

PhoneLog Summit

Model

**Full-Duplex
Conference Phone**

User Guide

Important Safety Instructions

Please take a little time to read and understand the information and instructions contained in this user guide. If having read this guide, you require further help or information, please contact the helpline on the telephone number shown in this guide and under the base of your product.

- Read and understand all instructions.
- Connect the product to an accessible, switched mains wall outlet.
- Follow all warnings and instructions marked on the product.
- Unplug the product from the wall outlets before cleaning. Do not use liquid or aerosol cleaners. If necessary, use a soft cloth with a mild detergent.
- Do not use this product near water.
- Slots may have been included in the cabinet for ventilation purposes. Never push objects of any kind through slots in the product as they may touch dangerous voltages or short out parts that could result in a risk of fire or electric shock.
- Never spill liquid of any kind on to the product.
- Do not disassemble the product but refer to qualified service personnel in the following eventualities.
- If liquid has been spilt onto the product
- If the power cord becomes damaged or frayed.
- If the product does not operate normally by following the instructions contained in this user guide.
- If the product has been dropped or the case has been damaged.

Important note

This product has been designed for operation in conjunction with a mains electricity supply. It will not operate when disconnected from this supply. In the event of a mains power failure, it will not be capable of making or receiving calls, including those to the emergency services.

Save these instructions for future use.

Introduction

Your 'Summit' Conference Phone uses digital technology to provide excellent handsfree audio quality and simplicity of use.

It includes the following features.

Full Duplex Operation

Unlike many speakerphones which allow only one party to talk at any one time (simplex operation), the Summit allows all parties to talk and listen at the same time (duplex operation).

Two Digital Signal Processors

The Summit incorporates 2 digital signal processors which minimises echo and feedback.

Volume Control

A control is provided to adjust the volume of the received speech.

Recall

A recall button is provided to activate network services such as call waiting or may be used in conjunction with a PABX to transfer calls.

Redial

Automatically dial the last number you called.

Mute

Turn off the microphone so that the person at the other end does not hear you speak. Ideal for those private 'asides'.

Ringer Switch

Allows the adjustment of the ringer volume.

Extension Microphone (optional extra)

For the larger conference room, provision is made for a second microphone, which may be placed up to 15 feet from the conference unit.

Product Features

Internal Microphone : Used for talking into the conference phone. For best results, it is recommended that you speak in front of the microphone no farther than 8 to 10 feet away.

Speaker : For best results, do not cover with an object of any kind, (including your hand).

Telephone Dial Keys : Used to dial outgoing calls. Use as you would any push button telephone.

AC 9V socket : Used to connect the AC adapter supplied with the unit.

Line Socket : Connects the conference unit to the telephone wall socket.

Extension Microphone Socket : Used to connect the optional extension microphone.

Pulse / Tone Switch : Selects the form of dialling that the conference phone uses when making outgoing calls. Also used to select between timed break recall and earth recall signals.

Ringer Switch : Adjusts the volume of the ringer between High, Low and Off.

Product Features

- **Recall Key** : Generates a recall signal, required by a PABX to put a call on hold, or when activating additional network services such as call waiting.
- **Mute Button**: Disconnects the microphone for private conversations.
- **Mute Indicator Light** : Indicates that the unit is in a Mute mode.
- **ON/OFF Button** : Turns the conference phone ON or OFF.
- **Power Indicator Light** : Lights when the unit is ON.
- **Redial Key** : Activates the last number redial facility.
- **Tone Key** : When the unit is for Pulse dialling, allows temporary dialling in the Tone mode.
- **UP and Down Volume Buttons** : Raises or lowers the speaker volume.

Installation

Choosing a Location

For best results, please note the following :-

- Everyone who is speaking should be no further than 8 to 10 feet from the Summits in-built microphone (or 3 to 9 feet from the optional extension microphone).
- Ensure that the unit is positioned such that the wires will not be the way of normal activities.
- You may wish to choose a location that is free from background noise.
- Your results may vary depending on the acoustics of the room and the number of people speaking.

To Connect the Conference Phone

Even though the Summit conference phone has a built-in dialler, we recommend that it be connected in parallel with an ordinary telephone. In this way, calls can be made during power fail conditions.

1 Plug one end of the telephone cord provided, into the line socket at the rear of the unit. Plug the other end into the telephone wall socket.

2 Connect the power adapter jack plug, into the unit and the adapter into a switched mains wall outlet.

3 Switch ON the mains supply at the wall outlet.

4 Press the ON/OFF button. If you do not hear dial tone from the loudspeaker, please check the connections. If the problem still persists, please read the troubleshooting section at the end of this guide.

Installation

Setting the Pulse / Tone switch.

Before you can dial a call on the Summit conference phone, you must select which form of dialling it will use.

All domestic telephone lines in the U.K. now accept Tone dialling. This is both fast and accurate and should be selected if possible.

When connected as an extension of an office telephone system (PABX), the setting of this switch will be dependant on the telephone system in question. If in doubt, please contact your system supplier or following the procedure below.

- 1 Set the switch to the Tone position
- 2 Turn the unit ON (ON/OFF button) and listen for dial tone.
- 3 Dial a known number (remember to include any line access digit required by the PABX usually 9).
- 4 If the call is successful (ringing or engaged tone) the switch may be left in the Tone position. If the call is unsuccessful, terminate the call by pressing the ON/OFF button. Set the switch to the

Pulse position and try the test above again.

Using the Tone Button

If you have set the Tone / Pulse switch to the Pulse position, you may temporarily change to Tone dialling by pressing the Tone button. This may be required when accessing automated telephone services, which require Tone signals.

Setting the Ringer Volume

Your Summit conference phone will ring for incoming calls. The Ringer Volume Switch may be used to adjust the volume of the ringer between High, LOW or OFF. With the switch set to the OFF position, the unit will not ring for incoming calls but can still be used to make outgoing calls, or to answer incoming calls ringing on a parallel extension phone

Operation

Making a Call Using the Summit Conference Phone

- 1 Press the ON/OFF button and listen for dial tone.
- 2 Dial the required number on the keypad (when connected to an extension of a PABX, remember to include any line access digit required).
- 3 When the other party answers, you may conduct a conversation using the built-in microphone.
- 4 When you have finished the call, press the ON/OFF button again.

Receive Volume

You may adjust the volume of receive speech, by pressing the UP and DOWN buttons. When you have reached the maximum or minimum positions, the unit will beep 3 times.

As this beep may be quite loud over the telephone line, it is recommended that you advise the other party before adjusting the volume.

Note : With the volume in the minimum position, the incoming speech will be very quiet. This position may be useful if you wish

to include a non active party in your call i.e. you would like another party to listen in to a conversation or discussion you are having, but not be able to take part in it.

Mute

The Summits microphone(s) may be turned off, by pressing the Mute button. This will still allow you to hear the other party but they will not be able to hear you. Press the Mute button again to return to normal conversation. Note : If you have installed the optional extension microphone, this will also be muted.

To Answer an Incoming Call

Calls may be answered on the Summit conference phone by pressing the ON / Off button, (the Mute and Volume buttons will work in the normal way).

The ON / OFF button should be pressed again when the call is completed.

Operation

Making a Call using a Parallel Telephone

You can also make a call on a parallel (extension) telephone and then transfer the call to the Summit conference phone.

The call should be dialled on your telephone in the normal way.

When you wish to transfer the call, press the ON / OFF button on the conference unit and hang up the telephone by returning the handset to its cradle.

Caution : If you do not hang up the telephone, you may experience a whistling noise caused by feedback between the 2 products.

Redial

To call the last number you dialled on the conference unit, you can use the Redial function. Turn the unit ON by pressing the ON / OFF button and press the Redial Key.

Note : The Redial function may not operate under all possible conditions of connection to PABX equipment. Some PABX equipment may require a pause between the line access digit and the telephone number. A pause is not available on this product.

Recall

The Summit conference phone generates a recall signal for use when connected to an office PABX (transferring or placing calls on hold etc.) or when accessing additional network services such as call waiting. With the Pulse / Tone switch set in the Pulse position, the unit will generate an Earth recall. With the switch set to the Tone position, the unit will generate a Timed Break Recall (TBR) of approximately 100mS.

Ringer Equivalence Number (REN)

If you connect too many devices to your telephone line, they may not ring correctly. On each product you have connected to your telephone line, will be printed a REN number. Add these REN numbers together and ensure that they do not exceed a total of 4.

The REN of the Summit conference phone is 1.

Note : Any unmarked BT instrument may be assumed to have a REN of 1.

Extension Microphone (Option)

Using the optional Extension Microphone

The optional Extension Microphone will increase the area over which people taking part in the conference may be located. If there are people placed further than 8 to 10 feet from the conference phone, then the Extension Microphone should be used.

It is recommended that the extension microphone is positioned around 15 feet from the conference phone base unit. Locating the extension microphone within 3 feet of the

base unit may result in interference.

It is installed by plugging the connector plug into the socket provided at the rear of the base unit.

The Extension unit includes its own Mute button and Indicator light. When the indicator light shows Green, the microphone is active. When it shows Red, it is muted.

Pressing the Mute button on either the base unit or the Extension Microphone unit, will cause both of the microphones to be muted.

General Information

Care and Maintenance

The following suggestions will help you care for this product.

- Keep the unit dry. If it gets wet, wipe it dry immediately. Liquids may contain minerals that can corrode electronic parts.
- Use and store the conference phone in normal temperature environments. Extreme temperatures can shorten the life of electronic components and can distort or melt plastic parts.
- Treat the unit with care. Dropping it may result in damage to circuit boards or cabinet parts.
- Occasionally wipe the conference phone with a damp cloth to clean it. Do not use harsh chemicals, cleaning solvents or strong detergents.

Specification

- | | |
|---------------------------|---------------------------|
| • Full Duplex Handsfree | • Mute |
| • Speakerphone | • Recall (Pulse mode |
| • Pulse Dialling 10 P.P.S | Earth) |
| (33/67) | • Recall (Tone mode Timed |
| • Tone Dialling | Break 100mS) |
| • Last Number Redial | • Extension Microphone |
| | (optional) |

This product is designed for connection to the PSTN telephone network of Great Britain and Northern Ireland.

It should be used in conjunction with A30980BC mains adapter supplied.

This adapter must be connected to a standard A.C. mains wall outlet of 230 Volts 50 Hz.

Complies with the European RTTE directive

Complies with the European EMC directive 89/336/EEC.

Complies with the European Low Voltage directive 72/23/EEC.

Troubleshooting

Helpline

If the actions suggested in this troubleshooting section do not resolve your problems. Please call the telephone helpline (during office hours) on the following UK number.

Telephone Helpline 01438 749009

The Indicator Lights do not light

- Make sure the unit is connected to the mains wall outlet and the mains supply is switched ON.
- Ensure the adapter plug is correctly located in the socket provided at the rear of the unit.
- Ensure the conference phone is switched ON by pressing the ON / OFF button.

There is no dial tone

- Ensure the telephone line cord is correctly fitted into the telephone wall outlet and into the line socket at the rear of the product.
- Check the telephone line by replacing the Summit conference phone with a known working phone.
- If connected to an extension of a PABX telephone system, ensure that the PABX system will support analogue devices and that the socket to which you have connected the conference unit is installed and configured to accept a simple analogue telephone (non key system phone). The conference unit may also be checked by temporarily plugging it into the telephone socket used for the fax machine (this will be of the same type as that required for the conference unit)

You can receive calls but are unable to dial out.

- Ensure that the Pulse / Tone switch, at the rear of the unit, is set to the correct position. If in doubt, consult your system or network provider.

Troubleshooting

The conference unit does not ring.

- Check that the Ringer Volume switch is not in the OFF position.
- Make sure the unit is correctly connected to the telephone wall socket and the mains outlet.
- If connected as an extension to a PABX, ensure that the PABX will support simple telephone operation.

Breaks in speech occur.

- The conference phone may take longer to adapt to some room conditions than others. Continue the conversation whilst the conference unit adapts to the room conditions.
- The phone at the other end of the line may not be full duplex. For the best performance, ensure the phone at the other end of the line is either full duplex or is a non handsfree handset telephone.

Guarantee Procedure

In the unlikely event that your conference phone develops a fault within the first month of purchase, it should be returned, with a copy of your purchase invoice, to your retailer who will exchange it for a new one. If it becomes faulty within the guarantee period but after the first month, it should be returned for repair to Lazerbuilt (at the address shown above), either directly or via your retailer.

After the guarantee period, return your product to Lazerbuilt, indicating the problems you are experiencing. Include your name, address, telephone number and a postal order/cheque for £5.00 to cover the handling charge. Lazerbuilt will then send you an estimate for the repair.

Before returning your product for repair or exchange

If you believe that your product is not functioning correctly, please undertake the following course of action :-

1. Ensure you have read and understood the instructions and are operating the product as described in the instructions.
2. Read the TROUBLESHOOTING section of this user guide and follow any advice given for the problem you are finding.
3. Call the HELPLINE on the telephone number shown in this guide

Telephone Helpline 01438 749009

Helpline

Before returning your product for exchange or servicing, please phone the helpline. In many cases, we are able to help with a solution to your problems without requiring the unit to be returned.

The helpline staff are available during office hours.

Guarantee Procedure

Guarantee Registration

To register your guarantee, please fill in the card enclosed with your product and return within 10 days of purchase to :-

Lazerbuilt Ltd
20 Gunnels Wood Park
Stevenage
Herts, SG1 2BH

If your guarantee is not registered, Lazerbuilt will require proof of purchase before carrying out any in-guarantee repairs.
Please retain your purchase receipt.