HDST-12 Single-Line Headset-Ready Speakerphone

This telephone user guide details installation, programming, and operation instructions for the HDST-12 headset-ready speakerphone. Please refer to the Scitec website News section and click on Product Notes for updates to this and other Scitec products.

Package Contents
- Telephone base unit
- Handset
- Coiled handset cord
- 6" long headset adaptor cord for 2.5mm plug (headset not included)
- Straight line cord
- *Note: Wall mount bracket sold separately*

Installation

The 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.

Assembly

If you will be wall-mounting your HDST-12, it is best to do the conversion before connecting the handset and line cords. If you will using the HDST-12 on a desktop, attach the handset.

Attaching the handset

Connect the supplied coiled handset cord between the jack on the end of handset and the jack marked with a "handset" symbol on the left side of the telephone base unit. Place the handset on the telephone base unit or if wall-mounted, hang it on the desk/wall-mount clip to depress the hook switch.

Wall-mounting

• The wall/desk handset clip located on the front of the phone directly above the speaker grill. In its wall-mount position, the clip extends up to hold the handset in place. Gently pull it up and turn ½ turn to change from desk to wall mount. This clip is spring-loaded and not removable, so that it cannot be lost.

• Turn the telephone over so the telephone face is down.

• Connect line cord to the jack on rear of phone. Route the line cord through the line cord channel. Pass the other end of the line cord through the rectangular hole in the back of the mounting bracket Coil up any excess line cord length for placement between the telephone and the wall-mounting bracket.

• Position the wall-mounting bracket so that the Scitec "Sun" designs are toward the front edge of the phone and the four retaining tabs on the bracket line up with the slots in the bottom of the phone. Firmly press on the bracket to snap it into place.

• Connect the free end of the RJ-11 line cord to the wall jack. Hold telephone in front of the 2 mushroom shaped mounting posts on the wall jack plate. Line up keyholes on wall-mounting bracket with posts. After engaging wall-mounting bracket with posts, slide telephone down slightly. When properly installed, the telephone will be firmly attached to the wall.

Features

• Fully headset ready. No external control box, amplifier, or power adaptor needed .

• Headset compatible with all headsets having 2.5mm plug

• Message waiting light and visual ringing indicator compatible with both AT&T/Lucent LED and high voltage neon message waiting light systems

• Half duplex speakerphone. Calibrated for desktop use where user is within arm's reach of front of telephone

• 12 user programmable speed-dial keys. 32 digit storage capacity per key, including [FLASH] and [PAUSE]

• Separate volume controls with memory for handset, headset, and speakerphone volume

• LEDs indicate status of mute, hold, headset, and speaker phone modes

• MSG key for "one-touch" voice mail message playback. User programmable, using [STORE] and [PAUSE]. Pressing it will activate speakerphone.

• MUTE key. Turns off all microphones for privacy.

• FLASH key provides a 600mS of the default flash time. It can also provide other flash time which is user-programmable.

• HOLD key for "local hold" or "PBX hold"

• REDIAL key. Automatically hangs up for 1 second before redialing for convenient "one touch" redialing to busy numbers

• STORE and PAUSE keys for programming speed-dial keys

• 3 position ringer volume control: OFF, LOW, and HIGH

• Dataport

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.

Operating instructions

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.

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.

Speed-Dial Key Programming

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.

Other Operational Featrures

MUTE 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 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 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.

Required FCC Notice

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the bottom of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company. The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this telephone is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). 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

Required FCC Notice

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. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. This telephone cannot be used on Telephone Company provided coin service. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of the telephone does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer. This equipment is hearing aid compatible. If the telephone is used with a leased system, permission of the owner of the equipment must be obtained for connection of the telephone because modification of the host system is often required.

Jacks

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant.

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