



MILLENNIUM 2005/2010

GUESTROOM TELEPHONE

USERS GUIDE

CONNECTING THE MILLENNIUM 2005/2010

Included with the Millennium 2005/2010 are (one each):

- Base unit
- Coiled handset cord
- User guide
- Handset
- Clear plastic overlay
- Line cord

Contact your supplier or Teledex for information on ordering custom designed and printed faceplates to enhance the look of your Teledex telephone.

- 1) Located on the left side of the Millennium (as the phone is facing you) is a modular jack labeled **TO HANDSET**. 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 handset.
- 3) Turn the telephone so the back panel is facing you. 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 jack.
- 5) Once your telephone is connected, remove the plastic overlay and place the paper faceplate over the keys. Replace the plastic overlay by hooking the tabs on the overlay into the recessed slots located on both sides. The overlay is easiest to insert when; the left or right side tabs are inserted first, and the middle of the overlay is slightly bowed to allow for insertion of the other tabs.

SELECTING LINE 1 AND LINE 2

The Millennium's MPC™ technology makes selecting the correct line as easy as lifting the handset. MPC technology prioritizes the ringing or idle line and reduces the confusion of manually having to select a line.

PLACING A CALL

USING THE HANDSET

- 1) Lift the handset. The Millennium will select the appropriate "idle" line.
- 2) Listen for dial tone. Dial the desired number, or press a **GUEST SERVICE AUTO DIAL** key to automatically dial a pre-programmed number.
- 3) To end the call, hang up by placing the handset back in the cradle.

USING THE SPEAKERPHONE

- 1) With the handset in the cradle, press the **LINE 1** or **LINE 2** keys. The Millennium will go off hook on the selected line with speakerphone active.
-OR-
Press the **SPEAKER** key. The Millennium will select the appropriate "idle" line.
NOTE: The red **SPEAKER LED** will indicate that the speakerphone is active.
- 2) Listen for dial tone. Dial the desired number, or press a **GUEST SERVICE AUTO DIAL** key to automatically dial a pre-programmed number.
- 3) To end call the call press the **SPEAKER** key again.

RECEIVING A CALL

An audible ring and a flickering red LED indicate an inbound call.

USING THE HANDSET

- 1) Lift the handset. The Millennium will select the ringing line.
- 2) To end the call hang up the handset.

USING THE SPEAKERPHONE

- 1) With the handset in the cradle, press the line key associated with the ringing line. The Millennium will go off hook answering the ringing line with the speakerphone active.
-OR-
Press the **SPEAKER** key. The Millennium will select the ringing line and answer with the speakerphone active.
NOTE: The red **SPEAKER LED** will indicate that the speakerphone is active.

CONFERENCE CALLS

The **CONFERENCE** key allows the user to originate or to include two parties in a three-way phone conversation. Typical conference calls would be initiated by;

- User initiates two (2) calls
- User initiates one (1) call after receiving a call
- User includes two (2) callers

USER INITIATES TWO (2) CALLS:

- 1) Place call to first party.
- 2) Place the first party on hold by pressing the **HOLD** key.
- 3) Place call to second party using the available, unused line.
- 4) Press the **CONF** key. The parties will be connected.

USER INITIATES ONE (1) CALL:

- 1) Receive call from first party.
- 2) Place caller on hold by pressing the **HOLD** key.
- 3) Place call to second party using the available, unused line.
- 4) Press the **CONF** key. The parties will be connected.

USER INCLUDES TWO (2) CALLERS:

- 1) Receive call from first party.
- 2) Place caller on hold by pressing the **HOLD** key.
- 3) Receive call from second party.
- 4) Press the **CONF** key. The parties will be connected.

ADJUSTING THE HANDSET VOLUME

The **HANDSET VOLUME** function has eight (8) levels. When the handset is first lifted, the handset volume is set at Level One (1).

Locate the **VOLUME** keys, labeled "-" and "+" at the bottom of the phone. Pressing the "-" key decreases the volume level while pressing the "+" key will increase it. Returning the handset to the cradle for over two seconds will reset the volume to Level One (1). If the handset is in the cradle for less than two seconds, the handset volume will not be reset and be set at the last used volume level.

ADJUSTING SPEAKERPHONE VOLUME

The **SPEAKERPHONE** also has eight (8) levels. When the speakerphone is activated, the volume is set at Level Four (4). Locate the **VOLUME** keys, labeled "-" and "+" at the bottom of the phone. Pressing the "-" key decreases the volume level while pressing the "+" key will increase it. Disconnecting the call for over two seconds will reset the volume to Level Four (4). If the speakerphone is off for less than two seconds, the volume will not be reset and be set at the last used volume level.

TO MUTE SPEAKERPHONE AND HANDSET CALLS

- 1) Press the **MUTE** key, the red LED below the **MUTE** key will light. The party on the other end will not hear you when the **MUTE** key is depressed.
- 2) Press the **MUTE** key again to turn off the mute feature, the **MUTE LED** will go out.

When the **MUTE** key is used during a conference call, both parties on the other end will not be able to hear you.

ADJUSTING THE RING VOLUME

Locate the respective "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.

SPEAKERPHONE TIPS

TO ACTIVATE THE HANDSET FROM SPEAKERPHONE MODE:

- 1) Lift the handset from the cradle.
- 2) The red **SPEAKER LED** will go out.

TO ACTIVATE THE SPEAKERPHONE FROM HANDSET MODE:

- 1) Press the **SPEAKER** key.
- 2) The red **SPEAKER LED** will indicate speakerphone selection.
- 3) Place the handset back into the cradle.

USING THE HOLD KEY

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

TO PLACE A CALL ON HOLD

- 1) With a call active press the red **HOLD** key.
- 2) The red line LED will change to a slow blink indicating the call is on hold.

TO REMOVE A CALL FROM HOLD

- 1) Press the line key of the call on hold. This will remove the call from hold making the call activate on either speakerphone or handset.
- 2) The red line LED will return to steady in-use condition.

TO CHANGE PHONES AFTER PLACING A CALL ON HOLD

- 1) Place the call on hold at the Millennium.
- 2) Pickup the call at another telephone. The Millennium will detect the pickup and remove the hold condition at the original Millennium.

REDIAL

TO REDIAL THE LAST TELEPHONE NUMBER DIALED:

- 1) Lift the handset from the cradle, or press the **SPEAKERPHONE** key.
- 2) Press the **REDIAL** key.

GUEST SERVICE AUTO DIAL KEYS

The Millennium has five programmable **AUTO DIAL** keys. These keys can be programmed to automatically dial telephone numbers, or activate telephone system features.

PROGRAMMING GUEST SERVICE / AUTO DIAL KEYS

- 1) Connect the Millennium to a live telephone line.
- 2) Lift the handset from the cradle or press the **SPEAKERPHONE** key.
- 3) Press the recessed **STORE** key and release it. (Please see diagram for key location).
- 4) Enter the telephone number including **PAUSE*** as required. The sequence can be up to 15 digits.
- 5) Press the **AUTO DIAL** key where the number is to be stored.
- 6) Place the handset back in the cradle or press the **SPEAKERPHONE** key to disconnect.

*A 3.6 second pause is entered in a dialing sequence by pressing the **REDIAL** key for each **PAUSE** required.

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.

SAFETY

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:

- 1) Read and understand all instructions.
- 2) Follow all warnings and instructions marked on the product.
- 3) Unplug the product from the wall outlet before cleaning. Do not use liquid cleaner or aerosol cleaners. Use a damp cloth for cleaning.
- 4) 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.
- 5) Do not place this product on an unstable cart, stand or table. The product may fall, causing serious damage to the product.
- 6) 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.
- 7) 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.
- 8) To reduce the risk of electric shock do not disassemble this product but take it to a qualified serviceman when some service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.
- 9) 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.
- 10) Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- 11) Do not use the telephone to report a gas leak in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

REGULATIONS

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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) This equipment is hearing aid compatible.
- 8) 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.

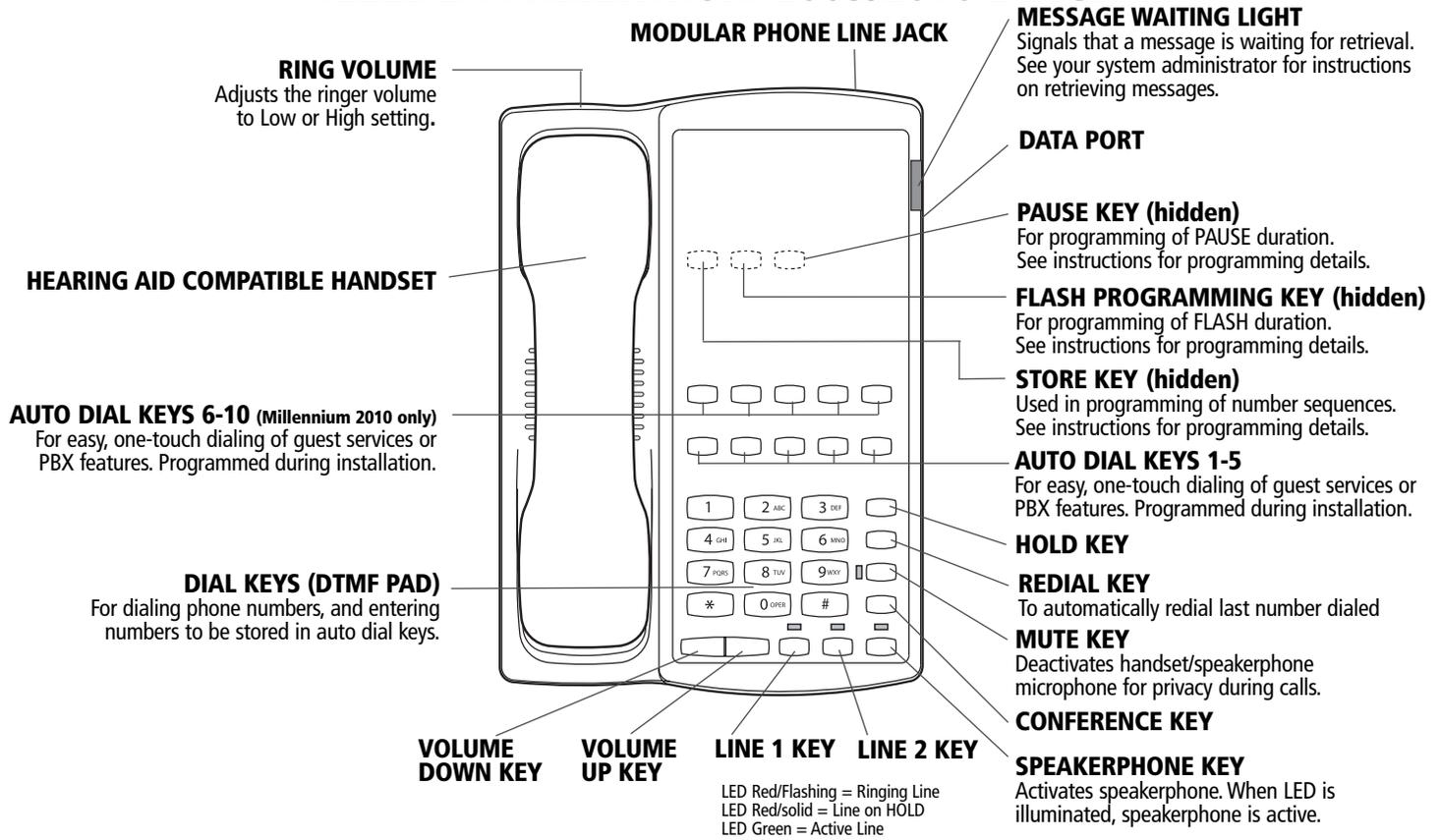
Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions 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.

TELEDEX MILLENNIUM 2005/2010 DIAGRAM



FOR CUSTOMER SERVICE CALL
1-800-783-8353

Teledex, LLC
6311 San Ignacio Avenue
San Jose, CA
95119

Telephone: (408) 363-3100
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Internet: www.teledex.com