



V•HUB Conference Phone User's Manual

Part No. 54-2070-01R1

Printed in Korea.

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Notice

Every effort was made to ensure that the information in this guide was complete and accurate at the time of printing. However, information is subject to change.

Important Safety Information

WARNING: To Reduce The Risk of Fire Or Electric Shock, Do Not Expose This Apparatus To Rain Or Moisture.

Always follow these basic safety precautions when installing and using the unit:

1. Read these instructions.
2. Keep these instructions.
3. Heed all warnings.
4. Follow all instructions.
5. Do not use this apparatus near water.
6. Clean only with dry cloth.
7. DO NOT block any ventilation openings. Install in accordance with manufacturer's instructions.
8. Do not install near any heat sources such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.
9. Do not defeat the safety purpose of the polarized or grounding-type plug. A polarized plug has two blades with one wider than the other. A grounding-type plug has two blades and a third grounding prong. The wide blade, or the third prong, is provided for your safety. If the provided plug does not fit into your outlet, consult an electrician for replacement of the obsolete outlet.
10. Protect the power cord from being walked on or pinched, particularly at plugs, convenience receptacles, and the point where they exit from the apparatus.
11. Only use attachments/accessories specified by the manufacturer.
12. Unplug this apparatus during lightning storms or when unused for long periods of time.
13. Refer all servicing to qualified service personnel. Servicing is required when the apparatus has been damaged in any way, such as when the power supply cord or plug is damaged, liquid has been spilled or objects have fallen into the apparatus, the apparatus has been exposed to rain or moisture, does not operate normally, or has been dropped.

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About the V-HUB Conference Phone

The V-HUB Conference Phone provides clear sound for full-duplex two-way voice communication for tele conference needs.

This user's manual explains how to install and how to use the V-HUB Conference Phone. It is recommended that you read the manual in order to get the most benefit from the product.



Unpacking the V-HUB Conference Phone

Make sure that all of the following components are included:

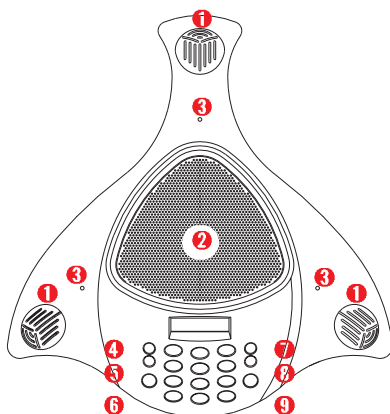
- ❶ V-HUB Conference Phone
- ❷ Power Adapter
- ❸ Power / Telephone Cable
- ❹ User's Manual



At-A-Glance

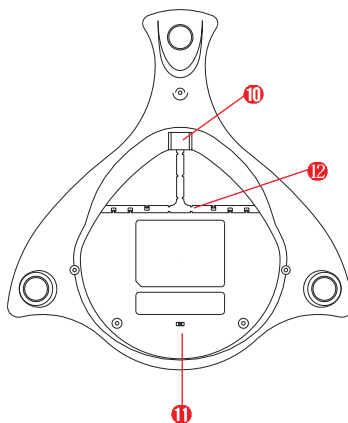
Front View

- ❶ Microphones
- ❷ Speaker
- ❸ LED status indicators
- ❹ Flash Button
- ❺ Memory Button
(10-number speed dial)
- ❻ Mute Button
- ❼ Volume Up Button
- ❽ Volume Down Button
- ❾ On / Off Button



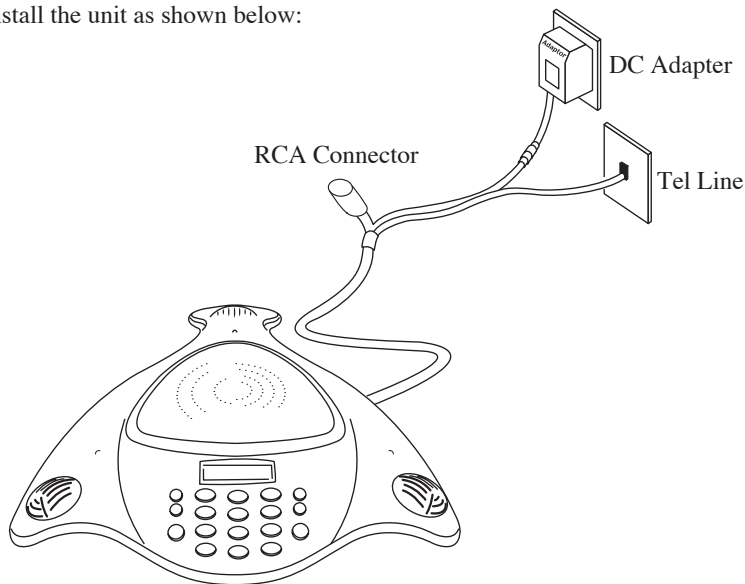
Back View

- ❿ Power / Telephone Cable Jack
- ⓫ Ringer Volume Selector
- ⓬ Wire Routing Channel



Installing the V-HUB Conference Phone

Install the unit as shown below:



To ensure the best performance of the V-HUB Conference Phone, it is recommended that:

- the unit be located in a quiet environment with soft furnishing like carpets, curtains, and sound-absorbing walls and ceilings
- the unit be placed at the center of a table
- the unit not be moved during a call
- papers and other possible obstructions be kept away from the unit
- all attendees be seated at the same distance from the unit
- users speak directly toward the unit at normal conversation level

Using the V-HUB Conference Phone

- | | |
|---------------------------------------|--|
| To place a call: | <ul style="list-style-type: none">● Press the On/Off button to turn the unit on. Dial the phone number. |
| To end a call: | <ul style="list-style-type: none">● Press the On/Off button to hang up and to turn the unit off. |
| To answer a call: | <ul style="list-style-type: none">● Press the On/Off button when the phone rings. |
| To adjust the speaker volume: | <ul style="list-style-type: none">● Press the Volume Up/Volume Down buttons (VOL.+/VOL.-) to increase or decrease the volume level. LCD screen will change to indicate volume level. (Does not affect Ring volume.) |
| To use Flash features: | <ul style="list-style-type: none">● Press the Flash button to transfer a call, or to make a 3-way call, depending on telephone system features. |
| To mute: | <ul style="list-style-type: none">● Press the Mute button to prevent the other party from hearing your conversation. The LED status indicators will blink while mute is engaged.● Press the Mute button again to resume the conference call. LED status indicators are lit continuously. |
| To store a phone number: | <ul style="list-style-type: none">● Be sure unit is turned off. Press the Memory button.● Select a speed dial number by pressing a number between 0 and 9.● Enter the telephone number (up to 16 digits).● Press the Memory button again to store the number. <p><i>Note : You should keep a list of stored numbers you entered for future reference.</i></p> |
| To make a call using a stored number: | <ul style="list-style-type: none">● Press the On/Off button to turn on the unit.● Press the Memory button.● Select the speed dial number (0 through 9) to make a call. |
| To adjust the ringer volume: | <ul style="list-style-type: none">● Use the ringer volume switch on the bottom of the V-HUB Conference Phone to select ring level-loud, soft, or silent (LED status indicators flash). |

To record Conversations:

- A female RCA connector is available on the power cable to allow recording of **V-HUB** conversations. Attach the input of the recording device to this connector.

In Case of Difficulties

No dial tone:

- Ensure all the connections are correct and secure.
- Try a different telephone line. This unit will only operate on analog telephone lines that are compatible with standard telephones.

No telephone ring:

- Ensure that the ringer volume switch is not set to silence.

Echoes, voice clipping:

- Do not move the unit during use.
- Keep hands, papers, and other objects that can reflect sound away from the unit during use.
- Speak at each location for several seconds at the beginning of a call so that **V-HUB** Conference Phone can be adapted to the sound environments.
- Try calling again to see if another telephone line provides a better connection.

Note : If the other party uses lower quality telephones or a half-duplex conference phone, there may be little that can be done.

Muffled reception:

- Speak closer to the microphones.

Excessive noise:

- Noisy equipment, like ventilation fans or computers, can make it difficult to hear another party. All parties involved should turn off any noisy equipment nearby.

Flash does not work:

- Check that your telephone line provides special features that use the flash button.

If more help is necessary, contact Bogen's Technical Support department at 1-800-999-2809, Option 2.

Storing & Handling

- Keep the **V-HUB** Conference Phone at room temperature.
- Keep the **V-HUB** Conference Phone out of direct sunlight. Direct sunlight or extreme temperature can damage the unit.
- Protect the **V-HUB** Conference Phone from moisture. If exposed to moisture, disconnect the unit immediately and do not reconnect it to the system until it is repaired. Moisture or high humidity can cause serious damage.
- Protect the **V-HUB** Conference Phone from static electrical shocks.
- Clean the unit with a soft, dry cloth. Do not use alcohol or petroleum-based cleaners.

Limited Warranty

The **V-HUB** Conference Phone is warranted to be free from defects in material or workmanship provided that the product has not been subjected to abuse or accident or altered in any way for two (2) years from the date of sale to the original purchaser. Any part of the product covered by this warranty that, with normal installation and use, becomes defective will be repaired or replaced by Bogen, at our option, provided the product is shipped, insured and prepaid, to: Bogen Factory Service Department, 50 Spring Street, Ramsey, NJ 07446, USA. The product will be returned to you freight prepaid. This warranty does not extend to any of our products that have been subjected to misuse, improper storage, neglect, accident, improper installation or have been modified or repaired in any manner that Bogen believes may affect the reliability of the product, or where the serial number or date code has been removed or defaced.

THE FOREGOING LIMITED WARRANTY IS BOGEN'S SOLE AND EXCLUSIVE WARRANTY AND THE PURCHASER'S SOLE AND EXCLUSIVE REMEDY. BOGEN MAKES NO OTHER WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED AND EXCLUDED. Bogen's liability arising out of the manufacture, sale or supplying of products or their use or disposition, whether based upon warranty, contract, tort or otherwise, shall be limited to the price of the product. In no event shall Bogen be liable for special, incidental or consequential damages (including, but not limited to, loss of profits, loss of data or loss or use damages) arising out of the manufacture, sale or supplying of products, even if Bogen has been advised of the possibility of such damages or losses.

Products that are out of warranty will also be repaired by the Bogen Factory Service Department -- same address as above or call 201-934-8500. The parts and labor involved in these repairs are warranted for 90 days when repaired by the Bogen Factory Service Department. All shipping charges in addition to parts and labor charges will be at the owner's expense.

FCC Notice

This equipment has been tested and found to comply within the limits for a Class A digital device, pursuant to Part 15 of FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

There is no guarantee that interference shall not occur in a particular installation. If this equipment does cause harmful interference to radio and/or television reception, which can be determined by turning the equipment on and off, and noting any change in said interference, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for assistance.

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

FCC Required Statements

Warning: Changes or modifications made to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

FCC Requirements

This equipment is component registered with the Federal Communications Commission (FCC) in accordance with Part 68 of its rules. In compliance with the rules, be advised of the following:

1. The Federal Communications Commission (FCC) has established Rules which permit this device to be directly connected to the telephone network. Standardized jacks are used for these connections. This equipment should not be used on party lines or coin lines.
2. If this device is malfunctioning, it may also be causing harm to the telephone network; this device should be disconnected until the source of the problem can be determined and until repair has been made. If this is not done, the telephone company may temporarily disconnect service.
3. The telephone company may make changes in its technical operations and procedures; if such changes affect the compatibility or use of this device, the telephone company is required to give adequate notice of the changes.
4. If the telephone company requests information on what equipment is connected to their lines, inform them of:
 - (a) The telephone number that this unit is connected to
 - (b) The ringer equivalence number: 0.2B
 - (c) The USOC jack required [RJ11C]
 - (d) The FCC Registration Number

Items (b) and (d) are indicated on a label affixed to the unit. The ringer equivalence number (REN) is used to determine how many devices can be connected to your telephone line. In most areas, the sum of the RENs of all devices on any one line should not exceed five (5.0). If too many devices are attached, they may not ring properly.

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