snom

Quick Installation Guide

C620

SIP Wireless Conference Phone

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Conference Phone

Charging Dock

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Important Information

Please read the instructions on safety and disposal and on how to set up and use the device before using it and also give them to other users to read or inform those users of their contents. Save this manual and do not give the device to third parties without it.

Safety Instructions

- **Warning**: The product included (ITE) in this manual is to be connected only to PoE networks without routing to the outside plant.

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

- Follow the instructions in this manual and other applicable documentation of the device.

- This product should only be connected to the host equipment and never directly to the network such as Public Switch Telephone Network (PSTN) or Plain Old Telephone Services (POTS).

- If the phone is not supplied with power via the Ethernet cable, use only the power adapter included in the delivery. Other power supplies may damage or destroy the phone, affect its behavior, or induce noise.

- Avoid placing the cables where people may trip over them or where they may be exposed to mechanical pressure as this may damage them.

- This device is for indoor use only! NOT FOR OUTDOOR USE!

- Do not install the device in rooms with high humidity (for example, in bathrooms, laundry rooms, damp basements). Do not immerse the device in water and do not spill or pour liquids of any kind onto or into the device.

- Do not install the device in surroundings at risk for explosions (paint shops, for example). Do not use the device if you smell gas or other potentially explosive fumes.

- Do not use the device during thunderstorms. Lightning striking the power grid may cause electric shocks.

- Operation of any equipment emitting radio frequency signals may interfere with the functionality of inade-quately shielded medical devices. Consult the manu-facturer of the medical device to determine if they are adequately shielded from external radio frequency (RF) energy or if you have any other questions concerning this topic.

- If you have an implanted medical device (e.g., pace-maker), use only if the manufacturer's directions expressly permit the use of devices emitting pulsating radio frequency signals. Recommended MINIMUM distance to the device: 100 cm (39''). Always follow the manufacturer's directions!

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Install the base station

1. Plug one end of the Ethernet cable into the Ethernet port on the rear of the base station, and plug the other end of the cable into your network router or switch.

2. If the base station is not using power from a PoE-capable network router or switch:
   - Connect the provided Snom power adapter to the base station power jack.
   - Plug the power adapter into an electrical outlet that is not controlled by a wall switch.

IMPORTANT INFORMATION

- Use only the power adapter provided with the product. To order a replacement power adapter, visit our website at www.snomamericas.com.

- The power adapter is intended to be correctly oriented in a vertical or floor mount position. The prongs are not designed to hold the plug in place if it is plugged into a ceiling, under-the-table, or cabinet outlet.

Install the conference phone battery

⚠ • Risk of explosion! Batteries should not be exposed to excessive heat such as bright sunlight or fire.
  • Use only the supplied battery.

1. After removing the battery door, plug the battery connector securely into the socket inside the battery compartment.

2. Place the battery into the battery compartment.

3. Attach the battery door until it clicks into place.

Connect power to the conference phone

1. Plug the 12v3A round jack end of the AC adapter into the power jack on the back of the charging dock.

2. Plug the large end of the AC adapter into a wall outlet not controlled by a switch.

3. Place the rear connectors of the conference phone into the charging dock.
   - The supplied 12v3A round jack power adapter is designed for use only with the C620 conference phone. It is not designed to power other devices. Do not connect the supplied 12v3A round jack power adapter to any other devices.
   - The 12v3A round jack power adapter is intended to be correctly oriented in a vertical or floor mount position. The prongs are not designed to hold the plug in place if it is plugged into a ceiling, under-the-table, or cabinet outlet.

Register the conference phone to the base

1. On the conference phone, press ▸▤ (MENU).

2. Select **Status & Settings > User Settings > Registration.**

3. Select **This speaker.**

4. Select **with Base station.**

5. Follow the instructions on the conference phone screen. Press **NEXT** to move through the screens.
   a. Connect the conference phone with AC power.
   b. Press and hold the PAIR key on the base station for 4 seconds.
   c. Press the # key on the conference phone.

6. If prompted, enter the PIN. Default PIN is 1590. The conference phone displays a message with the re-sults: "Registration completed" or "Registration failed."

Deregister the conference phone

1. Press ▸▤ (MENU).

2. Select **Status & Settings > User Settings > Registration.**

3. Select **Deregistration.**

4. Select **This speaker.**

5. Select **YES** on the "Deregister this speaker?" screen.

6. Enter the PIN. Default PIN is 1590.

If deregistration is successful, the conference phone displays the message "<DEVICE_NAME> is deregiste-red."

California Energy Commission (CEC) battery charging testing instructions

This telephone is set up to comply with the energy-conser-ving standards right out of the box. These instructions are intended for CEC compliance testing only. When the CEC battery charging testing mode is activated, all telephone functions, except battery charging, will be disabled.

These instructions assume that all devices have been registered to the base unit before activating this test mode.

To activate the CEC battery charging testing mode

1. Remove the conference phone from the charging dock.

2. Remove the battery from the conference phone.

3. Press and hold **MUTE** on the conference phone.

4. With the **MUTE** key pressed, insert the battery in the conference phone, and then wait for 5 seconds.

5. When the conference phone status indicators start flashing red, release **MUTE**, and then press **MUTE** immediately.
   The conference phone displays the message: "To use the phone again, please reset the power."

6. Put the conference phone on the charging dock to charge the conference phone battery.
   The battery icon 🔋 indicates the charge status as the battery charges.

To deactivate the CEC battery charging testing mode

1. Remove the conference phone from the charging dock.

2. Remove the battery from the conference phone.

3. Reinsert the battery in the conference phone without pressing any keys.

Install the wireless mic battery

1. Plug the battery connector securely into the socket inside the battery compartment. Insert the battery (with the label **THIS SIDE UP** facing up) into the battery compartment.

2. Slide the battery door until it clicks into place (See Figure B).

3. Place the wireless mics into the charging cradles until they are flush (See Figure B).
   NOTE: The status indicator on the wireless mic turns orange when charging, and turns off when the wireless mic is fully charged.

Register the wireless mics to the base

1. Press ▸▤ (MENU).

2. Select **Status & Settings > User Settings > Registration.**

3. Select **Wireless microphone.**

4. Select **with Base station.**

5. Follow the instructions on the conference phone screen. Press **NEXT** to move through the screens.
   a. Connect the conference phone with AC power.
   b. Put one wireless mic on the conference phone charge cradle
   c. Press and hold the PAIR key on the base station for 4 seconds.
   d. Press and hold the MUTE key on the wireless mic for 3 seconds.
   If registration is successful, the mic LED lights up in green for 5 seconds. If registration is unsuccessful, the mic LED lights up in red for 5 seconds.

6. To register the second wireless mic, repeat step 3 to 5.

Deregister the wireless mics

1. Press ▸▤ (MENU).

2. Select **Status & Settings > User Settings > Registration.**

3. Select **Deregistration.**

4. Select **Wireless microphone 1** or **Wireless microphone 2.**

5. Enter the PIN. Default PIN is 1590.

If deregistration is successful, the conference phone displays the message "<DEVICE_NAME> is deregiste-red."

Status Indicators Overview

Multipurpose LED for conference phone and wireless mics

See illustration in Figure C.

Power Up	• Steady Orange for five seconds.
On a call	• Steady Green during a call. • Steady Red when a call is muted, or if there are new messages.
Incoming Call	• Flashes Green quickly when there is an incoming call.
Charging	• Steady Orange while charging. • Steady Orange for five seconds when charging completed and you connect the conference phone to the charging dock. • Off when charging completed.
Low Battery	• Flashes Orange slowly
Stand by	• Off when DECT linked; conference phone is idling; audio mode is not in use.
Registration	• Flashes Red and Green alternately when DECT registration in progress. • Steady Green for five seconds when registration successful. • Steady Red for five seconds when registration failed or canceled.
Paged by base station	• Flashes Green slowly
DECT Searching Mode	• Flashes Red slowly when out of range or not registered.
Reset mode	• Steady Orange
CEC battery charging testing mode	• Flashes Red

Status indicators on the base station

See illustration in Figure D.

Power up	• Power LED is Steady Green.
Power down	• Power LED is Off.
Deregistration	• Power and VoIP LEDs flash Green quickly while ready to deregister devices. • Power and VoIP LEDs are Steady Green for five seconds after the deregistration confirmation has elapsed. • VoIP LED is Off when at least one SIP account is deregistered.
Registration	• Power and VoIP LEDs alternately flash Green slowly when base negotiating or checking with provi-sioning server. • Power and VoIP LEDs flash Green slowly during device registration. • VoIP LED is Steady Green when no SIP account is unregistered.
Firmware Upgrade	• Power and VoIP LEDs alternately flash Green quickly when firmware upgrade or configuration import in progress.

Standards conformance

FCC part 15

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in 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. However, there is no guarantee that interference will not occur in a particular installation; if this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, you are encouraged to try to correct the interference by one of the following measures:

1. Reorient or relocate the receiving television or radio antenna.
2. Increase the separation between the telephone equipment and the receiver.
3. Connect the telephone equipment into an outlet on a circuit different from that to which the television, radio or other receiver is connected.
4. Consult the dealer or an experienced Radio/TV Technician for help.

Privacy of communications may not be ensured when using this phone.

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

Caution: To maintain the compliance with the FCC's RF exposure guideline, place the base unit at least 20 cm from nearby persons.

The C620 base station has been tested and meets the FCC RF exposure guidelines when used with the accessories supplied or designated for this product. Use of other accessories may not ensure compliance with FCC RF exposure guidelines.

Industry Canada

This Class B digital apparatus complies with Canadian requirements: CAN ICES-3 (B)/NMB-3(B). Cet appareil numérique de la classe B est conforme à la norme CAN ICES-3 (B)/NMB-3(B) du Canada.

This device contains licence-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's licence-exempt RSS(s).

Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

Privacy of communications may not be ensured when using this telephone.

The term ''IC:'' before the certification/registration number only signifies that the Industry Canada technical specifications were met.

This product meets the applicable Innovation, Science and Economic Development Canada technical specifications.

Technical Specifications

- **Connector**: 1 x RJ45 (Ethernet) - LAN
- **Ethernet:** 10/100 MB
- **Power requirements:**

  Base Unit:
  ◦ **Power over Ethernet (PoE):** IEEE 802.3af, Class 2
  ◦ **If PoE not available:** Power adapter (included in delivery): S006AKU0500080 Input: 100-240V AC 50/60Hz Output: 5.0V DC @ 800mA

  Conference Phone:
  ◦ Battery: (BT200660) 7.2V 4000mAh Ni-MH
  ◦ Charging dock power adapter: (CS36M120300FUF) Input: 100-240V AC 50/60Hz Output: 12V DC @ 3000mA

  Wireless Mics:
  ◦ Battery: (BT183642/BT283642) 2.4V, 400mAh Ni-MH
- **Optimal distance** between conference phone or wireless mic and participant: 60 cm (2')
- **Minimum distance** between microphones: 30 cm (1')

Important Battery Information

The detachable wireless microphones of this product use rechargeable Ni-MH 400 mAh 2.4V batteries. Use only the batteries that came with the product or contact Snom if you need replacement batteries. Contact information is available at www.snomamericas.com. Do not use any other type of battery since this may lead to leakage, fire, explosion, or other dangerous situations.

Never disassemble, alter, or short-circuit batteries or use them for purposes other than the intended one. Charge batteries only within the detachable wireless microphones placed in the chargers on the product.

Charging and Discharging, Storage

- The full performance of a new batteries is achieved only after two or three complete charge and discharge cycles.
- The batteries can be charged and discharged hundreds of times, but they will eventually wear out. Contact Snom if you need to replace the batteries. Contact information is available at www.snomamericas.com.
- If left unused, a fully charged battery will lose its charge over time.
- Use the batteries only for their intended purpose. Do not short-circuit the batteries. Short-circuiting the terminals may damage the batteries or the connecting object. Do not use a damaged charger or battery. Using a damaged battery may cause it to explode.
- Do not place or store the batteries, inside or outside the microphone, in the immediate vicinity of open fire or other heat sources.
- Leaving the batteries in hot or cold places will reduce their capacity and lifetime. Charge batteries within an ambient temperature range of +5° C to +40° C (+41° F to +104° F), max. humidity 85%. A device with a hot or cold battery may not work temporarily, even when the battery is fully charged.
- Avoid overcharging. Repeated overcharging can lead to deterioration in batteries performance. Never attempt charging the batteries with reversed polarity as this may cause the gas pressure inside the batteries to rise and lead to leakages.
- Remove batteries if storing product for more than 1 month.
- Store batteries in a cool, dry place without corrosive gases. Temperature range for storage of charged batteries up to 6 months: -20° C to +45° C (-4° F to 113° F); up to 2 years: -20° C to +35° C (-4° F to 95° F); humidity 65±20%. Discharge and charge batteries every 3 months.

Disposal of the device and batteries

Disposal of electrical and electronic products and batteries should be done in line with local regulations. Please contact local authorities for further information.

Cleaning

To clean the device, use an anti-static cloth. Please avoid cleaning liquids as they might damage the surface or internal electronics of the device.