![vtech ErisStation logo]

Conference Phone
with Two Wireless Mics

Quick Start Guide

businessphones.vtech.com

Model: VCS702

DECT 6.0

Introduction

This quick start guide provides you with the basic installation, setup, and operation instructions. A limited set of features are described in abbreviated form.
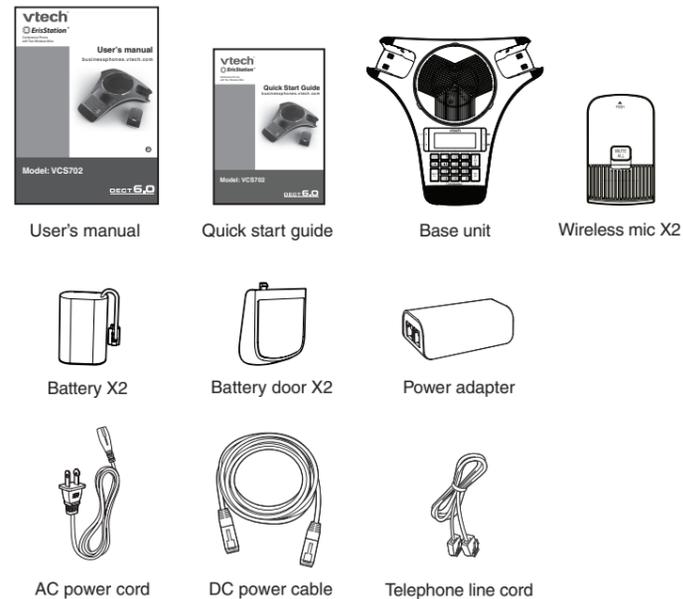
You may refer to the User's manual for complete installation and operation instructions of this innovative and feature rich VTech product.

ErisStation® is a registered trademark of VTech Communications, Inc. Orbitlink Wireless Technology™ is a trademark of VTech Communications, Inc.

Parts checklist

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

🔖 **TIP**

Accessories are located under the flap in the package.

User's manual	Quick start guide	Base unit	Wireless mic X2

Battery X2	Battery door X2	Power adapter

AC power cord	DC power cable	Telephone line cord

note To purchase any accessories or replacements, visit our website at **http://businessphones.vtech.com** or call **1-800-595-9511**. In Canada, call **1-800-267-7377**.

## Connect base unit

Connect the base unit as shown below.
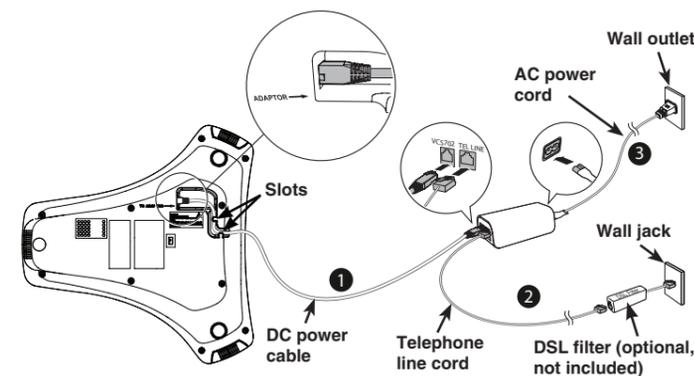
1. The DC power cable is already connected to the base unit. Plug the other end into the **VCS702** jack of the power adapter. Route the cord through the slots.

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

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

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note
- The ErisStation Conference Phone is not compatible with IP-PBX systems, unless it comes with an analog-line interface with RJ-11 connector. If you already have an IP-PBX system in place, please contact your system provider for a digital-to-analog interface converter.
- The ErisStation Conference Phone is not a network device and is not PoE (Power over Ethernet) compatible. It does not require an ethernet network to work. Do not connect it to your ethernet network or directly with any other network devices.
- The supplied power adapter is designed for use with only the ErisStation Conference Phone. It is not PoE compatible and is not designed to power any network devices. Do not connect the supplied power adapter to any other network devices through the supplied DC power cable or any other Cat5e ethernet cable.
- The ErisStation Conference Phone requires a telephone line to operate.
- The ErisStation Conference Phone requires connection to AC power to operate.
- When the base unit is powered up, the status indicators turn green 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 wall jack. Contact your DSL service provider for more information about DSL filter.
- The AC power cord 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.

Install battery to the wireless mic
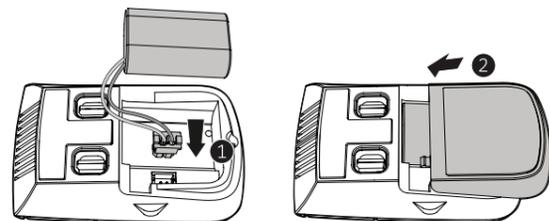
1. Plug the battery connector securely into the socket inside the battery compartment. Insert the battery with the label **THIS SIDE UP** facing up onto the battery compartment.

2. Slide the battery door until it clicks into place.
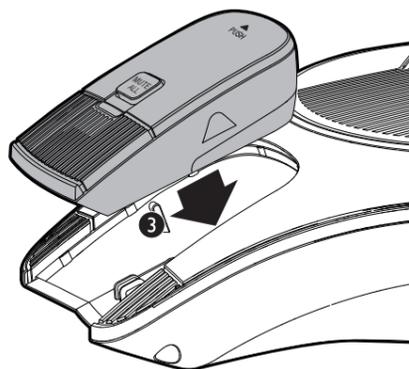
3. Place the wireless mic into the charging cradle until they are flush.

note The status indicator on the wireless mic turns orange when charging, and turns off when the wireless mic is fully charged.

Before use

Before using the ErisStation Conference Phone, set the date and time as follows. The date and time will be displayed on the base unit when idle. 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.

Set date and time

1. Press **MENU/SELECT** when the base unit is not in use.
2. Press ▼ or ▲ until the base unit displays **Set date/time**, and then press **MENU/SELECT**.
3. Use the dialing keys (**0-9**) to enter the month (**MM**), date (**DD**) and year (**YY**), and then press **MENU/SELECT**.
4. Use the dialing keys (**0-9**) to enter the hour (**HH**) and minute (**MM**). Then press ▼ or ▲ to choose **AM** or **PM**.
5. Press **MENU/SELECT** to save the settings. You hear a confirmation tone.

Check for dial tone

Lift all the wireless mics from the charging cradles, and then put them on the table.
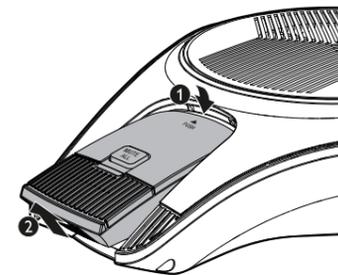
After that, press **TALK/OFF**. If you hear a dial tone, and see that the status indicators turns green on both the base unit and the wireless mics, the installation is successful.

If you do not hear a dial tone:
- Make sure the installation procedures described above are properly done.
- It may be a wiring problem. If you have changed your telephone service to digital service from a cable company or a VoIP service provider, the telephone line may need to be rewired to allow all existing telephone jacks to work. Contact your cable/VoIP service provider for more information.

Operating range

This conference phone operates with the maximum power allowed by the Federal Communications Commission (FCC). Even so, this wireless mic and base unit can communicate over a certain distance, which can vary with the locations of the base unit and wireless mic, the weather, and the layout of your office.

When the wireless mic is out of range, the status indicator flashes red quickly on the wireless mic. The wireless mic will sleep after out of range for 30 minutes. Therefore, you should always return the wireless mic to the charging cradle after use.

If there is an incoming call while the wireless mic is out of range, the incoming call green light may not flash on the wireless mic. If it flashes, the call may not connect well when you press **TALK/OFF** on the base unit. Move the wireless mic closer to the base unit, and then press **TALK/OFF** on the base unit to answer the call. If the wireless mic moves out of range during a telephone conversation, there may be interference. To improve reception, move closer to the base unit.
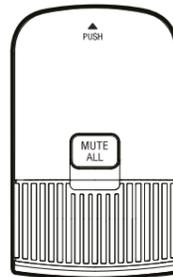
Status indicators overview

Status indicators on the base unit
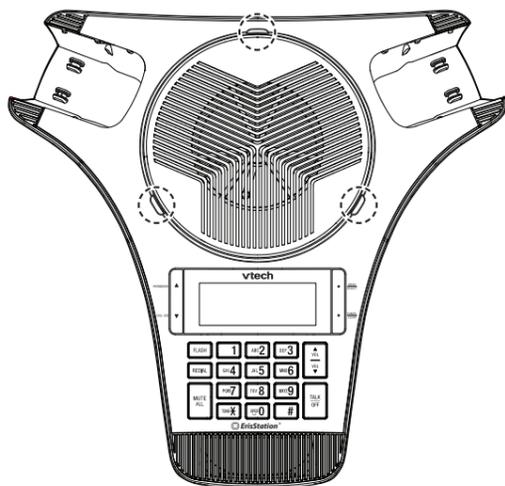
Power up	• Green for about two seconds.
On a call	• Green during a call. • Red when the system is muted during a call.
Incoming call	• Flash green when there is an incoming call.

Status indicator on the wireless mic

Power up	• Red for about two seconds.
On the cradle	• Green during a call. • Red when the system is muted during a call. • Orange when charging on the cradle except during registration. • Flashes green when there is an incoming call. • Flashes red and green alternately when the non-registered wireless mic is charging on the cradle.

Off the cradle	• Green during a call.
	• Red when the system is muted during a call.
	• Off when the wireless mic is in idle mode or without a battery.
	• Flashes green when there is an incoming call.
	• Flashes orange when the wireless mic battery is low.
	• Flashes red slowly when the wireless mic is:
	  • out of range; or
	  • not registered; or
	  • off cradle during paging (with a paging tone).

During registration	• Flashes red and green alternately.

Make a call

Make a call

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

Use a wireless mic during a call

1. During a call, lift a wireless mic from the base unit charging cradle, and then put it on the table. The status indicator on the wireless mic turns green.
2. Speak towards the microphone on the wireless mic.

> **note** • For best performance, speak to the microphone on the wireless mic at a distance of no more than 3 feet.
> • Always return the wireless mics to the charging cradles after use.

Answer a call

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

Redial a call

Press REDIAL to redial the last number dialed.

Mute a call

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

• During a call, press MUTE/ALL on the base unit or a wireless mic. The base unit displays **Muted**. All microphones in the system are muted.
• Press MUTE/ALL on the base unit or a wireless mic again to end mute all microphones in the system. The base unit displays **Microphone ON** briefly.

Speakerphone volume

During a call, press ▲VOL or VOL▼ to adjust the speakerphone volume.

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/ALL on the base unit. The base unit displays **Ringer muted**.

3-way conference

If your telephone network supports 3-way conference, you can establish a 3-way conference if the two called parties remain on the line.

> **note** • If you are using a public switched telephone network (PSTN)* line, contact your telephone service provider to check the subscription status for the 3-way conference feature.
> • If you are using a private branch exchange (PBX)** line, contact your PBX system administrator to confirm that 3-way conference feature is supported and the activation sequence is consistent with what has been described below..

1. Press TALK/OFF 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 the new outgoing call number.
5. When the second call is connected, press FLASH. A 3-way conference is established.

* Public switched telephone network (PSTN) provides traditional landline phone service to residences and many other establishments.

** Private branch exchange (PBX) is a private telephone network used within a company, It allows a single access number to provide several lines to outside callers while providing a range of external lines to internal callers or staff. It relies on computer equipment to perform all the switching of calls, and to make internal calls between extensions within the organizations. It also provides a connection between extensions and external phone lines.

End a call

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

Phonebook setup

The phonebook can store up to 50 entries with up to 30 digits for each phone number and 15 characters for each name.

1. Press MENU/SELECT when the base unit is not in use.
2. Press MENU/SELECT again to select **Phonebook**.
3. Press ▼ or ▲ to scroll to **Add contact**, and then press MENU/SELECT.
4. When **ENTER NUMBER** displays, use the dialing keys to enter a number (up to 30 digits).
   • If you are using a private branch exchange (PBX) line and want to add an external number to the phonebook, make sure the dialing prefix (usually 9), followed by a dialing pause (press and hold OPER0 and a p appears), are inserted before the external number.
5. Press MENU/SELECT to move on to the name.
6. When **ENTER NAME** displays, use the dialing keys to enter a name (up to 15 characters).
7. Press MENU/SELECT to save. The base unit displays **Saved**, and then returns to the previous menu. You hear a confirmation tone.

While entering numbers and names, you can:

• Press ▼ or ▲ to move the cursor to the left or right.
• Press OPER0 to add a space.
• Press and hold OPER0 to insert a dialing pause (a **p** appears).
• Press CANCEL/CLEAR to erase a digit or a character.
• Press and hold CANCEL/CLEAR to erase all digits or characters.
• Press TONE✱ to change the next letter to upper or lower case.

Review and dial a phonebook entry

1. Press PHONEBOOK (▲) when the base unit is not in use. The base unit displays the first entry in the phonebook.
2. Press ▼ or ▲ to browse through the phonebook.
3. Press TALK/OFF to dial the displayed entry.

Call log

The call log can store up to 50 entries with up to 24 digits for each phone number and 15 characters for each name.

Missed call indicator

When there are calls that have not been answered, the screens display **XX Missed calls**. Whenever you enter the call log, or the base unit resumes power after power outage, the missed call indicator goes away.

Review and dial a call log entry

1. Press CALL LOG (▼) when the base unit is not in use.
2. Press ▼ or ▲ to browse through the call log.
3. Press TALK/OFF to dial the displayed entry.

IMPORTANT!

Refer to the User's manual for a full set of installation and operation instructions. For customer service, visit our website at **businessphones.vtech.com** or call **1 (800) 595-9511**. In Canada, call **1 (800) 267-7377**.