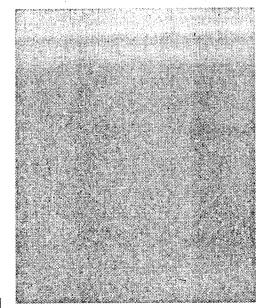


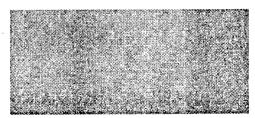


Business Terminal

User Guide









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Features

- Two line capability
- Prime line selection line 1, line 2, or neither
- Eight (8) programmable memory keys for automatic dialing
- Shift key that enables each memory **key** to store two (2) telephone numbers, for a total of 16 stored numbers or codes
- Visual indicators for ringing, off-hook, call forward, message waiting for each line, feature-in-use, do-not-disturb, hold and line in use Program Mode Shift
- LINK [L] key for hookswitch flash
- Line release [RI key
- Line Hold
- Automatic hold for switching between lines
- Remote release of hold
- Last Number Redial [Redial]
- Saved Number Redial [S]
- Do-Not-Disturb with visual indicators
- On-hook dialing
- Dedicated call forward key
- Hearing aid compatibility
- Tone/Pulse selection, tone default
- Adjustable ringer volume

- One stroke speed dialing
- 7 Position volume control, handset headset
 - -Speaker
 - alerter
- Scratch-resistant matte finish
- Wall-mountable with optional wall mount kit
- C.O. / PBX, CENTREX compatible
- A-Lead control compatible for operation behind
 1A2 Key type systems
- Differentiated ringing control
- Power failure operation
- Adjustable handset and receive volume
- Selectable headset option
- Memory protection retains programmed phone numbers up 72 hours without AC power
- Program key

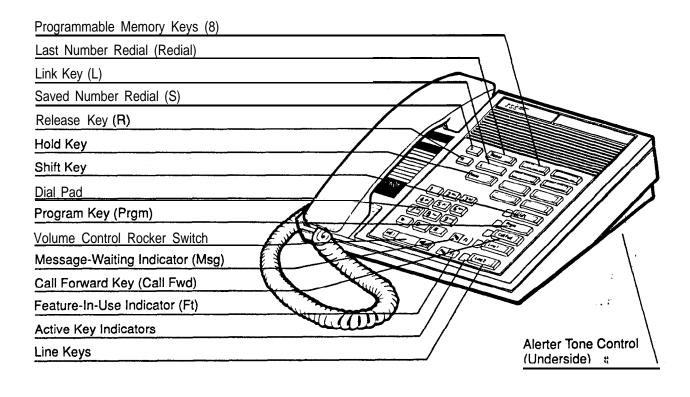


Fig. 1

Assembly and Installation

The Unity Two-Line is a Two line electronic telephone designed and factory wired for use with PBX, CENTREX or CENTRAL OFFICE (CO) switching system. No wiring changes are required. Follow these simple installation steps and start using your new Unity telephone set.

Line and Handset Cord Connections

CAUTION

Before installing the Unity Two-Line, ensure that the RJ14 (two line) wall jack designated for it is properly wired for this type of telephone. Plugging the Unity Two-Line into a jack wired for proprietary-type telephones such as the Meridian SL-1 or Meridian SL-100 terminals may damage your phone.

7'0 Connect the Handset Cord

- Insert the plug at one end of the coiled handset cord into the handset cord jack on the bottom of your phone. A "click" indicates that it is properly locked in place. See Figure 2.
- Route the cord through the handset cord channel as shown in Figure 2. Then connect the plug at the other end of the cord to the handset. A "click" indicates that it is locked in place.

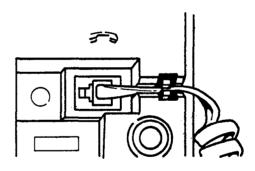
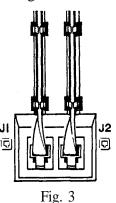


Fig. 2

To Connect the Line Cord

- Insert the plug at one end of the line cord into the standard line cord jack (designated 'J2') on the bottom of your phone. A 'click' indicates that it is locked into place.
- Route the line cord through the line cord channel. See Figure 3



Power Transformer Connections

The Unity Two-Line is a powerful telephone with many features such as automatic dialing and a built-in speaker for call monitoring. Therefore, your telephone is equipped with a transformer for the power needed to enable these additional features. To **prevent** accidentally turning off power to your phone, we recommend using an outlet that is not controlled by a light switch.

Note: Make all cord connections before plugging the power transformer into an AC outlet.

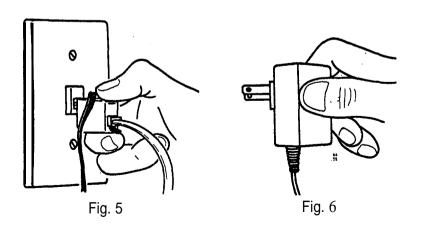
To Connect the Unity Two-Line to AC Power

- Take the end of the line cord that is not already connected to the phone and insert it into the jack in the adapter. See Figure 4. A 'click' indicates that it is locked into place.
- Insert the adapter into the RJ14 (Two line) wall jack as shown in Figure 5. Once again, a "click' indicates that it is properly locked into position.
- Plug your transformer into an AC outlet that is within five feet of the wall jack. (Figure 6.)

Note: During an AC power failure, you can still use the Unity Two-Line like a standard telephone, but only on Line 1. You can dial out manually (in tone mode) and receive incoming calls. Set reverts to factory default setting.



Fig. 4

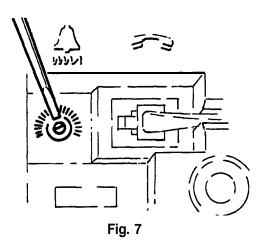


Tone/Pulse Selection

The Unity Two-Line is shipped from the factory already programmed for tone dialing. You can alter the setting to pulse dialing if you do not have tone service. See 'Tone/Pulse Selection' in the 'Programmable Features' section for details on how to program your phone for pulse dialing.

Differentiated Ringing Control

Your Unity Two-Line is equipped with a differentiated ringing control. Use a small flat-bladed screwdriver to turn the control either clockwise or counterclockwise to vary the pitch of the tone alerter (the ringing sound) of your phone. This can help you distinguish if it is your telephone that is ringing when you are away from your desk, but still within hearing distance. (Refer to Figure 7).



Configuration Of Your **Two** Telephone Lines

The Unity Two-Line is shipped from Northern Telecom ready to use. Your phone is configured for tone dialing; Line 1 is your Prime Line, Automatic Hold, two stroke dialing and volume controlis set to nominal. However, you can change all these settings to suit your particular situation. Refer to the 'Basic Operation' section, for factory default setting details, or to modify individual original factory settings refer to the 'Programmable Features' section.

Note: If only one line is connected the LED light beside line 2 will remain on.

Optional A-Lead Connection

u sing your Unity Two-Line with certain systems may require A-lead control. To enable compatibility with this type of system, you can order the optional A-lead cord to plug into the second jack (designated 'J1') on the underside of your phone. Refer to Figure 8 for A-lead cord and jack connections.

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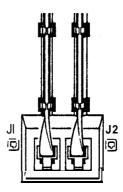
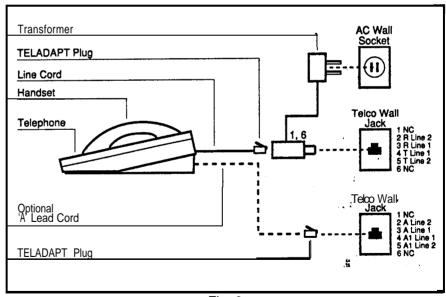


Fig. a

To Connect the Optional A-Lead to Your UNITY Two-Line

- Insert the flat P-conductor A-lead line cord into the jack ('J1') located to the left of the two-line jack. A 'click' indicates that the plug is properly locked into the jack.
- Route the A-lead line cord through the A-lead line cord channel.
- Connect the other end of the A-lead cord to a wall jack that is specially wired for this type of system.



Directory Card Installation

Your Unity Two-Line comes with a plastic faceplate covering and a directory card that fits beneath the area where the handset rests.

Type or **p**rint your telephone number and any number or codes you need for quick reference on the card.

Position the card in the well area. Insert the plastic faceplate. To do this insert the tab at the top of the faceplate into the slot at the top of the retaining area and snap the tabs at the bottom in place.

To remove the directory card

Insert a straightened paper clip into the indentation below the Northern Telecom Logo on the faceplate. Gently pull the tabs out of the retaining slots and lift the faceplate off.



Fig. 10

Wall-Mounting

If you intend to wall-mount your Unity Two-Line, order the optional wall-mounting kit.

Operational Problems

If your experience operational problems with this terminal, follow the procedures outlined below:

Determine if the problem is in your terminal.

Problem	Possible Cause	Corrective Measure
No dial tone	ine cord is not plugg d into the RJ14C RJ14W wall jack or telephone correctly	Ensure all plugs are properly inserted in correct jacks
No dial tone for on hook dialing	Set in headset mode	Deactivate headset mode, press PrgmF1
No incoming calls 0r 'FT' light on	Do-Not-Disturb is activated Volume control turned	Use right side of volume control. Tum volume control rocker switch up until Do-Not-Disturb is deactivated
Memory dialing does not work	Power disconnected or po wer off for greater than 72 hours	Make sure power transformer is connected to a live AC outlet . Reprogram memory locations
C'annot dial out (Continous dial tone)	Tone/Pulse may be programmed for the wrong mode	Check Tone/Pulse mode and try placing a call

Problem	Possible Cause	Corrective Measure
Cannot hear called party	Handset volume level low	Use volume control switch to raise receive level
Calling party too oud	Handset volume control switch turned up too high	Use volume control switch to lower receive level
Line 2 LED is pernanently on	Line 2 is not connected	Check line cord is connected in the right side line cord jack, check jack wiring for two-line operation

•

Basic Operation

Manual Dialing

Your Unity Two-line telephone is ready to use. This section explains the basic features that do not require any programming. It will get you started and enable you to make calls while you are learning how to program your Unity for your particular situation.

To Place a Call

- Lift the handset and listen for dial tone
- Key in the number on the dial pad
- Hang up the handset or press the key to terminate the cdl.

In-hook Dialing

To Monitor an Outgoing Call

- Press a line key. The LED next to it will light and you will hear a dial tone.
- Dial the number. You can monitor the call without picking up the handset.
- If someone answers, pick up the handset to talk.
- If no answer, press the
 key to terminate the call.

Hanging up

Simply hang up in the conventional manner. If you want to terminate a call without putting the handset back on-hook, press the Release **R** key. This is equivalent to pressing the hookswitch down for **two** seconds and allows you to dial again as soon as you have a dial tone.

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Using the LINK (L) Key

I

Your local telephone company or communication system may offer additional service including functions that allow you to interrupt a conversation to answer an incoming call, (Call Waiting), or transfer a call to a third party (Call Transfer). When using these services you need to free your line momentarily.

For convenience and reliability, the Unity Two-Line is equipped with an electronically precision-timed Link (L) key. Pressing this key frees the line for the appropriate length of time regardless of how long you hold it down.

Last Number Redial

you manually dial a number and get a busy signal or no answer you can dial the same number again by pressing the Last Number Redial Redial which automatically redial the last number which was dialed manually, up to 40 digits long.

Note: If you manually dial another number, it will replace whatever was previously stored in 'Redial' memory. However, it will not store any digits dialed by a memory key.

Attenuated Ringing

Calls coming in on the second line will not ring audibly while you are talking on the other line, or while placing a call. Instead, your telephone will ring for one short burst and the light beside that line key will flash for a visual indication of the call on the other line.

Visual Indicators

Your Unity Two-Line has LED's that tell you at a glance what features are in use. Call Forward, Program, Line in Use, Hold, Visual Ring, Shift keys all have these visual indicators.

Feature-In-Use

The Feature-In-Use LED labelled 'Ft' lights when you activate **Call Forward** or when you turn the ringer volume all the way down to activate the 'Do-Not-Disturb' function.

Message Waiting

Where equipped, in a PBX/CO/Centrex environment, standard message waiting signals sent to your station activate the Message Waiting (Msg) indicator.

Factory Defau It Settings

The Unity Two-Line is shipped from the factory preprogrammed in what is known as Default Mode. You have the option of altering these features for your particular office environment. Once you have changed these settings, you can revert to the original factory default settings at any time.

- Provides for tone dialing.
- Line hold operation is set for Automatic Hold. When you are
 on one line and you press a line key to dial out or answer an
 incoming call, you automatically put the first call on hold.
- **Prime** Line Select is programmed to automatically select Line when you pick up the handset.
- You have Two Stroke Dialing. To place a call, select a line or pick up the handset before automatically dialing a number with a memory key.
- Audible feedback for ringer volume adjustment is turned off.

Reverting to Factory Settings

- Press the **Prgm** key
- Press the Redial key

Press the **Prgm** key again

Programmable Features

Tone/Pulse Selection

Now that you are comfortable with the operation of your Unity Two-line telephone set, let's continue by learning how to program the memory buttons and other useful features. All programming of features require the set to be on-hook and idle, except where noted in the instructions.

Your Unity Two-Line comes from the factory preprogrammed to dial in tone mode. However you have the option of selecting pulse mode.

To change the original factory setting to enable you to dial in pulse mode:

- Press the **Prgm** key.
- Press the asterisk * key.
- Press the **Prgm** key.

If you have altered the original factory setting and want to change it to enable tone dialing again:

- Press the **Prgm** key.
- Press the octothorpe [#] key.
- Press the **Prgm** key again.

Line Hold Selection

The Unity Two-Line comes from the factory preprogrammed for Automatic Hold. This means that when you are on one line and you press the other line key to either dial out or answer an incoming call, you automatically place the first call on hold.

To Deactivate **Automatic Hold**

- Press the **Prgm** key. - Press the **Hold** key.
- Press the **Prgm** key again.

Repeat this procedure to activate Automatic Hold again. It turns the feature off and on.

To take a call off hold when you have Automatic Hold:

— Simply lift the handset or press the line key for whichever line that you want to take off hold.

Placing a call on hold and taking it off when you do Not have **Automatic Hold:** — Press the **Hold** key. The light (LED) next to the key for that

- line will flash 60 times per minute.
- Press the key for that line again to take a call off hold.

Remote Release of

Hold

If you share your two phone lines with other people in your office, you may find the 'Remote Release of Hold' feature to be quite useful. Should you have to put a line on hold to leave your desk for some reason, you can use any phone that shares your line to take that line off hold and retrieve the call.

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Your Unity Two-Line comes from the factory preprogrammed to automatically select Line 1 when you pick up the handset. However, you also have the option of selecting Line 2 as your Prime Line or you can program your phone so that neither is prime.

Prime Line Select offers you several advantages, especially in an environment where you share your lines with someone else. Designating a Prime Line gives you a dial tone for your own line whenever you pick up the handset to make a call. When both lines ring at once, your telephone automatically selects your owr line when you answer.

If you have altered the original factory setting and want to repro gram your Unity Two-Line to designate Line 1 as prime:

- Press the Prgm key.
- Press the Line 1 key.
- Press the **Prgm** key again.

Note: Prime is set to Line 1 when you reprogram for Default Mode.

To designate Line 2 as your Prime Line, substitute Line 2 for Line 1 in the procedures above.

To program your Unity Two-Line so that neither line is designated as your Prime Line:

- Press the **Prgm** key.
- Press the **Line 1** key.
- Press the **Line 2** key.
- Press the **Prgm** key.

Answering Calls

The Unity Two-Line can be programmed to automatically select the ringing line. This feature, called Ringing Line Select, interacts with Prime Line Select to give you several options for how your two lines ring.

You automatically answer the Prime Line when you pick up the handset while both lines are ringing.

If you have not designated a Prime Line...

You automatically answer whichever line is ringing, thus the term Ringing Line Select applies. If both lines ring simultaneously, you must select one.

Storing a Required Pause

The design of the Unity Two-Line enables you to store pauses between access codes and long distance numbers when you program memory keys. Automatic dialing resumes immediately after the delay

To store pauses when in the programming mode:

- Press the **Hold** key.

Note: Each time you press Hold key while in the Programming mode, it stores a 1.5 second pause and uses the same memory capacity required to store one digit of a telephone number.

To store a telephone number or feature access code with a

Storing a Required LINK

- required LINK function:Press the Prgm key
- Press a memory key
- Press a memory ke
- Press the IL/ key.
- Enter the telephone number or feature access code.
- Press the **Prgm** key again.

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Storing Telephone Numbers

The eight memory keys can be used to store phone numbers up ta 24 digits long. The Shift key allows you to use each memory key twice for a total of up to sixteen stored numbers which can be dialed automatically. When programming memory keys, you can also insert Link and Pause commands.

To Program a Memory Key to Store a Telephone Number

- Ensure the Unity Two-Line is on-hook and idle.
- Press the **Prgm** key. The indicator beside the key will light.

- Press one of the memory keys and dial the number to be stored

- in memory.Following this same procedure, continue programming as
- many keys as you wish.
- When you have finished with the keys you want programmed press the Prgm key to take the Unity Two-Line out of programming mode. This will turn off the red light.

To Clear a Memory Key Location

- Press the **Prgm** key.
- Press the memory key location you wish to clear
- Press the **Hold** key
- Press the **Prgm** key again

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Using the Shift Key

The Shift key is similar in function to a shift key on a typewriter in that it gives each of your eight memory keys two levels of storage capacity. After you have programmed the eight memory keys, press the **Shift** key The LED next to the **Shift** key will light. You now have eight more storage locations at your disposal. To access the second set of stored numbers for automatic dialing, just press the **Shift** key prior to pressing the memory key. Pressing a memory key without pressing the **Shift** key will dial the number that is stored in the first level of memory.

Automatic Dialing of Stored Numbers

You can dial a stored number with the handset either off-hook or on-hook.

Two Stroke Dialing of a Stored Number:

- Lift the handset or press a line key
- Press the appropriate memory, Redial or S key. If the number is located in the second level of storage of a memory key, you will need to press the Shift key before pressing the memory key
- The number you have stored will automatically be dialed.

One Stroke Dialing

You can program the Unity Two-Line to dial stored numbers by pressing the Sigor, programmed memory keys without even picking up the handset or pressing a line key Your telephone automatically selects the prime line and dials the number.

To program One Stroke Dialing:

- Press the [Prgm] key.
- Press the **L** key.
- Press the **Prgm** key again.

This procedure turns the feature off and on. Reverting to factory default mode disables One Stroke Dialing.

Call Forwarding

If your communication system provides the feature (Call Forwarding), the design makes it easy to program and use the Call Fwd key. You can even have your calls on each line forward, ed to different numbers.

To Program Call Forward

- Press the Pram key
- Press and release the Call Fwd key. The red light beside it comes on.

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- Press either the **Line 1** or **Line 2** key.
- Enter the Call Forward activation code.
- Dial in the number to which you want to forward your calls.
- Press the (Call Fwd key again. The red light (LED) next to the Forward key will go off.
- Enter the Call Forward cancellation code.
- Press the From keyn again. press the From key to complete the storage of the feature code.

To Activate Call — **Press** a line key.

- Forward Press the Call Fwd key
 - Press the (RI key. The Feature-In-Use indicator for that line and the red light beside the | Call Fwd | key will light to remind you that your calls will be forwarded to'another number.

To Cancel Call **Forward**

- Press the same line key on which you activated Call Forward in the procedures above.
- Press the Call Fwd key.
- again and the light beside the Forward key will go out.

Do-Not-Disturb

The Unity Two-Line is equipped with a volume control switch that allows you to turn off the ringer. The red lights (LEDs) beside the line keys will flash to visually indicate any incoming calls.

To activate Do-Not-Disturb and turn off the ringer:

- **—** Ensure that your telephone is idle and on-hook.
- Press the left side of the volume control repeatedly until the two Feature-In-Use visual indicators labelled 'Ft' light. These red lights (LED's) let you know that you have turned the ringer volume all the way down.

To cancel Do-Not-Disturb and turn the ringer back *on*, repeatedly press the right side of the volume control until you have the desired ringer loudness.

Handset Receive Volume Adjustment

In addition to adjusting the speaker loudness for monitoring calls and putting your phone in 'Do-Not-Disturb', the volume control adjusts the handset receive volume. If the person at the other end of the line speaks too loudly, turn the volume down by repeatedly pressing the left-hand side of the volume control. If you have trouble hearing them, you can raise the volume by repeatedly pressing the right-hand side of the volume control.

Saved Number Redial

The Unity Two-Line has a programmable Saved Number Redial **key** for storing an important number. It is useful for storing access codes to long distance carriers and holds up to 40 digits. You can even program the **S** key during a conversation.

To program the Saved Number Redial key:

Press the key while you are on the telephone to store the last number dialed manually.

or

- Lift the handset or press a line key.
- Press the **Prgm** key. The light beside the key will come on.
- Press the key
- Enter the number you want to store.
- Press the **Prgm** key.

To change the number in Saved Number Redial you can program the new number by either of the above methods. You automatically erase the old number.

Selectable Headset Operation

If your job requires a considerable amount of phone time, you may consider using a headset with your Unity Two-Line. Most electret type headsets will work with the Unity Two-Line. Connecting both a headset and a handset to a Y-adapter that plugs into the headset box allows parallel use of the headset and handset.

To program for headset operation:

- Press the Prgm key
- Press the **S** key.
- Press the Prgm key

This procedure turns headset operation off and on. Reverting to Factory Default Mode gives you normal on-hook dialing.

To make a call in the headset mode:

- Press line key and dial in the normal manner.

To hang up:

Press the R key.

To adjust headset volume:

- Press the volume control switch.

Note: If your telephone is leased from the telephone company, the set should be returned to the Telco, or their Repair Depot for repair required after warranty service.

NORTHERN TELECOM SERVICE DEPOTS

Calgary, Alta. 808-53rd Avenue N.E.

Calgary, Alta.

T2E 6N9 Tel.: 403-275-2772

Toronto, Ontario 30 Norelco Drive

Weston, Ontario M9L 2X6

Tel.: 416-749-0110

Montreal, Quebec 12345 Albert Hudon Blvd.

Montreal North, Quebec

HIG 3L1

Tel.: 514-324-2020

Saint John, N.B. Hillyard Place Saint John, N.B.

E2L 4H8

Tel.: 506-642-1000

OR

Call Toll Free 1-800-361-7800 Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution

Users should not attempt to make such connection themselves but should contact the appropriate electric inspection authority, or electrician, as appropriate.

Load Number

The load number of this telephone is 27A. Load numbers are a new concept designed to help you determine how many telephones can be connected to any one telephone line.

The total of the load number for all the telephones connected to any one line should not exceed 100.

An alphabetic suffix is also specified to indicate the appropriate ringer type (A or B).

Since load numbers are new, you may not know what the load numbers are for your previous telephones. It is usually safe to assume that the load numbers for those telephones will be about 20.

This means the there should be no problems with up to five (5) telephones on one line.

If the maximum total load number of 100 is exceeded, the telephone on that line may not ring **or** may **ring** poorly. In addition, you may not be connected to the calling party when you pick up the receiver or may have dialing problems.

If you experience the above problems after the addition of a telephone to your line, you may have exceeded the maximum total load number of 100. In this case, you will have to disconnect on of the telephones to reduce your total load number below 100.

Quick Reference Programming Guide

To Program Do This **Factory Default Mode Features** To revert to the factory preprogrammed default settings of: -Tone dialing -Automatic hold - Two stroke dialing - Handset receive, speaker and ringer volumes set at medium -Press Pram Redial Prgm Pulse dialing Tone/Pulse Selection Prgm — Press | Prgm |, asterisk | ★ Tone dialing -Press # Prgm octothorpe To select prime line: Primeline Selection Prgm Line . - Press | Prgm | To Program neither line as prime: Line 1 - Press: Pram Line 2 Prgm Volume, Ringer, Press the volume control to Increase and decrease receive volume Handset/Headset **-Press** left side to decrease, right side to increase volume.

3

Memory Keys (Upper Mem)	Press Prgm key; Press a memory key location and release; Dial desired number; Repeat above steps until you have completed programming desired numbers; Press Prgm key to complete programming function
Memory Keys (Lower Mem)	Press Shift key and follow above procedures
Forward Key	Press Prgm key; Press Call Fwd key Press either Line 1 or Line 2 Enter call forward activation code; Dial number to forward calls; Press Call Fwd key; Enter call forward cancellation code; Press Prgm key
One Stroke Dialing	Press Prgm, L key; Prgm
Two Stroke Dialing	See default setting
Save Number Redial (while Off-Hook, or in Conversation)	Press Prgm, S key, dial number, Press Prgm (Stores up to 40 digits)
Last Number Redial	UNITY Two Line redial feature saves the last number dialed manually on the key pad (Stores up to 40 digits)

Hold . Prgm To Deactivate Automatic Hold Press | Prgm |, Do-Not-Disturb Set is on-hook press the left side of the volume control until the Feature-In-Use light (LED) (labelled 'Ft') illuminates. To cancel, press the right side until you reach the desired ringer loudness Required Pause To store a pause between access codes and long distance numbers - Press the **Hold** Key during programming LINK (L) To store a telephone number or feature access code with a required Link — Press | **Prgm** |, a memory key, press | L | key -Enter the number or feature code -Press | Pram | again On-Hook Dialing for To activate/deactivate On-Hook Dialing for Handset/Headset operation Handset/Headset Operation — Press | Prgm Prgm Clear a Single Memory Key To clear only one memory key location Location Press | Prgm |, memory key, Hold | key, press | Prgm | again **Commonly Used Telephony Terms:** Saved Number Redial CO Central Office Last Number Redial Redial CENTREX Central Exchange Message Feature Msg PBX Private Branch **Key System** 1A2 Exchange Light Emitting LEĎ Analog Telephone 2500 Type

Diode

Link

Prgm

Program

LINUTY Time Line Dusiness Terminal Licar Guida - Issue 1

Telephone