
S E R I E S 8 0 0 0

unity

telephone sets

INSTALLATION GUIDE & WARRANTY



This booklet contains easy step-by-step assembly procedures: to ensure trouble-free installation, please follow these instructions carefully.

INTRODUCTION

The new series 8000 UNITY* I and II single-line business telephone sets are designed and manufactured with care by the craftsmen of Northern Telecom. Once installed, these compact, versatile units will give you many years of pleasurable and reliable service.

The easy-to-follow instructions which follow **must** be carried out in correct sequence to ensure the proper operation of your set; read each step **carefully** and retain this information for future reference.

CAUTION: To eliminate the possibility of accidental damage to cords, plugs and jacks, do **not** use unauthorized tools or sharp instruments during these assembly instructions.

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*Trademark of Northern Telecom Limited

OPERATING FEATURES

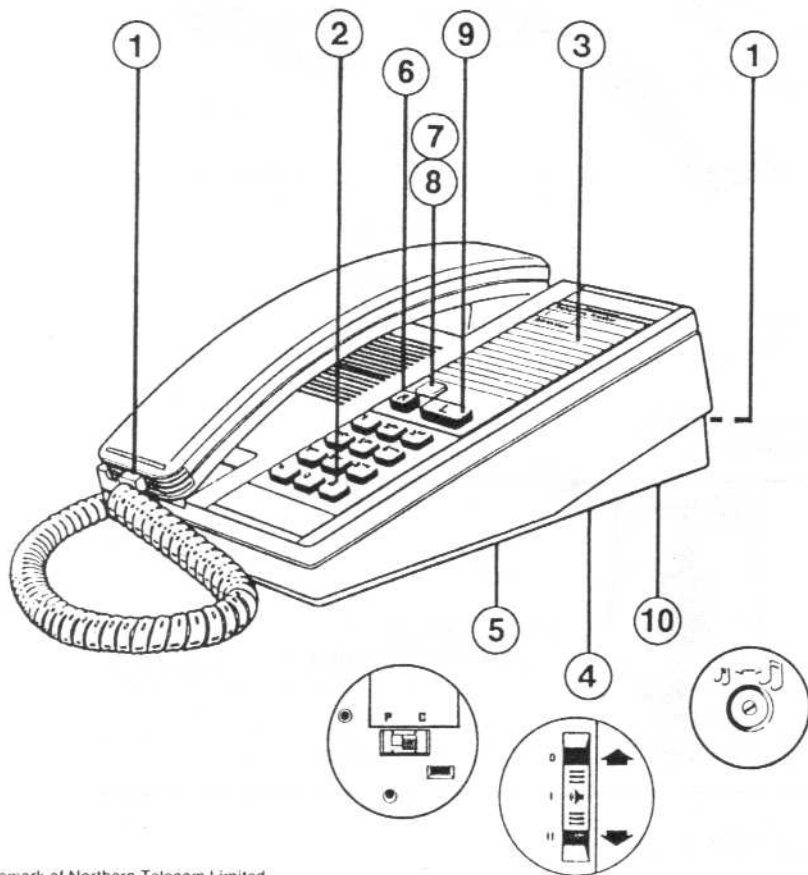
Refer to FEATURE DESCRIPTIONS Section for detailed information.

UNITY I

1. Fully modular
2. DIGITONE* dial
3. Phone number and index card
4. Alerter High-Low-Off switch
5. PBX/CO switch

UNITY II

1. Fully modular
2. DIGITONE* dial
3. Phone number and index card
4. Alerter High-Low-Off switch
5. PBX/CO switch
6. Release button
7. Visual ringing
8. Message waiting lamp
9. LINK* button
10. Tone alerter control



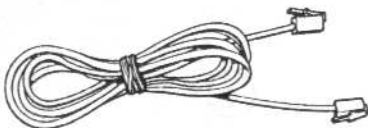
INSTALLATION

IDENTIFY COMPONENTS. Packed separately within the carton you will find all supplied items which are to be attached to the telephone set housing throughout these instructions. Remove each item from

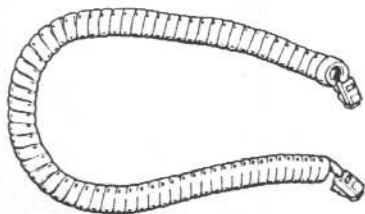
its protective packaging before beginning the installation procedures. (The wall-mount kit shown below is an optional item available from your telephone supplier).



HANDSET

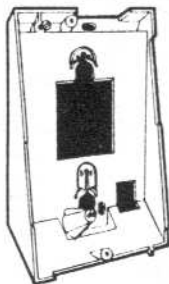


LINE CORD



HANDSET CORD

Optional NT0C2203
Wall-Mount Kit



1. WALL-MOUNT
BRACKET ASSEMBLY



2. HANDSET
CLIP

3. TIE-WRAP

HANDSET INSTALLATION

STEP 1

Carefully slide the plug at either end of the handset cord into the jack provided at the right side of telephone set as shown in Fig. A.

Ensure plug is properly seated (audible click) and installed in the correct jack.

STEP 2

Grasp the handset and the opposite end of the handset cord as shown in Fig. B.

Fully insert the plastic plug at the end of cord into the jack located at end of handset. (An audible click indicates the plug is properly seated in the jack).

WARNING: Do NOT insert the plug at the free end of the handset cord directly into a wall or baseboard jack. Such misuse may result in unsafe sound levels.

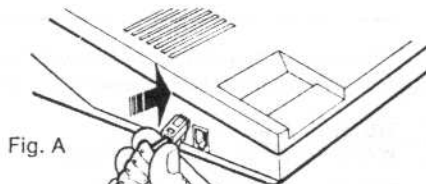


Fig. A

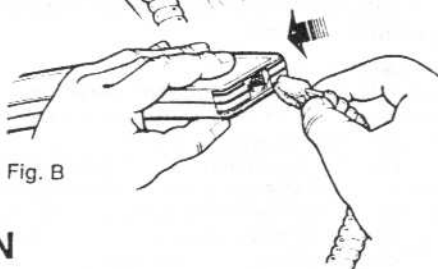


Fig. B

DESK-TOP APPLICATION

STEP 1

Complete **HANDSET INSTALLATION** (Fig. A and B).

STEP 2

Place the telephone set as shown in Fig. C and carefully slide the plug at either end of the line cord into the jack provided at the back of set. (An audible click indicates the plug is properly seated in the jack.)

STEP 3

Properly installed handset and line cords for a desk-top installation are shown in Fig. D.

STEP 4

Place fully assembled telephone set (base down) in location required and insert plug located at opposite end of line cord into baseboard or wall jack receptacle as shown in Fig. E.

Check for dial tone by lifting handset off-hook and listening.



Fig. C



Fig. D

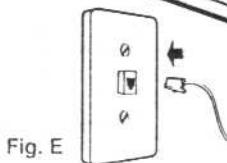


Fig. E

WALL-MOUNT APPLICATION

Utilizing the optional NT0C2203 wall-mount kit, your UNITY may be wall-mounted by employing either of the following procedures:

METHOD A — WALL—MOUNTING YOUR UNITY

STEP 1

Check to see if you have a metal wall-mounting plate with two protruding studs (Fig. F). These wall-mounting plates are available from your telephone company business office.

STEP 2

Plug the line cord into the telephone set (see Fig. C) and route the line cord through the centre opening in the bracket, (see Fig. G). Attach the wall-mount bracket to set by placing both screw heads on the bracket mounting posts into the keyholes provided in the base, then push set downwards to lock the screw heads into the top section of both keyholes.

STEP 3

Using the tie-wrap, coil the excess line cord length and place it into the cavity (Fig. G) of the installed bracket; leave sufficient cordage to reach the wall jack receptacle of the mounting plate. Refer to Figure H.

STEP 4

Plug the line cord into the wall jack receptacle. Align the keyholes on the back of the wall-mount bracket with the studs on the wall jack mounting plate (Fig. H). Push the telephone set and wall-mount bracket assembly in and down until the studs of the mounting plate lock into the top section of both keyholes.

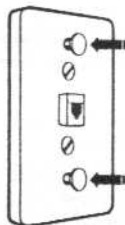


Fig. F

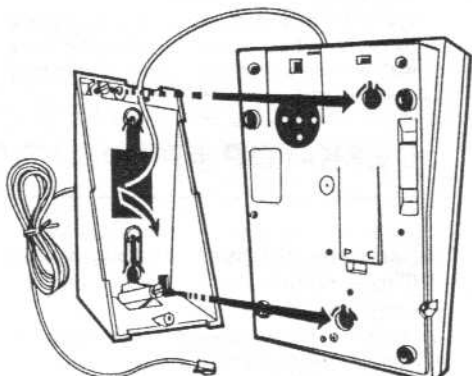


Fig. G

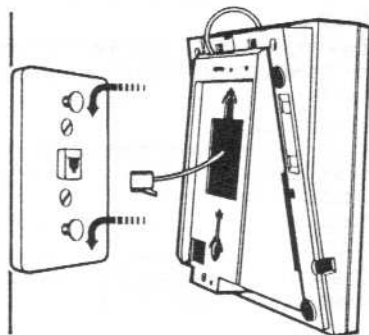


Fig. H

STEP 5

To modify the handset for wall-mount application, insert the handset clip tabs into the slot beneath the receiver (Fig. I) and press inward until the clip snaps into place.

STEP 6

Attach the handset cord as detailed in HANDSET INSTALLATION (page 5) and place the handset on-hook.

Check for dial tone by lifting handset off-hook and listening.

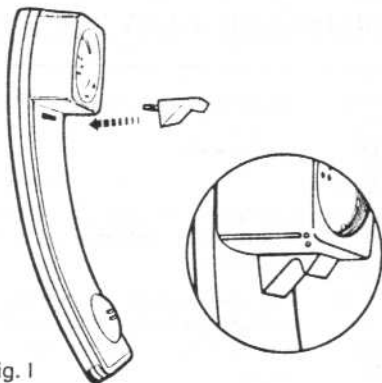


Fig. I

METHOD B — WALL-HANGING YOUR UNITY

STEP 1

Using the wall-mount bracket as a template, mark two screw hole locations on the wall (Fig. J). Check to ensure that the line cord will reach the required baseboard or wall jack receptacle.

STEP 2

Drill holes where marked and insert plastic plugs. Insert screws, hang wall-mount bracket in place and tighten screws.

STEP 3

Connect the line cord to the telephone set (see Fig. C) and, using the tie-wrap, coil any excess line cord length in the cavity of the bracket; route the plug end of the cord through the bottom opening in the bracket as shown in Fig. K. Align the mounting bracket and telephone set (Fig. K) and push the set in and down until the mounting bracket screw heads lock into the top section of both keyholes in the telephone base. Plug the line cord into the baseboard or wall jack receptacle.

STEP 4

Modify the handset for wall-handing, as detailed in Steps 5 and 6 of METHOD A — WALL-MOUNTING YOUR UNITY.

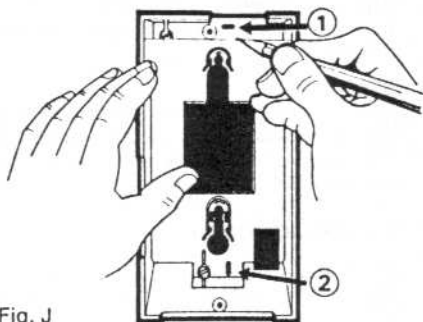


Fig. J

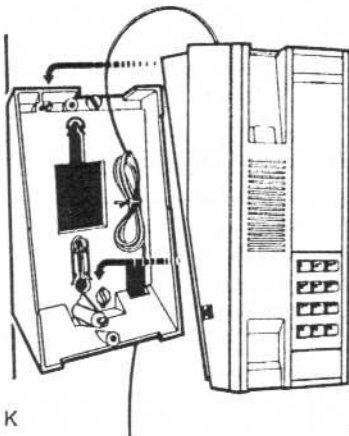


Fig. K

NUMBER AND INDEX CARD INSTALLATION

The number and index card and plastic cover are assembled on each telephone set.

TO REMOVE CARD

STEP 1

Lift the top edge of the clear plastic cover with your fingernail. The top edge of the cover is beveled (Fig. L).

(If the clear plastic cover is difficult to remove a hole is available at back of set to insert a paper clip to release tab, see Fig M.)

STEP 2

Press down lightly on the retaining leg of the clear plastic cover. The cover can then be lifted off.

STEP 3

Type or print your area code and telephone number clearly on card, as well as the telephone numbers you wish to have on index for easy reference.

TO REPLACE CARD

STEP 1

Reinsert number card into position in the indented slots.

STEP 2

Place tabs at bottom of clear plastic cover into slots in phone. Align retaining leg in slot at top, then gently push down on cover until it snaps into place.

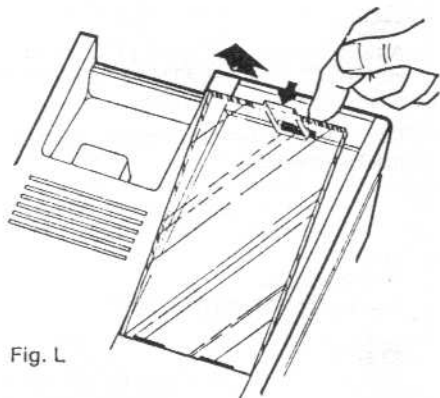


Fig. L

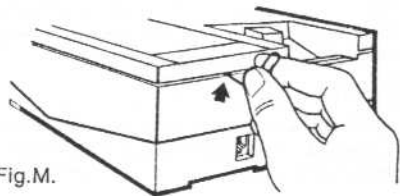


Fig.M.

FEATURE DESCRIPTIONS

UNITY I

Fully Modular

Your UNITY Telephone is equipped with fully modular TELADAPT* cords which allow for easy repair and maintenance.

Push button dial

Your new UNITY has a convenient push button DIGITONE dial. Press each button

in the sequence of your desired number for fast, accurate dialing.

Tone Alerter with complete turn-off

Your UNITY comes equipped with a pleasant sounding tone alerter. A slide switch (on the base) allows you to set the volume level to High-Low-Off positions.

*Trademark of Northern Telecom Limited

Personal directory

Your UNITY telephone has a directory card under the plastic window which can be used for personal numbers.

PBX/CO switch

This switch permits the user to match the set performance to the specific system in use (PBX or CO). See OPERATION CHECKS for details.

UNITY II

All Unity I features, plus the following:

Release (R) button

When the release button is activated it disconnects the telephone which allows you to make another call without replacing the handset.

Visual Alserter (Ringing)

The light located in the plastic faceplate of your telephone set will flash when your phone rings. The light will flash even if the tone alserter is in the "off" position.

Message waiting

A neon lamp provides indication of a message waiting. Message waiting can be provided in PBX applications where message waiting is a PBX feature.

LINK (L) button

When activated the LINK button breaks the line with a timed interruption of 400-600 milliseconds. (For easy PBX/CO feature access.)

Alserter tone control

This base-located control (Fig. N) allows users of sets located in close proximity to vary the alserter tones for rapid identification of the ringing set(s). To adjust the tone differentiation control, use a paper clip or small screwdriver; turning clockwise raises the tone, counterclockwise lowers the tone.

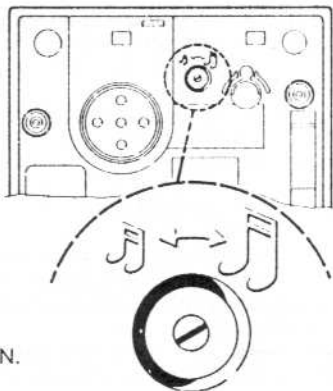


Fig. N.

OPERATION CHECKS

- 1. Dial Tone:** Lift the handset. If there is no dial tone, check to make sure all plugs are properly connected to the jacks. If the phone is still dead, the jack may not be properly wired or your line may be out of order. Before contacting your telephone supplier, refer to Operating Problems section (page 10).
- 2. Call Out:** If your phone can answer but cannot call out, check with the telephone company to verify if your line will accept tone type signaling.
- 3. Ring:** Your UNITY is designed for standard "Straight Line-Bridged Ringing". Before calling the telephone company, check to make sure alserter is not in "off" position. If your phone can make calls, but fails to ring for incoming calls, check with the telephone company. It may be using unusual ringing methods.

4. **PBX/CO Switch:** This two-position base-located switch (Fig. O) should be set to the position which corresponds to the specific system in use; i.e., P for PBX or C for CO. For optimum performance of your telephone set, check to ensure the switch position and the application match.

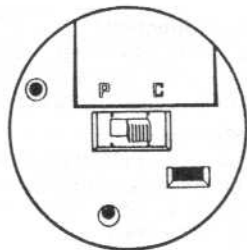


Fig. O

CARE AND USE OF YOUR PHONE

Keeping your telephone in good working order . . .

- Since your telephone is an electrical device you should avoid installations near a bathtub or in other wet locations.
- Care should be taken during installation to see that the phone cord is not pierced with sharp instruments.
- To maintain the appearance of your telephone avoid placing the telephone in direct sunlight.
- Plastic surfaces of the phone and the cord may be wiped clean using a soft cloth dampened only with a mild detergent solution.

Please Note: This telephone has been wired for private line service and should not be connected to a party line.

Operating Problems

If you should experience trouble with your telephone service, take these required steps prior to contacting the telephone company.

1. Unplug your telephone and any other non-telephone company equipment you may own.
2. If the problem persists when only telephone company equipment is connected, contact your local telephone company to arrange for repair.
3. If the problem is corrected by disconnecting all non-telephone company equipment, then the problem must lie in the equipment you own. If you own

more than one telephone (or related telephone products) reconnect them one at a time until the problem is isolated. The problem telephone must be disconnected and repaired before reconnecting.

4. Do not attempt to repair the telephone yourself. **Note:** Before calling the telephone company for repairs, you should be aware that the telephone company may charge for a service call when the reason for the call is attributable to a malfunction of the equipment you own.

Service Charges

The telephone company may impose various service charges under federal or provincial tariffs. For example, a charge for installation and a monthly fee for maintenance of the required jack. A monthly fee may also be charged for the jack already installed, provided it is being used as an extension telephone. It is suggested that you contact your telephone company prior to installation.

LOAD NUMBER

The load number of the telephone is 10A.

Load numbers are a new concept designed to help you determine how many telephones can be connected to any one telephone line. The total of the load numbers for all the telephones connected to any one line should not exceed 100. An alphabetic suffix is also specified to indicate the appropriate ringer type (A or B).

Since the load numbers are new, you may not know what the loads numbers are for your previous telephones. It is usually safe to assume that the load numbers for them will be about 20. This means that there should be no problems with up to five telephones on one line.

If the maximum total load number of 100 is exceeded, the telephone on that line may not ring or may ring poorly. In addition, you may not be connected to the calling party when you pick up the receiver or you may have dialing problems.

If you experience the above problems after the addition of a telephone to your line, you may have exceeded the maximum load number of 100. In this case, you will have to disconnect one of the telephones to reduce your total number below 100.

DEPARTMENT OF COMMUNICATIONS NOTICE

NOTICE: The Canadian Department of Communications label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an approved method of connection. The method of connection approved for this equipment as designated by D.O.C. Standard CS-03 is a CA11A or CA11W connection arrangement. The A or W suffix indicates that either desk or wall mounting is approved. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified jack-plug-cord ensemble (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Existing telecommunications company requirements do not permit their equipment to be connected to customer-provided jacks except where specified by individual telecommunications company tariffs.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

WARRANTY

Northern Telecom Canada Limited, 304 The East Mall, Islington, Ontario, M9B 6E4, warrants this telephone set against mechanical failure for a period of 12 months from date of original purchase. Northern Telecom shall, at no charge and at its option, repair or replace a defective telephone set or component thereof with a new or factory rebuilt telephone set or component. Proof of original purchase date is to be provided with telephone set returned for warranty repair.

Exclusions & Limitation

This warranty does not apply to damages or failures resulting from:

- failure to comply with warranty service procedures or installation guide
- improper installation
- repair by unauthorized persons
- negligence, misuse or accident
- modifications or unauthorized attachments.

Warranty Service

Should your telephone set fail during the 12-month warranty period, please return it to the place of purchase for repair service. Should this be inconvenient, you may ship it, at your cost, with your address, to the nearest Northern Telecom Repair Depot. We recommend that you adequately

package and insure your telephone set against loss or damage while in transit.

To avoid the inconvenience of being without your telephone, please follow procedures as outlined in Operating Problems section (page 10) to determine whether return is necessary.

After Warranty Service

Northern Telecom provides ongoing repair support for your telephone after the warranty has expired. These services are provided at a flat rate charge which will be quoted by contacting any of our Repair Depots, or by calling our toll free number 1-800-361-7800.

Your telephone may be brought to the place of purchase for repair or, either carried-in for service or shipped, at your cost, to a Northern Telecom Repair Depot. Shipments to our Repair Depot must contain a return address and a cheque or money order to cover the charges quoted for repair. Carry-in services are to be paid for when you pick up the telephone set at our location after it has been repaired.

Note: If your telephone is leased from the telephone company, the set should be returned to their Repair Depot for any required after warranty service.

SERVICE DEPOTS

Calgary, Alta.
808-53rd Avenue N.E.
Calgary, Alta.
T2E 6N9
Tel.: 403-275-2772

Toronto, Ontario
30 Norelco Drive
Weston, Ontario
M9L 2X6
Tel.: 416-749-0110

Montreal, Quebec
12345 Albert Hudon Blvd.
Montreal North, Quebec
H1G 3L1
Tel.: 514-324-2020

Saint John, N.B.
Hillyard Place
Saint John, N.B.
E2L 4H8
Tel.: 506-642-1000

OR
Call Toll Free
1-800-361-7800.