

**OWNER'S  
INSTRUCTION MANUAL**

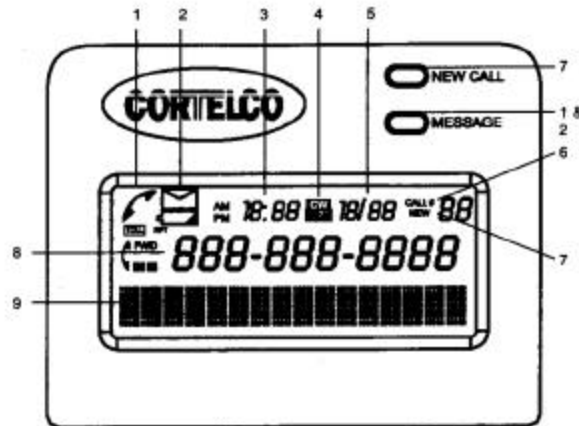


*Colleague* **CALLER ID TYPE II  
DISPOSITION PLUS  
TELEPHONE**

MODEL 2200

**CORTELCO**

# TELEPHONE FEATURES



- |   |  |
|---|--|
| 1 | Extension In Use icon. This icon displays, along with the MESSAGE LED whenever any phone is using the phone line.  |
| 2 | Voice Mail Message Waiting. When using Central Office Voice Mail, this icon displays and the MESSAGE LED illuminates when a new message is waiting.                                |
| 3 | Current Time   |
| 4 | CW displays when you receive a call on the same line you are currently using (Call Waiting)  |
| 5 | Current Date   |
| 6 | Call # displays when viewing Caller ID. This shows the order of the data you are viewing.  |
| 7 | NEW displays and the NEW CALL LED illuminates when new Caller ID data is received. To clear this icon and turn off the NEW CALL LED, you need to review the Caller ID information. |
| 8 | Phone number data of incoming and outgoing calls.  |
| 9 | Alpha/numeric data. Displays Caller ID names, phone status, and line status.   |

## 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.

**Note:** In order for the Caller ID callback to work (see Using the Caller ID Function), you must set the **PULSE/TONE** switch to the Tone position.

## RECEIVING A PHONE CALL

1. Be sure the **RINGER** switch is set to the **HI** or **LOW** position.
2. When the phone rings and the caller's information shows on the display window (refer to Using the Caller ID Function), lift the handset or press the **SPEAKERPHONE** button and begin your conversation.
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 back to Hi or Low when you want to receive calls again.

## PLACING A PHONE CALL

1. Lift the handset or press the **SPEAKERPHONE** button and wait for a dial tone.
2. Dial the telephone number you wish to call. The number will appear on the display window.

## SPEAKERPHONE BUTTON (AC Adaptor must be used to ensure proper function)

1. Receiving Incoming Calls
  - a. When the phone rings and the callers information shows on the display window (refer to Using the Caller ID Function), press and release the **Speakerphone** button and talk normally into the built-in microphone from a distance of 5-6 inches.

- b. You can adjust the volume of the caller's voice by sliding the **VOLUME CONTROL** on the right side of the phone.
  - c. After the conversation has finished, press the **SPEAKERPHONE** button to hang up.
2. To Make A Call
- a. Press and release the **SPEAKERPHONE** button.
  - b. When you hear a dial tone, dial the number or press the auto memory button just as you would on any other push-button telephone. The number will appear on the display window.
  - c. When your party answers, adjust the sound level of his or her voice by sliding the **VOLUME CONTROL** located on the right side of the phone.
  - d. After the conversation has finished, press **SPEAKERPHONE** to hang up.

#### **DURATIONCOUNTER**

A built-in counter will start counting from your reference 6 seconds after you lift the handset or 6 seconds after you dial a telephone number.

#### **MUTEBUTTON**

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.

#### **AUTOMATIC MEMORY**

To Store A Number In Memory:

1. Press the **STORE** button, [**MEMORY STORING**] appears on the display window.
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. Press the desired memory location.
  - To store in an auto memory button (located on right-hand side of base) - Press 1, 2, 3, ..., or 10).

- To store in a keypad memory location - Press one of the keypad buttons (1, 2, 3, or 0).
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. Press any memory location.
  - To dial an auto memory button (located on right-hand side of base) - Press the desired auto memory button (1, 2, 3.... or 10).
  - To dial a keypad memory location - press the **MEM DIAL** button first, and then the desired keypad button (1, 2, 3.... or 0).
3. The number will be displayed and dialed automatically.

#### **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 default after you hang up the handset.

#### **REDIALBUTTON**

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**. The number will appear on the display window.
3. The last number called (31 digits maximum) will automatically be redialed.

#### **PAUSEBUTTON**

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.

1. Press the **PAUSE** button once and release at any point in the dialing sequence where a pause is desired.
2. The **PAUSE** button can be pressed more than once to create a longer pause.

### HOLDBUTTON

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 or press and release **SPEAKERPHONE**. The **HOLD** indicator will go out and your call can continue.

### FLASHBUTTON

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.

*Note: If you also have subscribed to Call Waiting Caller ID service, please see Call Waiting Display below*

### HEADSETCOMPATIBLE

This telephone will accept a 2.5mm cell phone-style headset or an RJ-type headset. To enable headset mode, move the switch on the right side of the phone (see Page 7 for switch location) to the ON position. The **SPEAKERPHONE** button is used to connect or disconnect from a call.

*Note: With the headset switch turned to the ON position, the speakerphone feature will be disabled.*

### 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.

### CALL WAITING DISPLAY

In the past, if you had call-waiting service, a tone alerted you there was a new call coming while you were on an existing call.

Now our Call Waiting Caller ID not only tells you there is another call waiting, but lets you know who the caller is before you answer it. The call waiting information will be shown on the unit's display.

The **CALL WAITING** (CW) symbol will flash for 16 seconds along with the telephone number and name of the person who is on call waiting. Press the **FLASH** button to put the existing call on hold and answer the new call.

No matter whether you answer the call or not, the Call Waiting Caller ID will store the call information for future reference.



*Note: Make sure you have subscribed to both Call Waiting Caller ID and Caller ID service from your local telephone company. If you only have Caller ID service, the unit works for Caller ID only.*

## CALLER ID FEATURES

### MESSAGE LIGHT

An indicator marked **NEW CALL** will light up to let you know when there are new calls received.

If you have a voice mailbox service with your telephone company, another indicator marked **MESSAGE** will flash to alert you to dial your telephone company to check your new messages.

The **MESSAGE** indicator also monitors the unit's situation. When the phone is in use, the **MESSAGE** indicator will be on continuously. If the indicator is flashing quickly, it means the phone is ringing. If it is not ringing and the light is flashing, the unit has experienced a power outage.

### MESSAGE WAITING

This unit's **MESSAGE WAITING DETECTION** is for both FSK and Stutter Tone Systems.

### IF YOUR SERVICE IS FSK:

1. If you have a voice mailbox service from the phone company, the **MESSAGE** indicator will flash and [MESSAGE WAITING] will appear on the display for 20 seconds when a message waiting signal (on) from the Central Office is received.

- The MESSAGE indicator will go off and [MSG WAITING OFF] will appear for 20 seconds if the message waiting off signal is sent from the Central office.

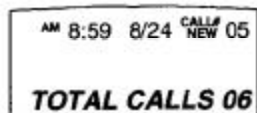
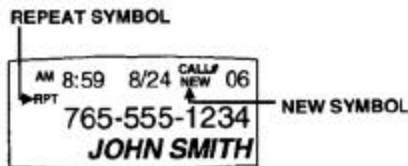
**IF YOU ARE IN AN AREA WHERE AN FSK SIGNAL IS NOT AVAILABLE:**

- This unit will check your line for a stutter dial tone every time you hang up or each time a call goes unanswered. The MESSAGE indicator will flash when there is a message waiting.
- You may experience some delay in seeing the MESSAGE indicator light up even though there are messages in your mail box. This delay is due to regulatory matters and does not indicate a problem with the unit.

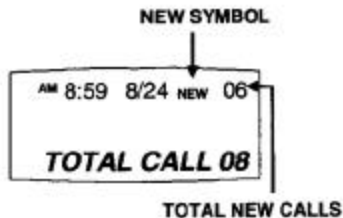
This unit may not be activated or deactivated under certain conditions. For example, when you retrieve your message from an outside phone (not your own telephone number), the MESSAGE indicator may not be canceled when you return home. If you experience this situation, pick up the receiver and hang up. The MESSAGE indicator will cancel.

**RECEIVING CALLS**

- When the telephone is not in use and a new call is received, the display will show the NEW symbol, the phone number, the caller's name, and time and date of the call for 20 seconds. The RPT (repeat) symbol will appear if the call has come in more than once.

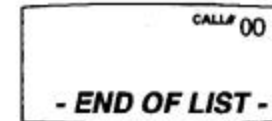


- After 20 seconds with no activity, the display will default to the Stand-By screen and remain on until another call is received or a button is pressed. This will show you the total number of calls stored and how many new calls that have not been reviewed.



**REVIEWING CALLS**

- When the NEW symbol is flashing on the Stand-By screen, you have new incoming calls. Next to the NEW symbol is the total number of new calls. Press the REVIEW UP (▲) or REVIEW DOWN (▼) button to review the incoming stored calls.
- The NEW symbol attached to each call will be removed after you review the call.
- If the NEW symbol is still flashing when the display goes back to the Stand-By screen, there are new calls that you have not yet reviewed.
- The reviewed number can be stored into any of the auto memory buttons or keypad memory locations by pressing the STORE button first, then one of the memory buttons
- When you have reached the end of the call records, the display will indicate [-END OF LIST-], confirming there are no more calls stored.



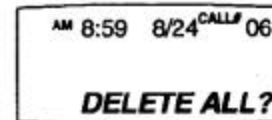
*Note: If the telephone number received is more than 10 digits, the unit will only store the last 10 digits into memory.*

**DELETING CALLS**

- To delete an individual call: When reviewing calls, you can delete an individual call by pressing the DELETE button once. The display will be erased line by line and the rest of the records will be renumbered.



- To delete all calls: When reviewing calls, you can delete all calls by pressing and holding DELETE for more than 3 seconds. Then [DELETE ALL] will appear. Press DELETE to confirm you really want to erase all records. [-NO CALLS-] appears on the display to show there are no calls stored in memory.



## CALLBACK

When reviewing received calls, there are two ways to dial the telephone numbers shown on the display by pressing **DIAL**.

1. With the handset in its cradle (on-hook), press **DIAL**. [*PICKUP PHONE...*] will appear in the LCD display to ask you to pick up the handset. The number will be dialed after you pick up the handset.



2. If you pick up the handset, review the calls, and press **DIAL**, the displayed number will be dialed immediately.

**Note:** The **HANDSET** symbol will light up in the upper left hand corner of the LCD display when the handset is picked up.

If [*SET AREA CODE*] appears prior to [*PICKUP PHONE...*] or dialing, it means you have not programmed the local area code. Please hang up the telephone and program the area code.

1. If a local call (a telephone number with the same area code as you set) is reviewed and its 7-digit number displayed, press **DIAL** to dial the number displayed.
2. If a long distance call (a telephone number with a different area code than you set) is reviewed and its 10-digit number (3-digit area code + 7-digit telephone number) is displayed, press **DIAL** to dial the number displayed.

## OPTIONSBUTTON

The **OPTIONS** button allows you to change the format of the displayed number. The available format follows:

7-digit	7-digit telephone number.
10-digit	3-digit area code + 7-digit telephone number.
11-digit	long distance code 1 + 3-digit area code + 7-digit telephone number.

If a local call, and its 7-digit number is displayed:

- Pressing **OPTIONS** once will change it to a 10-digit format (your area code + 7-digit number).
- Pressing **OPTIONS** twice will change it to an 11-digit number (1 + your area code + 7-digit telephone number).

- Pressing **OPTIONS** three times will go back to the original 7-digit telephone number.

For example: Your area code is 205 and you are reviewing telephone number 785-2883. When the desired format of the telephone number is reached, press **DIAL** to dial the displayed number.

Original	Press Option button once	Press Option button twice
785-2883	(205) 785-2883	1 + (205) 785-2883

**Note:** Since the LCD can only display 10 digit telephone numbers, when you change the format to 11-digits, only the first 10 digits can be seen, but it will dial 11-digits after you press **DIAL**.

If a long distance call, and its 10-digit number is displayed,

- Pressing **OPTIONS** once will change it to an 11-digit number (1+ 3-digit area code + 7-digit telephone number).
- Pressing **OPTIONS** twice will remove the 3-digit area code and change to display only the 7-digit telephone number.
- Pressing **OPTIONS** three times will go back to the original 10-digit number.

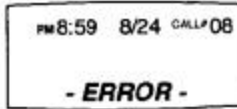
For example: your own area code is 205, and you are reviewing telephone number 914-656-5756.

When the desired format of the telephone number is reached, press **DIAL** to dial the displayed number.

Original	Press Option button once	Press Option button twice
(914) 656-5756	1+(914) 656-5756	656-5756

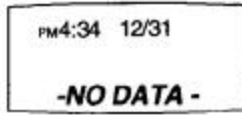
### MESSAGE ERROR

- The display indicates [-ERROR-] if your unit receives a call that has an error in the transmission or reception.



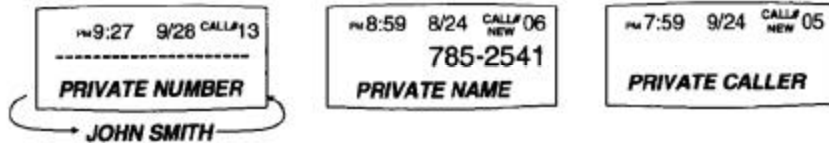
### NO DATA SENT

- [-NO DATA SENT-] will be displayed if there is no caller ID (CID) number sent from the telephone company while ringing.



### PRIVATE CALLS

- If the caller has exercised the option to block his number from being sent, [PRIVATE NUMBER] and his name will alternately display on the screen when this information is received.
- If the caller has exercised the option to block his name from being sent, [PRIVATE NAME] and his telephone number will be displayed on the screen.
- If the caller has exercised the option to block his name and number from being sent, then [PRIVATE CALLER] will be displayed on the screen.



### UNKNOWN CALLS

- When the telephone company is unable to provide information of the caller's telephone number, [UNKNOWN NUMBER] and his name will alternately display on the screen when this information is received.
- When the telephone company is unable to provide information of the caller's name, [UNKNOWN NAME] and his telephone number will be displayed on the screen.
- When the telephone company is unable to provide information of the caller's name and number, [UNKNOWN CALLER] will be displayed on the screen.



### CALL WAITING DELUXE

The following features require Call Waiting Deluxe or Type 2.5 Caller ID service provided by your telephone company. When you hear the call *waiting* beep, you can choose from a variety of advanced Call Waiting options.

- CALL WAITING** - To answer an incoming call while putting the person you are talking to on hold, press **FLASH**.
- TO VOICE MAIL** - To forward an incoming call to voice mail so that you can finish your current call and listen to the new one later, press **TO VOICE MAIL**.
- PLEASE WAIT** - To connect an incoming call to an announcement which states you will be with the new caller shortly, press **PLEASE WAIT**. This feature should be used if you do not want to be interrupted and can take the other call soon.
- CALLBACK** - To connect the incoming call to an announcement asking the caller to call back at a later time, press **CALL BACK**.