

## Instruction Manual

### TLK G400 V6 Analog Business Telephone

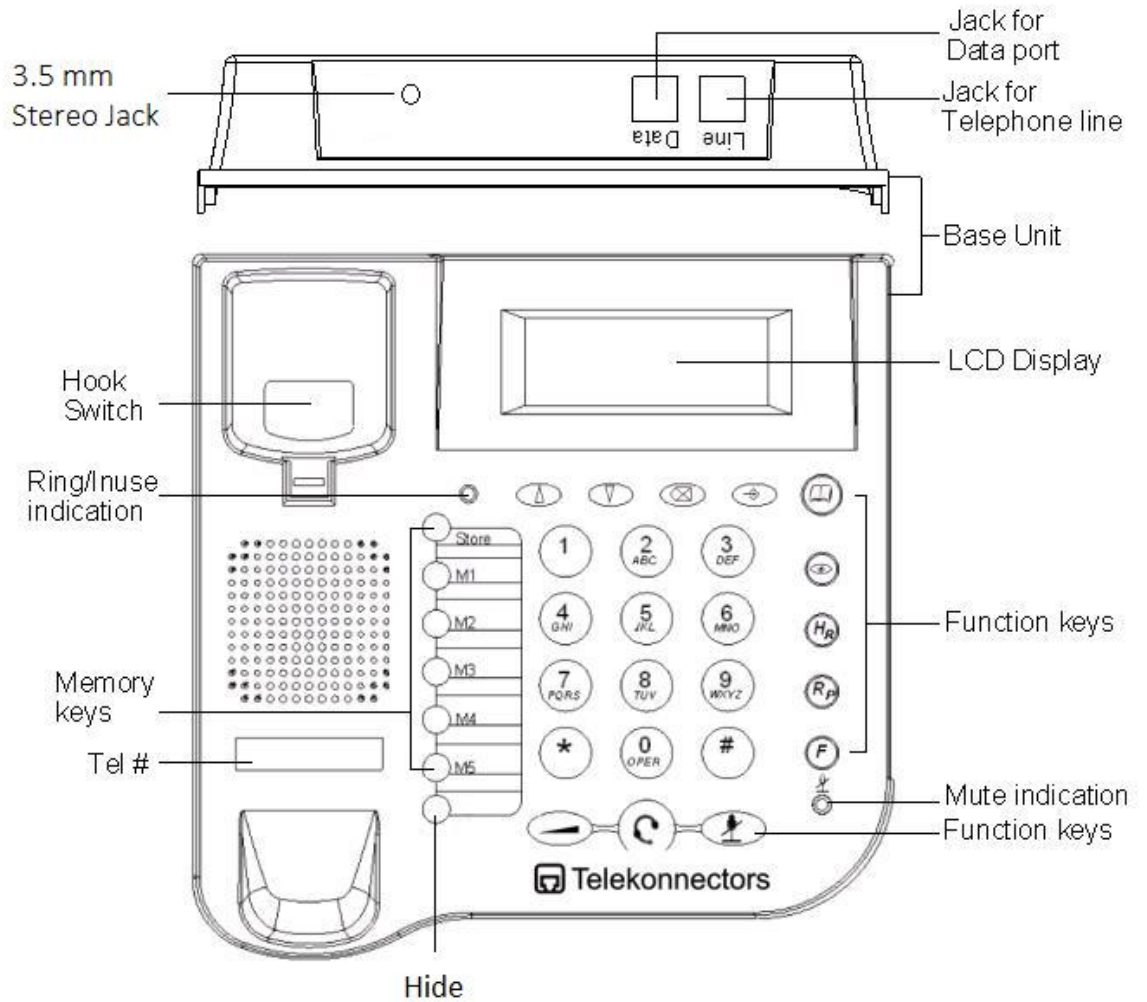


#### Accessories & Content

Following items are included in this package of this Galaxy 400 Analog Business Phone :-

- Phone base unit with handset
- Line cord & coil cord
- Instruction for users
- Headset Stand
- Instructions Manual










Main Diagram



## Features

1. Battery free solution – Works in line power
2. 3.5mm Stereo jack headset port
3. 16 digit Alpha Numeric display
4. 32 digits memory / Redial
5. FSK/DTMF dual system compatible
6. 12 language setting
7. Local area code setting
8. Time, Date,Month and Day setting
9. User selectable flash setting- 100,300,600 and 1000mSec.
10. Tone/Pulse setting
11. PABX code setting
12. Baby call setting
13. DO NOT DISTURB / FILTER function
14. LCD contrast setting- 5 levels
15. Max 80 Incoming call Memory
16. 80 Phone book Memory
17. 50 Dialed number Memory
18. 5 - One Touch Memory – Can be stored even while on a call.
19. Mute with LED indication
20. Music “On Hold”
21. Eight ring tone selections
22. Ringer volume setting – 3 levels (HI/LO/OFF)
23. Ring / In use LED indication
24. Pre dial function to avoid wrong calls
25. Call back function
26. Will support Message waiting with indication in display
27. Total Calls and New Calls with indication indisplay
28. Pause -3.6 Sec
29. Hide dialed number for Secret Calls
30. Volume control for headset – 4 levels
31. Automatic call timer
32. Headset stand

Function Buttons

Function Buttons	Description
<b>0 – 9</b>	To enter the Digits 0-9 To enter Alphabets
<b>*</b>	To enter * and Temporary tone
<b>#</b>	To enter #
<b>M1 – M5</b>	One touch memories (24 Digits maximum) Press one of these keys to make a call to one of the stored telephone number. Please refer to the instruction for users section ' <b>One touch memory</b> '
	To scroll up/down when browsing selection
 <b>(View)</b>	To review the outgoing call numbers. To view the outgoing call numbers press this button then use  keys to browse
 <b>(Delete)</b>	To Delete an entry or a record in the memory. Press and hold the button for more than 3 seconds, you may delete all records of the incoming or outgoing calls.
 <b>(Set / Dial)</b>	To enter the telephone set up menu. Dial the numbers in predial mode
 <b>(Phone Book)</b>	70 Contact Name and Numbers can be stored
 <b>(Headset)</b>	In the on-hook state, when a headset is connected, conversation can be made via Headset. Switch back to handset mode, just pickup the handset
 <b>(Receive volume)</b>	4 level receive volume control for Headset and Handset.
 <b>(Mute)</b>	Press this button to mute, your voice will not pass through the microphone. To resume, press the button again. There is a visual LED indicator

<p><b><i>H<sub>R</sub></i></b> <b>(Hold/Ring)</b></p>	<p>This button function as music on hold during conversation. This button function as ring tone selector in on-hook state.</p>
<p><b><i>R<sub>P</sub></i></b> <b>(Redial/Pause)</b></p>	<p>The last dialed numbers (32 Digits maximum) will be kept in the redial memory. To recall a dialed number simply press the redial during the off-hook state. This button function as “<b>Pause</b>” when storing a prefix in the “<b>one touch memory</b>” for PABX access. The Pause time is 3.6 sec</p>
<p><b><i>F</i></b> <b>(Flash)</b></p>	<p>Flash or Recall To transfer calls between extensions</p>
<p><b><i>Hide</i></b></p>	<p>This key is used to hide the dialed numbers. This feature is utilized by pressing the “hide” key before dialling the numbers so that the display will not show any dialed numbers and -- will be diplayed instead of the number. To release this feature press the “hide” key once again.</p>

#### Instruction for users

Congratulations on your purchase of Galaxy 400 analog business phone. This analog business phone has been ergonomically designed and customised on to suit Indian requirements by Teleconnectors.

This telephone performs all basic functions supported by your service providers. It works with most PABX switching system (please consult your switching system provider for details ) in analog extension.

In addition, the built-in caller ID decoder and the caller ID memory provide you with great convenience to manage your phone calls.

The **Instruction for users** briefly describes the installation procedures and all built-in features.

#### Installation

- 1) Place the telephone in a dry and well ventilated place.
- 2) Connect the headset using TLK SmartConnect cable (SK3) which comes with a 3.5mm stereo jack pin.
- 3) Plug the headset stand into the headset stand holes, hang up the headset on the headset stand.
- 4) Connect one end of the coiled cord to handset and connect the other end to handset jack.
- 5) Connect one end of the line cord to the jack on the base unit, and the other end to wall outlet for telephone.
- 6) Pick up the handset and you will hear the echo from the exchanger or PABX.

### Main manu setting

Press and hold the “Set/Dial” button in on-hook or off hook, the LCD displays “**OPTIONS MENU**”. The following is the key sequence when pressing the “ $\Delta$  (Up)” button.

Menu	Default	
OPTIONS MENU $\Delta \nabla$		
SET LANGUAGE	ENGLISH	
LOCAL AREA CODE	- - -	
SET TIME/DATE	12:00 AM 1/01	
SET FLASH TIME	300Ms	
LCD CONTRAST	3	
SET TONE/PULSE	TONE	
SET PABX CODE	--	
BABY CALL	OFF	
FILTER (DND)	FILTER OFF	
EXIT OPTIONS		

Press the  $\Leftarrow$  (Set/dial) to visit the submenu, then press the  $\Delta$ (Up) or  $\nabla$ (Down) to adjust it. Press the  $\Leftarrow$  (Set/dial) to save and return back or press the **F** (Flash) to exit.

### Preparing your phone before

#### 1. Setting language

- In the state of on hook or Off hook, press the  $\Leftarrow$  (Set/dial) key one time.
- The LCD will show : OPTION MENU  $\Delta \nabla$
- Press  $\Delta$ (Up) button
- The LCD will show : SET LANGUAGE
- Press  $\Leftarrow$  (Set/dial) to enter in to the manu
- Use  $\Delta$ (Up) or  $\nabla$ (Down) button to select the language
- Then  $\Leftarrow$  (Set/dial) button to confirm and set the language

#### 2. Setting local area code

- In the state of on hook or Off hook, press the  $\Leftarrow$  (Set/dial) key.
- The LCD will show : OPTION MENU  $\Delta \nabla$
- Using  $\Delta$ (Up) or  $\nabla$ (Down) button go to “LOCAL AREA CODE MENU”
- Press  $\Leftarrow$  (Set/dial) to enter in to the manu
- The LCD will show : AREA CODE - - - -
- Use  $\Delta$ (Up) or  $\nabla$ (Down) button to set the area code digits
- Then  $\Leftarrow$  (Set/dial) button to confirm and set the area code.

#### 3. Setting time&date

- In the state of on hook or Off hook, press the  $\Leftarrow$  (Set/dial) .

- The LCD will show : OPTION MENU  $\Delta$   $\nabla$
- Using  $\Delta$ (Up) or  $\nabla$ (Down) button go to “SET TIME/DATE”
- Press  $\rightarrow$  (Set/dial) to enter in to the manu
- The LCD will show : TIME/DATE
- Use  $\Delta$ (Up) or  $\nabla$ (Down) button to adjust the correct hour / Minute / Month / Year
- Then  $\rightarrow$  (Set/dial) button to confirm and set the time and date.

#### **4. Setting flash time**

- In the state of on hook or Off hook, press the  $\rightarrow$  (Set/dial)
- The LCD will show : OPTION MENU  $\Delta$   $\nabla$
- Using  $\Delta$ (Up) or  $\nabla$ (Down) button go to “SET FLASH TIME”
- Press  $\rightarrow$  (Set/dial) to enter in to the manu
- The LCD will show : FLASH 300MS,
- Use  $\Delta$ (Up) or  $\nabla$ (Down) button to select the required flash timing
- Then  $\rightarrow$  (Set/dial) button to confirm and set the flash time.

Note: Available Flash timings – 100Ms, 300Ms, 600Ms, 1000Ms

#### **5. Setting LCD contrast**

- In the state of on hook or Off hook, press the  $\rightarrow$  (Set/dial) key.
- The LCD will show : OPTION MENU  $\Delta$   $\nabla$
- Using  $\Delta$ (Up) or  $\nabla$ (Down) button go to “LCD CONTRAST”
- Press  $\rightarrow$  (Set/dial) to enter in to the manu
- The LCD will show : CONTRAST 3,
- Use  $\Delta$ (Up) or  $\nabla$ (Down) button to select the required LCD contrast level
- Then  $\rightarrow$  (Set/dial) button to confirm and set the LCD contrast level.





#### **6. Setting pulse/tone dialing mode**

- In the state of on hook or Off hook, press the  $\rightarrow$  (Set/dial) key.
- The LCD will show : OPTION MENU  $\Delta$   $\nabla$
- Using  $\Delta$ (Up) or  $\nabla$ (Down) button go to “SET TONE/PULSE”
- Press  $\rightarrow$  (Set/dial) to enter in to the manu
- The LCD will show : TONE,
- Use  $\Delta$ (Up) or  $\nabla$ (Down) button to select the required dialing mode.
- Then  $\rightarrow$  (Set/dial) button to confirm and set the dialing mode.





#### **7. Setting PABX code**

- In the state of on hook or Off hook, press the  $\rightarrow$  (Set/dial) key .
- The LCD will show : OPTION MENU  $\Delta$   $\nabla$
- Using  $\Delta$ (Up) or  $\nabla$ (Down) button go to “SET PABX CODE”
- Press  $\rightarrow$  (Set/dial) to enter in to the manu
- The LCD will show : PABX CODE - -,
- Use  $\Delta$ (Up) or  $\nabla$ (Down) button to set the PABX code.
- Then  $\rightarrow$  (Set/dial) button to confirm and set the dialing mode.

### 8. Setting baby call (Emergency call)

- In the state of on hook or Off hook, press the  (Set/dial) key.
- The LCD will show : OPTION MENU  $\Delta$   $\nabla$
- Using  $\Delta$ (Up) or  $\nabla$ (Down) button go to “SET BABY CALL”
- Press  (Set/dial) to enter in to the manu
- The LCD will show : BABY CALL OFF,
- Use  $\Delta$ (Up) or  $\nabla$ (Down) button to set the emergency call.
- The LCD will show : BABY CALL ON
- Press  (Set/dial) to enter in to the manu
- Enter the number
- Then  (Set/dial) button to confirm and set the dialing mode.

### 9. Setting DND function

- In the state of on hook or Off hook, press the  (Set/dial) key .
- The LCD will show : OPTION MENU  $\Delta$   $\nabla$
- Using  $\Delta$ (Up) or  $\nabla$ (Down) button go to “SET FILTER ”
- Press  (Set/dial) to enter in to the manu
- The LCD will show : FILTER OFF,
- Use  $\Delta$ (Up) or  $\nabla$ (Down) button to select the FILTER ON.
- Then  (Set/dial) button to confirm and set the dialing mode.
- The LCD will show : FILTER ON 00:00 00:00
- Use  $\Delta$ (Up) or  $\nabla$ (Down) button to set the Do Not Disturb timing
- Then  (Set/dial) button to confirm and set the DND function.

### 10. Exit menu


Select the “EXIT OPTION” then press the  or **F** to exit.

### 11. Setting Rings function




- In the state of on hook, press the **HR** button.
- Using  $\Delta$ (Up) or  $\nabla$ (Down) button select the required ring tone.
- Press **F** button to confirm.

### 11. Setting Ring volume

The ringer volme level can be set in on-hook by pressing the  continuously.

- In the state of on hook, press the  button circularly.

There are 3 levels volume control for the rings.

Level	The LCD display
Max level	
Min level	
Off	





### Normal operation

To make a call, simply pick up the handset and wait for the dial tone. Then, dial the desired telephone number with the numeric keys.

To end a call, put the handset back to the cradle of the base unit, or push the hook switch.

### Predialling


In on-hook enter the phone number to be called, then press the  (Set/dial) button to dial out the number.


Press the  (delete) to delete the current wrong number.

Press the **F** (Flash) to return back.

### Operation with headset

This Galaxy 400 phone is equipped with a 3.5mm stereo headset jack. With a headset, conversation can be made via headset.





In on-hook press the  (headset) button, wait for the dial tone. Then, dial the desired number with the numeric keys. The conversation made via headset.


To end a call, press the  (headset) button again.

*You can switch to headset operation by simply pick up the handset.*

### Volume control

There are 4 levels volume control for the handset and headset


level	The LCD display
4 <sup>th</sup> level	 (Maximum)
3 <sup>rd</sup> level	
2 <sup>nd</sup> level	
1 <sup>st</sup> level	 (Minimum)

The volume control can be adjusted during the conversation. When you are on conversation, simply press  volume control circularly to get the comfortable level.

### Mute function

To mute your voice during conversation, press  (Mute) button and the mute indicator will light up.

(The mute will mute only your voice, it will not suppress the callers voice. So you can hear the callers voice during on mute. )

To release the mute, press the  (Mute) button again. The conversation could go on and the Mute indicator will quench.

### **Hold on Music function**

To put a caller on Hold during the conversation, press the **HR** (Hold/Ring) button. The caller can hear a pleasant music tone during the hold.


To release the hold, press **HR** (Hold/ring) button again.

The default music on hold is "For Elise".

### **Redial function**

The last dialed number will be (32 digits maximum) will be kept in the redial memory.

#### ***To dial the number in on-hook***

- Press **RP** (Redial/Pause) button
- The dialed number will be displayed in the LCD
- Press  (Set/dial) button to dial out the number

#### ***To dial the number in off-hook***

- Go to off-hook
- Press **RP** (Redial/Pause) button

### **Pause function**

The pause feature is useful, when the phone is connected behind the PABX access.

To activate the pause function


- Go to off-hook
- Dial the PABX access number
- Then press **RP** (Redial/Pause) button
- Dial the caller number.

### **Flash function**

The flash feature is useful to transfer the calls between extensions, when the phone is connected behind the PABX access. This feature will work only when the telephone flash timings matches with the PABX flash timings. So, Consult with the PABX manufacturer and set the flash timing(100,300,600,1000 msec) accordingly.

### **HIDE function**

The HIDE feature are designed specially for secret dialing use and it can be only used in off-hook mode.

Pick up the handset or Press the  (handset) to be in off-hook mode.  
Press the HIDE button and then dial the numbers, the LCD will not display the number. Press it again to resume displaying number.  
Please note that the secret dialed number will not be stored in the phone memory.


### One Touch Memory

One touch memory provides you with the easiest way to make a call to a frequently used number. The maximum 24 digits can be stored in this memory bank

#### **To store a incoming call number**

- In on- hook or off-hook
- Press  $\Delta$  (up) or  $\nabla$  (down) button to select the number
- Press “Store” button
- The display will show : XXXXXXX STORE NUMBER
- Select the desired memory location M1 / M2 / M3 / M4 / M5

#### **To store a outgoing call number**


- In on- hook or off-hook
- Press  button
- Press  $\Delta$  (up) or  $\nabla$  (down) button to select the number
- Press “Store” button
- The display will show : XXXXXXX STORE NUMBER
- Select the desired memory location M1 / M2 / M3 / M4 / M5

#### **To store a number during conversation**

- Go to off-hook
- Dial the required number for conversation
- Press “Store” button
- The display will show : ----- STORE NUMBER
- Select the memory location M1 / M2 / M3 / M4 / M5

#### **To make a call from the one-touch memory**

##### **In on-hook**

- Press M1 / M2 / M3 / M4 / M5
- Then press  (Set/dial) button to dial out

##### **In off-hook**

- Go to off-hook
- Press M1 / M2 / M3 / M4 / M5 button to dial out the number

### Operation of called ID

This phone is equipped with Caller ID decoder. Caller ID shows and records caller's available phone numbers when it rings. **Caller iD function only works if your phone line is provided with Called ID function.** Caller ID function must be paid and subscribed separately from normal phone service. For details, please consult your phone service provider.

If the number cannot be transmitted, the display will show the text “-E-” (error in Caller ID signal).


This phone keeps upto 80 incoming call numbers in the Caller ID memory. When the memory is full, the oldest record will be deleted and replaced by the new one.

#### **1. To review the incoming calls**

- In on-hook or off-hook
- Press  $\Delta$  (up) /  $\nabla$  (down)  $\rightarrow$  END OF LIST

When there are new calls, the number of new calls will be displayed in the “NEW XX”. This icon will continue to show until the new calls have been reviewed.


#### **To review the outgoing calls**

- In on-hook or off-hook
- Press  (out) button
- Then press  $\Delta$  (up) /  $\nabla$  (down)  $\rightarrow$  END OF LIST



#### **Quick viewing**

press and hold  $\Delta$  (up) /  $\nabla$  (down) buttons for 3sec, then the call log will be shown for every 0.5sec and will stop after you release the key.

#### **2. To make a call from the Caller ID memory**

- In on-hook
- Press  $\Delta$  (up) /  $\nabla$  (down) buttons to select the number
- Press  (Set/dial) to dial out the number


#### **To make a call from the dialed out memory**

- In on-hook
- Press  (out) button
- Then press  $\Delta$  (up) /  $\nabla$  (down) buttons to select the number
- Press  (Set/dial) to dial out the number

### **3. To delete a record from the Caller ID memory**

- In on-hook or off-hook
- Press  $\Delta$  (up) /  $\nabla$  (down) buttons to select the number
- Press the  $\boxtimes$  (delete) button
- The display will show : XXXXXX DELETE CALL?
- Press the  $\boxtimes$  (delete) button to delete the number.

### **To delete a record from the dialed out memory**

- In on-hook or off-hook
- Press  (out) button
- Press  $\Delta$  (up) /  $\nabla$  (down) buttons to select the number
- Press the  $\boxtimes$  (delete) button
- The display will show : XXXXXX DELETE?
- Press the  $\boxtimes$  (delete) button to delete the number.

### **To delete all record**





Simply press and hold the  $\boxtimes$  (delete) button for more than 3 sec.

- The LCD will show : DELETE ALL CALLS?
- Press the  $\boxtimes$  (delete) button


## **4. Phone book Memory**



You can store 70 contacts name and number in phone book memory

### **To add a contact in phone book**





- In on-hook or off-hook
- Press  (phone book) button
- The display will show : SEARCH    ADD
- Press  $\Delta$  (up) /  $\nabla$  (down) buttons to select ADD
- Press  (phone book) button
- Enter the contact Name using alpha numeric buttons
- Press  (phone book) button
- Enter the contact Number using number buttons
- Press  (phone book) button to confirm

### **To add the incoming call in to phone book**

- In on-hook or off-hook
- Press  $\Delta$  (up) /  $\nabla$  (down) buttons to select the number
- Press  (phone book) button

- Enter the contact Name using alpha numeric buttons
- Press  (phone book) button
- Confirm the number
- Press  (phone book) button



#### **To add the outgoing call in to phone book**

- In on-hook or off-hook
- Press  (out) button
- Press  $\Delta$  (up) /  $\nabla$  (down) buttons to select the number
- Press  (phone book) button
- Enter the contact Name using alpha numeric buttons
- Press  (phone book) button
- Confirm the number
- Press  (phone book) button



Press the  (delete) button to delete the current wrong letter or digit.

Press the **F** (Flash) to return back



#### **Search function**





- In on-hook or off-hook
- Press  (phone book) button
- Press  $\Delta$  (up) /  $\nabla$  (down) buttons to select the SEARCH function
- Press  (phone book) button
- Press  $\Delta$  (up) /  $\nabla$  (down) buttons to select the contact

#### **Quick search function**

- In on-hook or off-hook
- Press  (phone book) button
- Press  $\Delta$  (up) /  $\nabla$  (down) buttons to select the SEARCH function
- Press  (phone book) button
- Press and hold the  $\Delta$  (up) /  $\nabla$  (down) buttons for 3 sec, then the record will be showed for every 0.5sec and will stop after you release the key.


#### **Edit function**

- In on-hook or off-hook
- Press  (phone book) button
- Press  $\Delta$  (up) /  $\nabla$  (down) buttons to select SEARCH function
- Press  (phone book) button

- Press  $\Delta$  (up) /  $\nabla$  (down) buttons to select contact
- Press  (phone book) button
- Edit the name
- Press  (phone book) button
- Edit the name using alpha numeric buttons
- Press  (phone book) button
- Edit the number using number buttons
- Press  (phone book) button
- Press **F** (Flash) to exit.

### **5. Message waiting indication**

Message waiting indication is a subscription based voice mail service from the network operator. When there is a message in the voicebox, the mail icon on the LCD will light up and flicker. This icon will not turn off until you have retrieved your voice mail or delete the caller ID record.

The message waiting feature will be off by pressing the  (delete) button for 3 sec continuously.

For details, please consult your phone service for the availability of this function.

### **6. Automatic call timer**

On conversation, the LCD displays "00-00". The timer will start after 6 sec later. The LCD will keep displaying the conversation time for 3sec after the call ends.

#### **Safety precautions**

To reduce the risk of fire, electrical shock and injury, please follow these basic safety precautions before you use this equipment.

1. Carefully read the instructions in this manual.
2. Follow all warnings and instructions marked on the unit
3. When cleaning, unplug the telephone jack and the adaptor jack from the wall outlet. Use a damp cloth. Do not use liquid or aerosol cleaners.
4. Do not use this equipment near water, eg. near a kitchen sink, bathtub, washbowl, laundry tub, swimming pool or in a wet basement.
5. Install in a protected location. Ensure all lines and cords are away from foot traffic. Do not place objects on the line cord that may cause damage or abrasion.
6. Children don't recognize the risk of electrical appliances. Therefore use or keep the appliance only under supervision of adults or out of the reach from children
7. Avoid spilling any liquid on the unit. This may cause internal shorting, fire or shock and is not covered under your warranty.
8. The appliance should not be placed near hot surfaces e.g. hotplate, oven etc., because this can melt the material.

9. Do not overload wall outlets and extension cords as this can result in risk of fire or electrical shock.
10. Never push objects of any kind into this telephone as they can touch dangerous voltage points or short out parts that could result in a risk of fire or electrical shock.
11. Take the phone to a qualified technician when it requires repair work or service. To reduce the risk of electrical shock, do not disassemble the telephone. Opening or removing covers can expose you to dangerous voltages or other risks. Incorrect reassembly can also cause electrical shock during subsequent use.
12. Avoid using the telephone during an electrical storm.
13. Do not use the telephone to report a gas leak, if in the vicinity of the leak.
14. Unplug this telephone from the wall outlet and refer servicing to qualified service personnel under the following conditions:
  - When the liquid is spilled onto the unit.
  - When the unit is exposed to rain or water
  - When the unit does not operate normally by following the operating instructions.
  - When the unit is dropped or the casing is damaged
  - When the unit exhibits a distinct change in performance.

#### Trouble shooting

**Q1. *My phone dos not work!***

**A1.** Make sure that the line cord and the coil cord are connected securly to the jacks.

**A1.** Push the hook switch once and wait for the dialing tone again.

**A1.** If you have connected more than one phone to the same telephone line, make sure all other telephones connected are put on-hook. In some telephone systems, when the first phone on the telephone line is used, all other telephones are electrically disconnected.

**A1.** Try to connect another telephone to the telephone socket, if the problem persists, it appears that there is a problem with your telephone line system, consult your network provider.

**Q2. *My phone does not ring!***

**A2.** Make sure the line cord is connected securely to the jacks.

**A2.** You may have too many communication devices hooked to a single line. A communication device can be a phone, Modem or a facsimile (FAX) machine. Contact your phone service provider for help in calculating the limit for your residence or business line.

**A2.** Make sure that the ring volume is in high position.

**Q3. *The memory buttons do not work as expected!***

**A3.** Make sure that you do not enter telephone numbers that are longer the limits mentioned in



the **one touch memory section**.

- A3.** If your phone is connected behind a PABX system, consult your system provider for information of timed pause delay required before making an external call. Make sure the correct prefix is stored in each phone book memory to ensure a successful outgoing call.
- Q4. *Caller's number does not show on my phone***
- A4.** Make sure that your phone line is provided with caller ID function from the phone service provider. In most of the countries, caller ID function must be paid for and subscribed to separately from the normal phone function. For details, please consult your phone service provider.
- A4.** Caller's may suppress their caller's number when making their phone call, in this case the Caller's number may not be necessarily displayed when a call is received. The text "—E—" will be shown instead. For details, please consult your phone service provider.