

HDST-12 Telephone User Manual



SCITEC

1212 E. University Ave. | Urbana, IL 61802
Phone 217-384-6041 | Fax 217-384-6501
info@scitecinc.com | www.scitecinc.com

Unpacking your telephone:

This package should contain the following:

- HDST-12 base unit
- Wall mount adaptor
- Handset
- 6" long headset adaptor cord for 2.5mm plug (headset not included)
- Coiled handset cord
- 2-conductor straight line cord
- This manual

Features:

- (1) **Fully headset ready.** No external control box, amplifier, or power adaptor needed. Compatible with all headsets having 2.5mm plug.
- (2) **Message waiting light and visual ringing indicator** compatible with both AT&T/Lucent LED and high voltage neon message waiting light systems.
- (3) **Half duplex speakerphone.** Calibrated for desktop use where user is within arm's reach of front of telephone.
- (4) **12 user programmable speed-dial keys.** 32 digit storage capacity per key, including [FLASH] and [PAUSE].
- (5) **Separate volume controls with memory** for handset, headset, and speakerphone volume.
- (6) **LEDs indicate status** of mute, hold, headset, and speakerphone modes.
- (7) **MSG key** for "one-touch" voice mail message playback. User programmable, using [STORE] and [PAUSE]. Pressing it will activate speakerphone.
- (8) **MUTE key.** Turns off all microphones for privacy.
- (9) **FLASH key** provides a 600mS of the default flash time. It can also provide other flash time which is user-programmable.
- (10) **HOLD key** for "local hold" or "PBX hold".
- (11) **REDIAL key.** Automatically hangs up for 1 second before redialing for convenient "one touch" redialing to busy numbers.
- (12) **STORE and PAUSE keys** for programming speed-dial keys.
- (13) **3 position ringer volume control:** OFF, LOW, and HIGH.
- (14) Dataport.

Installation:

The HDST-12 telephone is designed for use behind a registered PABX system. The PABX "station port" type must be "industry standard analog" or "POTS." This telephone cannot be used with "digital" PABX station ports. The telephone user or installer must supply a 2-wire, RJ-11 modular wall jack to connect this telephone to the PABX system.

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.

Connecting the Headset

The HDST-12 telephone does not include a headset, but is designed to work with all headsets having a "2.5mm" plug. An adaptor cord for connecting the headset is included. To connect headset, first plug the "modular connector" end of the headset adaptor cord into the jack on the LEFT SIDE of the telephone with the "Headset" symbol next to it. This jack is closer to the rear of the telephone than the "Handset" connector. Then plug headset into the 2.5mm socket on the end of headset adaptor cord.

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 HDST-12 telephone:

Placing calls –

- a. **On handset:** Lift handset
- b. **On speakerphone:** Press key with "speaker" symbol.
- c. **On headset:** Press key with "headset" symbol. It is NOT necessary to lift the handset from the cradle.

Then dial number, press [Redial] key, or press a programmed speed-dial memory key.

Answering calls –

- a. **On handset:** Lift the handset.
- b. **On speakerphone:** Press the key with the "speaker" symbol.
- c. **On headset:** Press the key with the "headset" symbol. It is NOT necessary to lift the handset from its cradle.

Placing a call on "Hold"-

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

Retrieving a held call: Do one of the following: Lift handset, press key with "Speaker" symbol, or press key with "headset" symbol.

Note: to use PABX "system hold" or "call parking" features instead of "local hold," please consult your PABX manual or installer for needed activation codes. The "HOLD" key of the HDST-12 is also programmable, it may be programmed to use for accessing PABX "system hold" and other similar features.

Adjusting volume:

On handset and headset: Press the [VOL] key. Each press of [VOL] moves to the next of 4 possible settings of [Low – Medium – Medium-High – Very High], and repeats back to Low volume on the 5th press. Adjust as desired. There is a separate volume control setting for handset and speakerphone. Therefore, it is possible to have a handset volume level that is different than the speakerphone volume. The headset volume may be adjusted on the same way as the handset.

On speakerphone: 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:

[MUTE] key - turns all microphones on and off. Each press of [MUTE] toggles the microphones and the "MUTE LED" (located immediately above [MUTE] key) on and off. Whenever "MUTE LED" is illuminated, all microphones are turned off. You will still be able to hear the party at the other end of your call, but they will not be able to hear you or any other conversation near your desk.

[FLASH] key is used to access PABX 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 PABX system manual for additional information and exact digit sequences required for accessing special PABX system features.

[REDIAL] key - redials the last number dialed, up to 32 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.

Ringer volume:

Ringer volume switch is located at rear of telephone. Positions: OFF - LO - HI. "LO" ringer volume setting is recommended for most office users. "OFF" shuts off all audible ringing, but the red message-waiting lens on the front of the telephone will continue to flicker visibly whenever a new call comes in. 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 "speaker" or "headset" key to take telephone "off-hook."
2. Press [STORE] key.
3. Dial desired phone number to be stored. Include [PAUSE] or [FLASH] when necessary. There is a 32 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.

4. IMPORTANT: press [STORE] key again when finished entering digits.
5. Press speed-dial key in which the number is to be stored.
6. To continue programming more keys, press [STORE] again and repeat steps 3-5. It is not necessary to hang up first or obtain a new dial tone before continuing with programming.
7. [MSG] key, located next to the Message Waiting Light, is also a programmable speed-dial key. This key can be programmed for easy access to a voice mail system or attendant.
8. Speed-dial memory key contents are retained even if telephone is unplugged from an active telephone line. Internal memory is "EEPROM" type – no batteries are used or needed.
9. Flash time is also programmable. The procedure is as follows: off-hook+[STORE] key+ 1-9 +[STORE] key+[FLASH] key, here

1-9 respectively denotes 100ms-900ms of flash time. Default flash time is 600ms.

10. Pause time is also programmable. The procedure is as follows: off-hook+[STORE] key+1 or 2 or 3 or 4+[STORE] key+[PAUSE] key, here 1,2,3,4 respectively denotes 1s,2s,3s,4s of pause time. Default pause time is 3s.
11. The HOLD mode may be programmed as PBX hold. The procedure is as follows: off-hook+[STORE] key+ PBX hold activating passcode+[STORE] key+[HOLD] key.
12. The procedure to cancel the code setting in Speed-dial keys, [MSG] key, [FLASH] key, [PAUSE] key and [HOLD] key is as follows: off-hook+[STORE] key+[STORE] key+ Speed-dial keys, [MSG] key, [FLASH] key, [PAUSE] key or [HOLD] key.
13. Positive hookswitch disconnect may be enabled. The procedure is as follows: off-hook+[STORE] key + 1 + store + on-hook. To disable: off-hook+[STORE] key + 0 + on-hook. Default is positive hookswitch disconnect disabled.

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 telephone and device plugged into DATA jack cannot both be "off-hook" at the same time, as telephone and DATA jack both share the same telephone line.

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

Required FCC Notice:

The REN is used to determine the quantity of devices, which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). To be certain of the number of devices that may be connected to the line as determined by the total REN's, contact the telephone company to determine the maximum REN for the calling area.

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.

This telephone cannot be used on Telephone Company provided coin service. Connection to Party Line Service is subject to state tariffs.

FCC Approval:

The HDST-12 telephones comply with Part 68 of the FCC rules. On the bottom of this telephone is a label that contains, among other information, the FCC registration number and the ringer equivalence number (REN) for this telephone. If requested, you must provide this information to the Telephone Company.

Jacks:

The HDST-12 telephones use RJ11C USOC standard modular jacks.

Warranty:

Scitec, Inc. ("Scitec") warrants your HDST-12 to be free from defects in material and workmanship for a period of two (2) 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.