



Conference Phone CP100/CP200 User Manual

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Introduction

Thank you for choosing the Orchid Conference Phone CP100/CP200. Please take time to read through this user manual to get the most from your new purchase.

Installation Notes

Connect the long lead (6.5M) from the Power adaptor to the socket marked EXT on the underside of the CP100/200.

Connect the phone lead from the Power adaptor to the Telephone socket on the wall.

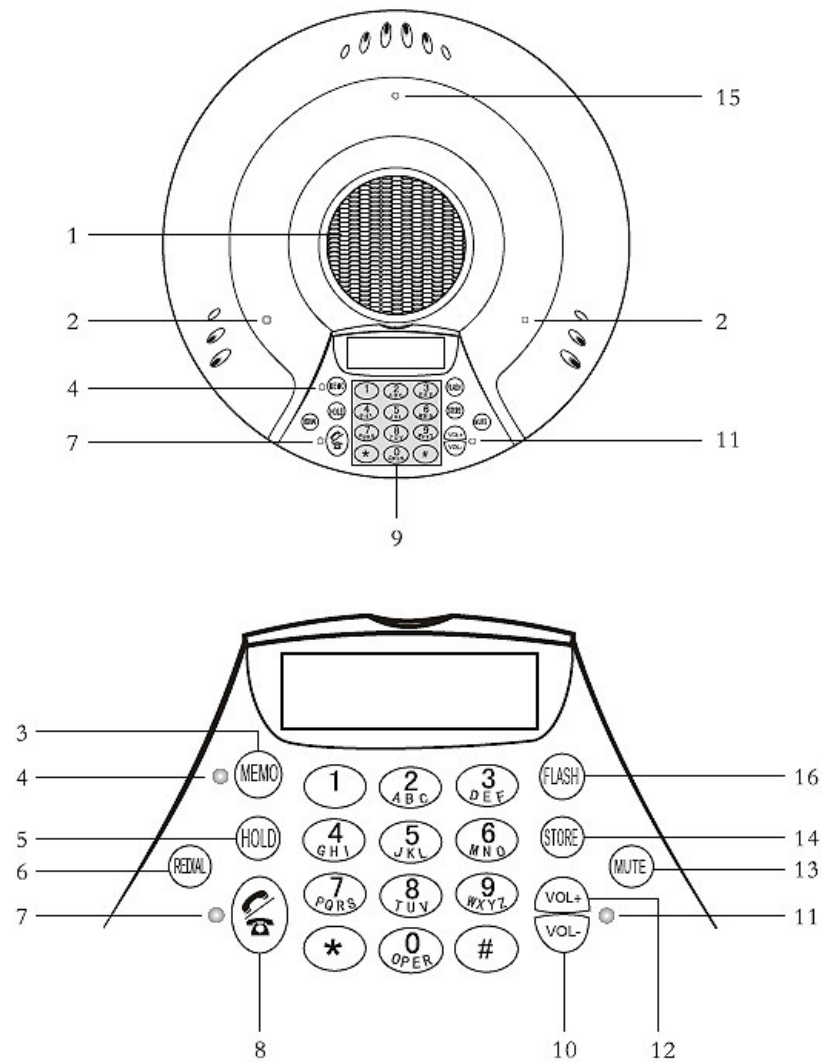
For installation in the UK connect the adaptor supplied between the phone lead and the Telephone socket.

For the CP200 connect the external microphones using the leads supplied between the Microphones and the sockets marked Ext 1 and Ext 2.

Connect the Power lead from the Power adaptor to the Mains socket and switch on.

The Blue LED on the Power adaptor should now be on, and the unit LED's will flash whilst initialisation is in progress, a Beep denotes that the unit is now ready for use.

Dial Pad Layout



- | | |
|-----------------------------------|----------------------------|
| 1. Speaker | 9. Dial keys |
| 2. Near End microphone status LED | 10. VOL + Button |
| 3. Memo Key | 11. Volume Status LED |
| 4. Functional LED | 12. VOL - Button |
| 5. HOLD Button | 13. MUTE Button |
| 6. REDIAL Button | 14. STORE Button |
| 7. ON/OFF status LED | 15. Far end microphone LED |
| 8. ON/OFF Button | 16. Recall (FLASH) Button |

System Set Up

Setting the Date/Time

Press the **mute** button (set date will be displayed)

Press the **mute** again button to confirm.

Using the **VOL+** and **VOL –** buttons scroll to the correct year and press the **mute** button.
(The month will now flash)

Using the **VOL+** and **VOL –** button scroll to the correct month and press the **mute** button.
(The Day will now flash)

Using the **VOL+** and **VOL –** button scroll to the correct day and press the **mute** button.
(The Hour will now flash, please note this is in 24hr format)

Using the **VOL+** and **VOL –** button scroll to the correct hour (24hr format) and press the **mute** button. (The Minutes will now flash)

Using the **VOL+** and **VOL –** button scroll to the correct minutes and press the **mute** button.
(The Day of the week will now flash)

Using the **VOL+** and **VOL –** button scroll to the correct Day and press the **mute** button.

Setting the Recall (flash) Time

The UK standard Recall (flash) time is 100ms. Recall is used for some PSTN network services and PBX services.

Eg. To hold and transfer calls.

The factory default setting is 100ms, if you are using the CP100 in another country or your PBX needs a longer Recall Flash time this can be increased.

Press the **mute** button.

Press the **VOL+** button.

Press the **Select** button. (Flash 100 will be displayed)

Using the **VOL+** and **VOL –** button scroll to the correct Flash Time then Press the **mute** button.

Setting the LCD Brightness

To adjust the LCD Brightness

Press the **Mute** button.

Press the **VOL+** button twice (LCD brightness will be displayed)

Press the **Mute** button.

Using the **VOL+** and **VOL-** buttons scroll to set to required brightness.

To Set for PSTN or VOIP Calling

The factory default setting is for PSTN (Public Network) or PBX (switchboard) calls, but the CP100 can also be used with VOIP service providers (been tested with Skype, will add others when tested)

To Set for VOIP (USB) use

Press the **Mute** button.

Press the **VOL+** button 3 times. (Interface will be displayed)

Press the **Mute** button. (PSTN – USB will be displayed)

Press the **VOL+** button. (USB will flash on the display)

Press the **Mute** button.

Connect the USB cable to a USB port on the PC with Skype installed, the CP100 will install all necessary drivers on WinXP, Win2000, Vista and OSX.

When in VOIP (USB) mode USB will be displayed in the LCD.

To revert back to PSTN mode repeat the above except press the **Mute** button when PSTN is flashing on the LCD.

Dial a Number in the Redial List

The CP100 will store the last 20 telephone numbers dialed.

Press the **VOL+** button and the last number dialed will be displayed.

Press the **VOL+** to scroll through the dialed number list.

To call a number in the redial list press the **VOL+** until the required number is displayed, then press the **Redial** button.

The number will be dialer automatically.

Storing a telephone number

Up to 20 telephone numbers can be stored into memory, the memory locations are numbered 01 to 20.

To Store a Number

Press the **Store** button (Group 01 – 20 will be displayed)

Enter 2 digit memory location eg 01.

Enter the Telephone Number.

Press the **Store** key.

Repeat the above to store other numbers in the locations 02 – 20.

To Dial a number in the Memory

Press **MEMO**

Enter the 2 digit memory location eg 01.

The stored number will be dialed automatically.

Changing a stored number

Example: To change a number stored in memory location 02.

Press **Store**

Dial 02 (existing number will be displayed)

Press **Store**

Begin will flash on the display

Press **Store**

Enter New Number

Press **Store**

Mute Function

To temporarily switch off the Microphones during a call Press the Mute button, the 3 Microphone LED's will go from Blue to Red.

Press the mute button again to resume the conversation.

If you have a CP200, pressing the mute button will also switch off the 2 External microphones although the LED's on the External microphones will remain Green.

Caller Display (subject to Network Connection)

The Orchid CP100 will store the telephone numbers of the last 20 incoming calls. (Provided numbers have not been withheld)

To check the caller list, press the **VOL-** key for each incoming telephone number.

To dial a number in the calls list, press the **Redial** button until the number required is displayed on the LCD. The number will then be dialed automatically.