

MiniCom

Q-16

Integrated Home/Office Telephone Intercom System

User's Manual

*Congratulations on your purchase of the **MiniCom** system.*

It means great convenience and comfort for your new or remodeled home, savings and professional image for your existing or future small office, your store or home business. To the hobbyists for themselves, it will surely bring lots of fun.

For your convenience, this manual has been made as comprehensive and repetitive as possible. To fully enjoy your Integrated Home/Office Controller, follow these comprehensive step-by-step instructions.

*To install the Unit, you may either use the instructions from the **Quick Installation Help** guide provided with this manual or the instructions at the beginning of this manual. When using the installation instructions from the manual, please read the **Installation and Programming Sections** completely **before** putting the Unit in operation. Follow these comprehensive step-by-step instructions, which will help you install the Unit quickly, securely and hassle free.*

TABLE OF CONTENTS

1	INSTALLING THE CONTROLLER.....	9
1.1	INSTALLING THE MINICOM Q-16	9
1.1.1	<i>Initial Testing.....</i>	9
1.1.2	<i>The Plug-in Installation.....</i>	10
1.1.3	<i>Installing the other Extension Phones in the Plug-in Mode.....</i>	10
1.1.4	<i>Relocating the Unit.....</i>	11
1.1.5	<i>Completing your Original Installation.....</i>	11
1.1.6	<i>Re-installing the Unit in the Intercept Mode.....</i>	12
1.1.7	<i>Installing in the Intercept Mode with Two Separate Phone Lines on the same Multi-Conductor Cable.....</i>	13
1.1.8	<i>Final Testing of the Installation.....</i>	14
1.1.9	<i>How to Install the MiniCom on a DSL Phone Line.....</i>	14
1.1.10	<i>How to Dissociate Any Phone Line Accessory from the System.....</i>	15
1.1.11	<i>How to Install the Controller for Stand-Alone Operation.....</i>	15
1.2	IMPORTANT FACTS ABOUT YOUR SYSTEM AND YOUR PHONE LINE	16
1.2.1	<i>Warning.....</i>	16
1.2.2	<i>Useful Tips.....</i>	17
2	TROUBLESHOOTING THE INSTALLATION.....	18
2.1	GENERAL TROUBLESHOOTING	18
2.2	TROUBLESHOOTING RING PROBLEMS	19
3	NORMA MODE OF OPERATION	21
3.1	INCOMING EXTERNAL CALLS.....	21
3.2	HOW TO TRANSFER A PHONE CALL	21
3.3	HOW TO AUTOMATICALLY TRANSFER AN EXTERNAL CALL.....	21
3.4	HOW TO ANSWER AN AUTOMATICALLY TRANSFERRED CALL.....	22
3.5	PUTTING AN EXTERNAL CALL ON HOLD (CALL PARKING)	22
3.6	EXTERNAL CALL FORWARDING	22
3.7	HOW TO PLACE AN EXTERNAL PHONE CALL.....	23
3.8	HOW TO PLACE AN INTERCOM CALL.....	23
3.9	HOW TO ANSWER AN INTERCOM CALL	23
3.10	HOW TO BARGE IN A PHONE CONVERSATION	24
4	AUTO-ANSWER MODE.....	25
4.1	AUTO-ANSWER MODE WITH ONE SPEAKERPHONE.....	25
4.1.1	<i>Auto-Answer Mode Activation</i>	25
4.1.2	<i>Making the Auto-Answer Mode a Single-Push Activated Function (A Macro)</i>	26

4.1.3	<i>Answering Incoming Phone Calls in Auto-Answer Mode.....</i>	26
4.1.4	<i>Terminating a Call in Auto-Answer Mode.....</i>	27
4.1.5	<i>How to Place an External Call in Auto-Answer Mode.....</i>	27
4.1.6	<i>Transferring a Call in Auto-Answer Mode.....</i>	27
4.1.7	<i>How to Cancel the Auto-Answer Mode.....</i>	28
4.2	OPERATING THE AUTO-ANSWER MODE WITH TWO SPEAKERPHONES	28
4.2.1	<i>Activation.....</i>	28
4.2.2	<i>Two-Way Handsfree Intercom</i>	29
4.2.3	<i>Call Transfer.....</i>	29
4.2.4	<i>Room Monitoring from Inside the Home.....</i>	29
4.2.5	<i>Room Monitoring With a Standard Speakerphone and a Cordless Phone</i>	30
4.2.6	<i>Auto-Answer Mode with More than Two Speakerphones.....</i>	31
4.2.7	<i>Room Monitoring from Outside the Home.....</i>	31
4.2.8	<i>Canceling the Auto-Answer Mode.....</i>	31
4.2.9	<i>How to Restrict Outgoing Phone Calls.....</i>	31
5	ADVANCED FEATURES IN NORMAL MODE OF OPERATION	33
5.1.1	<i>How to Take a Phone Call while Attending to an Intercom Call....</i>	33
5.1.2	<i>General Paging.....</i>	33
5.1.3	<i>How to Record a Memo in an Answering Machine.....</i>	34
5.1.4	<i>How to Record a Message from an External Caller to an Absent Third Party</i>	34
5.1.5	<i>How to Make Multi-Party Conference Calls</i>	35
5.1.6	<i>How to Make your Answering Machine Operate as a Voice Mail Server</i>	36
5.1.7	<i>How to Screen Incoming Calls from any Handset.....</i>	37
5.1.8	<i>How to Use an Answering Machine that Does not Have Distinctive Ring Recognition</i>	37
5.1.9	<i>How to use the MiniCom with Multi-Line Phones.....</i>	39
5.1.10	<i>How to Convert your Stand-Alone Fax Machine into a Scanner....</i>	39
5.1.11	<i>If you have a Wireless Phone Jack</i>	41
	LIST OF FUNCTION CODES.....	42
	THE FOLLOWING IS A LIST OF FUNCTION CODES FOR QUICK REFERENCE.....	42
6	ADDITIONAL INFORMATION.....	43
6.1	IMPORTANT INFORMATION.....	43
6.2	LIMITED 1 YEAR WARRANTY.....	44
6.3	IMPORTANT SAFETY INSTRUCTIONS.....	45
6.4	CAUTION.....	46
6.5	BEFORE YOU CALL FOR SERVICE.....	46
6.6	SPECIFICATIONS.....	47