

# OWNER'S INSTRUCTION MANUAL



*Colleague*  
**SPEAKERPHONE TELEPHONE**  
**2203**

**CORTELCO**

**THANK YOU  
FOR PURCHASING THE  
COLLEAGUE  
SPEAKERPHONE TELEPHONE**

**We want you to know all about your new Colleague Telephone, how to install it, the features it provides, and the services you can expect from its use. We have included this information in your Owner's Instruction Manual.**

**PLEASE READ BEFORE INSTALLING  
AND USING YOUR NEW TELEPHONE EQUIPMENT.**

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# IMPORTANT SAFETY INSTRUCTIONS

**Always follow basic safety precautions** when using your telephone equipment to reduce the risk of fire, electrical shock, and injury.

1. **Read and understand all instructions** in the Owner's Instruction Manual.
2. **Read all warnings** and follow all instructions marked on the product.
3. **Unplug this product from the wall outlet before cleaning.** Use a damp cloth for cleaning. Do not use liquid or aerosol cleaners.
4. **Do not use the telephone near water.** For example, do not use near a bathtub, wash bowl, kitchen sink, laundry tub, swimming pool, or in a wet basement.
5. **Do not place this product on an unstable cart or stand.** The product may fall causing serious damage to the product.
6. **Use only the type power source indicated on the label.** If you are not sure of the type power supply to your home, consult your dealer or local power company.
7. **Do not place any objects on the telephone line cord.** Do not locate the telephone where the line cord will be walked on.
8. **Do not block or cover ventilation slots and openings** in the bottom of the telephone. The openings should never be blocked by placing the telephone on a bed, sofa, rug, or other similar surfaces. The telephone should never be placed near or over a radiator or heat register. The telephone should never be placed in a built-in installation unless proper ventilation is provided.
9. **Never spill liquid on the telephone or push objects of any kind through ventilation slots.** Liquid or objects may touch dangerous voltage points or short out parts that could result in a risk of fire or electrical shock.

10. **Do not disassemble this product.** Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electrical shock when the product is subsequently used.
11. **Do not overload outlets and extension cords.** Some telephones require AC power from an outlet. Overloading the outlets can result in the risk of fire or electric shock.
12. **Avoid using a telephone during a local thunderstorm.** There may be a remote risk of electrical shock from lightning.
13. **Do not use a telephone to report a gas leak in the vicinity of the leak.**
14. **Unplug the telephone from the wall outlet and refer servicing to qualified service personnel** under the following conditions:
  - When the line cord is frayed or plugs damaged.
  - If liquid has been spilled into the telephone.
  - If the telephone has been exposed to rain or water.
  - If the telephone does not operate properly by following the operating instructions. (Adjust only those controls covered by the operating instructions. 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 telephone has been dropped or the housing damaged.
  - If the telephone exhibits distinct change in performance.

**SAVE THESE INSTRUCTIONS**

15-101-613

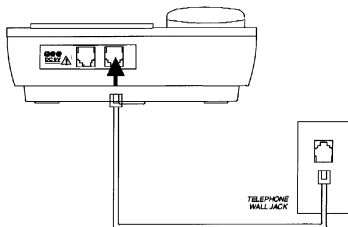
# TELEPHONE USAGE

## SET UP/INSTALLATION

### 1. Connect the telephone line cord.

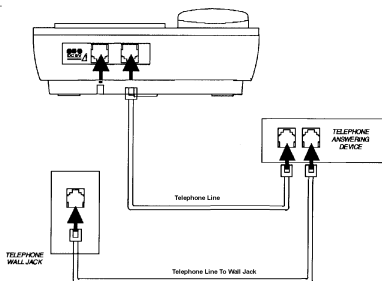
#### a. To connect without an answering machine.

- Use the new line cord to connect the PHONE jack of your new phone to the modular wall jack.



#### b. To connect with an existing answering machine.

- Use the existing line cord supplied to connect the LINE jack of your answering machine to the wall modular line jack.
- Use the new line cord supplied to connect the telephone's jack of your new phone to the PHONE jack of your answering machine.
- Set your answering machine to answer the phone after 2 or more rings.

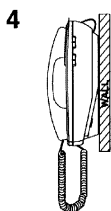
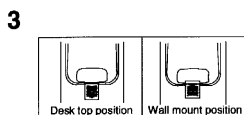
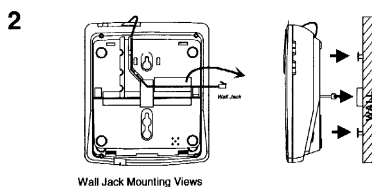
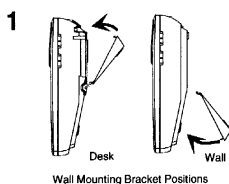


### 2. Remove plastic insulator from the battery compartment located under the directory card to allow proper functioning of battery.

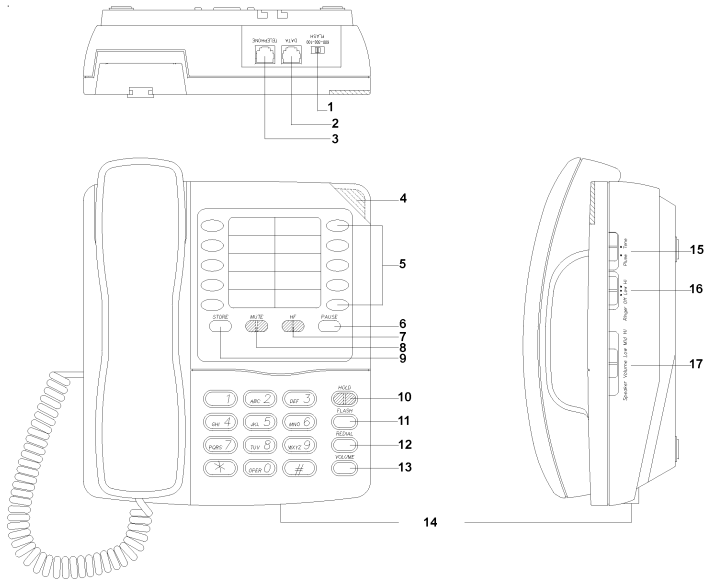
### 3. Place the unit on a flat table or mount it on a wall. If you desire to place it on a wall, use the wall mount bracket and short line cord supplied to accomplish the wall mounting.

## WALL MOUNT INSTRUCTIONS

1. Install wall mount bracket in wall mount position and route cords as shown in diagram below.
2. Connect the line cord. See Step 1 on preceding page for specific instructions.
3. Push out the handset hook and reattach in opposite direction for the wall mount position, plug the coiled cord into the handset, and then plug the other end of the cord into the case.
4. Place the handset on the base.



# TELEPHONE PART IDENTIFICATION



1	Flash Switch	10	Hold Button
2	Data Port	11	Flash Button
3	Telephone Line Cord Jack	12	Redial Button
4	Message Waiting Indicator	13	Volume Button
5	Memory Access	14	Microphone
6	Pause Button	15	Pulse/Tone
7	Handsfree Button	16	Ringer Off/Low/Hi
8	Mute Button	17	Speaker Volume
9	Store Button		



# TELEPHONE FEATURES

## PULSE AND TONE DIALING

1. If your telephone line accepts a touch-tone dialing, set the **PULSE/TONE** switch to the Tone position.
2. If your telephone line requires a rotary (pulse) dialing, set the **PULSE/TONE** switch to the Pulse position.
3. If you are unsure which system you have, set the switch to the **TONE** position. Lift the handset. When you get a dial tone, dial a telephone number. If the dial tone continues, move the switch to **PULSE**, and then dial the telephone number again.
4. If the Pulse/Tone Switch is set to the Pulse position and you want to make a tone entry after pulse dialing, press the \* button once, then dial the number.

## RECEIVING A PHONE CALL

1. Be sure the **RINGER** switch is set to the **HI** or **LOW** position.
2. When the phone rings, lift the handset.
3. Set the Ringer switch to the **OFF** position when you do not want to be interrupted by the phone ringing. Remember to set the Ringer switch to Hi or Low when you want to receive calls again.

## PLACING A PHONE CALL

1. Lift the handset and wait for a dial tone.
2. Dial the telephone number you wish to call, or depress one of the 10 memory buttons.

## VOLUME BUTTON

A built-in amplifier feature allows you to increase the listening volume in the receiver of the handset when speaking with your party. When needed, press the **VOLUME** button to achieve three different levels. The volume will go back to normal after you hang up the handset.

## REDIAL BUTTON

1. If the number you dialed is busy, or you want to call the last number dialed again, lift the handset, or press and release the hookswitch for a new dial tone.
2. Press **REDIAL**.
3. The last number called (31 digits maximum) will automatically be redialed.

## HOLD BUTTON

1. To place a call on hold, press the **HOLD** button and hang up the handset. The **HOLD** Indicator will light up and remain lighted until you resume your conversation.
2. To resume your conversation, lift the handset or that of any extension phone on the same line. The **HOLD** indicator will go off and your call can continue.

## FLASH BUTTON

This telephone provides a line break signal for accessing PABX service or for convenient use of Call Waiting from your local telephone company. If you have Call Waiting service, you can alternate the Call Waiting function per the following instructions.

1. While having a conversation, another party calls and you hear a tone.
2. Press the **FLASH** button once and release. The first conversation is placed on hold and the second call can be answered.
3. Press **FLASH** button again and release. The first caller can be spoken to again and the second call is placed on hold.

Flash can also be used when storing numbers in memory locations to transfer a call to a new extension.

## FLASH SWITCH

The Flash button sends a line interrupt signal to the distant office. The duration of the interrupt signal can be altered using the FLASH SWITCH for flash settings of 100 milliseconds, 300 milliseconds or 600 milliseconds.

## DATA PORT

This is a connection which is in parallel with the telephone line. It allows the connection of a device such as a modem, caller ID, or an answering machine.

## STORE BUTTON

To Store A Number In Memory:

1. Lift the handset and press the **STORE** button.
2. Dial the telephone number (15 digits maximum) to store in *memory*.  
*Note: The memory locations can be chained together to store numbers of longer length.*
3. Press **STORE** again.
4. To store in an auto memory location - Press one of the memory buttons (located on top of base).
5. Use pull out memory index to write in name and the memory button where it is stored.

To Dial A Phone Number In Memory

1. Lift the handset and wait for a dial tone.
2. To dial an auto memory button (located on top of base) - Press the desired auto memory button.
3. The number will be dialed automatically.

### PAUSE BUTTON

The **PAUSE** button allows you to insert a 3.6-second pause in the dialing sequence. This is particularly useful if you are connected to a PABX system where you must dial an access code (usually the number 9) to obtain an outside line. It can also be used when storing numbers in memory locations to insert a delay in the dialing sequence.

### MESSAGE WAITING LAMP

The Message Waiting Lamp will light when a message is waiting at a properly equipped PABX or telephone central office. This switch located under plastic memory index cover allows the phone to be configured for 90V message waiting on T/R (tip/ring, the red/green wires) or Y/B (the yellow/black wires).



If this switch is in T/R Position then the message waiting lamp also serves as visual ring indicator.

### HANDSFREE BUTTON

The Handsfree button (**HF**) is used to go off-hook without lifting the handset.

### SPEAKER VOLUME

Use the handsfree **Speaker Volume** slide control located on the right side of the phone base to change volume control handsfree. This increased volume should allow persons with hearing impairments to carry on normal conversations by adjusting the receive volume to its proper level.

### MUTE BUTTON

Press **MUTE** to speak without the person on the phone hearing your conversation. The **MUTE** Indicator will light up and remain lighted until you resume your conversation. To resume your conversation, press **MUTE**. The **MUTE** indicator will go out and your call can continue.

## DIP SWITCH

The DIP Switch located under the plastic memory index cover provides for:

- Positive line disconnect option selection insures that any hookswitch depression disconnects the call.
- A-Lead option selection used for special applications such as use with 1A2 Key Systems.
- Handset or Headset option.

### POSITION

- 1) Positive Line Disconnect
- 2) A-Lead
- 3),4) Handset/Headset Option

### ON

- Yes  
Yes  
See Below

### OFF

- No  
No  
See Below

Headset Option

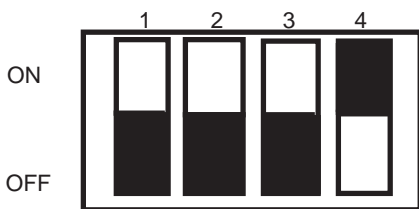
Handset Option

Dip Switch 3

Dip Switch 4

Dip Switch 4

Dip Switch 3



Note: The current settings are in default position.

Note: Make sure the DIP switch is in default position when using handset: Position 3 Off and Position 4 On.

## HEADSET COMPATIBLE

The DIP Switch must be located in the proper position for this feature to work. The headset can be turned on and off by using the handsfree button.

Note: DIP Switch must be in the proper position for the Headset feature to work.

# TELEPHONE SERVICE PROBLEMS

If you have any problems with your telephone equipment service, determine if the problem is with your unit or the telephone company lines. BEFORE CALLING THE TELEPHONE COMPANY, be aware that they may charge you for a service call if the problem is caused by your telephone equipment.

## TROUBLESHOOTING

### PHONE DOES NOT RING

1. **OFF/LOW/HI** ringer switch is set to **OFF** position
2. Line cord is disconnected at telephone outlet or at telephone end.
3. Phone is **OFF HOOK**. Make certain the hookswitch is depressed when the handset is in the cradle.

### NO DIAL TONE

Wire is disconnected at telephone jack or at wall jack. Test the telephone in a different wall jack. If it works, the first jack may be defective.

### HAVE DIAL TONE BUT CANNOT DIAL OUT

Check if the **PULSE/TONE** switch is at the correct position.

### REDIAL BUTTON DOES NOT FUNCTION

The telephone may have been momentarily disconnected from the telephone jack.

# MAINTENANCE INFORMATION

**Treat your telephone equipment with care** for trouble-free performance. Avoid dropping the handset. Carefully place the handset on-hook after use.

Avoid putting near heating appliances and devices that generate electrical noise (for example, motors and florescent lamps).

**Clean your telephone equipment with a damp cloth.** Stains may be removed with a mild soap. Do not use liquid or aerosol detergents or cleaning agents.

**Do not** expose to direct sunlight or moisture

Retain the original package in case you need to ship it at a later date.

# TELEPHONE REPAIR

**DO NOT ATTEMPT TO REPAIR THIS PRODUCT YOURSELF.** Telephones manufactured by CORTELCO must be returned to us for repair.

**You can return your telephone to CORTELCO** for repair or replacement in accordance with our LIMITED WARRANTY.

CORTELCO warrants **THIS PRODUCT** against defects in material and workmanship in accordance with our LIMITED WARRANTY. If your telephone is returned for repair, include a copy of your sales receipt containing the date-of-purchase. **DO NOT INCLUDE THE ORIGINAL SALES RECEIPT.**

**If date-of-purchase is not included,** the factory date printed on the label on the bottom of your telephone will be used as the date-of-purchase. The factory date allows six months for distribution and sale of this product.

**If you return your telephone for repair,** the warranty period is not extended. The original date-of-purchase continues to apply to your warranty.

**OUT-OF-WARRANTY REPAIR** We will repair this product for a nominal fee after the LIMITED WARRANTY has expired if you send it to us in a complete and undamaged condition. The repaired telephone will be shipped to you C.O.D., freight collect.

**RETURN-FOR-REPAIR PACKAGING** If you are returning a unit to us for repair, package it carefully, preferably in the original carton. Be sure to include your return address, a copy of the sales receipt showing date-of-purchase, and a note describing the problem you have with your telephone. Shipping must be prepaid. If the telephone is in warranty, it will be repaired or replaced, at our option, at no cost to you, and it will be returned shipping prepaid.

Ship your telephone (shipping prepaid) to:

CORTELCO  
REPAIR CENTER  
1703 SAWYER ROAD  
CORINTH, MS 38834

# FCC INFORMATION

**Part 68** is a Federal regulation which requires equipment to be tested and registered with the FCC prior to its connection to the network. This equipment complies with Part 68 of FCC rules. On the bottom of the telephone is a label that contains, among other information, the FCC Registration Number and the Ringer Equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

The **Ringer Equivalence Number**, which is used to determine the number of devices you may connect to your phone line, indicates the amount of power that your telephone draws from the telephone company line during ringing. If you have more than one telephone (or other terminal device) connected to the telephone company line, you should total the ringer equivalence numbers (REN s), and be sure that the total is not more than five. Your telephones may not ring if the total is more than five. Also, in some rural locations, your telephone may not ring if the REN total is more than three.

**RESTRICTIONS** You must not connect your telephone to coin-operated lines or party lines.

**INSTALLATION** This model telephone must be connected to the telephone company lines through a modular jack. The required USOC for the modular jack is RJ11C for desk mounting and RJ11W for wall mounting. The USOC number is printed on the label on the bottom of your telephone.

**HEARING-AID COMPATIBILITY** The handset on your telephone will work with magnetically-coupled hearing aids. You can use a hearing aid equipped with a T (Telephone) switch.

**IN CASE OF TROUBLE** If your telephone should cause problems on the telephone line, the telephone company can temporarily disconnect your service. The telephone company must then notify and allow you to correct the problem.

The telephone company may from time to time change its lines or equipment. They must notify you if planned changes will affect your telephone service, to allow you to take steps to prevent interruptions.

**Part 15** regulates the electromagnetic energy emitted by equipment to minimize interference to radio, television, and other wireless devices. This telephone complies with Part 15 of the FCC Rules. In the unlikely event that interference occurs, move the telephone and/or radio, television, etc. to increase the separation distance.



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# LIMITED WARRANTY

If you purchased this product new in the U.S. or Puerto Rico, **CORTELCO** warrants it against defects in material and workmanship for a period of five (5) years from the date of original purchase. This warranty is in lieu of all other express warranties. During the warranty period, **CORTELCO** agrees to repair or, at its option, replace the defective product, or any part of it without charge for parts or labor. This is your exclusive remedy. This warranty does not cover damage resulting from accident, misuse, abuse, improper installation or operation, lack of reasonable care, the affixing of any attachment not provided by **CORTELCO** with the product and loss of parts. The warranty is voided in the event any unauthorized person alters or repairs the unit.

Telephone companies use different types of equipment and offer various types of services to customers. **CORTELCO does not warrant that this product is compatible with the type of equipment of any particular phone company or the services provided by it.**

**CORTELCO** DISCLAIMS ANY IMPLIED WARRANTY, INCLUDING THE WARRANTY OF MERCHANTABILITY AND THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, AS OF THE DATE ONE YEAR FROM THE ORIGINAL PURCHASE OF THE PRODUCT. **CORTELCO** ASSUMES NO RESPONSIBILITY FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES.

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE EXCLUSION AND LIMITATION MAY NOT APPLY TO YOU.

If failure occurs and your telephone is in warranty, service shall be provided by returning it to **CORTELCO - Repair Center, 1703 Sawyer Road, Corinth, Mississippi 38834, shipping prepaid**. The product will be repaired or replaced if examination by us determines the product to be defective. Telephones received damaged as a result of shipping will require you to file a claim with the carrier.

