



# BTX4550<sup>TM</sup> User Guide

## USING THIS GUIDE

This guide is for the use and installation of the Teledex BTX4550 telephone.

## CONNECTING THE BTX4550

Included with the BTX4550 are (one each):

- |  |  |
|--|--|
| <input type="checkbox"/> Line Cord             | <input type="checkbox"/> Coiled Handset Cord |
| <input type="checkbox"/> Paper Faceplate       | <input type="checkbox"/> Handset             |
| <input type="checkbox"/> Clear Plastic Overlay | <input type="checkbox"/> User Guide          |

1. Located on the left side of the BTX4550 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 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 outlet jack.
5. The overlay is easiest to remove by, with your fingers, squeezing the outer edges causing a slight bow in the middle, then carefully remove one side of the overlay from the 3 tab guides. The overlay is easiest to insert when; The left or right side tabs are inserted first, and the middle part of the overlay is slightly bowed to allow for insertion of the other tabs.

## RECEIVING A CALL

1. Lift the handset to connect to the ringing line.
2. To end the call, hang up by replacing the handset.

## PLACING A CALL

1. Lift the handset.
2. Listen for dial tone. Dial the desired number, **or** press an AUTODIAL key to automatically dial a number.
3. To end the call, hang up by replacing the handset.

## VISUAL RING INDICATOR AND MESSAGE WAITING LIGHT

The raised red lens is a Visual Ring Indicator and Message Waiting light. The lens will flash when the telephone is ringing. Additionally, 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.

## USING THE DATA PORT

The DATA PORT provides convenient access to the telephone lines for connecting modems, fax and answering machines or other telephone components.

To use the DATA PORT:

Insert the modular line cord from your facsimile machine, modem, etc., into the jack labeled DATA.

## ADJUSTING THE RING VOLUME

The BTX4550 has two ring volume settings. 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.

## AUTODIAL KEYS

The BTX4550 has 10 programmable AUTODIAL keys. These keys can be programmed to automatically dial telephone numbers or, to activate telephone system features when connected to a compatible PBX.

*The telephone will dial the number each time an AUTODIAL key is pressed.*

## STORING AUTODIAL KEYS

To store an AUTODIAL number:

The telephone must be connected to a telephone jack.

1. Lift the handset.
2. Press the STORE key and release it.
3. Enter the telephone number including PAUSE or FLASH\* as required (See Getting to Know diagram for key location).

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The dialing sequence can be up to 15 digits.

4. Press the AUTODIAL key where the number is to be stored.

5. Replace the handset.

### **FLASH KEY**

The flash key provides a timed line interrupt typically used for accessing PBX/CO features like transfer and conference. The timing of the hookflash is programmable with the factory default timing set to 600 milliseconds. Some PBX's may require you to change the hookflash timing from the default 600ms. To change the hookflash timing:

1. Lift the Handset.
2. Press the STORE key (see diagram on back page).
3. Press the FLASH key (see diagram on back page).
4. Select 1 - 9 on the DTMF pad. The number selected will be the new flash timing in milliseconds (ie: "3" = 300 milliseconds).
5. Press the STORE key.

### **PAUSE KEY**

The PAUSE key can be used to provide a timed pause between dialed digits within an autodial key. The timing of the pause is programmable with the factory default set to zero (0) seconds. To change the pause timing:

1. Lift the Handset.
2. Press the STORE key (see diagram on back).
3. Press the PAUSE key (see diagram on back).
4. Select 1 - 9 on the DTMF pad. The number selected will be the new pause timing in seconds (ie: "3" = 3 Seconds).
5. Press the STORE key.

### **PLACING A CALL ON HOLD**

Press the red HOLD key. The red HOLD LED will light. The handset can be replaced in the cradle without disconnecting the call.

To retrieve a call from HOLD, lift the handset from the cradle position. If handset is not in cradle, simply depress the HOLD key.

### **HANDSET VOLUME KEY**

The HANDSET VOLUME key increases the handset volume to aid in hard to hear environments.

At the start of each call the handset volume is at normal level. Pressing the handset volume increases the handset volume. Pressing the key again increases the handset volume additionally. Pressing the key a third time returns the handset volume to the normal level.

### **REDIAL**

To redial the last telephone number dialed:

1. Lift the handset, listen for dial tone.
2. Press the REDIAL key, the BTX4550 will dial the last number dialed.

NOTE: Some PBX's require a pause after the first digit to access an outside line. The REDIAL function will automatically incorporate a pause if the dialed number is 7 digits or more. The inserted pause will be of the same duration as set in the pause timing.

### **MUTE KEY**

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. Pressing the MUTE key again will release the key. This will allow the other party to hear you. This is for both handset and speakerphone calls.

### **PLACING A CALL ON THE SPEAKERPHONE**

1. Without lifting the handset, press the SPEAKERPHONE key. The red Speaker LED will light.
2. Listen for dial tone. Dial the desired number, or press an AUTODIAL key to automatically dial a number.
3. To end speakerphone calls, press the SPEAKERPHONE key. The LED will go out.

### **TIPS FOR USING THE SPEAKERPHONE**

1. Face the telephone to talk (the microphone is located on the front edge of the telephone).
2. To go to handset mode, lift the handset, the SPEAKERPHONE will automatically go off. To return to speaker mode, press the SPEAKERPHONE key, the LED will light. Replace the handset (hang up).
3. To end a speakerphone call, press the SPEAKERPHONE key.

### **ADJUSTING SPEAKERPHONE VOLUME**

To increase/decrease speakerphone volume:

1. Locate the slide switch (labeled SPKR VOL) on the right side of the telephone.
2. To increase speaker volume, slide the SPKR VOL switch back towards the rear of the telephone. To decrease speaker volume, slide the SPKR VOL switch forward towards the front of the telephone.

# CONVERTING FROM DESK TO WALL MOUNT

The BTX4550 telephone can be wall mounted. It is easiest to do the conversion when the handset and line cords are not connected.

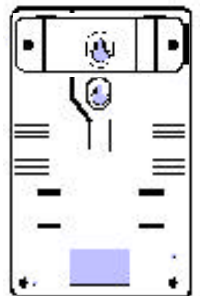
1. Located on the front of the telephone above the speaker grill is the wall/desk mount clip. Remove this clip by firmly pushing upward (toward the hookswitch).
2. Rotate the clip a half turn (180 degrees) so that the side with the protruding edge is towards the top. This edge will hold the handset.
3. Slide the clip downward into the same slot until it stops (snaps into place).
4. Turn the BTX4550 over (place on a non abrasive surface) so the back side is up, facing you.
5. Locate the mounting bracket, and firmly push back and pull up to remove. NOTE: There are (4) retaining tabs.
6. Rotate the mounting bracket a half turn (180 degrees) so that the mounting eyelet is facing in the same direction as the mounting eyelet located on the bottom surface of the telephone.
7. Insert the top two retaining tabs of the mounting brackets into **the mounting bracket slots located near the middle of the telephone**, then firmly push down and insert the retaining tabs on the opposite side.
8. Connect a short modular line cord into the jack on the back of the phone (labeled TO TEL.). Route the line cord through the line cord channel. Connect the other end of line cord to the phone jack on the wall mounting plate.
9. Turn the telephone over, and slide the BTX4550 onto the mounting posts on the wall plate in a downward direction. Both eyelets should line up with the mounting posts (When properly installed the telephone will be stable and secure.)
10. Complete the wall mounting by installing the handset and handset cord.



Back View— mounting bracket is shown in the Desk Mount Configuration



Removable mounting bracket, turned 180 degrees (for wall mount installation)



Back View—Mounting bracket shown is in the Wall Mount Configuration

## 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 of 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.

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## 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.

# GETTING TO KNOW THE BTX4550 TELEPHONE

## Ring Volume

Adjusts the ringer volume to LOW, or HI setting.

## Handset Holder

Used to conveniently hold the handset (without hanging up) when telephone is wall mounted.

## Hearing Aid Compatible Handset

## Handset Retaining Clip

Retaining clip can be rotated 180 degrees to allow handset to stay on hook when telephone is wall mounted.

## Handset Jack

Modular jack that connects coiled Handset Cord from the Telephone to the Handset.

## Dial Keys

Oversized keypad is used to dial telephone or extension numbers.

## Hold Key

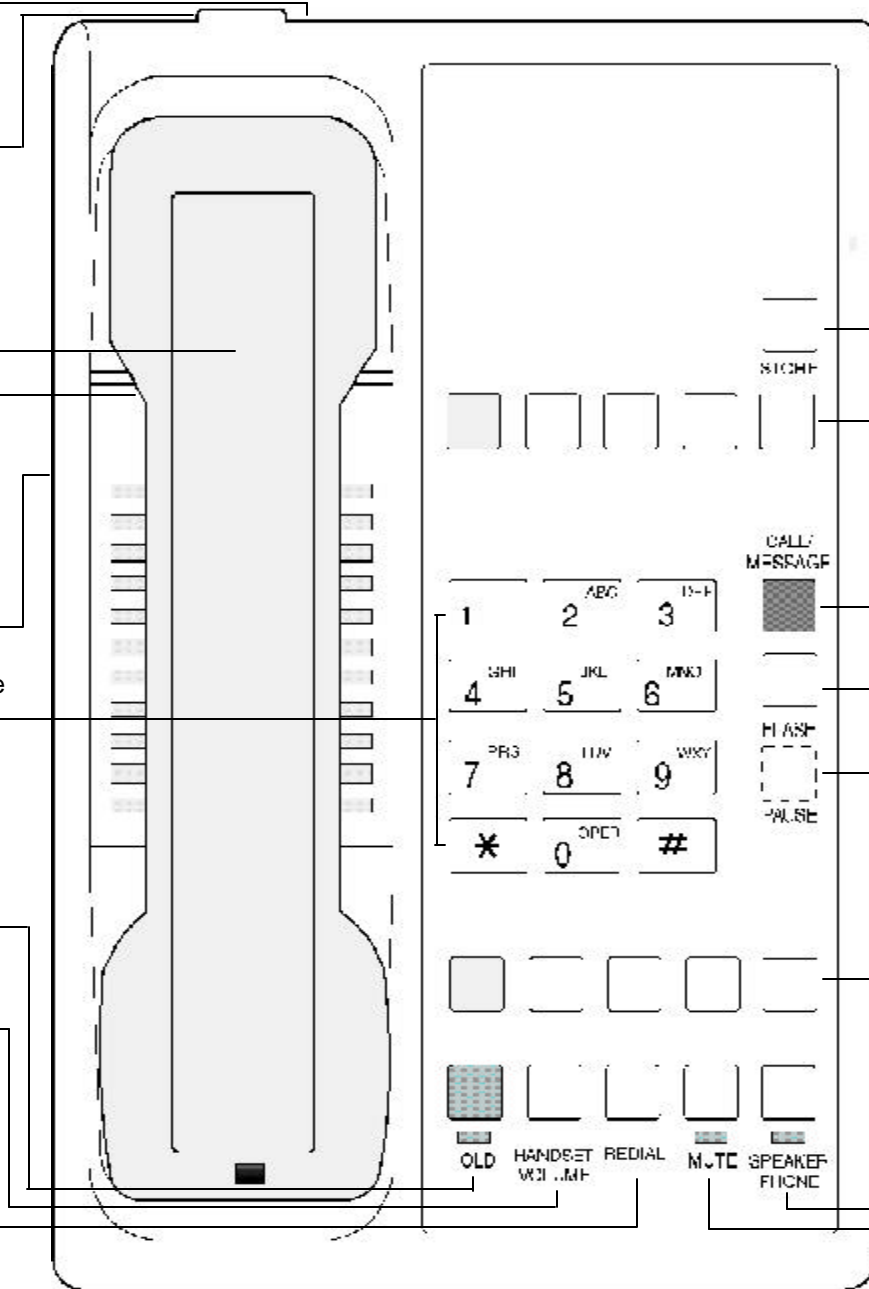
Places callers on hold.

## Handset Volume

Increases Handset Volume aiding in hard to hear environments.

## Redial Key

Automatically redials the last number dialed.



## Data Port

Allows you to connect a facsimile machine, modem, or answering machine to the telephone line.

## Store Key

Key used when storing information in the AUTODIAL keys.

## AutoDial Keys

Can be programmed during installation for frequently dialed numbers.

## Visual Ring Indicator and Message Waiting Light

Light will flash when telephone is ringing. Also flashes when you have a message, if supported by your PBX.

## Flash Key

Enters a timed Pause between dialed digits within an Auto Dial sequence.

## Pause Key

Enters a timed Pause between dialed digits within an AutoDial sequence (hidden key).

## AutoDial Keys

## Speakerphone On/Off Key

Activates the speakerphone, when the LED is on the Speakerphone is active.

## Mute Key

Deactivates the microphone (transmit). The LED will be lit when MUTE is on.