

## SETTING UP TS 100 PHONES WITH TALKSWITCH

CT.TS005.5xx.EN - 01

## SETTING UP TS 100 PHONES WITH TALKSWITCH

### FACTORY PRESETS

The following table shows you the factory settings for your unit:

Display	Setting
Language	English
LCD Contrast	3
Area Code	no setting
LDS Code	1
Access Code	- (no Hunt Group Selected)

### INITIAL SETUP

After the adapter is connected, the display will show as indicated below for setting.

1. [SET LANGUAGE] appears on the display. Press the REVIEW UP (▲) button to select the language. E – English, F – French, S – Spanish, and then press the DIAL button to confirm the selection.

E  
SET LANGUAGE

2. When [LCD CONTRAST] appears, press the REVIEW UP (▲) button to set the contrast darker, and then you can press the REVIEW DOWN (▼) button to set the contrast back to the preset.

2  
LCD CONTRAST

3. When [SET AREA CODE] appears, use the REVIEW UP (▲) BUTTON and the REVIEW DOWN (▼) button to set your local area code:

---  
SET AREA CODE

REVIEW UP (▲) button — to change the digit from -, 0 to 9.  
REVIEW DOWN (▼) button — to move to the next digit.  
When you are finished setting the local area code, press DIAL.

4. When [SET LDS CODE] appears, press the REVIEW UP (▲) button to change the long distance code from -, 0, 1, 2, -9.

1  
SET LDS CODE

When you are finished, Press DIAL. The display will indicate as shown (Stand-by Screen) and be ready to receive incoming calls. **You have to set the LDS code as 1 when you are in the USA or Canada.**

5. When [SET ACCESS CODE] appears, use the REVIEW UP (▲) button and the REVIEW DOWN (▼) button to set your access code. The Code can range from \_ to 9. The Access Code is used to obtain an outside line when using TalkSwitch (without “Direct Line Access” enabled) and some Centrex applications. This feature can be used with Caller ID and Memory Locations. **If you do not have “Direct Line Access” enabled, then set this code to “9”.**

**What is Direct Line Access?** Direct Line Access allows you to make external calls without having to dial “9” first. Note: To access some of the TalkSwitch features with Direct Line Access enabled, you must press the HOLD/FLASH button first. See the *Using TS 100 Phones with TalkSwitch* Quick Guide for more details.

6. The time and date are automatically set when a caller ID (CID) number is received. The unit will keep the current time accurately, and is updated each time a CID number is received.

### REPROGRAMMING

After you have set up the unit completely for the first time, you can use the MENU button to review or reprogram the Language, Contrast, Area Code, LDS Code or Access Code. Use the REVIEW UP (▲) and REVIEW DOWN (▼) buttons to set the options and the DIAL button to scroll through the settings.

#### About TalkSwitch

TalkSwitch® is dedicated to providing small and multi-location businesses with innovative telecommunications solutions. Since 1990, TalkSwitch has delivered rich features, high functionality and unbeatable value. Ideal for businesses with up to 32 telephone users per office, TalkSwitch systems provide users with options to connect to both the traditional telephone network (PSTN) and Voice over IP (VoIP) networks. TalkSwitch is headquartered in Ottawa, Canada. For more information call (888) 332-9322 or visit our website at [www.talkswitch.com](http://www.talkswitch.com)

© TalkSwitch 2005

