vtech®

ErisStation™
Wireless Conference System

User's manual

http://smbphones.vtech.com

BC

Model: VCS704

DECT **6.0**

Congratulations

on purchasing your new VTech product. Before using this telephone, please read **Important safety instructions** on page 34 of this manual.

This manual has all the feature operations and troubleshooting necessary to install and operate your new VTech telephone. Please review this manual thoroughly to ensure proper installation and operation of this innovative and feature rich VTech product. For support, shopping, and everything new at VTech, visit our website at **http://smbphones.vtech.com**.

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Introduction

About VCS704

VCS704 is a wireless conference system suitable for use in office settings. The system composes of a base unit and four wireless mic units, enabling participants in different areas of a meeting room to deliver clear speeches in a phone conference.

Parts checklist

Your wireless conference system contains the following items. Save your sales receipt and original packaging in the event warranty service is necessary.

User's manual

Base unit

Wireless mic unit X4

Li-ion battery X4

Adapter

Power cable

LAN cable

Telephone line cord

note To purchase any accessories or replacements, visit our website at **http://smbphones.vtech.com** or call **1-800-591-9511**. In Canada, call **1-800-267-7377**.

Getting Started

Connect base unit

Connect the base unit as shown below. Remove the wireless mic units from the base cradles before inverting the base unit.
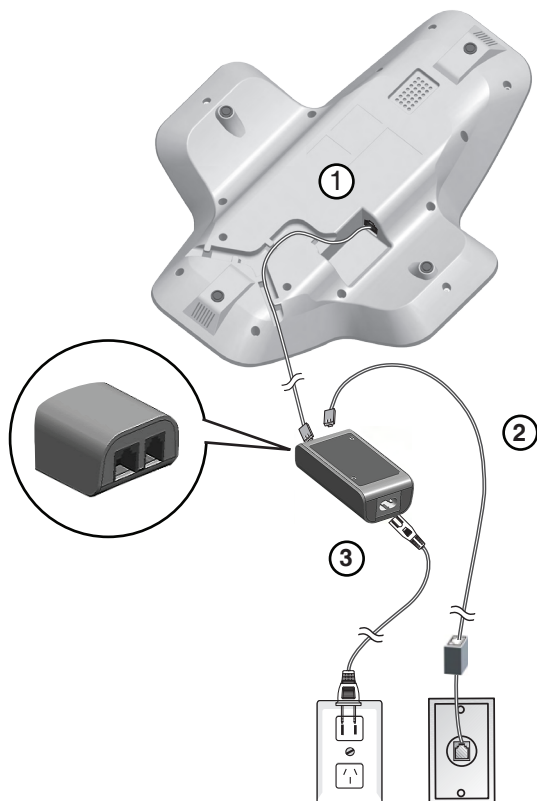
1. Plug one end of the LAN cable into the base unit, and plug the other end into the **To PHONE** jack of the adapter.

2. Plug one end of the telephone line cord into the **From WALL** jack of the adapter, and plug the other end into a telephone wall jack.

3. Plug the small end of the power cable into the power jack of the adapter, plug the large end into the wall outlet not controlled by a switch.

> **note**
> - When the base unit is power up, the LED lights light on in orange for about two seconds.
> - If you subscribe to digital subscriber line (DSL) high-speed Internet service through your telephone line, you must install a DSL filter between the telephone line cord and telephone wall jack. Contact your DSL service provider for more information about DSL filter.
> - The power cable is intended for a vertical or floor mount position. The prongs are not designed to hold the plug in place if it is plugged into a ceiling or cabinet outlet.

Getting Started

Install battery to the wireless mic unit

1. Locate the connectors on the battery.

Battery Pack
BT191665
3.7V 240mAh 0.888Wh
Li-ion Polymer
WARNING: DO NOT BURN
OR DISASSEMBLE OR
PUNCTURE BATTERIES
MADE IN CHINA

MH29637

2. Align the connectors of the battery with the compartment connectors.
3. Tilt and insert the battery into the compartment.
4. Press the battery down gently until it is fully inserted.

Battery
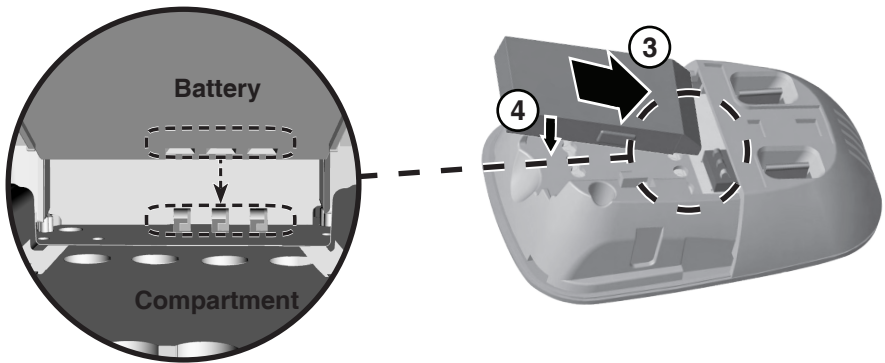
Compartment

Getting Started

Install battery to the wireless mic unit

5. Slide the battery compartment cover until it clicks into place.
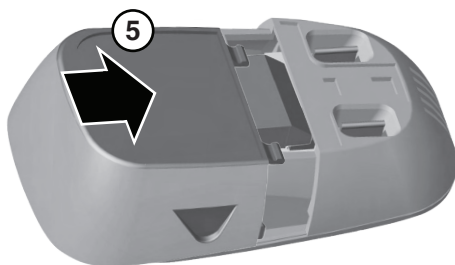
6. Place the wireless mic units into the base cradles until they are flush. The wireless mic units charge in the base cradles.

| note | The **LED** light on the wireless mic unit lights on in orange when charging, and turns off from orange when the wireless mic unit is fully charged. |

Getting Started

Base unit overview

1. **MENU/SELECT**
   - Press to show the menu.
   - Press to select an item, or save an entry or setting in a menu.

2. **CANCEL/CLEAR**
   - While in a menu, press to return to the previous menu.
   - While editing numbers or names, press to delete a character, or press and hold to delete all characters.

3. **▲VOL**
   - Press to scroll up while in the menu, phonebook, or call log.
   - Press to increase the ringer volume.
   - During a call, press to increase the listening volume.

4. **▼VOL**
   - Press to scroll down while in the menu, phonebook, or call log.
   - Press to decrease the ringer volume.
   - During a call, press to decrease the listening volume.

Getting Started

Base unit overview

5. TALK/OFF
- Press to make, answer, or end a call.

6. KEY 0
- While entering numbers, <u>press and hold</u> to insert a dialing pause.
- While editing names, press to add a space.

7. TONE✳
- Press to switch to tone dialing temporarily when using pulse service while on a call.

8. DIALING KEYS
- Press to enter numbers or characters.

9. MUTE
- During a call, press to mute or unmute all microphones in the system.

10. REDIAL
- Press to redial the last number dialed.

11. FLASH
- During a call, press to answer an incoming call when you receive a call waiting alert.
- In predial mode, press to insert a flash.

12. ▼/CALL LOG
- Press to access the call log in idle.
- Press to scroll down while in the menu, phonebook, or call log.
- While entering names or numbers, press to move the cursor to the left.

13. ▲/PHONEBOOK
- Press to access the phonebook in idle.
- Press to scroll up while in the menu, phonebook, or call log.
- While entering names or numbers, press to move the cursor to the right.

14. LED LIGHTS
- Indicates the system status. See also **LED lights Overview** on page 8.

Getting Started

Wireless mic unit overview
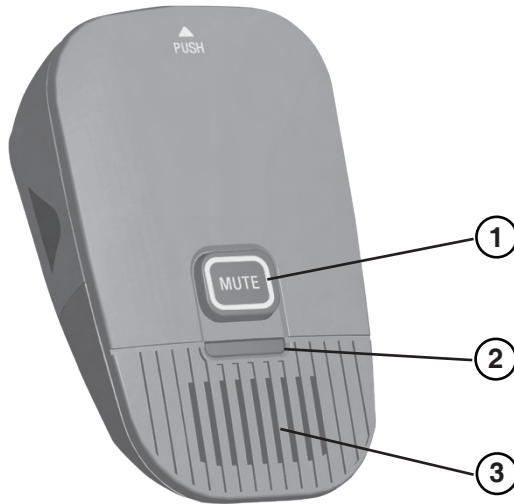
1. **MUTE**
   - During a call, press to mute or unmute all microphones in the system.

2. **LED LIGHT**
   - Indicates the system status. See also **LED lights Overview** on page 8.

3. **MICROPHONE**
   - Functions as the extended microphone of the base unit.

Getting Started

LED lights overview

Base unit LED lights

Power up	• Light on in orange for about two seconds.
On a call	• Light on in green during a call.
	• Light on in red when the phone system is muted during a call.
Incoming call	• Flash in green when there is an incoming call.

Wireless mic unit LED light

On the cradle	• Lights on in orange when charging in the cradle except during registration.
Off the cradle	• Lights on in green during a call.
	• Lights on in red when the phone system is muted during a call.
	• Lights off when the wireless mic unit is in idle mode.
	• Flashes in orange when the wireless mic unit is with low battery.
	• Flashes in green when there is an incoming call.
	• Flashes in red slowly when the wireless mic unit is out of range, not registered, or off cradle during paging (with paging tone).
During registration	• Flashes in red and green alternately.
No battery installed	• Lights off when no battery is installed.

Telephone operation

Make a call

1. Press **TALK** on the base unit
2. When you hear a dial tone, dial the number with the dialing keys (**0-9**).

note
- The screen displays the elapsed time as you talk (in hours, minutes, and seconds).
- While entering numbers, <u>press and hold</u> **0** to insert a dialing pause (a **p** appears).

Answer a call

Press **TALK** on the base unit to answer an incoming call.

End a call

During a call, press **OFF** on the base unit to end a call.

Redial

Press **REDIAL** to redial the last number dialed.

Predial a call

1. Enter the telephone number with the dialing keys (**0-9**).
   - Press **CLEAR** to delete one digit.
   - <u>Press and hold</u> **CLEAR** to delete all digits.
2. Press **TALK** to dial.

Volume

During a call, press ▲**VOL** or ▼**VOL** to adjust the listening volume (**1-10**).

note
When the volume reaches the minimum or maximum setting, you hear two beeps.

Telephone operation

Mute

The mute function allows you to hear the other party but the other party cannot hear you.

- During a call, press **MUTE** on the base unit or a wireless mic unit. The base unit displays **Muted** briefly. All microphones in the system are muted until the mute function is turned off.

- Press **MUTE** on the base unit or a wireless mic unit to unmute all microphones in the system. The base unit displays **Microphone ON** briefly.

Temporarily silencing the ringer

When the base unit is ringing, you can temporarily silence the ringer of the base unit without disconnecting the call. The next call rings normally at the preset volume.

To silence the ringer:

- Press **MUTE** on the base unit. The base unit displays **Ringer off**.

note	• The phone rings when there is an incoming call unless the ringer volume of the base unit is turned off.
	• You can also press ▼ or ▲ on the base unit to adjust the ringer volume. The adjustment will be saved and applied to the next incoming call.

3-way conference

When you subscribe to 3-way conference service from your telephone service provider, you can establish a 3-way conference if the two called parties remain on the line.

1. Press **TALK** on the base unit.

2. When you hear a dial tone, dial the number of the first call.

3. When the first call is connected, press **FLASH** to put the current call on hold.

4. When a dialing tone is heard, enter a new outgoing call number.

5. When the second call is connected, press **FLASH**. A 3-way conference is established.

To end the conference:

- Press **OFF** on the base unit.

To resume the first call:

- Press **FLASH** on the base unit.

Telephone operation

Call waiting

When you subscribe to call waiting service from your telephone service provider, you hear an alert beep if someone calls while you are already on a call.

Press **FLASH** on the base unit to put the current call on hold and take the new call.

Press **FLASH** on the base unit at any time to switch back and forth between calls.

note If caller ID service has been subscribed, the new caller's number will display. If the number matches with a phonebook entry, the caller's name will also display.

Clear the redial number

1. Press **MENU** when the base unit is not in use.
2. Press ▼ or ▲ until the base unit displays **Clear Redial**.
3. Press **SELECT** to confirm. You hear a confirmation tone and the base unit displays **Redial empty**.

Paging

This feature helps you find the misplaced wireless mic units.

To start the paging tone:
1. Press **MENU**.
2. Press ▼ or ▲ to scroll to **Find microphone**, and then press **SELECT**. The base unit screen displays **** Paging ****. All wireless mic units that are not on the base cradles play the paging tone for 60 seconds.

To mute the paging tone:
• Press **MUTE** on a wireless mic unit, or put it back into the base cradle.

To stop paging:
• Press **CANCEL** or **TALK** on the base unit.

note An incoming call stops the paging process.

Telephone operation

Chain dialing

Use this feature to initiate a dialing sequence from numbers stored in the phonebook, call log, or the last number dialed while you are on a call using the base unit.

Chain dialing can be particularly useful when you are required to enter a PIN code to access a conference call. You can save the PIN code to the phonebook and retrieve it from your phonebook entries during a call.

To access a number from the phonebook while on a call:

1. Press **MENU**.

2. Press ▼ or ▲ to scroll to **Phonebook**, and then press **SELECT**.
   -OR-
   Press ▲**/PHONEBOOK** to access the phonebook.

3. Press ▼ or ▲ to scroll to the desired entry.

4. Press **SELECT** to dial the displayed number.

To access a number from the call log while on a call:

1. Press **MENU**.

2. Press ▼ or ▲ to scroll to **Call log**, and then press **SELECT**.
   -OR-
   Press ▼**/CALL LOG** to access the call log.

3. Press ▼ or ▲ to scroll to the desired entry.

4. Press **SELECT** to dial the displayed number.

To access a number from the the last number dialed while on a call:

1. Press **REDIAL** to redial the last number dialed.

note Press **CANCEL** to exit the phonebook, call log, or last number redial screen when you are on a call.

Telephone settings

Using the Menu

You can use the control panel on the base unit to change the telephone settings.

In the ringers menu, you can adjust the ringer volume and select the ringer tones for incoming calls.

In the settings menu, you can change the settings for the date and time, LCD language, base name, key tone, dial mode, PABX code, area code, and phone system. You can also reset the phone to default settings.

To enter the menu:

1. Press **MENU** when the base unit is not in use.

2. Press ▼ or ▲ until the base unit displays the desired feature menu.

3. Press **SELECT** to enter that menu.

• To return to the previous menu, press **CANCEL**.

Ringer volume

You can adjust the ringer volume or turn the ringer off on the base unit.

1. Press ▼ or ▲ to sample each ringer volume level when the phone is not in use.

2. Press **SELECT** to save your selection. You hear a confirmation tone.

-OR-

1. Press **MENU** when the base unit is not in use.

2. Press ▼ or ▲ until the base unit displays **Ringers**, and then press **SELECT**.

3. The base unit displays **Ringer volume**. Press **SELECT** again.

4. Press ▼ or ▲ to sample each ringer volume level (**Ringer off**, or **1** to **6**).

5. Press **SELECT** to save your selection. You hear a confirmation tone.

note If you turn off the ringer volume, the screen will display **Ringer off**. When the ringer volume is off, the base unit is silenced for all incoming calls.

Telephone settings

Ringer tone

You can choose from different ringer tones on the base unit.

1. Press **MENU** when the base unit is not in use.
2. Press ▼ or ▲ until the base unit displays **Ringers**, and then press **SELECT**.
3. Press ▼ to highlight **Ringer tone**, and then press **SELECT**.
4. The base unit displays **RINGER TONE** with the current setting. Press ▼ or ▲ to sample each ringer tone (**Tone 1** to **Tone 10**).
5. Press **SELECT** to save your selection. You hear a confirmation tone.

note If you turn off the ringer volume, you will not hear ringer tone samples.

Set date and time

The date and time will be displayed on the base unit in idle. Before using the telephone system, set the date and time as follows. If you subscribe to caller ID service, the day, month, and time are set automatically with each incoming call. However, the year must be correct so that the day of the week can be calculated from the call log information.

1. Press **MENU** when the base unit is not in use.
2. Press ▼ or ▲ until the base unit displays **Set date/time**, and then press **SELECT**.
3. Press ▼ or ▲ to select the month, and then press **SELECT**, or use the dialing keys to enter a two-digit number (**01**-**12**).
4. Press ▼ or ▲ to select the date, and then press **SELECT**, or use the dialing keys to enter a two-digit number (**01**-**31**).
5. Press ▼ or ▲ to select the year, and then press **SELECT**, or use the dialing keys to enter a two-digit number (**00**-**99**), and then press **SELECT**.
6. Press ▼ or ▲ to select the hour, and then press **SELECT**, or use the dialing keys to enter a two-digit number (**01**-**12**).
7. Press ▼ or ▲ to select the minute, and then press **SELECT**, or use the dialing keys to enter a two-digit number (**00-59**).
8. Press ▼ or ▲ to select **AM** or **PM**.
9. Press **SELECT** to save the settings. You hear a confirmation tone.

note The phone plays two beeps if you enter an invalid number.

Telephone settings

LCD language

You can select English, French, or Spanish to be used in the base unit screen display.

1. Press **MENU** when the base unit is not in use.
2. Press ▼ or ▲ until the base unit displays **Settings**, and then press **SELECT**.
3. Press **SELECT** to choose **LCD language**.
4. Press ▼ or ▲ to choose **English**, **Français**, or **Español**, and then press **SELECT**.
5. Press **SELECT** to save your selection. You hear a confirmation tone.

note   If you accidentally changed the LCD language to French or Spanish, you can reset it to English easily by pressing **MENU** then entering ✳**364#**.

Rename base

You can create a new name (up to 11 characters) for the base unit. The default name of the base unit is **ErisStation**.

1. Press **MENU** when the base unit is not in use.
2. Press ▼ or ▲ until the base unit displays **Settings**, and then press **SELECT**.
3. Press ▼ or ▲ until the base unit displays **Rename Base**, and then press **SELECT**.
4. The base unit displays the default name **ErisStation**. Use the dialing keys to edit the name.
   - Press ▼ or ▲ to move the cursor to the left or right.
   - Press **CLEAR** to erase a digit.
   - Press and hold **CLEAR** to erase all digits.
5. Press **SELECT** to save the name. You hear a confirmation tone.