributor.

If this product is found to be defective within the terms of this warranty, Scitec's only obligation -- and your exclusive remedy -- is the repair or replacement of this product, at Scitec's discretion, provided that the product has not been damaged through misuse, abuse, accident, modification, alteration, neglect or mishandling.

This warranty shall not apply to any product found to have been improperly installed, configured, or used in any way not in accordance with the instructions supplied with this product.

For repair or replacement, please call Scitec at (217) 384-6041 to request a "Return Authorization Form." A simple one-page form and complete instructions will be sent to you, to be filled out and returned to Scitec. You will be asked to describe the failure symptoms of your telephone, provide the date purchased (and proof of purchase date if requested), and provide the name of the Scitec dealer or distributor from which the telephone was purchased. The completed form may then be faxed or mailed back to Scitec. Then, when your return authorization request has been approved, Scitec will contact you with a "Return Authorization Number" which must be clearly placed on the outside of the box that you use to return your telephone. You, the customer, are responsible for paying all shipping costs to return your defective product to Scitec. Scitec then pays for shipping the repaired or replaced product back to you.

Please note that Scitec will not accept, repair, or replace any products returned without a "Return Authorization Number." Any such product sent to Scitec without a "Return Authorization Number" will either be returned *at the customer's expense* or be disposed of.

Scitec does not warrant and specifically disclaims any warranty, whether express or implied, of the fitness for a particular purpose other than the warranty contained herein. No implied warranty on this product, created by state law, shall extend beyond the term of this warranty unless such law otherwise provides.

Scitec specifically disclaims any liability and shall not be liable for any consequential or incidental loss or damage, including but not limited to damages to any equipment with which this product is used. Some states do not allow the exclusion or limitation of incidental or consequential damages so the above limitations or exclusions may not apply to you.

No agent, representative, dealer or employee of Scitec has the authority to increase or alter the obligations or terms of this Warranty. This Warranty gives you specific legal rights and you may have other rights, which vary from state to state.



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