

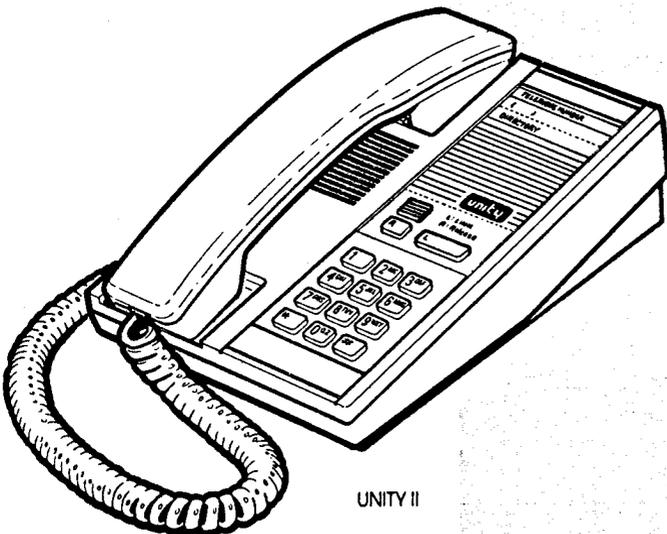
S E R I E S 8 0 0 0

unity

Telephone Sets

USER GUIDE

UNITY I
UNITY II
UNITY Message Waiting



UNITY II

nt northern
telecom

PO647975 ISSUE 4

PREFACE

Your User **Guide** contains important **reference information**; therefore, **please** keep this guide in a handy location for future use.

The Series 8000 Unity I, II and message waiting single-line business telephone sets are designed and manufactured with care by the craftsmen of Northern Telecom. Once installed, these compact, versatile units will give you many years of pleasurable and reliable service.

The easy-to-follow instructions which follow must be carried out in correct **sequence to ensure the proper operation of your set**; read each step **carefully** and retain this information for future reference.

CAUTION: To eliminate the possibility of accidental damage to cords, plugs and jacks, do **not** use unauthorized tools or sharp instruments during these assembly instruct!

CONTENTS

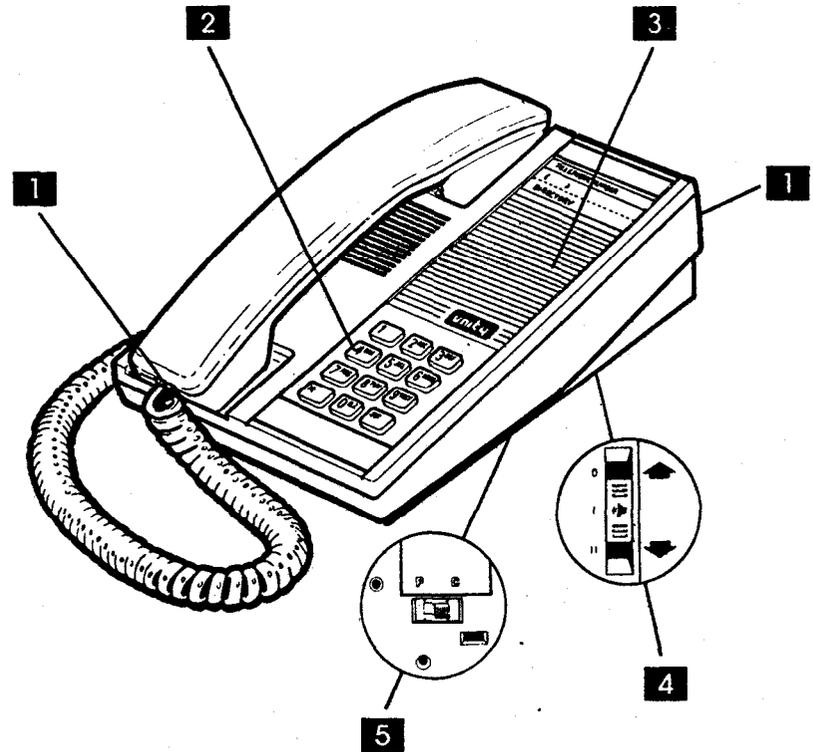
	Page
Unity I Features	1
Unity II Features	2
Unity Message Waiting Features	3
Installation	4
Handset Installation	5
Desktop Installation	5
Directory Number/Index Card Installation	6
Feature Descriptions	7-8
Operation Checks	8
Care and Use	9
Department of Communications Notice	10
Load Number	11
Warranty	12
Service Depots	12

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UNITY I FEATURES

Refer to FEATURE DESCRIPTIONS Section for detailed information.

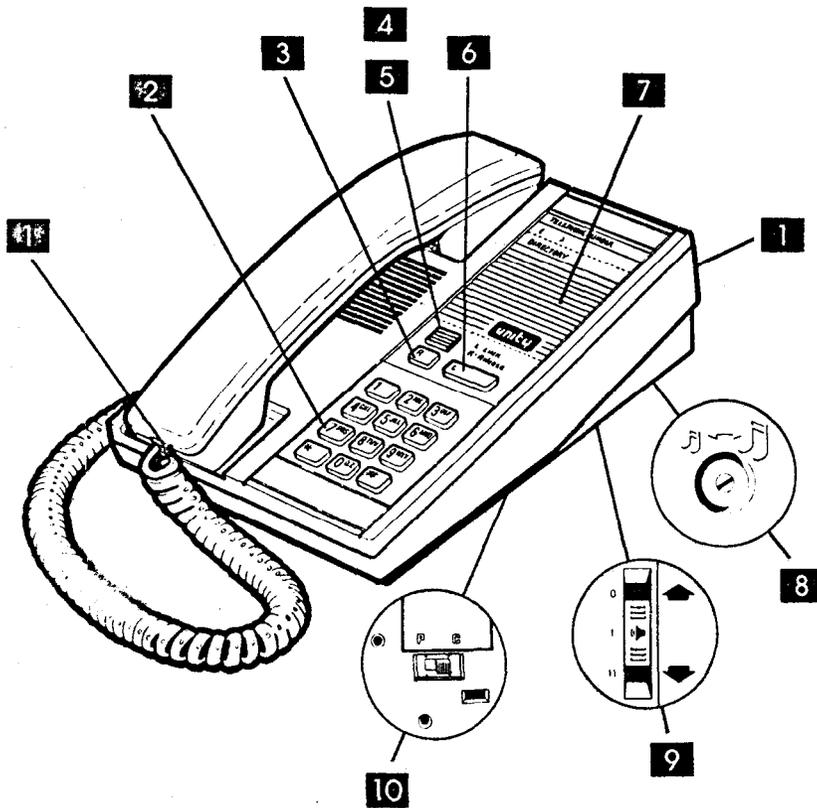
- Fully modular
- DIGITONE . dial
- 3 Phone number and directory card
- 4 Alerter High-Low-Off switch
- PBX/CO switch



UNITY FEATURES

Refer to FEATURE DESCRIPTIONS Section for detailed information.

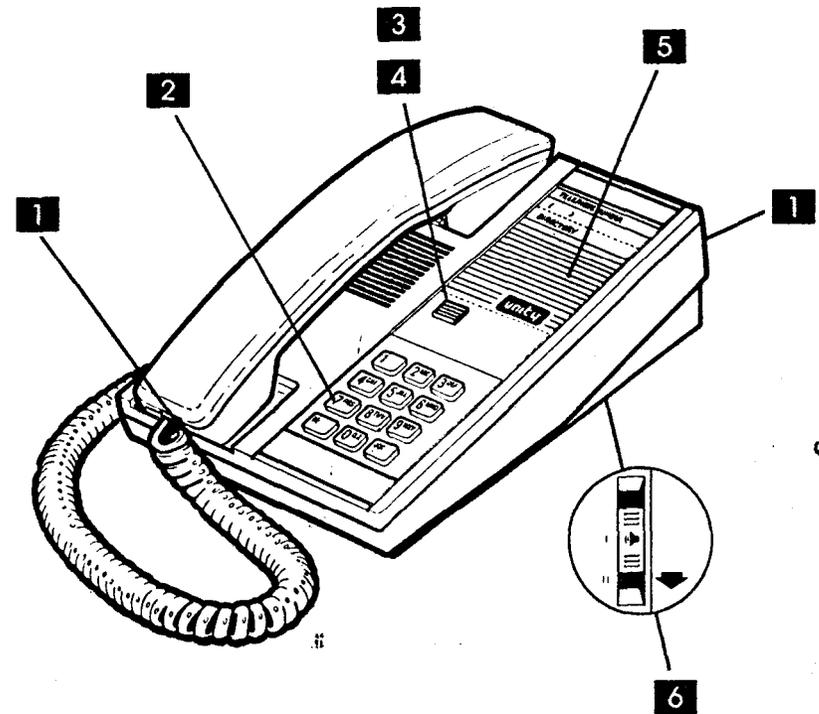
- 1 Fully modular
- 2 DIGITONE • dial
- 3 Release button
- 4 Message Waiting Lamp
- 5 Visual ringing
- 6 Link • button
- 7 Phone number and directory card
- 8 Tone alerter control
- 9 Alerter High-Low-Off switch
- 10 PBX/CO switch



UNITY MESSAGE WAITING FEATURES

Refer to FEATURE DESCRIPTIONS Section for detailed information.

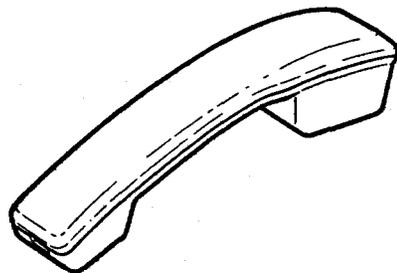
- 1 Fully modular
- 2 DIGITONE • dial
- 3 Visual ringing
- 4 Message waiting
- 5 Phone number and directory card
- 6 Alerter High-Low switch (no Off position)



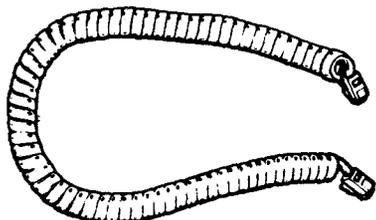
INSTALLATION

IDENTIFY COMPONENTS. Packed separately within the carton you will find all supplied items which are to be attached to the telephone set housing throughout these Instructions. Remove

each item from its protective packaging before beginning the installation procedures. (The wall-mount kit shown below is an optional item available from your telephone supplier).



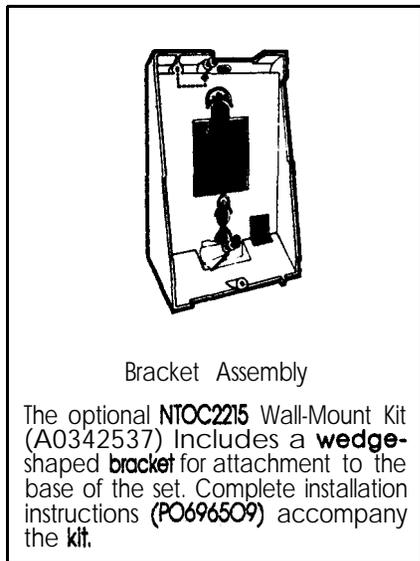
HANDSET



HANDSET CORD



LINE CORD



Bracket Assembly

The optional NTOC2215 Wall-Mount Kit (A0342537) includes a wedge-shaped bracket for attachment to the base of the set. Complete installation instructions (PO696509) accompany the kit.

HANDSET INSTALLATION --

STEP 1
Carefully slide the plug at either end of the handset cord into the jack provided at the right side of telephone set as shown in Fig. A.

Ensure plug is properly seated (audible click) and installed in the correct jack.

STEP 2
Grasp the handset and the opposite end of the handset cord as shown in Fig. B.

Fully insert the plastic plug at the end of cord into the jack located at end of handset. (An audible click indicates the plug is properly seated in the jack).

WARNING: Do not insert the plug at the free end of the handset cord directly into a wall or baseboard jack. Such misuse may result in unsafe sound levels.

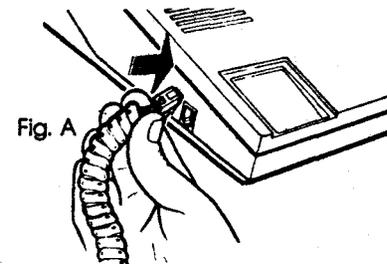


Fig. A

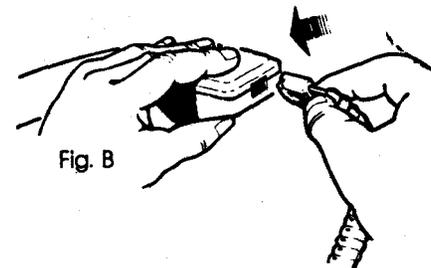


Fig. B

DESK-TOP APPLICATION

STEP 1
Complete HANDSET INSTALLATION (Fig. A and B).

STEP 2
Place the telephone set as shown in Fig. C and carefully slide the plug at either end of the line cord into the jack provided at the back of set. (An audible click indicates the plug is properly seated in the jack).

STEP 3
Properly installed handset and line cords for a desk-top installation are shown in Fig. D.

STEP 4
Place fully assembled telephone set (base down) in location required and insert plug located at opposite end of line cord into baseboard or wall jack receptacle as shown in Fig. E.

Place handset on hook. Check for dial tone by lifting handset off-hook and listening.

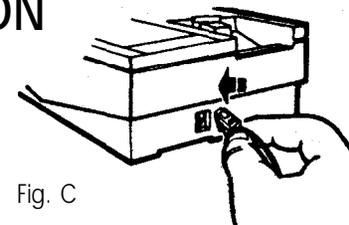


Fig. C



Fig. D

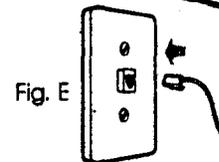


Fig. E

DIRECTORY NUMBER/INDEX CARD INSTALLATION

The number and index card and plastic cover are assembled on each telephone set.

TO REMOVE CARD

STEP 1

Lift the top edge of the clear plastic cover with your fingernail. The top edge of the cover is beveled (Fig. F).

(If the clear plastic cover is difficult to remove a hole is available at back of set to insert a paper clip to release tab, see Fig G).

STEP 2

Press down lightly on the retaining leg of the clear plastic cover. The cover can then be lifted off.

STEP 3

Type or print your area code and telephone number clearly on card, as well as the telephone numbers you wish to have on index for easy reference.

TO REPLACE CARD

STEP 1

Reinsert number card into position in the indented slots.

STEP 2

Place tabs at bottom of clear plastic cover into slots in phone. Align retaining leg in slot at top, then gently push down on cover until it snaps into place.

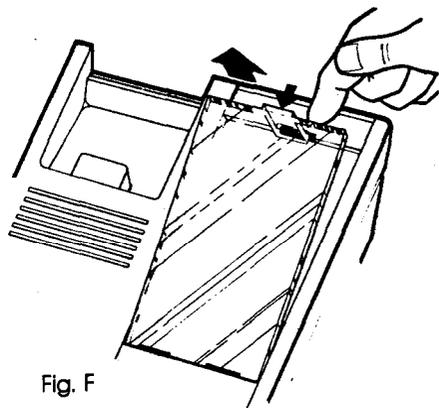


Fig. F

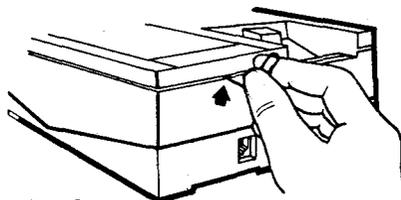


Fig. G

FEATURE DESCRIPTIONS

UNITY I

Fully Modular

Your Unity Telephone is equipped with fully modular TELADAPT® cords which allow for easy repair and maintenance.

Push button dial

Your new Unity has a convenient push button DIGITONE dial. Press each button in the sequence of your desired number for fast, accurate dialing.

Tone Alerter with complete turn-off

Your Unity comes equipped with a pleasant sounding tone alerter. A slide switch (on the base) allows you, to set the volume level to High-Low-Off positions.

UNITY II

All UNITY I features, plus the following:

Release (R) button

When the release button is activated it disconnects the telephone which allows you to make another call without replacing the handset.

Visual Alerter (Ringing)

The light located in the plastic faceplate of your telephone set will flash when your phone rings. The light will flash even if the tone alerter is in the "off" position.

Message waiting

A neon lamp provides indication of a message waiting. Message waiting can be provided in PBX applications where message waiting is a PBX feature.

LINK (L) button

When activated the LINK button breaks the line with a timed interruption of 400-600 milliseconds (For easy PBX/CO feature access.)

Personal directory

Your Unity telephone has a directory card under the plastic window which can be used for personal numbers

PBX/CO switch

This switch permits the user to match the set performance to the specific system in use (PBX or CO). See OPERATION CHECKS for details

Alerter tone control

This base-located control (Fig. H) allows users of sets located in close proximity to vary the alerter tones for rapid identification of the ringing set(s). To adjust the tone differentiation control, use a paper clip or small screwdriver; turning clockwise raises the tone, counter-clockwise lowers the tone.

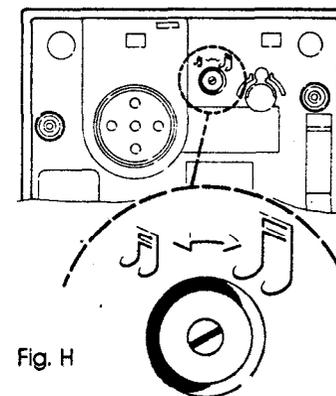


Fig. H

All UNITY I features (page 7), plus the following:

Tone Alert

Your Unity comes equipped with a pleasant sounding tone **alerter**. A slide switch (on the base) allows you to set the volume level to **High-Low position**.

Visual Alert (Ringing)

The light **located** in the plastic faceplate of the **telephone set** will flash when your phone rings

Message Waiting

A lamp provides indication of a message waiting. Message waiting can be provided in PBX applications where message waiting is a PBX feature.

Note: There are two versions of this set available; one with a neon lamp operating on the main telephone **line**, the other with a low-voltage Incandescent lamp operating on **separate lines** at the TELADAPT jack. In the **latter** case, there is no visual ringing.

OPERATION CHECKS

1. **Dial tone:** Lift the handset. If there is no dial tone, check to make sure all plugs are properly connected to the jacks. **If the phone is still dead, the jack may not be properly wired** or your line may be out of order. **Before** contacting your telephone suppliers, refer to Operating Problems section.
2. **Call Out:** If your phone can answer but cannot call out, check with the telephone company to verify if your line will accept **tone type** signaling.
3. **Ring:** Your Unity is designed for standard "Straight Line-Bridged Ringing". Before calling the telephone company, check to make sure **alerter** is not in "off" position. If your phone can make calls, but fails to ring for **incoming** calls, check with the telephone company. It may be using unusual ringing methods.

4. **PBX/CO Switch:** (For UNITY I and II only.) This two-position base-located switch (Fig. 1) should be **set** to the **position** which corresponds to the specific system in use. I.e., P for PBX or C for CO. For optimum performance of your telephone **set**, check to ensure the **switch position** and the application **match**.

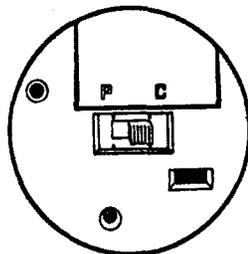


Fig. 1

CARE AND USE

Keeping your telephone in good working order..

- Since your telephone is an electrical **device** you should avoid **installations** near a bathtub or in other wet locations
- Care should be taken during **installation** to see that the **phone cord** is not pierced with sharp instruments
- To maintain the appearance of your telephone avoid placing the telephone in direct **sunlight**.
- Plastic surfaces of the phone and the cord may be wiped clean using a soft cloth dampened only with a mild detergent solution.

Please Note: This telephone has been wired for private line **service** and should **not** be connected to a party line.

Operating Problems

If you should experience **trouble** with your telephone service, take these required steps prior to contacting the telephone company.

1. Unplug your telephone and any other non-telephone company equipment you may own.
2. If the problem persists when only telephone company equipment is connected, contact your local telephone company to arrange for repair.

3. If the problem is corrected by **disconnecting all** non-telephone company equipment, **then the problem must lie in the equipment you own**. If you own more than one telephone (or related telephone products) reconnect them one at a time until the problem is isolated. The problem telephone must be **disconnected** and repaired before **reconnecting**.

4. **Do not attempt to repair the telephone yourself.**

Note: Before calling the telephone company for repairs, you should be aware that the telephone company may charge for a service call when the reason for the call is attributable to a **malfunction** of the equipment you own.

Service Charges

The telephone company may impose various service charges **under federal** or provincial **tariffs**. For example, a charge for installation and a monthly fee for maintenance of the required jack. A monthly fee may also be charged for the jack already installed, provided it is being used as an extension telephone. It is suggested that you contact your telephone company prior to installation.

DEPARTMENT OF COMMUNICATIONS NOTICE

Notice: The Canadian Department of Communications label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local **telecommunications** company. The equipment must also be installed using an approved method of connection. The method of connection approved for this equipment as designated by D.O.C. Standard CS-03 is a **CA11A** or **CA11W** connection arrangement. The A or W suffix indicates that either desk or wall mounting is approved. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified **jack-plug-cord** ensemble (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Existing telecommunications company requirements do not permit their equipment to be connected to **customer-provided jacks** except where specified by individual telecommunications company tariffs.

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 connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

LOAD NUMBER

The load number of the telephone is **10A**.

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 numbers 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 the 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 them will be about 20. This means that there should be no problems with up to five 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 you 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 load number of 100. In this case, you will have to disconnect **one** of the telephones to reduce your total number below 100.