

## 4 SAFETY INSTRUCTIONS

To reduce the risk of fire, electrical shock, and injury, please follow these basic safety precautions before you use this equipment.

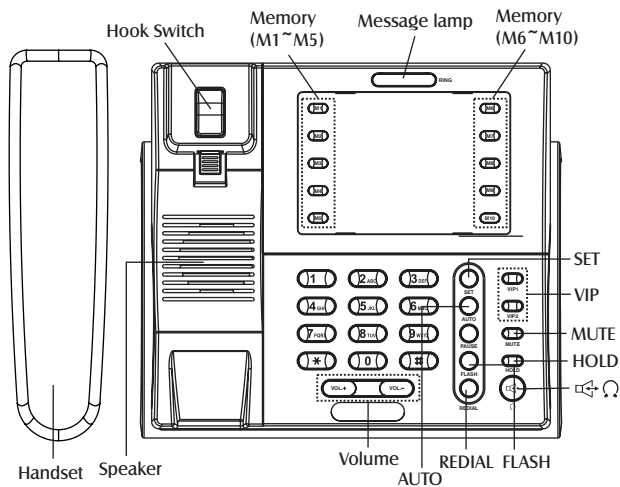
1. Carefully read the instructions in this manual.
2. Follow all warnings and instructions marked on the unit.
3. When cleaning, unplug the telephone jack from the wall outlet. Use a damp cloth. **DO NOT** use liquid or aerosol cleaners.
4. Do not use this equipment near water, eg: near a kitchen sink, bathtub, washbowl, laundry tub, swimming pool or in a wet basement.
5. Install in a protected location. Ensure all lines and cords are away from foot traffic. **DO NOT** place objects on the line cord that may cause damage or abrasion.
6. Avoid spilling any liquid on the unit. This may cause internal shorting, fire or shock and is not covered under your warranty.
7. Do not overload wall outlets and extension cords as this can result in the risk of fire or electrical shock.
8. Never push objects of any kind into this telephone as they can touch dangerous voltage points or short out parts that could result in a risk of fire or electrical shock.
9. Take the phone to a qualified technician when it requires repair work or service. To reduce the risk of electrical shock, do not disassemble the telephone. Opening or removing covers can expose you to dangerous voltages or other risks. Incorrect re-assembly can cause electrical shock during subsequent use.
10. Avoid using the telephone during an electrical storm. There can be a slight risk of electrical shock from lightning.
11. **DO NOT** use the telephone to report a gas leak, if in the vicinity of the leak.
12. Unplug this telephone from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - If liquid is spilled into the unit.
  - If the unit is exposed to rain or water.
  - If the unit does not operate normally by following the operating Instructions.
  - If the unit is dropped or the casing is damaged.
  - If the unit exhibits a distinct change in performance.

# OWNER'S INSTRUCTION MANUAL

MODEL 1203

**CORTELCÔ**

## 1 LOCATION OF CONTROLS



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## 3 WALL INSTALLATION

1. Slide the handset tab out and rotate it 180 degrees so that the hook points up. This will hold the handset in the cradle when the phone is mounted on the wall.
2. Remove the desk stand from the phone base (see diagram 2).
3. Mount the phone on a standard telephone wall jack.

Desk tab position

Wall mount tab position

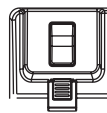


diagram 1

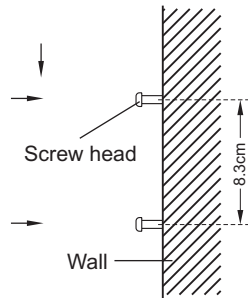


diagram 3

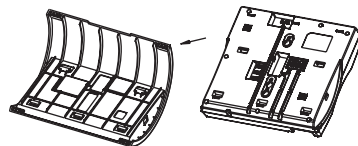


diagram 2

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
## B. To dial the number in memory

1. Lift the handset.
2. Press **AUTO**.
3. Press the desired Memory Button (**0~9**).

### 11. Hold button

To place a call on hold, press **HOLD** and hang up the handset. To retrieve the call lift the handset or go off hook on any other phone connected to the line.

### 12. Headset button

The Headset jack will accept a 2.5mm headset plug. Please connect the headset before beginning a call. Press  button once to make or answer a call. Press it again to end the call.

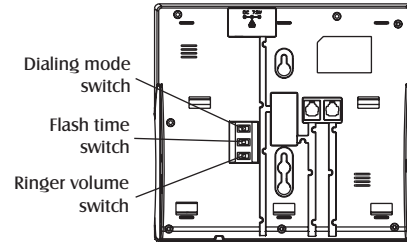
### 13. Pause button

Pressing this button will insert a 3 second pause in the dialing sequence. This is intended to be used with memory dialing.

### 14. Phone resetting

Resetting the phone will erase all memory dial numbers and the redial memory.

1. Lift the handset.
2. Dial \*#0000\*#.
3. Hang up the handset.



## 2 OPERATIONS

### 1. Dial mode switch

This switch is located on the bottom of the telephone. For Tone Dialing, set the switch to the T position. For Pulse Dialing, set the switch to the P position.

### 2. Redial function

This feature allows you to redial the last phone number dialed.

- Lift handset.
- Press **REDIAL**.

### 3. Mute function

This feature allows you to turn off your telephone's microphone so that the other party cannot hear you.

### 4. Flash button

Press **FLASH** instead of pressing the hook switch to activate services such as Call Waiting or 3-Way Calling, or to activate certain PBX or Centrex features. You may be required to press other buttons before or after you press **FLASH**. Refer to the custom calling instructions provided by your local telephone company or to the operating instructions provided with your PBX.

### 5. Flash time switch



You can adjust the flash time by using this switch located on the bottom of your phone. There are 3 levels available, **100**, **300** and **600** (ms).

### 6. Ringer volume switch

There are 3 ringer levels (**HI**, **LO**, and **OFF**). These may be selected by this switch on the bottom of the telephone.

### 7. Speaker button

Use this button to activate the Speakerphone.

- Turn on: Press the  button. Hang up the handset if you are off hook.
- Turn off: To end a call, press the  button. To continue a call, lift the handset.

### 8. Volume setting

Press the **VOL+** or **VOL-** buttons to adjust the receive volume during a conversation. There are 4 levels. This button controls both the speaker and handset receive levels.

### 9. One-touch memory

There are 12 memory locations (**M1 ~ M10**, **VIP1** and **VIP2**).

#### A. To store a number to memory

- Lift the handset.
- Press **SET**.
- Dial the number to be stored (Press **PAUSE** to insert a pause).
- Press **SET**.
- Press the desired Memory Button.

#### B. To dial a number stored in memory

- Lift the handset.
- Press the desired Memory Button.

### 10. Two-touch memory

There are 10 two-touch memory locations.

#### A. To store a number to memory

- Lift the handset.
- Press **SET**.
- Dial the number to be stored (Press **PAUSE** to insert a pause).
- Press **SET**.
- Press the desired Memory Button (**0 ~ 9**).