Single and Two Line 3300 Series Telephones:
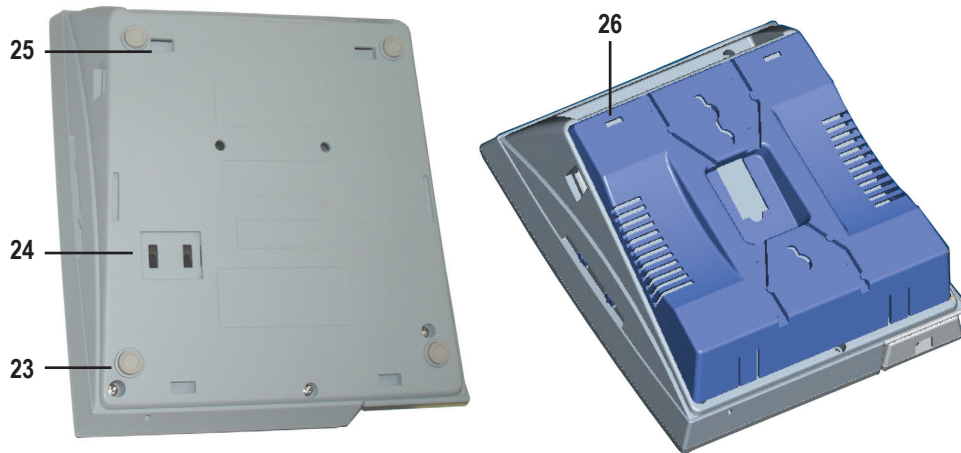

Base Underside Features & Controls

23. Non-Slip Rubber feet   24. Voltage Settings - 24V, 48V and OFF (factory setting is 24V)

25. Wall Mount bracket attachment slots   26. Wall Mount Bracket with short line cord channel

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MARQUIS
3300 Series
Telephones

INSTALLATION & USERS GUIDE

PARTS CHECK LIST:

The following parts are included in this package:

A. Line cord - 15 ft./4.5m.
B. Handset coiled cord - 9 ft./2.5m.
C. Base unit.
D. Handset
E. Printed Faceplate
F. Protective plastic faceplate overlay

The following are optional Items possibly included: (Must be ordered separately)

G. Wall Mount Wedge & Short 6 inch to wall line cord.
   Please contact TeleMatrix PriorityCare to order -
   prioritycare@telematrix.net

COMPLIANCE & SAFETY:

As specified by FCC regulation, we are required to inform you of specific governmental and compliance regulatory requirements, safety notices, safety instructions and other informative information. TeleMatrix, Inc.. provides this information in a separate manual. We place the separate Compliance and Safety Manual within each outer box or product box when shipped.

Prior to reading this operation manual and prior to setting up your telephone, please refer to the Compliance and Safety Manual.

If the Compliance and Safety Manual is not immediately available. Please obtain a free copy by contacting our PriorityCare department (prioritycare@telematrix.net) or by downloading a copy on our Internet web site (www.telematrix.net).

TABLE of CONTENTS:

Installation...

Caution Information -

• Never install telephone or network wiring during a lightning storm.

• Never install telephone or Ethernet jacks in wet locations unless the jack is specifically designed for wet locations.

• Never touch uninstalled telephone wires or terminals unless the telephone line has been disconnected at the network interface.

• Use caution when installing or modifying telephone and network lines.

Connecting the Handset Cord - # 20a & 20b

A 9 ft. modular handset coil cord is provided. To install, simply plug one end of the coil cord into the jack at the base of the handset, and the other end into the jack located on the left side of the telephone base marked "Handset".

Connecting the Line Cord - # 8

A 15 ft. modular line cord is provided. To install, simply plug one end of the cord into the modular jack at the top end of the base unit and the other end into the wall jack.

Connecting to PassPort™ - # 9a & 9b

The phone is equipped with PassPort™, a High Speed Internet Access port on the right side of the base unit. This receptacle acts as a pass-through so that the guest may conntect their laptop into the hotel's high speed internet system for maximum effeciency. To connect - place the Ethernet cable from the wall into the RJ45 receptacle at the top end of the base **# 8**. *(Does not apply to 3300LBY)*

Settings...

Line Voltage Selectors (optional feature) - # 24

Two line telephones are equipped to operate behind a PBX telephone systems rated between 24 volts and 48 volts. There is a selector switch on the bottom of the phone (hidden). The switch has 3 settings "24V, 48V or Off". Your phone must be set according to what your PBX system is rated. The preset to the "24V" setting.
(Does not apply to single line telephones - no voltage settings on 1-lines)

Message Waiting Selectors - # 4a & # 4b

USA/Domestic Configuration:
You may select from "NEON OFF or LED" switch settings.
Check with your telephone switch provider to ensure the proper setting.

European Configuration:
This telephone automatically responds to both "NEON" or low-voltage "LED" signals via the "TYPE" setting. "LR1 & LR2" are for reverse polarity message signaling (LR means "line reverse"). If the wrong position is selected, the message lamp will be OFF when there is a message, and ON when there is no message. Moving the switch to the other position will correct this. **# 4b.**
The telephone also has an ON OFF switch that turns the entire message waiting circuit on or off. The normal setting is "ON". **# 4a**

Operation...
Volume...

Handset & Speaker Volume Control - # 13a & 13b

The handset volume control increases the volume of the handset.
When the handset is off hook or speaker key engaged on speakerphones, press the volume control keys to increase or decrease the volume. The handset volume control is a 8-step operation, and 2-step operation for 3300LBY sets. All models are hearing aid compatible.

Ringer Volume Control - # 11

The ringer volume control switch is on the right side of the phone.
Settings are either Low or HI (High), for both lines 1 and 2.

Indicators...

Speaker & Mute Key Connecting & Status Indicators - # 15 & 16

Speakerphones are equipped with LED indicators to show the current feature key status.

• Press Speaker or Mute Feature Key to use that service - LED will light Green when
   that key is IN USE.

Features...

Using the Mute Feature on Speakerphones - # 16

A "Mute" key is provided to allow privacy during a background conversation. When the "Mute" key is activated, the microphones in the handset and speakerphone are disabled. When the "Mute" feature is activated, the caller will not hear your voice. The "Mute" key will light to show that the feature is activated. To de-activate, press the "Mute" key again.
(Does not apply to non-speakerphones)

Using the Conference Key on Speakerphones - # 14

The "Conf." key is used to establish a 3-way conversation. The conference feature is activated by a "soft" key that will automatically reset when hung up.
A 3-way "Conference" call can be established while using either the handset or speaker-phone. To use the "Conf." feature:

1. Place the line that is currently in-use on Hold by pressing the "Hold" key.
   The line status indicator will turn from Green to Red.

2. The second call can be established by selecting the idle line key and dialing the call.

3. When the second call is established, activate the 3-way conference call by pressing "Conf." key. Line 1 and Line 2 will automatically "bridge" together and all three parties can now converse.

4. To end the call, simply hang-up by placing the handset back in its cradle (on-hook) or by pressing the "Speaker" key.

5. If you wish to continue speaking with one of the callers and wish to "drop" the other caller, simply press the line key of the caller you wish to continue speaking with. The other caller will automatically drop-off.
   (Does not apply to non-speakerphones)

Calling...

Placing a Call Using the Handset - # 1

• Lift the handset.

• Dial out by using the numeric dial pad or by pressing a speed dial location.

Receiving a Call Using the Handset or Speaker - # 1 & # 15

• On a single line telephone, when the phone rings, either lift the handset or press the speaker key should you have a speakerphone, to begin the conversation.

• On a two line telephone, when the phone rings, the line LED indicator will blink to show which line the call is coming in on. Select the blinking line key, then lift the handset or press the speaker key should you have a speakerphone, to begin the conversation.

Placing a Call Using the Speakerphone - # 15

The 3300 Series speakerphones are equipped with a high quality speakerphone feature to allow hands free operation. To use, simply press the "Speaker" key when placing or answering a call. The telephone line will activate automatically. The "Speaker" key will light up indicating that the speakerphone is in-use. To hang up, press the "Speaker" key again.

(Does not apply to non-speakerphone telephones)

Programming...

To program Store # 5, Flash # 6 & # 14, and Pause # 12

Some of these programming keys are located under the faceplate and overlay, begin by lifting up faceplate and overlay, by either a paperclip or sharp pointer.

Storing a Number Into Memory Keys - Store # 5

Each location can store up to 32 digits in tone mode.

Note: a "Pause" or "Flash" programmed into memory counts as one digit when storing a number.

1. Lift the Handset.

2. Press the STORE Key - **# 5**.

3. Enter the number to be stored using the numeric dial pad.

4. Press the desired memory location wherein the number is to be stored.

5. If additional numbers are to be stored, repeat steps 3 thru 5.

6. Hang up the Handset.

(Does not apply to non-memory key telephones)

Programming Flash Timing & Pause Timing

Flash timing options are 100mS thru 1000mS, programmable in 100mS increments. The default Flash timing is 600mS.

Pause timing options are 1.0 sec. thru 5.0 seconds. The default Pause timing is 3.6 sec.

1. Lift the Handset (off-hook position).

2. Press the "Store" key once - **# 5**.

3. Program "Flash" by pressing "1" for 100mS, "2" for 200mS, etc.... **# 6 & 14**

4. Exit programming by hanging up the handset.

To program Pause follow the above sets, except at # 3 - do the following:

3. Programming "Pause" by pressing "1" for 1.0 sec., "2" for 2.0 sec., etc... **# 12**

Storing "Pause/Redial" Into Memory - Pause # 12

If you are using your telephone anywhere that requires an access code for outside calls, you may need to add a "Pause" to the number to allow time for the outside line to connect. You can enter an many pauses as needed.

Note: a "Pause" or "Flash" programmed into memory counts as one digit when storing a number.

1. Lift the Handset.
2. Press the STORE Key - **# 5**.
3. Enter the required access code using the dial pad.
4. Press the "Pause" key.
5. Enter the digits to be stored using the numeric dial pad.
6. Press the desired memory location wherein the number is to be stored.
7. If additional numbers are to be stored, repeat steps 3 thru 7.
8. Hang up the Handset.

(Does not apply to non-memory key telephones)

"Flash" hook function - Flash # 6 & # 14

The Flash function is used to access PBX features or Telco line features such as Call Waiting. The Flash function is a 600mS timed line break. If the Flash function will be used often, store the feature into memory located for easy access as follows:

1. Lift the Handset then press the "Store" key.
2. Press the "Flash" Key - **# 6** & **# 14**.
3. Press the memory location wherein the "Flash" is to be stored.
4. Hang up the Handset.

Programming Message Waiting 1-Touch Key
TouchLite (Message Waiting) Into Memory - TouchLite # 18

TouchLite is an innovation that integrates the visual message waiting lamp and a speed dial key onto one. It allows easy access for guests to retrieve messages.

When the message waiting lamp lights notify the guest that a message is waiting, a simple press of the Red TouchLite button connects the guest to the message center or front desk.

TouchLite also adds an additional memory location to this telephone.

1. Lift the Handset.
2. Press the STORE Key - # 5.
3. Enter the number to be stored using the numeric dial pad.
4. Press the red TouchLite key to store.
5. Hang up the Handset.

*(Does not apply to 3300LBY or 3300MWB telephones)*

Wall Mounting...

Wall Mounting (optional)

The 3300 Series telephones is designed to conveniently wall mount.

Please follow these easy steps:

1. The handset retaining clip must be engaged to secure the handset when hanging it up. To engage the clip, unsnap the clip, rotate the clip 180 degrees and then snap the clip into place. **# 3**

2. Plug one end of a short line cord into the line jack on the back of the base unit **# 8**. Plug the other end of the line cord into the wall jack. **# 27**

3. Attach the Wall Mount Bracket on to the back of the phone, placing mounting clips into brackets slots - push in place until you hear them snap into place. **# 25**.

4. Next, guide the phone with wall mount wedge **# 26** onto the studs of the wall jack. Press down firmly until you feel it snap into place. The unit is now wall mounted.
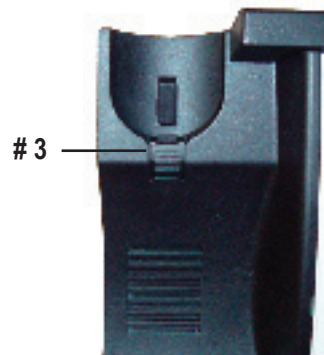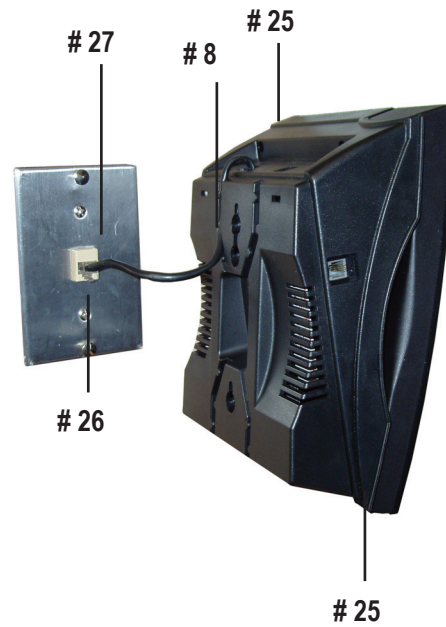
Please contact PriorityCare to order Wall Mounting Wedge and Short Line Cord:
prioritycare@telematrix.net

 # 27   **# 8**   **# 25**

 # 26

 # 25

 # 3

CARE AND MAINTENANCE

• **Keep the telephone dry**. If it gets wet, wipe it dry immediately. Liquids might contain minerals that can corrode the electronic circuits.

• **Use and store the telephone in a normal temperature environment**. Temperature extremes can shorten the life of electronic devices and distort or melt parts.

• **Keep the telephone away from excessive dust and dirt** that can cause premature wear of parts.

• **Wipe the telephone with a damp cloth** occasionally to keep it looking new. Do not use harsh chemicals, cleaning solvents, or strong detergents to clean the system.

SERVICE

When problems arise during installation or service that cannot be resolved using this or related documents, contact your regional TeleMatrix PriorityCare Department.

Many times a problem can be resolved by contacting a TeleMatrix support agent. Please contact TeleMatrix PRIOR to sending a telephone to our service center for repair. In the unlikely event that a factory repair is necessary:
1. Include a brief description of the trouble that you are experiencing.
2. Include a proof of purchase for a repair warranty.
3. Send the telephone prepaid by UPS or Parcel Post insured to your regional office:

TeleMatrix will pay to return the repaired telephone to you.

Contact PriorityCare Department at: **prioritycare@telematrix.net**

Visit our website for current faceplate worksheets and warranty documents **www.telematrix.net**.