AVAYA

IP Office Platform

B149 Series User Guide

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Chapter 1.
General

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1. General

The Avaya IP Office B149 Conference Phone offers a host of innovative features:

- OmniSound audio technology.

- Conference guide for easy set-up of multiparty calls.

- Record your meetings with an SD memory card so that you can listen to them later on.

- Optional expansion microphones can be added to increase the voice pickup range.

1.1 The Phone
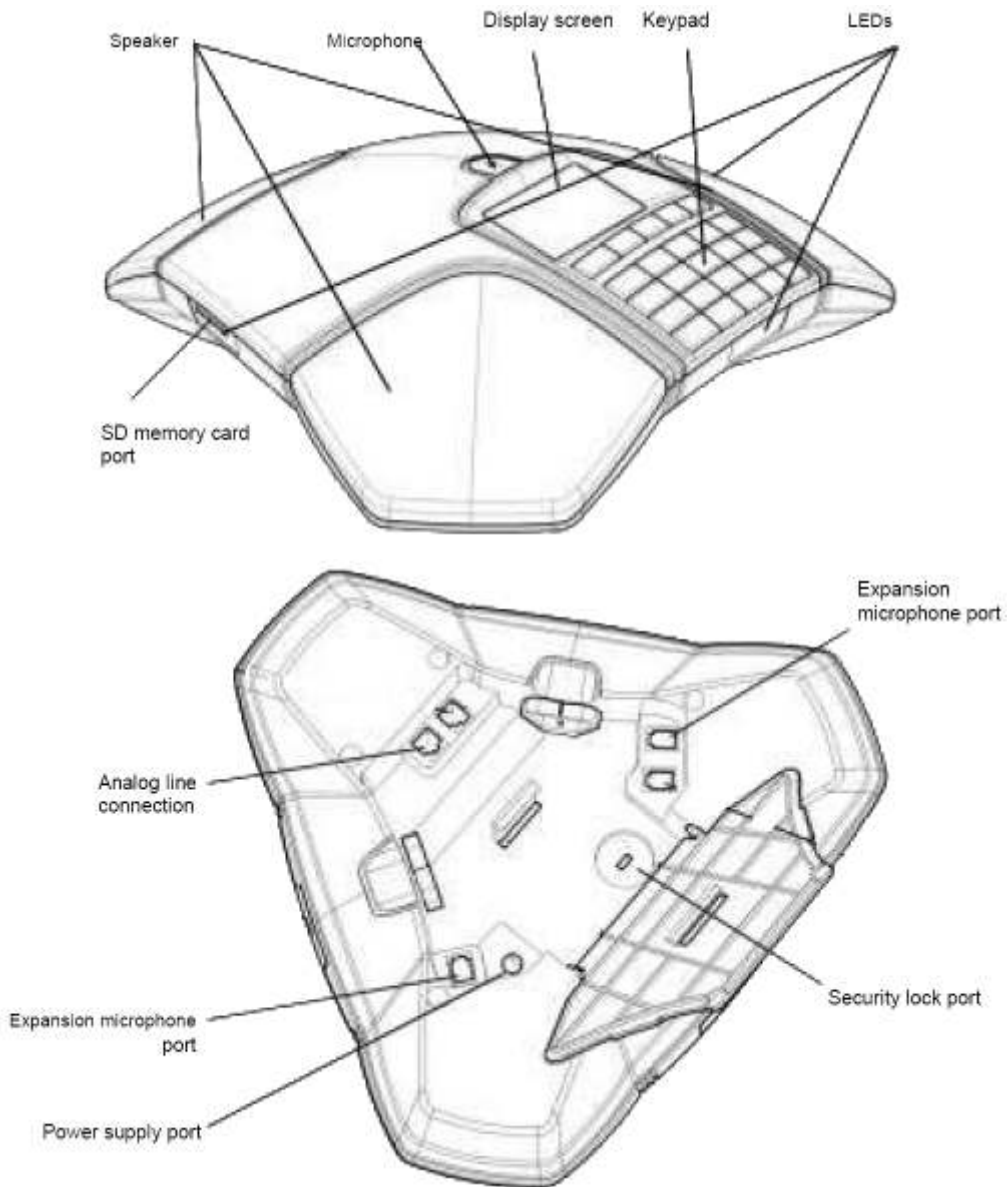
1.2 LEDs

The phone uses the following LEDs:

- **Flashing Blue:** Incoming call.

- **Steady Blue:** Call in progress.

- **Flashing Red:** On Hold. Microphone and speaker off.

- **Steady Red:** Mute. Microphone off.

1.3 The Keypad
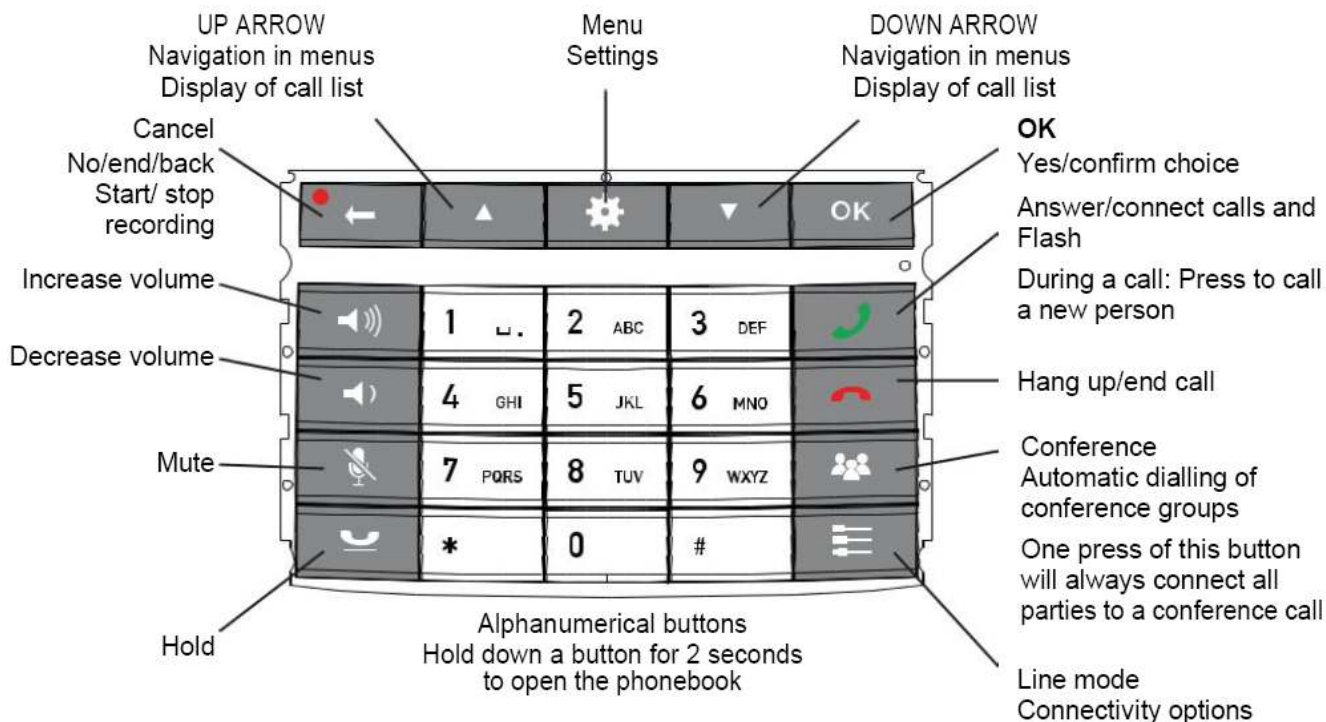
1.4 Writing Text

Each button contains letters and characters – more than those shown on the button (see illustration below). Press the same button repeatedly to change to another character. If there are two letters under the same button that you want to enter one after the other, you need to pause slightly before entering the second letter.

Press the ← button to delete the last character you entered.

1.5 Navigating the Menus

1. Press ✹.

2. Select the option you want from the menu tree ⌂ using the arrow buttons.

3. Confirm by pressing **OK** to select the marked option.

4. Cancel the setting or go back one level in the menu by pressing ⬤ ⬅.

5. Quit the menu by pressing ✹ again.

6. Note that after you have made changes to a setting, you must press **OK** to activate the setting.

1.6 The Menu Tree

PHONE BOOK	SETTINGS	CONF GUIDE	RECORDING	STATUS
SEARCH CONTACT	LANGUAGE	SEARCH GROUP	PLAYBACK FILE	
ADD CONTACT	REGION	SHOW GROUP	RENAME FILE	
EDIT CONTACT	KEYTONE	ADD GROUP	DELETE FILE	
ERASE CONTACT	TIME DATE	EDIT GROUP	DELETE ALL	
ERASE ALL	RING LEVEL	ERASE GROUP	SETTINGS	
STATUS	FLASH	ERASE ALL	STATUS	
	CALLER ID	SETTINGS		
	EQUALIZER	STATUS		
	SCREEN TEXT			
	LED CONTRAST			
	DEFAULT			

Chapter 2. Installation

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2. Installation

2.1 Unpacking

Check that all parts are included in the package. If any parts are missing, please contact your retailer.

- The Avaya IP Office Conference Phone

- Power adapter with universal socket compatibility

- 7.5 metre cable for electric power and line connection

- Intermediate plugs for analog connection

- Quick reference guides in different languages

2.2 Connecting

Connect to an analog line as illustrated:

- Plug the conference phone into the mains using the power adapter as illustrated.

- Place the conference phone in the middle of the table.
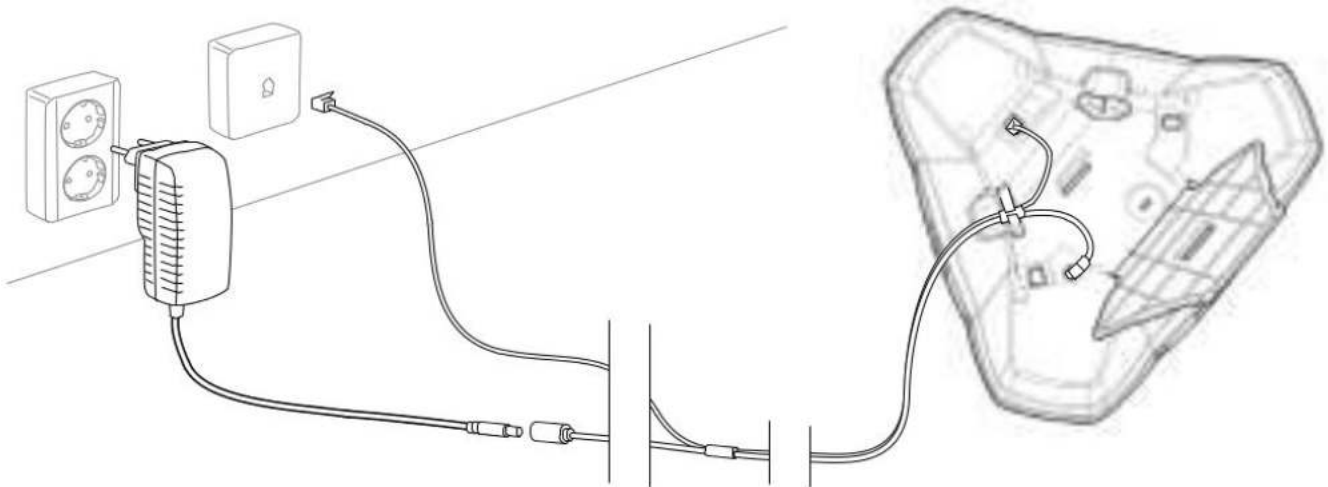
2.3 Set the Phone Region

The first time the phone is started, you need to select the region in which you are located. The conference phone then automatically configures to the normal telecom network settings for that region. Your selected entry can be changed later via this menu.

To set the phone's region:

1. Select ✿ **> SETTINGS > REGION**.

2. Select the region in which you are located and press **OK** to confirm.

2.4 Set the Phone Language

The phone supports a range of languages for the menu display.

To set the phone's menu language:

1. Select ✿ **> SETTINGS > LANGUAGE**.

2. Select the language you want and press **OK** to confirm.

2.5 Set the Phone Caller ID

The phone needs to be configured to match the caller ID signalling method used in your country or region. The table below is a guideline for choosing the correct setting. If the caller ID is not working properly, select another setting or contact your telephone service provider for further information.

To set the phone's call ID setting:

1. Select ✿ **> SETTINGS > CALLER ID**.

2. Select your choice.

Caller ID Standard	Country
Bellcore (Telcordia)	Canada (usually), USA, Australia, New Zealand, China, Hong Kong, Singapore.
ETSI	Austria, Belgium, Czech Republic, France, Germany, Italy, Luxemburg, Norway, Poland, Spain, Slovenia, Switzerland, Turkey, South Africa, Taiwan.
BT (British Telecom)	United Kingdom
DTMF	Denmark, Finland, Greece, Iceland, Netherlands, Portugal, Sweden, China, India, Saudi Arabia, Brazil, Uruguay.

3. Press **OK** to confirm.

2.6 Set the Phone Flash Recall Pulse Setting

The Flash/Recall signal sent when ☎ is pressed during a call. It is used to request a new line from the telephone system to which the telephone is connected. Typically the length of the signal required varies between different countries and so must be set correctly.

To set the phone's flash/recall pulse width:

1. Select ✿ **> SETTINGS > FLASH**.

2. Select your choice. Examples of settings are:

   - ***100ms*** = Scandinavia, Europe, Siemens HiPath

   - ***300ms*** = Germany, France, Israel

   - ***500ms*** = USA

3. Press **OK** to confirm.

2.7 Configure the Conference Codes

To automate multiparty conferencing, the phone needs to be configured with codes that match those expected by the telephone system to which it is connected. For example, by default IP Office systems use the system short code *47 to let a user conference together their current and held calls.

In the actions below:

- To enter **F**, press the 📞 button.

- To backspace, press the 🔴 ← button.

To set the phone's conference signalling settings:

1. Select ⚙ **> CONF GUIDE > SETTINGS**.

2. At the **ENQUIRY** prompt, enter the command the telephone system uses to hold the current call and press **OK**. For IP Office, enter **F** and press **OK**.

3. At the **CONFERENCE** prompt, enter the command the telephone system uses to conference your held and current calls together and press **OK**. For IP Office, enter **F*47** and press **OK**.

4. At the **RETURN** prompt, enter the command your telephone system uses to switch between calls and press **OK**. For IP Office, enter **F** and press **OK**.

Chapter 3.
Answering and Making Calls

3. Answering and Making Calls

3.1 Answering Calls

A ring tone and the blue flashing LED indicates an incoming call.

To answer a call:
1. Press 📞 to answer.

2. The LEDs show a steady blue light. The duration of the call is shown on the display screen.

3.2 Making Calls

To make a call:
1. Either:

   - Dial the number and press 📞.

   - Press 📞 and dial the number.

2. The number is called and the LEDs show a steady blue light. The duration of the call is shown on the display screen.

3.3 Redialing

To redial the previous number called:
1. Press an arrow button. The last number that you dialled appears on the display screen.

2. Use the arrow buttons to look through previously dialled numbers.

3. Press 📞. The number you select is dialled.

3.4 Calling from the Phonebook

See Phonebook [20] for instructions on adding and updating contacts in the phonebook.

To make a call from the phonebook:
1. Press and hold down a number button for two seconds.

2. The phonebook appears on the display screen. The pre-programmed names appear in alphabetical order, starting with the number button's first letter.

3. Use the arrow buttons to look through the phonebook.

4. Press 📞. The contact you select is dialled.

3.5 Making Three-Way Calls

The simplest way to set up a multi-party call is to use the conference guide 17. You can connect another party to an existing call as follows.

To start a simple conference:

1. Press 📞. A second dialling tone is heard.

2. Dial the second participant's number and wait for an answer.

    - If you don't get an answer when you dial the second number, go back to the first call by pressing 📞.

3. Press the 📞 button and then ***47**. All three participants are now linked together in one call.

3.6 Adjusting the Speaker Volume

To adjust the speaker volume:

1. Adjust the speaker volume using the buttons 🔊 and 🔉.

3.7 Muting Calls

When a call is muted, you can still hear the other parties but they cannot hear you.

To mute a call:

1. Press 🎤 to turn off the microphone. The LEDs change from blue to red. The other party cannot hear what you are saying.

2. Press 🎤 to reconnect the call.

3.8 Placing Calls on Hold

To hold a call:

1. Press � to put the call on hold. The LEDs change from blue to flashing red. Both the microphone and the speaker are turned off and the call is on hold.

2. Press ⎙ to reconnect the call.

3.9 Ending Calls

To end a call:

1. End the call by pressing 📞.

Chapter 4. Conferencing

4. Conferencing

You may need to adjust some settings in your conference phone to make it compatible with your PBX. See Configure the Conference Codes 10.

4.1 Creating Conference Groups

The conference guide allows you to create 20 conference groups with up to six people in each. You can then call the participants in a meeting by simply pressing a few buttons.

To create a conference group:

1. Select ✿ > **CONF GUIDE** > **ADD GROUP**.

2. Enter a group name and press **OK** to confirm.

3. Press **OK** to enter the first person.

4. Write the name of the first person and press **OK** to confirm.

5. Enter the number and press **OK** to confirm.

6. Press **OK** to add another person and repeat the above steps.

7. Conclude by pressing ⬅.

4.2 Making Conference Group Calls

To call a conference group:

1. Press the 👥 button.

2. Select the conference group you want to call.

3. The conference phone dials the first person and asks you to confirm when the person answers.

    a. Press ⬅ if the person you are trying to call does not answer.

    b. The phone will ask you if you want to redial that person:

        • To redial press **OK**.

        • To not redial press ⬅. You will be asked if you want to end the conference guide or continue to the next person. Press **OK** to continue or ⬅ to end the guide.

4. Press **OK** when the first person has answered.

5. Continue in the same way for each person in the group.

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4.3 Making Multiparty Calls

To make a multiparty call:

1. Press the 👥 button.

2. Select **QUICK GUIDE** with the arrow buttons. Press **OK** to confirm.

3. The Quick Guide asks you to dial the first number.

4. Dial the first person's telephone number. Press **OK** to confirm.

5. Press **OK** when the first person has answered.

   a. Press ← if the person you are trying to call does not answer.

   b. The phone will ask you if you want to redial that person:

      • To redial press **OK**.

      • To not redial press ←. You will be asked if you want to end the conference guide or continue to the next person. Press **OK** to continue or ← to end the guide.

6. Press **OK** to call another person and repeat the above steps. Press ← when you have called all the persons you want for your meeting.

7. If one of the persons does not answer, follow the steps for calling a saved conference group (see above).

4.4 Display Conference Group Members

To display a conference group's members:

1. Select ⚙ > **CONF GUIDE** > **SHOW GROUP**.

2. Mark the group you want and press **OK**.

3. The names of the conference group participants are displayed.

4.5 Editing Conference Groups

To edit a conference group:

1. Select ⚙ > **CONF GUIDE** > **EDIT GROUP**.

2. Here, you can change the name of a conference group, add or delete a person from a group and change a person's name and phone number.

3. Mark your choice of option in the menu using the arrow buttons and press **OK** to confirm.

4. The names of the conference groups are displayed.

5. Mark the group you want to change and press **OK** to confirm.

6. Mark a person you want to change and press **OK** to confirm.

7. Make the change and press **OK** to confirm.

8. Delete a number or a letter in a name by pressing ←. If you want to cancel the change you are making and leave the name or number as they were, press ← until the **CONFERENCE GUIDE** menu appears.

4.6 Deleting Conference Groups

To delete a conference group:

1. Select ⚙ > **CONF GUIDE** > **ERASE GROUP**.

2. Mark the group you want to delete and press **OK**.

3. Confirm that you really want to delete the group by pressing **OK** or cancel the deletion of a group by pressing ← .

4.7 Delete All Conference Groups

To delete all conference groups:

1. Select � > **CONF GUIDE > ERASE ALL**.

2. Confirm that you really want to delete all groups by pressing **OK** or cancel the deletion of all groups by pressing
   ←.

4.8 Display Conference Guide Status

You can display the current number of configured conference groups. The conference guide can contain up to 20 groups.

To display the conference guide status:

1. Select ✖ > **CONF GUIDE > STATUS**.

2. The display screen indicates the number of conference groups already stored plus how many more groups can be added.

Chapter 5. Phonebook

5. Phonebook

The conference phone has a phonebook that holds up to 50 entries. See <u>making calls via the phonebook</u> 12ˆ.

5.1 Searching for Contacts

The simplest way to search for a contact in the address book is to hold down a number button for two seconds. You can also search for a contact via the PHONEBOOK menu.

To search the phone book:

1. Select ✲ **> PHONE BOOK > SEARCH CONTACT**.

2. Mark the contact you want.

3. You can use the arrow buttons to press an alphanumeric button to jump to the first name that starts with that letter in the list.

4. Press **OK** or ✆ to dial the selected contact. Press ← to return to the **PHONE BOOK** menu or ✲ to exit the menu.

5.2 Adding Contacts

To add a contact:

1. Select ✲ **> PHONE BOOK > ADD CONTACT**.

2. Enter the name of the contact and press **OK** to confirm.

3. Write the number and press **OK** to confirm.

4. Press **OK** to add another contact or ✲ to exit the menu.

5.3 Editing Contacts

To edit a contact:

1. Select ✲ **> PHONE BOOK > EDIT CONTACT**.

2. Mark the contact you want to change. Press **OK** to confirm.

3. Make the change and press **OK** to confirm.

4. Delete a number or a letter in a name by pressing ←. If you want to cancel the change, press ← until the **PHONEBOOK** menu appears.

5.4 Deleting Contacts

To delete a contact:

1. Select ✲ **> PHONE BOOK > ERASE CONTACT**.

2. Mark the contact you want to delete and press **OK**.

3. Confirm that you really want to delete the contact by pressing **OK** or cancel the deletion of a contact by pressing ←.

5.5 Deleting All Contacts

To delete all conference groups:

1. Select ✲ **> PHONE BOOK > ERASE ALL**.

2. Confirm that you really want to delete all contacts by pressing **OK** or cancel the deletion of a contact by pressing ←.

5.6 Display Phonebook Status

You can display the current number of contacts in your phone book and how many more contacts you can add. The phone book can hold up to 50 entries.

To display the phone book status:

1. Select ✹ > **PHONE BOOK > STATUS**.

2. The display screen indicates the number of contacts already stored plus how many more contacts can be added.

Chapter 6. Recording

6. Recording

It is possible to record a phone conference on an SD (Secure Digital) memory card so you can listen to it later on.

A flashing symbol appears on the display screen during recording. A beep is heard every 20 seconds so that other parties in the call know it is being recorded. The beep can be turned off 26ᵇ.

The recorded call is saved on the memory card. The document is named after the time at which the recording began (e.g. 14-35-01.wav) and is saved in a folder with the current date. This name can be changed 26ᵇ after the recording has ended.

6.1 Starting a Recording

Remember to notify all parties in the call before you start recording.

To start recording a call:

1. Press the 🔴 ⬅ button for two seconds and press **OK** to confirm.

2. The recording symbol flashes on the display screen.

6.2 Hold

You can hold a call that is being recorded. Whilst held non of the parties in the call are recorded.

To hold a recorded call:
1. Press ☎ during the call to put the call on hold.

   - The LEDs change from blue to flashing red.

   - Both the microphone and the speaker are turned off and the call is on hold. None of the parties will now be recorded.

6.3 Mute

You can mute a call while recording. The other party will not be able to hear you but they are still recorded.

To mute recording:

1. Press the 🎤 button during a call to turn the microphone off.

   - The LEDs change from blue to red.

   - The other party cannot hear what you are saying but they are still recorded.

6.4 Stopping Recording

To stop recording:

1. Press the 🔴 ⬅ button for two seconds and press **OK** to confirm.

2. The recording symbol is no longer displayed on the screen.

6.5 Listening to Recordings

You can listen to a recorded phone conference on your conference phone or a computer using an SD memory card reader. Recordings are saved in .wav format and can be played back on your choice of media player.

6.5.1 Listening to Recordings

To listen to recordings:

1. Select ✹ **> RECORDING > PLAYBACK FILE**.

2. Mark the folder you want (date) and press **OK** to confirm.

3. A list of all recordings for the specified date is displayed. Names, date, time and length are displayed for each recording.

4. Mark the recording you want and start the playback by pressing **OK**.

6.5.2 Adjusting the Volume

To change the playback volume:

1. Increase the volume using the 🔊 button and lower it using 🔈.

6.5.3 Pause Playback

To pause playback:

1. Pause the playback by pressing **OK**.

2. Restart playback by pressing **OK** again.

6.5.4 Move Forward During Playback

To fast forward:

1. Move forward in the recording by pressing arrow down or backward by pressing arrow up.

2. The recording advances about 10 seconds every time you press the button. You can also jump further forward in the recording:

   - **3** = Forward 1 minute.

   - **6** = Forward 10 minutes.

   - **1** = Backward 1 minute.

   - **4** = Backward 10 minutes.

6.5.5 Stop Playback

To stop recording playback:

1. Stop the playback by pressing ← .

6.6 Managing Recordings

6.6.1 Editing the Name of a Recording

The recording is named by default with the time at which the recording started.

To change the name of a recording:

1. Select �setting > **RECORDING > RENAME FILE**.

2. Mark the folder you want and press **OK** to confirm.

3. Mark the recording to be edited and press **OK**.

4. Make the change and press **OK** to confirm.

5. Delete a number or a letter in a name by pressing ←.

6. If you want to cancel the change you are making and leave the name or number as they were, press ← several times until the **RECORDING** menu appears.

6.6.2 Deleting a Recording

To delete a recording:

1. Select ✷ > **RECORDING > DELETE FILE**.

2. Mark the folder you want and press **OK**.

3. Mark the recording to be deleted and press **OK**.

4. Confirm that you really want to delete the recording by pressing **OK** again, or cancel the deletion of a recording by pressing ←.

6.6.3 Deleting All Recordings

To delete all recordings:

1. Select ✷ > **RECORDING > DELETE ALL**.

2. Confirm that you really want to delete all recordings by pressing **OK** again, or cancel the deletion of a recording by pressing ←.

6.7 Adjusting the Recording Indicator

When it is recording a call, the phone can play a short beep every 20 seconds so that all the parties in the call know it is being recorded.

To turn the call recording beep on/off:

1. Select ✷ > **RECORDING > SETTINGS**.

2. Select your choice.

3. Press **OK** to save the setting.

6.8 Display Recording Status

To display the recording status:

1. Select ✷ > **RECORDING > STATUS**.

2. The display screen indicates the number of recordings, the total length of recorded calls and how many hours of recording time are left before the memory card is full.

3. <<<and>>>

Chapter 7.
Settings

7. Settings

This section covers how to change the phone's settings:

7.1 Selecting the Language

The first time the phone is started, you need to select the region in which you are located. The conference phone then automatically configures to the normal telecom network settings for that region. Your selected entry can be changed later via this menu.

To set the phone's region:

1. Select ⚙ **> SETTINGS > REGION**.

2. Select the region in which you are located and press **OK** to confirm.

7.2 Selecting the Region

The first time the phone is started, you need to select the region in which you are located. The conference phone then automatically configures to the normal telecom network settings for that region. Your selected entry can be changed later via this menu.

To set the phone's region:

1. Select ⚙ **> SETTINGS > REGION**.

2. Select the region in which you are located and press **OK** to confirm.

7.3 Deactivating the Keypad Tones

You can select whether or not you want a tone to be heard when you press a button. Note that this setting does not affect the tone you hear when you dial a number in call mode.

To switch keypad tones on/off:

1. Select ⚙ **> SETTINGS > KEY TONE**.

2. Select your choice.

3. Press **OK** to save.

7.4 Adjusting the Ring Volume

To adjust the ring volume:

1. Select ⚙ **> SETTINGS > RING LEVEL**.

2. Select your choice.

   - There are six volume levels plus a silent mode. You will hear the ring tone for each level you select.

   - If you select silent mode, an LED on the phone flashes when an incoming call is received.

3. Press **OK** to save the setting.

7.5 Configuring the Conference Codes

To automate multiparty conferencing, the phone needs to be configured with codes that match those expected by the telephone system to which it is connected. For example, by default IP Office systems use the system short code *47 to let a user conference together their current and held calls.

In the actions below:

- To enter **F**, press the 📞 button.

- To backspace, press the 🔴 ⬅ button.

To set the phone's conference signalling settings:

1. Select ⚙ **> CONF GUIDE > SETTINGS**.

2. At the **ENQUIRY** prompt, enter the command the telephone system uses to hold the current call and press **OK**. For IP Office, enter **F** and press **OK**.

3. At the **CONFERENCE** prompt, enter the command the telephone system uses to conference your held and current calls together and press **OK**. For IP Office, enter **F*47** and press **OK**.

4. At the **RETURN** prompt, enter the command your telephone system uses to switch between calls and press **OK**. For IP Office, enter **F** and press **OK**.

7.6 Adjusting the Flash/Recall Pulse

The Flash/Recall signal sent when 📞 is pressed during a call. It is used to request a new line from the telephone system to which the telephone is connected. Typically the length of the signal required varies between different countries and so must be set correctly.

To set the phone's flash/recall pulse width:

1. Select ⚙ **> SETTINGS > FLASH**.

2. Select your choice. Examples of settings are:

    - *100ms* = Scandinavia, Europe, Siemens HiPath

    - *300ms* = Germany, France, Israel

    - *500ms* = USA

3. Press **OK** to confirm.

7.7 Selecting the Caller ID Method

The phone needs to be configured to match the caller ID signalling method used in your country or region. The table below is a guideline for choosing the correct setting. If the caller ID is not working properly, select another setting or contact your telephone service provider for further information.

To set the phone's call ID setting:

1. Select ✷ **> SETTINGS > CALLER ID**.

2. Select your choice.

Caller ID Standard	Country
Bellcore (Telcordia)	Canada (usually), USA, Australia, New Zealand, China, Hong Kong, Singapore.
ETSI	Austria, Belgium, Czech Republic, France, Germany, Italy, Luxemburg, Norway, Poland, Spain, Slovenia, Switzerland, Turkey, South Africa, Taiwan.
BT (British Telecom)	United Kingdom
DTMF	Denmark, Finland, Greece, Iceland, Netherlands, Portugal, Sweden, China, India, Saudi Arabia, Brazil, Uruguay.

3. Press **OK** to confirm.

7.8 Adjusting the Date and Time

7.8.1 Changing the Date

1. Select ✷ **> SETTINGS > TIME DATE > DATE**.

2. Change the flashing figures for the year using the arrow buttons or by entering the figures on the keypad.

3. Press **OK** to confirm and to continue to the month, and then proceed in the same way for the day.

7.8.2 Changing the Time

1. Select ✷ **> SETTINGS > TIME DATE > TIME**.

2. Change the flashing figures for the hour using the arrow buttons or by entering the figures on the keypad. Press **OK** to confirm and to continue to minutes.

7.8.3 Changing the Time Format

1. Select ✷ **> SETTINGS > TIME DATE > TIME FORMAT**.

2. Select either a 12-hour or a 24-hour format using the arrow buttons and press **OK** to confirm your choice.

7.9 Changing the Display Screen Text

The text shown on the display screen when the phone is idle can be changed.

To change the idle display text:

1. Select ⚙ **> SETTINGS > SCREEN TEXT**.

2. Delete any existing text using ← and enter your new text.

3. Press **OK** to save the setting.

7.10 Adjusting the LCD Contrast

To set the display contrast:

1. Select ⚙ **> SETTINGS > LCD CONTRAST**.

2. Select your choice.

3. Press **OK** to save the setting.

7.11 Defaulting the Phone

There is a menu option under **SETTINGS** that resets all settings to default. That includes deleting all contacts in the phonebook and all groups saved in the conference guide.

To default the phone:

1. Select ⚙ **> SETTINGS > DEFAULT**.

2. Confirm that you really want to reset the settings to default by pressing **OK** again, or cancel the resetting procedure by pressing ←.

3. Follow the process for <u>configuring a new phone</u> 8.

7.12 Checking the Phone Status

If you need to check the software version or serial number.

To display the phone status:

1. Select ⚙ **> STATUS**.

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Chapter 8.
Appendix

8. Appendix

8.1 Maintenance

Clean the equipment with a soft, dry cloth. Never use liquids.

8.2 Technical Specification

Physical

Size	Diameter 240 mm, height 77 mm
Weight	1 kg
Color	Charcoal black
Display screen	Illuminated graphics (LCD), 128x64
Keypad	Alphanumerical 0–9, *, off hook/F, on hook, mute, hold, volume up, volume down, 5 buttons for menu navigation.
Anti-theft protection	Kensington security slot
Memory	Support for SD memory cards up to 2 GB

Connectivity

Analog telephone connectivity	Modular 6/6 modular (RJ11) to an analog PBX
Power supply	AC adapter 100–240 V AC/14 V DC
Expansion microphones	2 x Modular 4/4

Audio

Technology	OmniSound® 2.0
Microphone	Omni-directional
Reception area	Up to 30 metres2, >10 people
Speakers	Frequency band 200–3300 Hz, analog line
Sound level	90 dB SPL 0.5 m
Equalizer	Three pitches: soft, neutral, bright

Environment

Temperature	5°–40°C
Relative humidity	20–80% condensation free
Recommended acoustic conditions	Reverberation period: 0.5 S Rt 60, Background noise: 45 dBA

Approvals

Telecommunication	TBR21, 47 CFR Part 68/TIA, IC CS-03 Issue 1999/01/01
EMC	EN301 489-1,3. EN 300 220-1,2, FCC subparts B and C
Electrical safety	UL 60950-1, EN 60950-1:2001

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