Orchid Telecom Ltd

XL250 Line Powered Feature Phone

User Guide

Orchid Line Powered Feature Phone – XL250

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Feature List

- Line Powered LCD Feature Phone

- Speaker Phone

- Headset Socket (RJ Square)

- 154 Phone Book Memories (Stored in EEProm)

- Phone Book Memories Display Name & Number on Incoming Calls

- 3 One Touch Memory Buttons

- 10 Two Touch memories

- Large LCD 16 digit Display with 4 contrast settings

- Date & Time Displayed

- 185 Caller ID Memories

- 37 Last Number Redials

- New and Total call indication

- Language Options: English, French, Spanish & Turkish

- Mute On/Off

- Ringer Hi/Lo/Off Switch

- Desk Top or Wall Mountable – Bracket Supplied

- 3 x AA Batteries Supplied required for LCD Backlit & Alarm only

- Alarm Settings

- Programmable Pause Time

- Tone/Pulse Dialling

- Anti-Line Tapping

- Programmable Recall Timing 100,120,180,270,300,600, 1000ms

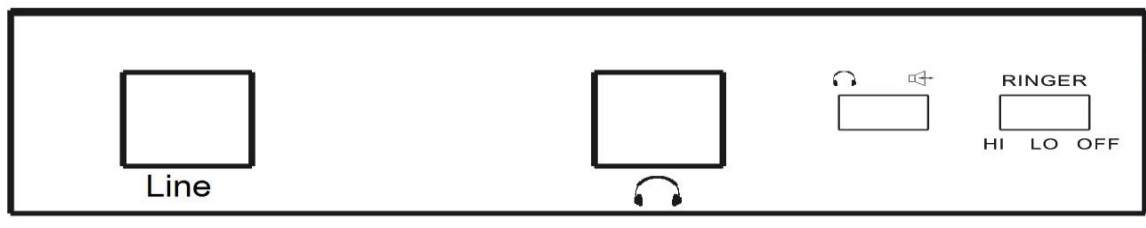- CE & RoHs Compliant

Key Pad Layout

Contents

1 x Telephone base with Key pad
1 x Handset
1 x Bracket
1 x Handset Curly Cord
1 x Straight Line Cord
3 x AA Batteries

NOTE: Batteries – This phone does not need batteries for its operation or LCD display.
The XL250 is line powered and will retain programmed memories in the event of disconnection. But if you need a backlit LCD and want to retain caller ID and out-going call logs or want to use the Alarm function, insert the 3 x AA Batteries supplied in to the battery compartment.

Installation

a) Connect one end of the handset curly cord to the socket at the bottom of the handset and the other end to the socket on the left handside of the telephone base.

b) Connect the straight Line cord to the line socket at the back of the telephone base, and the other end into your wall socket or PBX connection.

c) Place the handset in the cradle of the telephone base

Your phone is now ready for standard use

Desk Top or Wall Mount Bracket

The bracket can be used to either tilt the phone by 20 degrees for desk top use or fitted for wall mounting:

Wall Mounting: Remove the handset hook switch on the telephone base by sliding it up and lifting out. Rotate 180 degrees (turn upside down) and re-insert. This will ensure the handset remains in the cradle when not in use.
Now drill 2 vertical holes 10cm apart and tap in raw plugs. Screw in 2 screws for the bracket to fit on to – make sure they are protruding enough.
Now fit the bracket onto the back of the telephone base: With the arrow on the back of the bracket facing down slide into the 2 slots of the telephone base and gently push the centre top of the bracket down to secure.
Now place over the protruding screws and slide down. You may need to loosen or tighten the screws to get a good snug fit.

Desktop: To ensure a better angle for the phone on your desk fit the bracket with the arrow on the back of the bracket pointing up, slide into the 2 slots on the telephone base and gently push the centre bottom of the bracket to secure.

NB: To remove the bracket, gently depress at the centre edge of the bracket and then ease out of the slots.

Date & Time Settings

1. Press SET button
2. Press UP or DOWN buttons until Date/Time is displayed
3. Press SET.
4. The year 2000 will be displayed with the last 2 digits flashing.
5. Press the UP button until the correct year is displayed.
6. Press SET
7. Continue through the process to set the Month, Day & Time.
8. Once completed press RECALL to exit
9. If you make a mistake at any time press DEL button

Language Settings

The phone is set for English by default but you can change to one of the 3 other Options: French, Spanish or Turkish.

1. Press SET button
2. Press UP or DOWN buttons until Language displayed
3. Press SET button
4. Press the UP button until the correct language is displayed
5. Press SET button

LCD Settings

You can change the contrast settings for your LCD

1. Press SET button
2. Press UP or DOWN buttons until LCD Contrast is displayed
3. Press SET button
4. Press the UP button until the desired contrast is shown (There are 4 options)
5. Press SET button

Backlit LCD
If you need a Backlit LCD insert the batteries supplied into the battery compartment.

Ringer Volume

On the back of the phone is a Ringer slide switch (see Fig 1 below).
There are 3 ringer volume settings: High, Low or Off. Select the one you need.
Remember if set to OFF – you will not hear the phone ring.
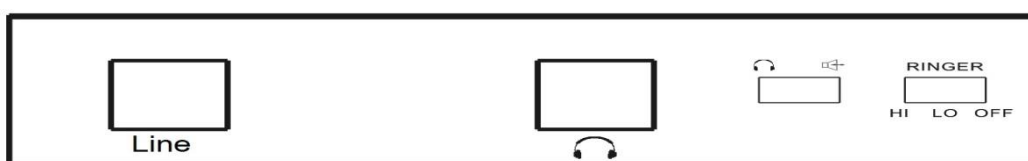

Tone or Pulse Dialling

Most modern equipment and lines use TONE dialling but if you need PULSE dialling:

1. Press SET button
2. Press UP or DOWN buttons until Dial Mode is displayed
3. Press SET button
4. Press the UP button until the desired PULSE is shown
5. Press SET button

Headset & Speakerphone

If you want to use a headset, connect your headset to the headset socket at the rear of the
Telephone base and flick the switch to the headset symbol.
Fig 1:

To use the Speakerphone option the switch should be towards the speakerphone symbol

Operating your XL250

Mute Button

Press the MUTE button to stop voice transmission to the caller.
MUTE will be displayed on the LCD.
The caller will not be able to hear you, but you can still hear them.
To resume the call press MUTE again.

To Make or Receive calls
Key Pad
Lift the handset or press the speaker phone button.
Use the keypad to dial the number required
Headset
If using a headset press the speakerphone button to make, answer and end a call.
NB: Ensure the switch on the back of the telephone base is in the right position for headset use.

Pre-Dialling   This is where you dial the number before getting a dial tone. The number will
be displayed on the LCD. If you enter an incorrect digit press the DEL

button.
When the correct number has been entered either lift the handset or press the speakerphone button

Redial　　　To redial the last number you called lift the handset or press the Speaker Button and press the REDIAL button

Outgoing Call Memories – The last 37 numbers you dialled are retained in memory.

Redial 37　　　To redial any one of the previous numbers dialled,
press the DOWN button until the number you require is highlighted. Lift the handset or press the Speaker Button.

To delete outgoing call memories – To delete any numbers that you have previously dialled and do not want to retain in memory, press the DOWN button until the number is displayed then press the DEL button. To delete ALL the numbers press the DOWN button and the last number dialled will be displayed, Press and hold the DEL button for 4 seconds

Incoming Call Memories – Caller ID must be turned on at the telephone exchange for this feature to work. Contact your line provider.

To call from incoming call memories
Press the UP button until the incoming number you want is displayed
Lift the handset or press the speakerphone to dial.

To delete an incoming call memory
Press the UP button repeatedly until the number you want is displayed.
Press the DEL button.
To delete ALL incoming numbers press the UP button until the last incoming number is displayed,
Now hold the DEL button for 4 seconds.

One Touch Memory Buttons – Allows you to store a number for easy dialling. Ideal for your most frequently dialled numbers

To store a number in M1, M2, or M3
With the handset in the cradle – In on-hook mode
Press STORE button – 'pls input number' will be displayed on the LCD
Enter the number you want to store
Press the M button required
The number is now stored.

To dial a number in M1, M2 or M3
Pick up the handset or press the speaker button
Press the desired M button
The number stored in that M button will be dialled.

Two Touch Memories - Up to 10 two touch memories can be stored using key pad numbers 1 to 0
As follows:

To store a number in a 2 touch memory
With the handset in the cradle – In on-hook mode
Press STORE button – 'pls input number' will be displayed on the LCD
Enter the number you want to store
Press the STORE button again followed by a key pad number 1 to 0
The number is now stored.

To dial a number from the 2 touch memories
Pick up the handset or press the speaker button
Press MEMORY button followed by the single digit 1 to 0
The number stored in that memory location will be dialled

The Phone Book - Up to 154 Names and numbers can be stored in to the phone book.

To store a name and number
With the handset in the cradle – In on-hook mode
Press the BOOK button <u>twice</u>
EDIT will be displayed on the LCD.
Press the UP button. 'Pls input number' will be displayed
Enter the number
Press BOOK button <u>once</u> 'pls input name' will be displayed
Enter the Name using the key pad. To use a letter allow it to flash 3 times
The name and number is now stored in the phone book.
Press BOOK to continue entering other names and numbers
Or press RECALL to exit

To store an incoming name and number to the phone book
Press the UP button until the number is displayed
Press the BOOK button twice
'pls input name' will be displayed
Enter the name using the letters on the key pad
When finished press RECALL button to exit

To search and call a number from the phone Book

Press BOOK button once. 'search' will be displayed on the LCD
Press the UP button followed by the first letter of the name you want
If more than one name starts with the same letter press the UP button to display more names.
When the name and number you want is displayed, lift the handset or press the Speaker button.

To delete a name and number from the phone book

Search for the name and number as above.
When the number is displayed press DEL button twice.

Additional Features

Setting Local Area Code – The advantage of setting your local area code is that when local numbers call you, only their number will be displayed – not the area code.
Also if you want to program a local number into the phonebook you do not need to include the area code.
To program:
> Press SET button
> Press UP button until 'local code' is displayed on the LCD
> Press SET button
> Digit 1 will start to flash on the LCD
> Press UP button until the correct digit is displayed
> Press SET button to select
> Repeat until the whole area code is displayed
> Press RECALL to exit

Alarm – You need to insert the batteries for this function
> You can have 3 alarm settings and each one can be either a regular daily alarm (PD for Per Day) or a One Time:
>
> Press SET button until ALARM is displayed on the LCD
> Press SET
> Digit 1 will flash on the LCD – this is your first Alarm setting
> If you already have an alarm setting on 1 press the UP button to go to 2 or 3
> Press SET
> Press the UP button to select ONE TIME, PD or OFF
> Press SET
> The hour digits will flash
> Press the UP or DOWN button to get the desired hour
> Press SET
> The minute digits will flash
> Press the UP or DOWN button to get the desired minutes
> Press SET
> Press RECALL to exit or lift the handset.
>
> When the Alarm goes off press any button, except the * button, to switch off.

Target Number/Call Forward – A useful feature if you are away from the office/home.
You can program a number you can be contacted on. It will be relayed by an electronic voice to a caller, advising them to contact you on this alternative number.
Please note – this option is English Only

To program the Target Number:
> Press SET button
> Press DOWN button <u>once</u>
> 'TARGET NUMBER' will be displayed on the LCD
> Press SET
> Enter your target number (If you make a mistake press DEL)
> Press SET.

Wait 3 seconds while it sets.
Press RECALL to exit

To change the Target Number:
Press SET button
Press DOWN button once
'TARGET NUMBER' will be displayed on the LCD
Press DEL button Twice
Enter the new number
Press SET.
Wait 3 seconds while it sets.
Press RECALL to exit

To Switch Target Number ON or OFF
Press and hold the # button for 3 seconds until
'Call Forward ON or OFF is displayed
Select ON or OFF by pressing the # button
Press SET
Press RECALL to exit

Network Settings

PBX Line/Extension Prefix – If your phone is connected to a PBX telephone system (switch system), You may need to dial 9 or 0 for a line, and if you use your phone book memories or incoming and outgoing memories to make calls, you need to allow for this by programming the line prefix 9 or 0 into EXT Prefix.
Press SET button
Press UP button until EXT Prefix is displayed on the LCD
Press SET
Press UP button until desired digit is displayed
Press SET
Wait 3 seconds while it sets
Press RECALL to exit
Note: If you dial manually you still need to dial 9 or 0 for a line

Pause Time – Most networks require a pause in the dialling chain. The pause is currently set at the industry standard of 3 seconds, but can be changed to 1, 2 or 4 seconds.
To change the pause time:
Press SET button
Press UP button until PAUSE TIME is displayed on the LCD
Press SET
Press UP button until desired pause time is displayed
Press SET
Wait 3 seconds while it sets
Press RECALL to exit

FLASH/RECALL Time – This is another network required setting and the UK and European standard Is 100ms – 300ms. This phone has a factory default of 300ms to meet this requirement but can be changed to one of the following: 100/120/180/270/1000ms

To change the Flash/Recall time:

           Press SET button

           Press UP button until FLASH TIME is displayed on the LCD

           Press SET

           Press UP button until desired flash time is displayed

           Press SET

           Wait 3 seconds while it sets

           Press RECALL to exit

Anti-Line Tapping/ Parallel Phone Detect – This feature is to prevent unofficial use of your telephone line. DO NOT use if you have parallel phones connected in your house or office, ie: Extensions daisy chained throughout the building. It would be very rare to experience this situation as it requires direct access to an external junction box.

To Set Anti-Line tapping

           Press SET button

           Press UP button until PARALLEL is displayed on the LCD

           Press SET

           Press UP button: ALLOW will displayed

           Press UP button to select FORBID

           Press SET

           Wait 3 seconds while it sets

           Press RECALL to exit

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We hope you enjoy using your orchid XL250 feature phone. If you need assistance or guidance you can contact us directly at sales@orchid-telecom.com.

Thank you for choosing one of our products. To see more go to www.orchidtelecom.com