



Leader 1020D

Instruction Manual

IMPORTANT SAFETY INSTRUCTIONS



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

- Read and understand all instructions.
- Follow all warnings and instructions marked on the product.
- Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a soft, damp cloth for cleaning.
- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool.
- Do not place this product on an unstable stand, or table. The product may fall, causing serious damage to the product.
- Do not allow anything to rest on the power or line cord. Do not locate this product where the cord will be abused by persons walking on it.
- Never push objects of any kind into ventilation slots. Risk of fire or electric shock may result if dangerous voltage points are touched. Never spill liquid of any kind on the product.
- Slots and openings in the cabinet and the back or bottom are provided for ventilation, to protect it from overheating. These openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
- To reduce this risk of electric shock, do not disassemble this product, but take it to a qualified serviceman when some service or repair work is required. Opening or removing covers may expose you to dangerous voltage or other risks. Incorrect assembly can cause electric shock when the appliance is subsequently used.
- Do not use the telephone to report a gas leak in the vicinity of the leak.
- During thunderstorms, avoid using telephone except cordless models. There may be a remote risk of electric shock from lightning.



- ❑ Unplug this product from the wall outlet and refer:
 - A. When the line cord is damaged or modular plug is damaged or frayed.
 - B. If liquid has been spilled into the product.
 - C. If the product has been exposed to rain or water.
 - D. If the product does not operate normally by following the operating instructions. Adjust only those controls, that are covered by the operating instructions because improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - E. If the product has been dropped or the cabinet has been damaged.
 - F. If the product exhibits a distinct change in performance.

Explanation of Symbols



Indicates dangerous voltage inside the enclosure, possible electric shock or fire hazard.



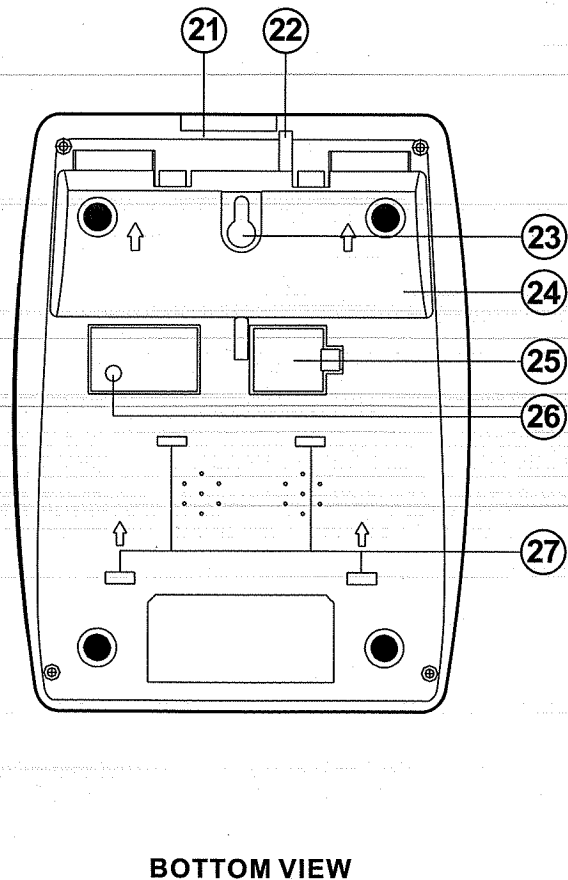
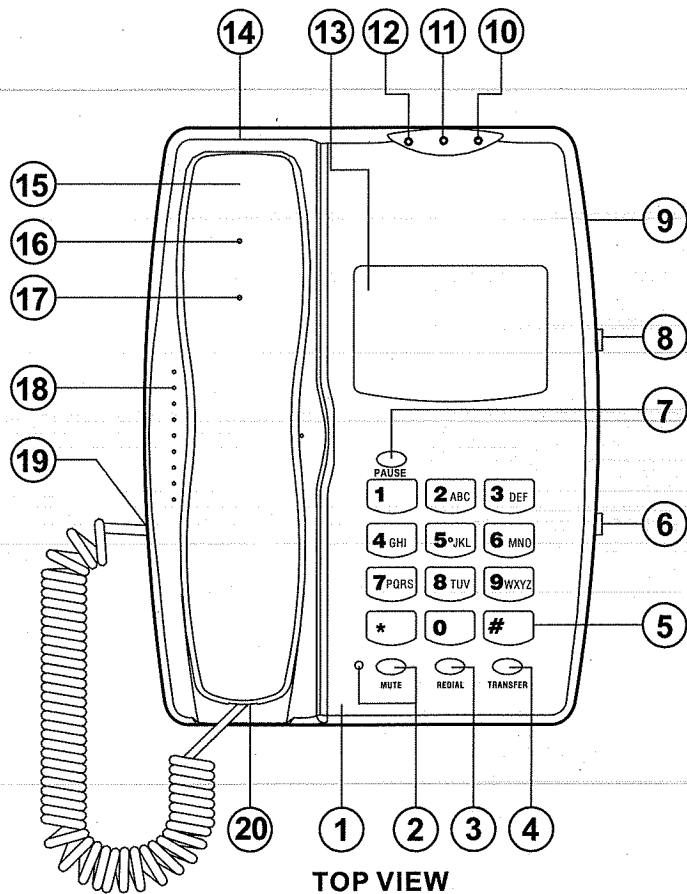
Indicates important notice of operating or servicing instructions.

Caution: *To reduce the risk of electric shock, do not remove cover. No user-serviceable parts inside. Refer servicing to qualified service personnel.*

Warning: *To prevent fire or shock hazard do not expose this appliance to rain or moisture.*

SAVE THESE INSTRUCTIONS

FEATURES AND FUNCTIONS



FEATURES AND FUNCTIONS

1. **Base Unit**
2. **Mute Button and LED** - Press once to mute the telephone microphone and the LED will light up. Press again to release mute.
3. **Redial Button** - Press to redial last number dialed.
4. **Transfer Button** - Press to generate a hook flash signal, to access telephone company Network Services or to access special PABX functions when connected to a PABX. The hook flash signal is selectable to be 100msec, 300msec or 600ms (see details on item 25).
5. **Over-sized Keyboard** - Double injected plastic keys are shaped to fit finger touch.
6. **Volume Control** - Slide the volume knob against the mark for best level. If you want to boost the receiving sound level, please slide it to maximum.
7. **Pause Button** - Press to insert a 3.6 second pause for PABX operation.
8. **Ringer Switch** (on the side) - Set ringer volume to Hi, Lo or Off
9. **Data Port Socket** - Data Port Socket used for a fax, modem, laptop, answer machine or cordless telephone. This port acts in parallel to the line.
10. **Ringling Lamp** - Flashes when there is an incoming call. It will also flash on some special message waiting signals.
11. **Message Wait Lamp** - Message wait lamp will illuminate when an incoming call to the telephone is unanswered. The user can call the PABX operator/receptionist or call the voice mail system for any messages. This illumination function will only operate if the PABX has been fitted with this capability. In order to use this feature correctly, the message waiting setting must be first set. See item 25 for details.
12. **In-use LED** - Lights up when telephone is in use.
13. **Card Insert**
14. **Handset Cradle**
15. **Telephone Handset**
16. **Hook Switch** (under handset inside the cradle)

FEATURES AND FUNCTIONS

17. **Wall Mounting Tab** (under handset) - Lift and rotate to the wall mounting position, if desired. See installation for wall mount use (page 7).
18. **Electronic Tone Ringer** - Ringing on incoming calls when ringer switch is set to Hi or Lo.
19. **Modular Jack** (on base) - For coiled handset cord connection.
20. **Modular Jack** (on handset) - For coiled handset cord connection.
21. **Modular Jack** (on base) - For telephone line cord connection.
22. **Telephone Line Cord Channel** - Route the telephone line cord in the channel when the phone is wall-mounted.
23. **Wall Mounting Keyholes**
24. **Bracket** - With locking hooks. It can be pressed to lock on up or low position on the bottom of Base Set.
25. **Dip Switch Door** - Access to select the setting of message waiting services on various PABX and setting of hook flash timings. See table 1 for details.
26. **Ringer Pitch Control** - To adjust the Ringer Pitch by a screwdriver.
27. **Holes for Wall Mounting Bracket** - Snap in the separate plastic Wall Mounting Bracket here, if required.

PACKING LIST

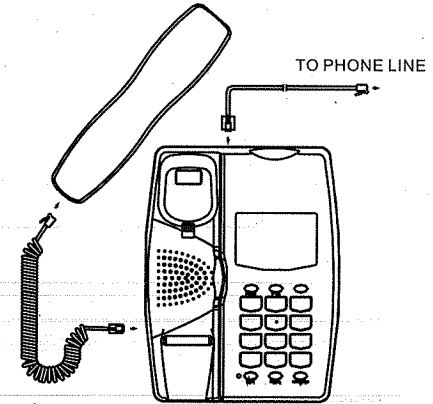
- one handset and one base unit
- one coiled handset cord
- one plastic wall mounting bracket
- one user's manual (read carefully and save for future reference)
- one 3m line cord modular to modular
- one P608M plug
- one 7 inches line cord modular to modular

INSTALLATION PRECAUTIONS

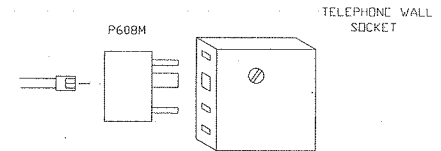
1. Never install telephone wiring during a lightning storm.
2. Never install telephone jack in wet location unless the jack is specifically designed for wet locations.
3. Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
4. Use caution when installing or modifying telephone line.
5. Keep your telephone away from appliances generating electrical noise, such as fluorescent lamps, heaters, motors, computers, TV sets and radios.

INSTALLATION

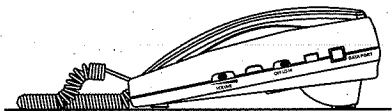
1. **Connecting the handset:** Use the coiled handset cord to connect the handset to the base unit. Do not use any handset other than your original handset.



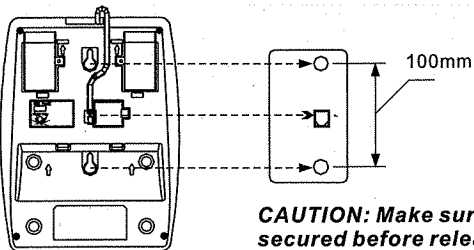
2. **Connecting to phone line for desk top use:** Use the line cord to connect between the modular jack on the base cradle unit and the telephone socket on the wall.



3. **For desktop use:** Press and lock the Bracket with the arrows pointing up on the bottom of the base unit. Your phone can be placed on a desk or table just like any regular telephone.



4. **For wall-mount use** (over standard USOC RJ-11W modular wall jack): First, install the separate plastic wall mounting bracket as shown. This is a simple snap fit. Using the short line cord, plug one end into the modular jack on the base unit, and route the cord to the bottom centre of base unit as shown. Plug the free end of line cord into the wall jack. Position the base unit so that studs on the modular wall jack fit into the two wall mounting keyholes. Once in position, slide the phone down about 1/4 inch to secure the mounting. Lift and rotate the wall mounting tab in handset cradle to the upward protruding wall-mount position. Place handset in the cradle to hang up.

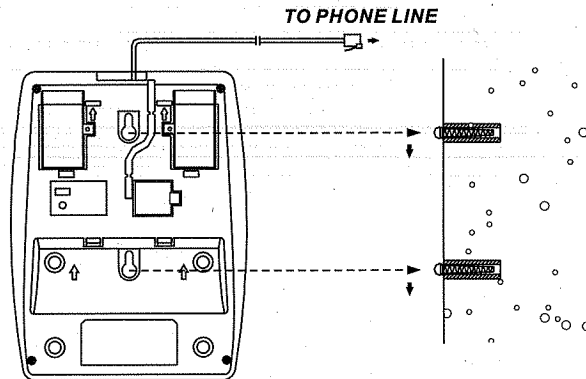


CAUTION: Make sure mounting is secured before releasing the phone.



WALL MOUNTING WITHOUT STANDARD WALL PLATE

1. Mount two screws in the wall spaced according to the template on the margin of this page. Leave a clearance about 1/4 inch between each screw head and the wall surface. Select screws of adequate length and size for good fit into the keyholes of the unit and secured mounting in the wall.
2. Using the long modular line cord, plug one end of the cord into the unit and the other end into the wall jack. Route the cord down the channel on the bottom of the unit as shown.
3. Position the unit so that the screw heads fit into the keyholes on the bottom of the unit. Once in position, slide the phone down about 1/4 inch to secure the mounting. Be sure to lift and rotate the wall mounting tab on the handset cradle to the wall mounting position (protruding upwards).



OPERATING INTRUCTIONS

1. **Making a Call** : Lift handset and listen for dial tone, then dial your call in any one of two ways.

Press the numbers you wish to call directly, or Press REDIAL for a previously dialed number.

2. **Receiving a Call** : When the phone rings, simply lift handset and answer the call. Be sure ringer switch is set to Hi or Lo if you wish to hear incoming calls ringing.

3. **Redialing the Last Number** : If the number you try to reach is busy, hang up or press the hook switch for at least 2 seconds. To call the busy number automatically again, pick up handset and press **REDIAL**.

4. **Use the Pause Button** : Press to insert a 3.6 second pause during dialling.

5. **Using Transfer Button** : Transfer button is used to transfer calls on a PABX and access special PABX functions. Please refer to your PABX extension manual. This button can also access Enhanced Network Facilities. The hook flash timing should be correctly selected before using this button. Please refer to item 25 on the feature and function list. Leave the hook flash on 100 msec if you do not have the information.

6. **Set Ringer Volume** : Set ringer switch to OFF if you don't want to be disturbed by phone ringing. The ringer lamp will flash on all ringer switch positions. Set ringer switch to Hi or Lo (as desired) if you wish to hear incoming calls ringing.

7. **Use of Data Port** : Plug the equipment to be used into the data port socket. Operate the equipment you connected as normal and independent of the telephone. Do not try to use the telephone whilst the data port socket is in use as this it is a parallel connection.

IF YOU HAVE PROBLEMS

If your telephone does not work properly, go through the following check list before you spend unnecessary time and money for repairs.

1. Is your telephone connected properly?

Make sure all plugs are connected properly. Inspect the line cord connections at the wall jack and the telephone. Also inspect the coiled handset cord connections at both ends.

Try unplugging the telephone and connecting to another Telephone wall socket. If it still does not work, try another telephone. If both telephones don't work, the problem is not in your telephone. The problem may be caused by the telephone network or the wiring in your home.

2. Is the ringer switch set properly?

Ringer switch must be set to HI or LO position in order to hear ringing of incoming calls.

If there are several other telephones on the same phone line, try disconnecting some of the other telephones. Having too many telephones connected can cause problems such as low ringing volume, or impaired sound quality during calls.

3. If the telephone's volume level drops, or it begins to make strange sounds, or does not dial out even though a dial tone is heard, **check to see if other phones have been picked up on the same line.** Your telephone may not operate properly when other phones are active on the same line (especially in areas with low telephone voltage). Hang up the other phones to correct the problem.

If you still have problems: Disconnect the phone immediately. If other phones on the same line function properly, the problem is in the phone or its installation.

SPECIFICATIONS

Redial Memory Capacity	32 digits
Tone Dialling	Standard DTMF
Dimensions	223 x 172 x 90
Weight	770g
Accessories	Phone line cords with RJ11 plugs & Australian plug

Table 1

Type of PABX & Hook Flash	DIP SWITCH SETTINGS						
	S1	S2	S3	S4	S5	S6	S7
Panasonic	OFF	ON	OFF	OFF	ON	*	*
Ericsson MD110	OFF	ON	OFF	ON	OFF	*	*
Siemens Hicom	OFF	ON	ON	OFF	OFF	*	*
Ericsson 150/250 and GPT Plessey	OFF	OFF	OFF	OFF	OFF	*	*
Lucent/AT&T	ON	OFF	OFF	ON	OFF	*	*
NEC/Alcatel/Fujitsu/Nortel	No Dip Switches settings are required for these systems						
Flash 100ms	*	*	*	*	*	OFF	ON
Flash 300ms	*	*	*	*	*	ON	OFF
Flash 600ms	*	*	*	*	*	OFF	OFF

* This phone is to be used on the PABX only.

**For service and warranty support
please contact
Australian Business Telephone Company
1300361112**

506-09000076(AUST)



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