

# CORTELCO

## 8780 Line Powered Caller ID Speaker Phone INSTRUCTION MANUAL



### IMPORTANT SAFETY INSTRUCTIONS

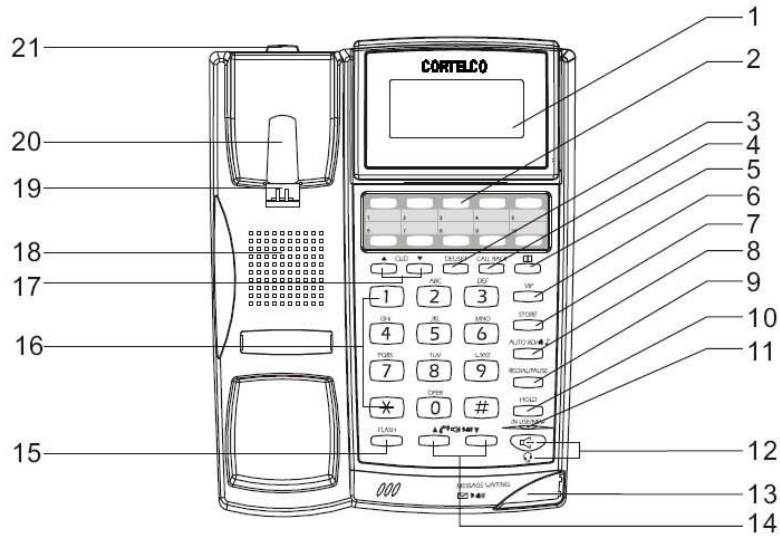
**Always follow basic safety precautions** when using your telephone equipment to reduce the risk of fire, electrical shock, and injury.


1. **Read and understand all instructions** in the Owner's Instruction Manual.
2. **Read all warnings** and follow all instructions marked on the product.
3. **Use a damp cloth for cleaning.** Do not use liquid or aerosol cleaners.

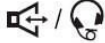
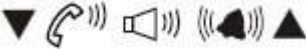

4. **Do not use the telephone near water.** For example, do not use near a bathtub, wash bowl, kitchen sink, laundry tub, swimming pool, or in a wet basement.
5. **Do not place this product on an unstable cart or stand.** The product may fall causing serious damage to the product.
6. **Do not place any objects on the telephone line cord.** Do not locate the telephone where the line cord will be walked on.
7. **Do not block or cover ventilation slots and openings** in the bottom of the telephone. The openings should never be blocked by placing the telephone on a bed, sofa, rug, or other similar surfaces. The telephone should never be placed near or over a radiator or heat register. The telephone should never be placed in a built-in installation unless proper ventilation is provided.
8. **Never spill liquid on the telephone or push objects of any kind through ventilation slots.** Liquid or objects may touch dangerous voltage points or short out parts that could result in a risk of fire or electrical shock.
9. **Do not disassemble this product.** Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electrical shock when the product is subsequently used.
10. **Avoid using a telephone during a local thunderstorm.** There may be a remote risk of electrical shock from lightning.
11. **Do not use a telephone to report a gas leak in the vicinity of the leak.**
12. **Unplug the telephone from the wall outlet and refer servicing to qualified service personnel** under the following conditions:
  - When the line cord is frayed or plugs damaged.
  - If liquid has been spilled into the telephone.
  - If the telephone has been exposed to rain or water.
  - If the telephone does not operate properly by following the operating instructions. (Adjust only those controls covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.)
  - If the telephone has been dropped or the housing damaged.
  - If the telephone exhibits distinct change in performance. **CAUTION- Always disconnect all telephone lines from the wall outlet before servicing or disassembling this equipment.**

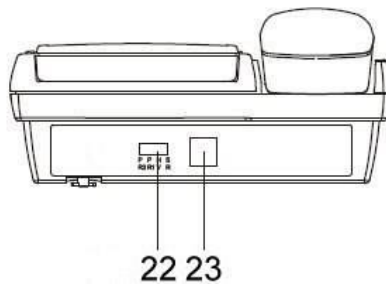
**SAVE THESE INSTRUCTIONS**

## TELEPHONE PART IDENTIFICATION

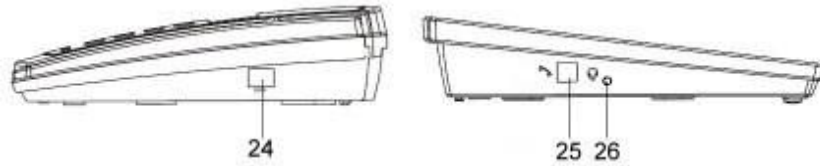


1. Liquid Crystal Display (Multi-Angle LCD) - Displays the phone number, date and time and other information.
2. One-Touch Memories - Phone numbers can be stored for speed dialing.
3. Del/Set - Press and Hold for 3 seconds to bring up menu. Press to enter and confirm settings. Press to delete or edit the telephone number when reviewing caller IDs.
4. Call Back - When reviewing Caller ID records, press to dial the saved number.
5.  - Press to enter the phone book.
6. VIP - Press to enter, set or remove VIP numbers.
7. Store - Press to store the one-touch speed dial memories.
8. AUTO RD (Auto Redial/Change Ring Tone)
  - a. Press to auto redial the last dialed number.
  - b. Press and hold for 3 seconds to change ring tone.
9. Redial/Pause - Press to redial and review the last dialed numbers.
10. Hold - Press to Mute / Un-mute the call.
11. In Use/New
  - a. Will light up when the unit is in use.
  - b. Will flash when the unit has a new call.

- c. Will flash when the unit is on hold.
12.  - Speakerphone/Headset Button
- a. Press for hands free dialing and speak without lifting the handset.
  - b. Plug in headset to change to headset mode. Press to talk or to end the call.
13. Ringing Indicator - Will flash when the unit is ringing.
14.  - Volume Adjustment Buttons
- a. While on-hook, press and hold for 3 seconds to adjust the ringer volume.
  - b. While using the speakerphone, press to adjust the speaker-phone volume.
  - c. While using the handset, press to adjust the handset volume.
15. Flash – Used to Transfer Calls – See Operating Instructions
16. Dialing Keys (0-9,\*,#)
17. CLID  - Review Up and Review Down Buttons
- a. Press to review Caller ID Records
  - b. While in menu, use to select telephone settings.
18. Speaker
19. Wall Mounting Hook - Turn 180 degrees to hang up the handset when the unit is mounted on the wall.
20. Hookswitch - Press to end a call.
21. Handset Hook - When the unit is mounted on the wall, this is used to hang up the handset without hanging up the line.



- 22. **Not Used – Set by Telecom Do Not Change**
- 23. Line Cord Jack - Connects telephone to telephone line.




- 24. DATA PORT (RJ11) – Not used at JMU
- 25. Handset Jack
- 26. 2.5 mm Headset Jack











## FUNCTION SETUP

1. Set the Language – While on-hook, press and hold DEL/SET for 3 seconds to enter LANGUAGE SETUP. Press CLID ▲▼ to select the language. Press DEL/SET to confirm. The 8780 supports 10 languages: English, French, Spanish, Portuguese, Polish, Italian, Swedish, German, Dutch, and Turkish.
2. Set the Contrast - Press DEL/SET to access LCD CONTRAST setup. Press CLID to select the contrast (1-5). Press DEL/SET to confirm.
3. Set Year, Date and Time - Press DEL/SET to Access the YEAR, DATE and TIME setup. The digits of the year will flash. Press CLID to select the year and press DEL/SET to confirm. Use the same method to set the month, day, and time.
4. Set the Ring Melodies – The 8780 offers a choice of 16 different ring melodies. Press DEL/SET to access the RING MELODIES setup. Press CLID to select the desired melody (1-16) and press DEL/SET to confirm.
5. Set the Ring Volume - The 8780 offers a choice of 8 different ring volumes. Press DEL/SET to access the RING VOLUME setup. Press CLID to select the desired ring volume (1-8) and press DEL/SET to confirm.

## OPERATION

### TELEPHONE





1. Make a Call - Pick up the handset or press  to get dial tone and **dial the 5 digit extension number**. Example: Faculty/Staff: 568-1234, **dial 8-1234**. For off campus dialing: **Dial 9** to access an outside line. When the called party answers, the LCD will time the call automatically.

2. Answer a Call - Pick up the handset or press  /  to answer a call.
3. End a Call - Hang up the handset or press  /  to end a call.
4. Switch Handset to Speakerphone - Press  /  and then hang up the handset to talk through the speakerphone.
5. Switch Speakerphone to Handset – While on a Speakerphone call, pick up the handset and the talk mode will switch automatically.
6. Mute – Press the Hold button to mute the call. The caller will not be able to hear you. Press the Hold button again to resume the call.
7. Hold – Press the Flash button, dial \*0, hang up. To retrieve the call from your phone, lift the handset or press  /  . Dial \*0.
8. Transfer – With a call in progress, press the flash key, dial the 5-digit extension you are transferring to, announce the call and hang up.
9. Pre-dial – While on-hook, dial the phone number and then pick up the handset or press  /  . The number will be dialed automatically.
10. Pause - Press REDIAL/PAUSE to insert a pause in a speed dial number.
11. Redial
  - a) Last Number – Go off hook. Press REDIAL/PAUSE and the last number dialed will be dialed out.
  - b) Review – While on-hook press REDIAL/PAUSE repeatedly to review the last 16 dialed numbers. When the desired number is displayed, go off hook and it will be dialed.
12. Auto Redial – With the phone on-hook, press AUTO RD to auto redial the last dialed number. If the line is busy when using the monitor, the phone will automatically redial the number up to 15 times.
13. One-Touch Speed Dial Memories:
  - a. STORE - With the phone on-hook, press STORE, then input the phone number you wish to store (up to 32 digits). Then press the desired one-touch memory key (M1 – M10). Don't forget to input the "9" for outside numbers.
  - b. DIAL - Go off hook and press M1 ~ M10 to dial the stored phone number automatically.

## CALLER ID

1. Caller ID Review – While on-hook, press CLID ▼ or CLID ▲ to review the caller's phone number and the call time.
2. Delete Caller IDs
  - a. Press CLID ▼ or CLID ▲ to find the call you wish to delete. Press DEL/SET once quickly to delete a single call.
  - b. Press CLID ▼ or CLID ▲ until a Caller ID record is displayed. Press and Hold DEL/SET for 3 seconds to delete all calls.
3. Call Back from the Caller IDs – While on-hook, press CLID ▼ or CLID ▲ to select the 5 digit Campus number you wish to call. Press CALL BACK and the number will be dialed. **\*\* This Feature Only works for 5 digit campus numbers**
4. VIP Number
  - a. While on-hook, press CLID ▼ or CLID ▲ to select a number you wish to set as a VIP number. Press VIP and the number will be set as a VIP number.
  - b. To remove VIP designation, simply press VIP again while the number is displayed.

## PHONE BOOK

1. Store Phone Book Memories – While on-hook, press  . LCD will display ADD SEARCH
  - a. Press CLID to add. Enter the name using the keypad. Use 0 to add a space. Use DEL/SET to delete characters.
  - b. Press  to enter the telephone number. Don't forget the "9" for outside numbers.
  - c. Press  to save and enter another name and phone number. You can store up to 80 names and phone numbers in the phone book. Once you reach 80, the LCD will display MEMORY FULL.
2. Review Phone Book:
  - a. Press  to access the phone book page. Press CLID ▼ or CLID ▲ and LCD will display "PLS Input Name". Enter the name to review the telephone number.
  - b. Press CLID to review the phone book.
  - c. Alphabetical searching is supported. If you enter a letter then you can review the phone book by the first letter of the name.

3. Delete – While reviewing the phone book, press and hold DEL/SET for 3 seconds to delete the name and number.
4. Dialing from the Phone Book
  - a. While reviewing the phone book on-hook, lift handset or press speaker to dial the displayed phone number.