

# CONNECTING PHONES AND DEVICES

CT.TS005.505.EN - 03

## CONNECTING PHONES AND DEVICES

### WHAT WILL MY PHONE SYSTEM DO?

**! Default Equipment Settings:**

Simply connect the Talkswitch to your phone system (as shown below). Your phone system will do the following:

- An incoming call on any line will ring all local extensions.
- A receptionist can manually transfer calls to local extensions or voicemail.
- Every local extension gets a voicemail box.
- Extension 114 (E4) works during a power failure.

**Additional Call Handling Capabilities can be added by installing the TalkSwitch Software.**

### Suggested Configuration

This shows the default connections to the TalkSwitch 48-CA, 48-CVA, and TalkSwitch 24-CA.

### Call Handling

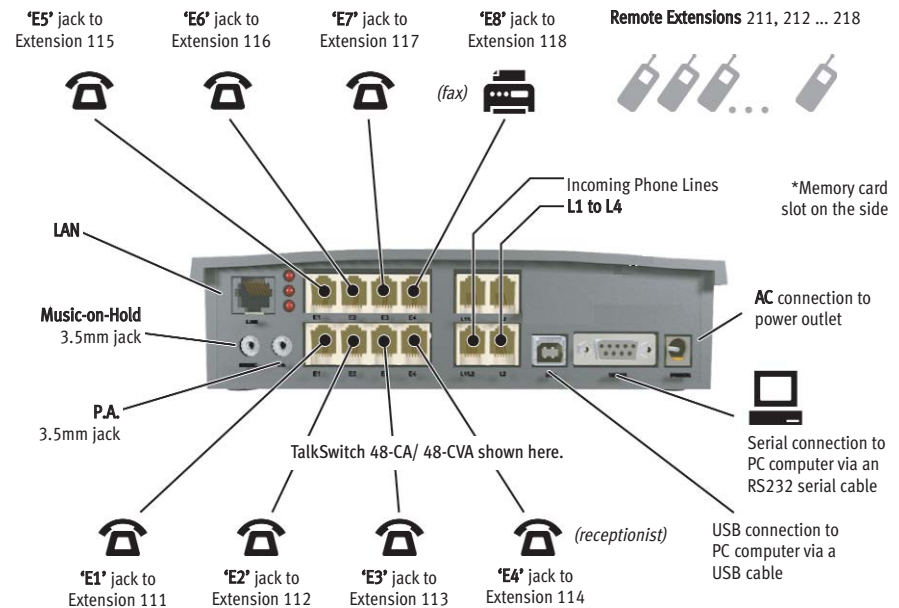
Additional call handling capabilities can be added by installing the TalkSwitch Software.

Model Differences
<b>TalkSwitch 24-CA</b>
2 Lines In (L1/L2 and L2 only)
4 Local Extensions (E1-E4 only)
No LAN Connection
Voicemail Memory Slot
<b>TalkSwitch 48-CA and 48-CVA</b>
4 Lines In (as shown)
8 Local Extensions (as shown)
LAN Connection
Voicemail Memory Slot

### SUGGEST CONFIGURATION

#### TalkSwitch Back Panel

Connections from the TalkSwitch to all your telephone devices and computer, you need not add all of the phones. The fax machine should be put into local extension 'E8' for a TalkSwitch 48, or 'E3' for the TalkSwitch 24-CA.



## CONNECTING YOUR TELEPHONES AND DEVICES

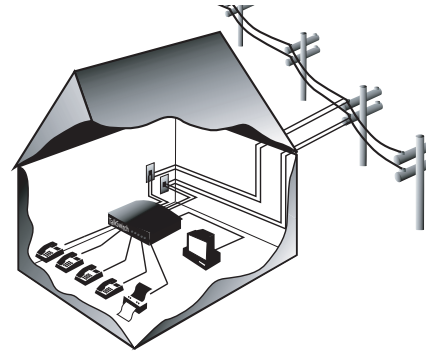
Move the TalkSwitch to a location where it can be attached to incoming telephone lines and your telephone devices. Connect phone devices as shown in the “Suggested Configuration” on the previous page; this corresponds to the TalkSwitch default settings. The TalkSwitch does NOT need to remain connected to the computer — only when changing configuration settings.

### Here are a few things to consider when placing your TalkSwitch

#### Incoming Phone Lines

Choose a convenient wall jack for you to attach to your TalkSwitch. Then connect your telephone lines in the following manner:

- Connect the first incoming phone line to L1/L2.
- Connect the second to L2.



TalkSwitch 48-CA and 48-CVA users can then connect remaining lines to L3/L4 and L4. If you have 2 lines out of 1 phone jack, you can plug it into the L1/L2, and L3/L4 jacks.

#### Local Extensions

Plug each internal telephone into lines E1 through E8 consecutively. Make sure the fax line has been put into E8 or E3.



It is a good idea to connect E4 to a phone, as this is the only extension that will work during a power failure.

#### Location

Check out the location of electrical wall outlets and telephone jacks in the room. Place TalkSwitch close enough to these items using your AC Adapter and telephone cords.

#### Music on Hold

Connect the 1/8" (3.5mm) phono connector from the music jack to an audio source such as CD player, radio, tape player, or computer sound card.



#### Important!

**You may need to configure TalkSwitch's call handling ability to meet your needs.**

**Fax Machine:** Any attached fax machine must be configured to answer incoming faxes. — See “Quick Guide Detect Faxes”.

**Auto Attendants:** No auto attendants have been configured and no message has been recorded. Phones must be answered manually. — See Quick Guide “Creating an Auto Attendant” for details.

See additional Quick Guides, or the User Manual to add more call handling capabilities to your system.

#### About TalkSwitch

TalkSwitch® is dedicated to providing small and multi-location businesses with innovative telecommunications solutions. Since 1990, TalkSwitch has delivered rich features, high functionality and unbeatable value. Ideal for businesses with up to 32 telephone users per office, TalkSwitch systems provide users with options to connect to both the traditional telephone network (PSTN) and Voice over IP (VoIP) networks. TalkSwitch is headquartered in Ottawa, Canada. For more information call (888) 332-9322 or visit our website at [www.talkswitch.com](http://www.talkswitch.com)

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