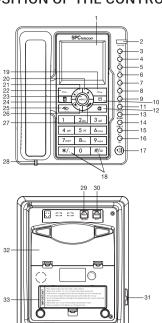# OFFICE PRO

SPC telecom

Product reference 3604N

USER MANUAL

POSITION OF THE CONTROLS

1. Screen

2. Indicator for picked up phone or in operation.

3. **M1** key: Direct memory.

4. **M2** key: Direct memory.

5. **M3** key: Direct memory.

6. **M4** key: Direct memory.

7. **M5** key: Direct memory.

8. **M6** key: Direct memory.

9. **M7** key: Direct memory.

10. Key ⏰: Alarm clock.

11. **PAUSE** key.

12. Key 🔇 Silent. Mute microphone.

13. **RING TONE** key: Set melody and ring tone volume.

14. **BRIGHTNESS** key: Adjust the screen contrast.

15. **R/+** key: Access the services of your telephone company / department.

16. **RLL** key: Repeat the last number you dialed.

17. Key 🔊: Handsfree.

18. Alphanumeric keypad.

19. **VOL** key: Decrease volume of handsfree / select menu options.

20. Key ⬇/-: List of received calls. Last old / Rest.

21. Key ⬆/+: List of received calls. Recent old / total.

22. **VOL+** key : Increase handsfree volume / select menu options.

23. **MENU** key: access the menu options.

24. Key ⊞ Calculator function.

25. Key ↘ : Save to memory.

26. Key ◐/× : List of outgoing calls / multiplication.

27. Key ✐: Delete..

28. Input for the handset cable.

29. **CONNECTION**: Input for flat ribbon cable.

30. **EXT**: Input for connecting another telephone.

31. Input for the handset cable.

32. Table stand.

33. Battery compartment.

INSTALLATION

PACKAGE CONTENTS

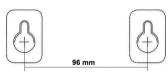In the package of your phone you should find the following components:

- 1 Telephone.
- 1 Handset cable.
- 1 Telephone cable.
- User manual.
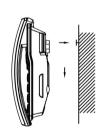- SAT List.

INSTALLATION

- **Table:**

1. Öffnen Sie das Batteriefach (33), indem Sie die Lasche nach hinten ziehen und dann die Abdeckung anheben. Legen Sie 3 Alkalibatterien der Größe AA (1,5 V) in das Batteriefach ein.

2. Connect one end of the handset cable to the connector on the bottom of the phone (28) and the other end to the connector on the side of the base (31).

3. Connect one end of the flat telephone cable to the front of the telephone (29) and the other end to the telephone jack. Make sure that you hear a tone when you lift the handset.

- **On the wall:**

1. Remove the table plate piece (32). To do this, pull the tabs back and then lift the piece off.

2. Pull the piece out and rotate it 180° to the wall position. The tab must face outward so that you can hold the phone.

3. Drill holes 96 mm apart in the wall as shown in the illustration:

96 mm

4. Attach the screws. Insert the base into the screw sockets for wall mounting and make sure that it is firmly seated.

CONFIGURATION

Once the device is connected to the phone line, it is ready to make and receive calls. If you want, you can set the volume and ringtone melody , date and time, R key time, contrast...

DATE AND TIME

This phone automatically updates the date and time when it receives the first call with the identification of the calling phone number. Therefore, it is not necessary for the user to take action.

To do this, you must have activated the caller identification service with your phone company (Movistar, Jazztel, Ono, Euskaltel, etc.). However, in any case, you will need to update the year so that the day of the week in the calendar is the correct one. If you want to do this manually, follow the steps below:

1. With the handset on-hook, press the **MENU** key.

2. The screen will display "**SEt 1 dAtE**". This means (**DATE / TIME**).

3. Press the **MENU** key. The year starts to flash. With the ⬆ ⬇ keys you can increase or decrease the year. Press the **MENU** key.

4. The month starts flashing. With the keys ⬆ ⬇ you can increase or decrease the month. Press the **MENU** key.

5. The day starts flashing. With the keys ⬆ ⬇ you can increase or decrease the day. Press the **MENU** key.

6. The hour starts flashing. With the keys ⬆ ⬇ you can increase or decrease the hour. Press the **MENU** key.

7. The minutes start flashing. With the keys ⬆ ⬇ you can increase or decrease the minutes. Press the **MENU** key.

8. Press the ✐ key to return to the home screen.

NOTE: When you look at the calendar on the screen, the first column, starting from the left, shows Sunday (S - Sunday). On the right side of the screen you will see the seven days of the week flashing on the day you are currently on (SUN-SUNDAY; MON-MONDAY; TUE-TUESDAY; WED-WEDNESDAY; THU-THURSDAY; FRI-FRIDAY; SAT-SATURDAY).

PREFIX

"**CodE 2**" or in the menu "**SEt 2 CodE**" is a function that should not be used in Spain, otherwise there may be problems when dialing. Press the ✐ key, um die to exit the function and return to the home screen.

CONTRAST SETTING

You can adjust the contrast of the screen on the device. You can choose from 16 levels. Follow the steps below to change the contrast:

1. With the handset on-hook, press the **MENU** key.

2. Press the ⬆ key until "**SEt 3 LCd**" appears.

3. Press the **MENU** key to confirm.

4. Press the ⬆ ⬇ keys to select the desired contrast. From "LCd 00" low contrast to "LCd 15" high contrast.

5. Press the **MENU** key to confirm.

6. Press the ✐ key to return to the home screen.

The quickest way to change the contrast is to press the BRIGHTNESS key repeatedly until the desired contrast is selected.

NOTE: When the batteries are low, you can increase the contrast on the screen to ensure good visibility.

R Key

This key allows you to access the various services offered by your telephone company or switchboard, such as: "call forwarding", "call waiting", " answering machine", etc. To do this, press the R key and the corresponding code.

The duration of the R (FLASH) time can be changed via the menu. For Spain it should be 100ms. If you configure your phone with an R time that does not correspond to your country, you will not be able to use some of the services offered by your telephone company.

1. With the handset on-hook, press the **MENU** key.

2. Press the ⬆ key, until "**Set 4 FLASH**" appears.

3. Press the **MENU** key to confirm.

4. Press the ⬆ ⬇ keys to select the desired time in milliseconds..

5. Press the **MENU** key to confirm.

VOLUME CONTROL AND RINGTONES

- There are 5 ring levels and a "do not disturb" function where the ringtone is turned off.

- There are 9 different ringtones melodies.

- **Set melody:**

1. With the handset on-hook, press the **RINGTONE** key.

2. The screen displays "**ring 01 db5**" and the current melody is played. Press the **RINGTONE** key repeatedly to change the melody. From "ring 01" to "**ring 09**".

3. Press the **MENU** key to confirm.

- **Adjust volume:**

1. With the handset on-hook, press the **RINGTONE** key.

2. The screen will display "ring 01 db5" and playback of the current melody will begin. With the keys ⬆ ⬇ you can increase or decrease the ringtone volume. From "db1" to "db5".

3. Press the **MENU** key to confirm.

NOTE: To turn off the ringtone, select "ring oFF" when selecting the ring melody. The message will be displayed on the screen to remind you that the ringtone is off.

SETTING THE VOLUME OF THE HANDS-FREE SYSTEM

Press the **VOL+** button to increase the volume or the VOL- button to decrease the volume during hands-free calling.

MUSIC ON HOLD

When you have picked up the handset, press the **RINGTONE** button to put music on hold. Press the **RINGTONE** button again to resume the call.

MUTE

If you do NOT want to be heard by your call partner, press the key 🔇 . The screen displays "**mutE**".

Press the same key 🔇 again, to be heard.

CALL TIME COUNTER

This terminal has a time counter that starts automatically about 5 seconds after dialing. This gives you an approximate idea of the duration of the call.

PAUSE

During dialing numbers, you can enter a pause of 3.6 seconds by pressing the **PAUSE** key. This function can be useful for calls to foreign countries by inserting the pause after the country code.

KEY TONE

With the handset on-hook, press and hold the ⊞ key for 4 seconds to activate or deactivate the key tone.

FEATURES

INCOMING CALLS

The ringtone plays when a call comes in.

1. Pick up the handset. The "**In use**" indicator lamp lights up.

2. Start the conversation.

3. When you are finished, place the handset back in its holder.

HOW TO MAKE A CALL

To call another user of the telephone service, perform the following operations:

1. Pick up the handset. The "**In use**" indicator lamp lights up.

2. Wait for the dial tone and dial the desired number.

3. When you are finished, place the handset back in its holder.

DIALING WITH THE HANDSET ON-HOOK

1. With the handset on-hook, dial the number you want to call. Use the ✐ key to delete digits if you make a mistake.

2. Pick up the handset. The "**In use**" indicator lights up and the phone dials the number.

3. When you are done, place the phone back into the holder.

HANDS-FREE CALLING

You can have a conversation without holding the handset to your ear.

1. Press 🔊 to take over a line. The "**In use**" indicator lamp lights up.

2. Dial the desired number. When the other person answers, speak into the phone.

3. When you are finished, press 🔊.

NOTE: In hands-free mode, the call partners should not speak at the same time.

REPEAT THE LAST DIALED NUMBER

If you want to call the last dialed number again.

1. Pick up the handset and press the **RLL** key.

2. When you are finished, place the handset back in its holder.

SUMMARY OF THE LAST 18 NUMBERS DIALED

1. With the handset on-hook, press the key ◐/× On the screen you will see the number, the call time and the position in the list.

2. Press repeatedly ◐/× , to scroll through the list.

3. Press **MENU** to exit.

MAKE A CALL TO ONE OF THE 18 LAST DIALED NUMBERS

1. With the handset on-hook, press the key ◐/× .

2. Press repeatedly ◐/× to select the number you want to dial.

3. Pick up the handset to make the call.

DELETE NUMBERS FROM THE LIST OF DIALED NUMBERS

1. With the handset on-hook, press the key ◯●/× to access the list.

2. Press ◯●/× repeatedly to select the number you want to delete.

3. Press 🖉 to delete it.

DELETE ALL NUMBERS FROM THE LIST

1. With the handset on-hook, press the key ◯●/× to access the list.

2. Press and hold the key for 3 seconds.

CHECK RECEIVED CALLS

You can find out who is calling you or who has called you in your absence. To do this, you must ask your telephone company (Movistar, Jazztel, Ono, Euskaltel, etc.) to activate this service. When the service is set up on your line, the caller's number will be displayed on the screen. Your phone will regist 99 incoming calls.

CHECK RECEIVED CALLS

The **NEW** icon on the screen together with the last received number indicates that you have new calls to check. As long as you have not checked all new calls, the icon will not disappear . The phone stores received calls until they are deleted. You can store up to 99 calls. To check the list of received calls:

1. Press the ⬇ key.   At the top of the screen you will see the month, the day, the time the call was received and the position in the list. The **NEW** icon is displayed at the bottom left and the received number at the bottom.

2. Press the ⬇ key to check the stored numbers in chronological order.

3. When the **NEW** icon disappears, you have already checked all new calls.

Other information:

- **NEW :** New call

- **REPEAT:** Repeated call

- **IN :** List of incoming calls

- **--P-- :** Private conversation

- **--U-- :** Call outside the area

- **OUT :** List of calls made

DIALING FROM THE LIST OF RECEIVED CALLS

To dial a number stored in the list of received calls:

1. Press ⬇ until you reach the number you want to dial.

2. As soon as it appears on the screen, just lift the handset and the device will automatically start dialing the number.

DELETE A NUMBER FROM THE LIST OF RECEIVED CALLS

1. Press ⬇ until you get to the number you want to delete.

2. Press 🖉 .

DELETE ALL NUMBERS FROM THE LIST

1. Prss ⬇ .

2. Press and hold the 🖉 key for 3 seconds.

INDICATOR FOR RECEIVED MESSAGES

If you have a contract with your phone company and have activated their voicemail, the **MAIL** icon will appear on the left side of the screen when someone calls you and leaves a message in your voicemail. Once you have cleared all voicemail messages, you will receive a signal from your phone company with no associated number and the **MAIL** icon will disappear.

In some areas or on some lines, this feature may not work properly.

The icon also disappears automatically when the handset is picked up.

DIRECT MEMORY M1, M2, M3, M 4, M5, M6 AND M7

This phone allows you to store 7 speed dial numbers. We recommend that you write down the numbers you use most often. Each memory can store up to 16-digit numbers.

SAVE A PHONE NUMBER

1. With the handset on-hook, dial the number you want to save.

2. Press ✎ , **"StorE"** appears on the screen.

3. Press one of the memory keys (**M1- M7**) on which it is to be stored.

Example: Dial 945297028, press ✎ , press **M1**.

SELECT FROM MEMORY

There are two options:

Option 1:

1. Lift the handset to take over the line.

2. Press the M1 key. The phone dials into the line automatically.

Option 2:

1. Press the M1 key. The phone switches to hands-free mode and dials automatically.

NOTE: The stored data will be lost if the phone is without batteries and is not connected to the power supply for several minutes.

DIAL MODE

This telephone comes from the factory configured to dial in touch -tone mode. Most telephone exchanges use this type of telephone dialing. If for some reason you need to switch to pulse mode, proceed as indicated.

1. With the handset on-hook, press and hold the ✱/. key until "P" is displayed on the screen.

2.Press the **MENU** key.

To return to touch-tone mode, press and hold the key ✱/. until "1" appears on the screen.

CALCULATOR

You can use your phone as a calculator. To activate the function:

1. With the handset on-hook, press the key ▦.

2. Use the icons displayed on the screen to perform the operations.

Key ⬆ /+ (summate)

Key ⬇/- (subtract)

Key R/+ (Divide)

Key ◯●/× (Multiplication)

Key #/= (Result)

Key ✱/. (Decimals)

Key ▦ (set to 0)

3. To exit the calculator mode, press the **MENU** key.

ALARM CLOCK WITH 5 ALARMS

The phone offers the possibility to program 5 different alarms. To do this, you need to do the following:

1. With the handset on-hook, press the key ⏰ . "12-00 AL1" appears on the screen.

2. Press ⬇ to activate or deactivate the alarm. When this function is activated, the "ALM" icon is displayed at the top of the screen.

3. Press the **MENU** key, the screen will display the time flashing.

4. Enter the time with the keys ⬆ ⬇ ein und drücken Sie zur Bestätigung die **MENÜ**-Taste.

5. Geben Sie die Minuten mit den Tasten ⬆ ⬇ and press the **MENU** button to confirm.

6. You can continue data entry to set the following alarms, or press 🖉 to exit.

NOTE: The first three alarms are regular alarms AL1, AL 2 and AL3, they sound every day. The last two alarms AL4 and AL5 are triggered only once. The alarm duration is approximately 55 seconds. To stop the alarm, press any key.

SPECIFIC FUNCTIONS

PABX CODE

When you enable the PABX function:

- From the list of received calls: The phone first dials the PABX code, pauses for 2 seconds, and then dials the selected number from the received calls list.

- From the list of dialed calls: If the first digit of the phone number matches the digit of the PABX code, the phone dials the first digit of the number followed by a 2-second pause.

1. With the handset on-hook, press and hold the 🖉 key until **"Set PcodE"** appears on the screen.

2. Use the ⬆ ⬇ keys to select the code and press the **MENU** key to confirm.

WARNING FUNCTION FOR SIMULTANEOUS DIALING

If you dial from another phone connected on the same line, that phone will beep, preventing the dialing process from being completed.

To activate this function:

1. With the handset on-hook, press and hold the #/= key until **"SPI on"** appears on the screen. Press the **MENU** key.

To disable this function:

1. With the handset on-hook, press and hold the #/= key until **"SPI off"** appears on the screen. Press the **MENU** key.

PARALLEL TRANSMISSION

If you have another device like this, you can transfer a call to it as follows:

First of all, each phone must be given a name.

1. With the handset on-hook, press and hold the **MENU** key until the screen displays **"EL --"**.

2. Use the keyboard to select " ✱ **and 1"** and press the **Menu** key. This gives the device a name.

3. Perform the same steps with the second device and name it " ✱ **and 2"**.

If you receive a call with the first device and want to switch to the second device. Press " ✱ **and 2"** (this must happen within the first 30 seconds). The other device starts to ring. Pick up the handset to answer. Hang up the handset of the first device or talk to all three in the conference.

TROUBLESHOOTING

■ **When the handset is picked up, no sound is heard and the red "in use" indicator lights up**

- Check connections **28** and **31** of the headphone cable.

■ **When you pick up the handset, no sound is heard and the "In use" indicator does not light up**

- Check the telephone connection **29** between the device and the telephone line in your house.

■ **Strange icons appear on the screen and the phone does not respond**

- Remove the batteries. Disconnect the phone from the line for a few minutes.

■ **The ringtone is too quiet**

- Check the selected ringtone volume.

■ **The number of the caller is not displayed**

- Make sure you have a caller ID contract with your phone company.

- It may be that you have ordered the service and the caller has deactivated his identification.

■ **Connected ADSL has no caller ID or poor sound quality**

- Make sure that you have connected an ADSL filter directly to each outlet used in the house.

- Make sure that the modem and the phone are plugged into the correct filter slot (a separate one for each).

- The filter(s) may be defective. Replace the filter(s) and test again.

TECHNICAL DATA

Return loss > 14 dB.

Multi-frequency dialing presets: CCITT Z.23.

Transmission time: > 90 ms.

Pause time: > 100 ms.

Timed opening time: 100ms.

Pause time during dialing: 3.6 s.

Maximum number of numbers per memory: 16.

Number of call records: 99.

Compatible with Spanish analog phone lines.