



Model: QT6131

Corded analogue telephone

## **INSTRUCTION MANUAL**

**Before operating this Telephone instrument please read these instructions carefully.**

## INTRODUCTION

Thank you for purchasing a Qualitel product which adopts excellent workmanship and exceptional reliability.

Your telephone is designed to give you flexibility in use and high quality performance. To get the most from your new telephone, we suggest that you take a few minutes to read through this instruction manual to familiarize yourself with all the features of the product.

The product is guaranteed for a period of 12 months from the date of purchase as indicated on your sales receipt. The guarantee does not cover damage caused by misuse, negligence or by excessive voltage. For example, faults on the telephone line or lightning.

## SAFETY PRECAUTIONS

When using your telephone instrument, the following basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons:

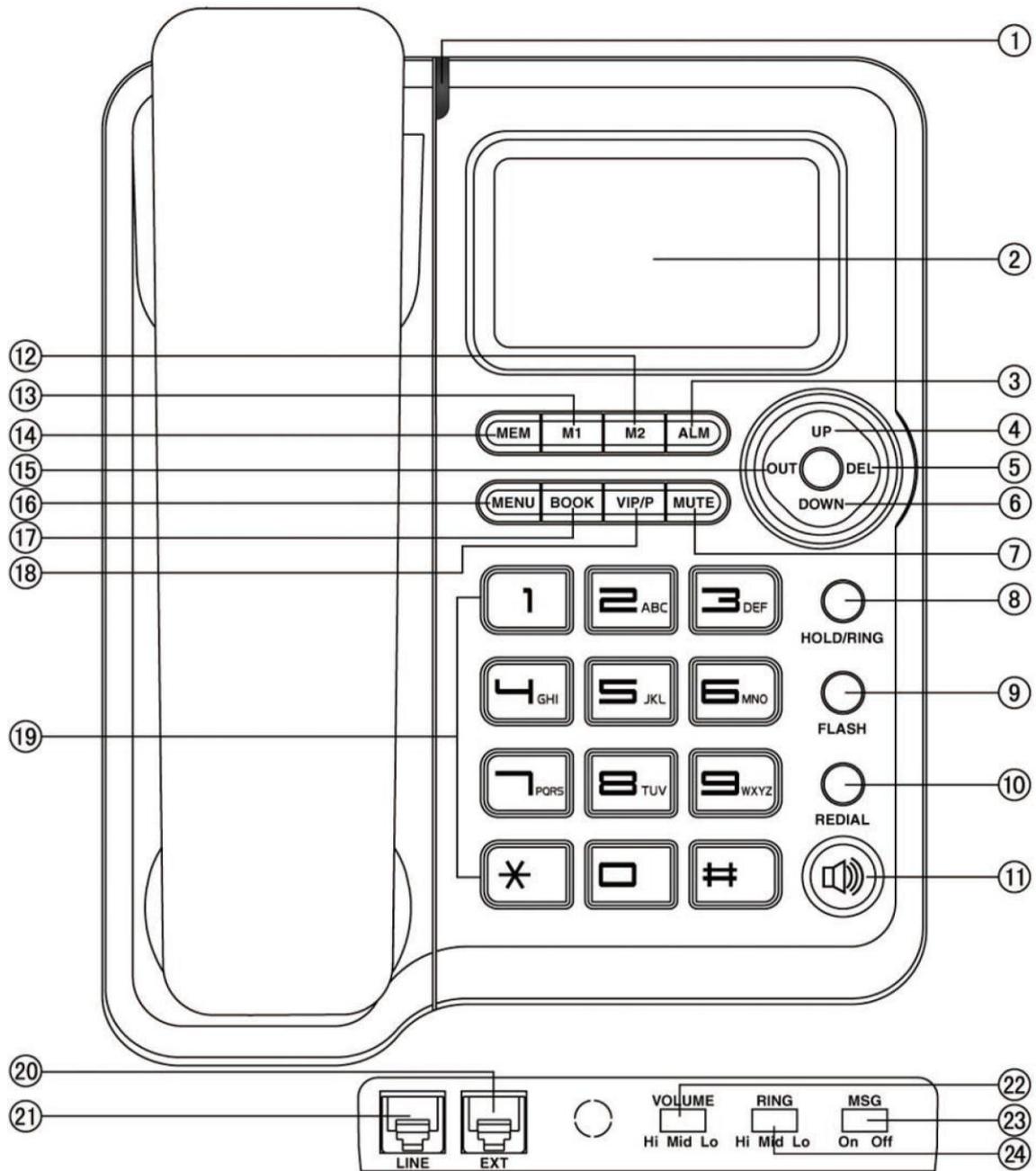
1. Read, understand and follow all warnings and instructions.
2. Unplug the product from the wall outlet before cleaning. Do not use liquid cleaning materials nor aerosols. Use a soft damp cloth for cleaning.
3. Do not place this product on unstable surfaces. The product may drop, causing damage to the product or injury to persons.
4. Do not overload wall outlets and extension cords as this can result in fire or electric shock.
5. Never push foreign objects of any kind into this product through the cabinet slots as it may affect dangerous voltage points or short circuit parts that could result in fire or electric shock. Never spill any liquids on the product.
6. Avoid moving or disconnecting this unit during a heavy storm, as there may be a risk of electric shock from lightning. Avoid conversations during electric storms.
7. Do not use this product in the vicinity of a gas leak.
8. Connect all leads / cords to the intended sockets.
9. Stow the line cord in a way that it can not cause injury to persons.

## FEATURES

- Call waiting
- FSK/DTMF Caller Identification Display system compatible
- Language selectable: English / French / Spanish / Italian / German / Turkish / Danish /Greek
- LCD display with 16 digits and 16 characters
- Dynamic memory for incoming calls: 111 each with maximum 16-digit numbers & 8-character names
- 70 phonebook entries, each with maximum 16 digit numbers and maximum 16 character names
- Stores 16 outgoing calls, each with 16-digit numbers
- 2 one-touch memories and 10 two-touch memories for quick dialing.
- 8 selectable ring melodies
- VIP number setting

- Do Not Disturb function
- Alarm clock
- 5 digit area code filtering
- 6 digit long distance code available
- Adjustable LCD contrast
- Pre-dialing and edit function
- Baby call function
- Flash time selectable (100、 300、 600 and 1000ms)
- Mute function
- Pause function
- Music on hold
- Flash and redial function
- Hands Free Speaker Phone (Duplex)
- Call duration timer
- LCD backlight display (This feature will only function when batteries are inserted)
- Adjustable ringer volume
- Adjustable hands free speaker volume
- Desk/wall mountable
- Message waiting LED indicator

## LOCATION DESCRIPTION



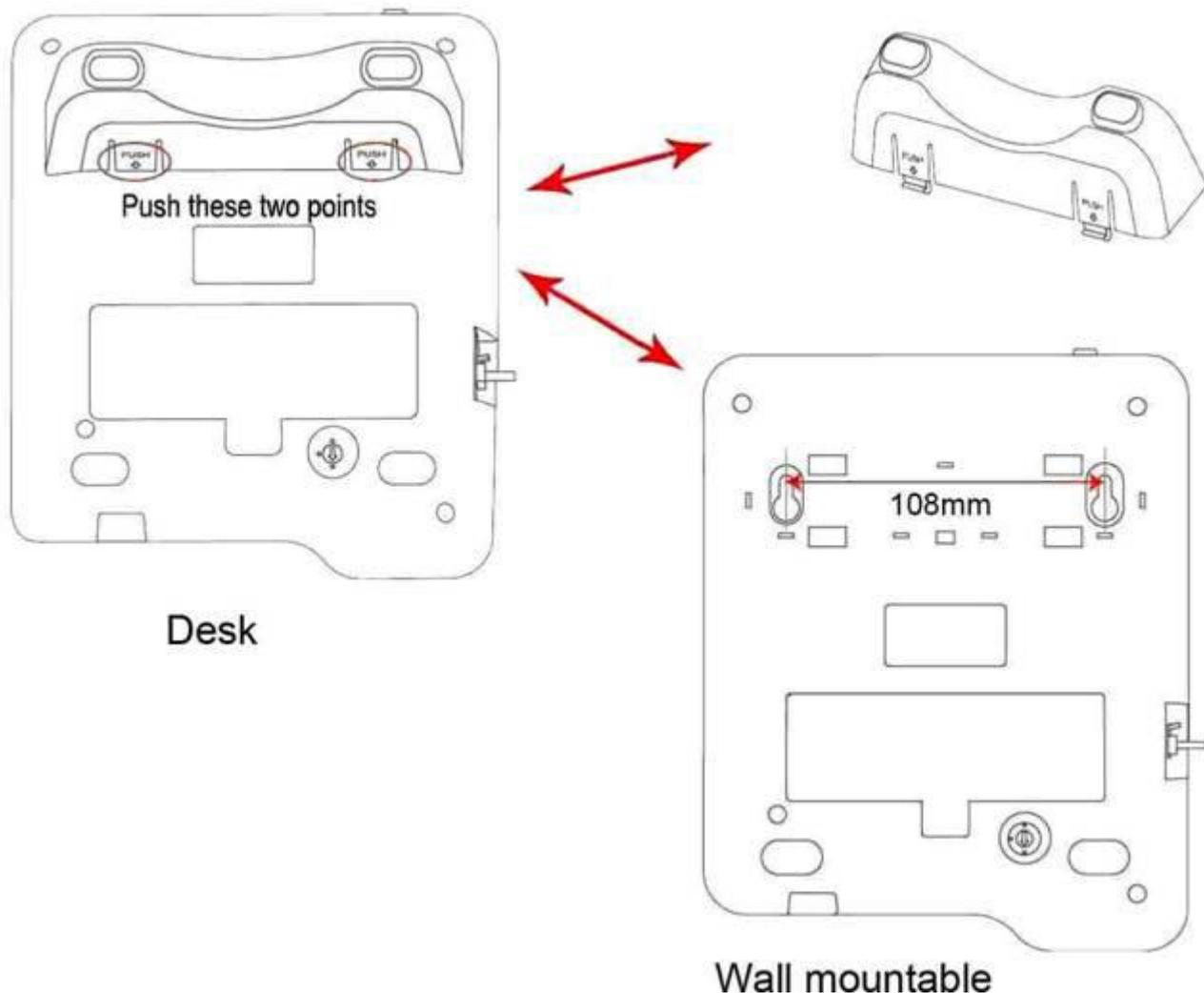
- |                  |                  |                    |                               |
|------------------|------------------|--------------------|-------------------------------|
| ① MSG/RINGER LED | ⑦ MUTE KEY       | ⑬ M1 MEMORY KEY    | ⑲ DIAL PAD KEYS               |
| ② LCD(DISPLAY)   | ⑧ HOLD/RING KEY  | ⑭ MEMORY STORE KEY | ⑳ EXTENSION CONNECTOR         |
| ③ ALARM SET KEY  | ⑨ FLASH KEY      | ⑮ OUT KEY          | ㉑ LINE CONNECTOR              |
| ④ UP KEY         | ⑩ REDIAL KEY     | ⑯ MENU KEY         | ㉒ VOLUME(SLIDE SWITCH)        |
| ⑤ DELETE KEY     | ⑪ HANDS FREE KEY | ⑰ PHONE BOOK KEY   | ㉓ MSG ON/OFF(SLIDE SWITCH)    |
| ⑥ DOWN KEY       | ⑫ M2 MEMORY KEY  | ⑱ VIP/PAUSE KEY    | ㉔ RINGER VOLUME(SLIDE SWITCH) |

## INSTALLATION

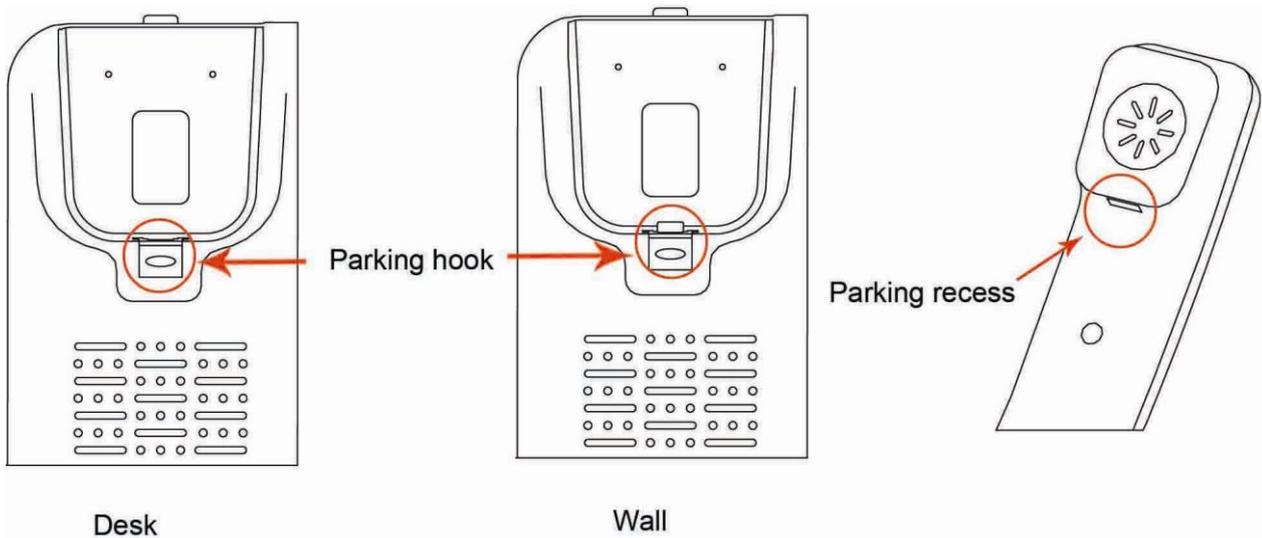
1. Plug one end of the line cord into the connector marked "line" on the base of the telephone and the other end into the wall socket.
2. Plug one end of the curly cord into the handset and the other end into the handset connector on the side of the telephone base.
3. Select your preferred ringer volume (High, Medium or Low). Set the ringer slide switch at the back of the phone to adjust the volume.
4. Select your preferred handset volume (set the volume slide switch HI/MID/LOW)
5. Select the correct flash time. Follow the instructions under "menu settings" in this manual to set the flash time. Normally the flash time should be set to 100 for a flash time of 100ms.

## WALL MOUNT INSTALLATION

1. The telephone can be wall mounted. Press both points marked 'PUSH' to remove the plastic stand-off. Once the plastic stand-off is removed the mounting slots for the wall mount screws will be visible. Mark two points 108mm apart on the wall. Drill holes into the wall 108mm apart. Insert plugs and screws (not included) in the wall and clip in the telephone base by inserting the screws into the wall mount slots at the back of the telephone base. Adjust the screws if necessary.



- Slide out the parking hook as indicated. Turn it around and slide back into position again. Place the handset on the cradle with the parking hook on the cradle arranged to fit into the parking recess under the earpiece on the handset.



## ANSWERING A CALL

### From the handset

- When the telephone rings pick up the handset and talk to the other party.
- To end the call, return the handset to the base.

### Switching to speakerphone during conversation

- To switch from the handset to handsfree speaker during a conversation, press the  key and return the handset to the base.
- To end the call, press the  key again.

### From speakerphone

- When the telephone rings, press the  key and talk to the other party.
- To end the call, press the  key again.

**Note:** The Caller ID signal from the service provider is transmitted between the first ring and the second ring. Answer the call after the second ring if you wish to view the callers number.

## INITIATING A CALL

### From the handset

- Pick up the handset.
- When you hear dial tone, dial the desired number.
- The call duration timer will become visible on the LCD display after 6 seconds.
- To end the call, return the handset to the base.

### From the Speakerphone

- Press the  key
- When you hear dial tone, dial the desired number.
- The call duration timer will become visible on the LCD display after 6 seconds.
- To end the call, press the  key again.

## Pre-dialing function

1. Without lifting the handset, dial the desired number using the numerical dial pad.
2. If a digit was entered incorrectly, use the **DEL** key to delete the digit.
3. Press the  key or pick up the handset for the number to be dialed automatically.

## Redial

1. Pick up the handset or press the  key.
2. Press the **REDIAL** key, the last dialed number will be dialed again.

## MENU SETTINGS

In on-hook state, press the **MENU** key to enter into menu settings, the LCD will display **VIEW MENU**↑↓. Use the **UP** or **DOWN** keys to scroll among different settings. To select a setting press the **MENU** key again. After editing, press the **MENU** key again to confirm and move to another setting. Press the **DEL** key to exit the menu.

**Note: 1)** The system will time out after 5 seconds if no key is pressed and revert back to the default display on the LCD.

**Note: 2)** On hook state = the handset of the telephone is on the cradle.

### ➤ Language

1. In on-hook state, press the **MENU** key then press the **UP** key once, the LCD will display **SELECT LANGUAGE**
2. Press the **MENU** key and **ENGLISH** is displayed on the LCD as the default language setting.
3. Use the **UP** or **DOWN** keys to select the required language and press the **MENU** key to confirm your selection.

### ➤ Area code settings

1. In on-hook state, press the **MENU** key then press the **UP** key twice, the LCD will display **SET AREA CODE**
2. Press the **MENU** key ----- will appear on the LCD (or the previously set area code will appear) and the first '-' flashing, or the first digit will flash of the previously set code.
3. Use the **UP** or **DOWN** keys to enter a digit from 0 to 9, and then press the **MENU** key again to confirm.
4. Repeat the above procedure to set the rest of the area code. A total of 5 digits can be entered.

Upon receipt of an incoming call with the same area code as the set area code, the code will be automatically filtered.

### ➤ Long distance code setting

1. In on-hook state, press the **MENU** key then press the **UP** key three times, the LCD will display **LONG DIST ACCESS**.
2. Press the **MENU** key, ----- is displayed on the LCD (or the previously set code) and the first '-' flashing or the first digit of the previously set long distance code.
3. Press the **UP** or **DOWN** keys to edit a digit 0 to 9, and then press the **MENU** key again to confirm. Repeat the above process to set the rest of the code.

Once a long distance code has been entered, press the **REDIAL** key twice to dial the number with the long distance code ahead of the number in **REDIAL** mode.

➤ **Date/Time setting**

1. In on-hook state, press the **MENU** key then press the **UP** key four times, the LCD will display **DATE/TIME**.
2. Press the **MENU** key, the year digits will flash. Use the **UP** or **DOWN** key to change the year, then press **MENU** to confirm and advance to month setting.
3. Repeat the above procedure to set the month, day, hour and minute. The LCD will automatically display the corresponding day of the week.

The current date and time are normally updated by the Caller ID signal while the year setting remains unchanged. DTMF Caller ID signals have no effect on the setting of date and time.

➤ **LCD contrast setting**

1. In on-hook state, press the **MENU** key then press the **UP** key five times, the LCD will display **CONTRAST ADJUST**.
2. Press the **MENU** key and **CONTRAST 3** will display on the LCD. The default contrast is set at level 3 (medium).
3. Use the **UP** or **DOWN** keys to select a comfortable level among 5 levels, and press the **MENU** key to confirm the settings.

➤ **Baby call setting**

1. In on-hook state, press the **MENU** key then press the **UP** key six times, the LCD will display **BABYCALL**.
2. Press the **MENU** key and **BABYCALL OFF** will be displayed on the LCD to indicate the default setting **BABYCALL OFF**.
3. Use the **UP** or **DOWN** key to turn the feature ON and press the **MENU** key, then enter the **BABYCALL** number and press the **MENU** key to confirm.

Once the **BABYCALL** feature is set to ON and a baby call number has been entered into memory the baby call number will be dialed out automatically by lifting of the handset or by pressing any button on the phone except for the **MENU** key.

**Note:** To turn off this function, repeat the above procedure and set **BABYCALL OFF** and press **MENU** to confirm.

➤ **Ring melody setting**

1. In on-hook state, press the **MENU** key then press the **UP** key seven times, the LCD will display **RING MELODY**
2. Press the **MENU** key and **RING MELODY 1** is displayed on the LCD indicating the default ring melody setting.
3. Use the **UP** or **DOWN** key to select your favorite melody among 8 choices, and press the **MENU** key to confirm.

**Note:** In on-hook state, press the **HOLD/RING** key to access this menu setting directly, then press the **HOLD/RING** key or **UP** or **DOWN** key to select your favorite melody.

➤ **ENTER A NUMBER AND NAME INTO THE PHONE BOOK**

1. In on-hook state, press the **MENU** key then press the **UP** key eight times, the LCD will display **PHONEBOOK INPUT**

2. Press the **MENU** key, then enter the telephone number by means of the dial pad alphanumerical keys and confirm by pressing the **MENU** key.
3. Enter the name by means of the dial pad alphanumerical keys and **UP** or **DOWN** key to move the cursor and **DEL** to correct.
4. Press the **MENU** key to confirm and advance onto the next entry.

**Note:** EXAMPLE – To enter the name “JOHN”, press the numerical key 5 once, then the numerical key 6 three times, then the numerical key 4 two times followed by the numerical key 6 two times. Correct mistakes using the **UP/DOWN** and **DEL**.

The alphabet on the dial pad keys are arranged as follows:

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ

**Note1 – Copying incoming calls to the phonebook:** Press the **UP** or **DOWN** keys to review an incoming call, then press the **BOOK** key twice to copy the incoming call (number & name) to the phonebook memory directly; or press the **MEM** then **BOOK** key, edit the number, then press the **MEM** key again to enter the name, use the alphanumeric keys to edit the name with the help of the **DEL** key for deleting, and **MEM** key for confirming.

**Note2 – Refer to the section “REVIEWING, DIALING OUT AND DELETING PHONEBOOK ITEMS” to access these operations.**

#### ➤ **Editing a phone book entry**

In on-hook state, press the **MENU** key then press the **UP** key nine times, the LCD will display **PHONEBOOK EDIT**, press the **MENU** key then INPUT PREFIX is displayed, enter the first character of the name you wish to edit, the LCD will display the first name entry of the character that was entered, press the **UP** key to view more names starting with the same character. The rest of the editing process is the same as adding a new entry. You can also press the **UP** or **DOWN** key to scroll through the phone book entries one by one without entering the first name character.

#### ➤ **Flash time setting**

1. In on-hook state, press the the **MENU** key then press the **UP** key ten times, the LCD will display **FLASH TIME**.
2. Press the **MENU** key and the default setting of **100ms** flashes on the LCD.
3. Press the **UP** or **DOWN** key to select a flash time of 100、300、600 or 1000ms, and press the **MENU** key to confirm.

## **FEATURES AND OPERATIONS DESCRIPTION**

### **REVIEWING, CALLING BACK AND DELETING INCOMING CALLS**

#### ➤ **Caller ID message**

Upon receipt of an incoming call (if you have an active caller ID subscription), the unit will display the phone number together with the following information: caller’s name, calling date & time, and a serial number. A new number will carry a “**NEW**” icon, and a repeated number will carry a “**REP**” icon. “**PRIVATE CALL**” will be

displayed when the caller prefers their number to be withheld. “**OUT OF AREA**” indicates the call was placed from an area where Caller ID service is not supplied. “**ERROR**” represents an incorrect incoming signal.

If there is no caller’s name in the Caller ID signal but your phone book contains the name of the caller, the name in the phone book will be displayed.

#### ➤ **Reviewing**

In on-hook or off-hook state, use the **UP** or **DOWN** key to review incoming call records, each with caller’s name and number, date and time. To scroll rapidly, press and hold the **UP** or **DOWN** key.

#### ➤ **Calling back**

To call back the reviewed caller’s number, pick up the handset or press the  key or **REDIAL** key .

#### ➤ **Deleting**

Display the incoming call you wish to delete, press the **DEL** key, the LCD prompts **DEL?**, press the **DEL** key again to confirm the deletion or press **DEL** key for 2 seconds, LCD prompts **DEL ALL?**, press **DEL** key once again to delete all incoming calls.

#### ➤ **Setting VIP numbers**

Display the desired incoming number on the LCD (SEE “**REVIEWING**”), press the **VIP/P** key to set it as a VIP number. A VIP number can’t be deleted directly, press the **VIP/P** key to cancel the VIP attribute first. During the DND state (see **FILTER SETTING**), the phone will not ring but beep four times upon receipt of a VIP call.

### **REVIEWING, CALLING BACK AND DELETING OUTGOING CALLS**

#### ➤ **Reviewing**

In on-hook or off-hook state, press the **OUT** key to review the outgoing call records on the phone display, each with called number and conversation time. To scroll press the **UP** or **DOWN** key.

#### ➤ **Calling back**

In on-hook state, to redial an outgoing call number review the number as described above then pick up the handset or press the  key or **REDIAL** key.

#### ➤ **Deleting**

Review the outgoing call you wish to delete, press the **DEL** key, the LCD prompts the **DEL?**, press the **DEL** key again to confirm the deletion or press **DEL** key for 2 seconds, the LCD prompts **DEL ALL?**, press the **DEL** key once again to delete all outgoing calls.

### **REVIEWING, DIALING OUT AND DELETING PHONEBOOK ENTRIES**

#### ➤ **Reviewing**

In on-hook or off-hook state, press the **BOOK** key, the LCD prompts **INPUT PREFIX**, enter the first letter of name you wish to review. The first name entered into the phone book starting with the alphabetical character that was entered will be displayed. Press the **UP** key to scroll to the desired name and number. Or press the **BOOK** key continuously or press the **BOOK** key once and then press the **UP** or **DOWN** key to review phonebook entries one by one.

To scroll rapidly press and hold the **UP** or **DOWN** key.

#### **Dialing**

Display the Phone Book entry first on the LCD (see REVIEWING above) to dial the displayed number, pick up the handset or press the  key or the **REDIAL** key.

### ➤ **Deleting**

Display the desired phonebook entry, press the **DEL** key, the LCD prompts **DEL?**, press the **DEL** key again to confirm the deletion.

## **ONE-TOUCH MEMORY**

### ➤ **Store a number**

In on-hook state, enter the telephone number to be stored via the dial pad or review a caller's number, then press the **MEM** key followed by the **M1** or **M2** key. The number is now stored under the selected one touch memory key (M1/M2).

### ➤ **Review and dialing of the stored number**

In on-hook state, press the **Mi (i=1~2)** key to review the stored number, then pick up the handset or press the  key or **REDIAL** key to call the number.

In off-hook state, press the **Mi (i=1~2)** key to call the stored number.

### ➤ **Deleting**

In on-hook state, press the **Mi (i=1~2)** key to display the stored number, then press the **DEL** key twice to delete the stored number.

## **TWO-TOUCH MEMORY**

### ➤ **Store a number**

In on-hook state enter the number to be stored via the dial pad or review a caller's number, then press the **MEM** key and one of the numerical keys on the dial pad (0-9), the number is then stored under the chosen numerical key of the dial pad.

### ➤ **Display and dialing**

In on-hook state, press the **MEM** key followed by the numerical key (0~9) on the dial pad where the number was stored. The number is displayed on the LCD, then pick up the handset or press the  key or the **REDIAL** key to dial the stored number.

In off-hook state, press the **MEM** key and one of the numerical keys 0~9. The number is dialled.

### ➤ **Deleting**

In on-hook state, press the **MEM** key and one of the numerical keys 0~9, the stored number is displayed, then press the **DEL** key twice to delete the stored number.

## **FILTER SETTING (DO NOT DISTURB FUNCTION)**

The telephone can be set to the DND (Do Not Disturb) mode. The telephone will not ring upon receipt of an incoming call.

1. In on-hook state, press and hold the **MUTE** key for 3 seconds, the LCD displays **FILTER START** indicating the start time of the DND period.
2. Press the **UP** or **DOWN** key to set the hour and press **MENU** to confirm.
3. Press the **UP** or **DOWN** key to set the minute and press **MENU** to confirm.
4. The LCD displays **FILTER STOP** to remind you to set the end time of the DND period.

5. Follow the same procedure to set the hour and minute of end time and press the **MENU** key to confirm, the **FILTER** icon is displayed on the LCD.

**Note:** During the DND mode the incoming caller identification will be displayed on the LCD but the ringer will be deactivated.

To cancel DND mode, press and hold the **MUTE** key for 3 seconds, the **FILTER** icon will disappear.

## **ALARM CLOCK SETTINGS**

### ➤ **Set the alarm clock**

1. In on-hook state, press the **ALM** key, the LCD displays **ALARM 1 OFF**.
2. Press the **UP** or **DOWN** key to select alarm 1 or alarm 2 or alarm setting 3, press the **MENU** key to confirm.
3. Press the **UP** or **DOWN** key to select **ON**, then press the **MENU** key to confirm.
4. Press the **UP** or **DOWN** key to set the alarm hour and press the **MENU** key to confirm.
5. Press the **UP** or **DOWN** key to set the alarm minute and press the **MENU** key to confirm.
6. Follow the same procedure to set other alarm times.

### ➤ **Control of the alarm clock**

When the alarm sounds and you wish to cancel the alarm, press the **ALM** key. The alarm will only sound when the set time is reached again.

For a extended snooze time of 9 minutes press the **FLASH** key when the alarm sounds, the snooze will repeat every 9 minutes for up to 117 minutes. If no key is pressed when the alarm sounds it will automatically stop.

## **MUSIC ON HOLD**

### A) HANDSET:

1. When using the handset during a conversation, press the **HOLD/RING** key to put the call on hold and the other party will then hear music.
2. Press the **HOLD/RING** key again to cancel hold and continue the conversation over the handset.
3. Or hang up the handset, and enter into Hands-free hold mode.

### B) HANDS FREE:

1. During a conversation in Hands-free mode, press the **HOLD/RING** key to put the call on hold, the other party will hear music.
2. Pick up the handset, the hold mode is cancelled and normal conversation is continued.
3. Or press the **HOLD/RING** key again or  key to cancel the hold mode and continue with Hands-free conversation.

## **SELECT DIALING MODE**

In on-hook state, press and hold the \* key for 2 seconds, the LCD displays **PULSE** which means the phone is now set in pulse dialing mode. Press and hold the \* key again for 2 seconds, the LCD now displays **TONE** which means the phone is now set in tone dialing.

**NOTE:** The default setting is **TONE** as most of the network equipment accepts **TONE** dialling. For more information on this setting contact your service provider.

## PAUSE FUNCTION

When dialing, press the **REDIAL/P** button to insert a 3.6s pause time between digits. This function is used behind a PABX. Insert the PAUSE between the PABX access digit (usually 0 or 9) and the number to be dialed. Use this function when you want to redial a number or when you store a number in memory.

## LOW BATTERY DETECTION

When the combined battery voltage is lower than 3.9V, the LCD displays the  icon as a reminder to replace the batteries.

**NOTE:** The phone will function without batteries except for the backlight display. Insert 3x1.5V AA Alkaline Batteries.

## MUTE FUNCTION

Press the **MUTE** key to mute the microphone. The other party will not be able to hear your conversation. Press the **MUTE** key again to restore two-way conversation.

## RINGING VOLUME CONTROL

Slide the RING (Hi/Mid/Lo) switch at the back of the base of the telephone to adjust ring volume.

## SPEAKER VOLUME CONTROL

Slide the VOLUME (Hi/Mid/Lo) switch at the back of the base of the telephone to adjust hands-free volume.

## FLASH FUNCTION

The **FLASH** key can be used behind a PABX to transfer calls. To transfer a call to another extension press the **FLASH** key followed by the extension number.

**NOTE:** The flash time must be set to match the PABX flash time (normally 100ms).

## LCD BACKLIGHT FUNCTION

The LCD Backlight is turned on upon receipt of an incoming call, dialing, pressing any key or in the music on hold state. The backlight will automatically turn off after 6 seconds.

**Note:** Batteries have to be inserted into the battery compartment for this feature to function.

## TROUBLESHOOTING TIPS

- |                |   |
|----------------|---|
| No Dial Tone   | * Check hook switch to make sure it pops up   |
| Can't dial out | * Make sure Tone/Pulse is set to correct position according to telephone exchange requirement |
|                | * Unplug the phone, wait 30 seconds and plug the phone back in                                |
|                | * Check the phone line cord   |
|                | * Check that all connectors are firmly inserted in their sockets.                             |

Phone does not ring

- \* Check the phone line cord
- \* Could have too many phones on one line (the total REN of all phones should not be greater than the maximum for your area, usually 5).
- \* Check if the ringing volume is set to the desired volume.

Last number redial and/  
or Memory dialling does  
not work on a PABX

- \* When you first make a call try pressing the Pause Button for a pause between the outside line access digit (eg: 9 or 0) and the telephone number. You should later be able to redial the number using the REDIAL key.
- \* If your PABX requires you to wait for a second dial tone before dialling the telephone number, press the Pause Button for a pause between the access digit and number.

LCD is dim

- \* Check if the contrast is set correctly

Backlight does not function

- \* Insert batteries into the battery compartment.