IP Phone 9160
Installation Instructions
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General Features

The Teo IP Phone 9160 is an HD video and audio desk phone with a large touchscreen interface and gigabit Ethernet connection. It is ideal for communications technology power users.

The phone features a large 7-inch color touch screen, speakerphone, Busy Lamp Field (BLF) and Direct Station Selection (DSS) for up to 140 stations, adjustable camera, built-in Gigabit Ethernet switch, and many advanced call handling features.

Features of the 9160 include:

- Call Forwarding
- Call Transfer (blind/attended)
- Conference
- Call Pickup
- Redial
- Pre-dial
- Message Waiting Indicator
- Email
- Calendar
- Web Browser
- Contacts
- 140 Programmable Touchscreen Feature Keys
- Local Presence
- Direct Station Select with Presence Monitoring
- Caller ID display
- Call Logs with Missed / Incoming / Outgoing calls
- Handset, Headset, and Speakerphone operation
- Dedicated Headset Port and control key
- Video calling
- Video conference
- Picture-in-Picture (PIP)
- Web-based configuration
- GigE Network and PC ports
- Local power or Power over Ethernet (PoE)

Various features may not be available with some SIP services.
Controls and Indicators

1) **Display** – color touchscreen shows call progress, line states, DSS/BLF, and icons for apps. The viewing angle is set by selecting the high or low base mounting position (page 9).

2) **Headset Key** – activates the optional headset.

3) **Option Key** – displays user options/actions.

4) **Speaker Key** – activates the speakerphone.
5) **Back Key** – cancels the current operation and returns to the previous screen.
6) **Home Key** – displays the Home screen.
7) **Microphone** – used for hands-free (speakerphone) calling.
8) **Camera** – used for video calling.
9) **Camera Angle Adjustment** – rotates the camera lens to change the video camera angle.
10) **Message Waiting Indicator** – a red indicator flashes when messages are waiting, controlled by the network.
11) **Headset Jack** – a jack on the left side of the telephone connects to an optional wired headset. The phone is switched to headset mode when a headset is connected.
12) **Handset Jack** – a jack on the left side of the telephone connects to the included handset.
13) **HDMI Connector** – connects to an external audio/video monitor (mirrors the phone display).
14) **USB and Memory Card Connectors**
15) **Network Jack** – connects to the network LAN switch.
16) **PC Jack** – connects to a PC that will share the phone’s network connection.
17) **Power Jack** – connects to a local power supply, if not using Power over Ethernet.
Installation

Desktop Installation

The stand can be installed in two positions for desktop use. Select the position that provides the best screen readability and easy control operation for the phone’s location.

- If you need to remove the stand, slide it down to disengage the snap tabs, and then lift off the stand.

The low desktop stand position is shown; the removal procedure is the same for high desktop and wall mount positions.
• To install the stand, insert the four tabs on the stand into the slots on the telephone, and then slide the stand toward the top of the telephone until it locks into place.
The phone stand must be disassembled for wall mounting.

- Remove the stand from the phone base. Refer to page 9.
- Remove the screw that holds the two stand sections together.

- Slide the sections apart.
To install the stand, insert the tabs on the stand into the openings in the telephone’s upper slots, and then slide the stand toward the top of the telephone until it locks into place.

Mounting Directly on a Wall

You will need three screws that will fit the keyhole slots. Use #8 or #10 flat or pan head screws that are suitable for the wall material.

Note: Wall mounting screws are not supplied with the phone.

- On the wall or a wall plate, drill two holes with a distance of 6.04 inches apart. If drilling into drywall only, make sure to install an anchor system for the screws.
- Drill a third hole 2.7 inches below the first two holes, and centered between them.
- Thread a screw into each hole with each head extending about \( \frac{3}{16} \) inch from the wall.
- Connect the LAN and PC cords and optional local AC power adapter (page 14), and route them between the base and the phone.
- Align the phone’s keyhole slots with the screws and slide the phone downward to secure it.
**Handset Retainer Clip**

**Removing the Clip**

To change the position of the handset retainer clip, pull out the clip as shown. Rotate the clip 180°, and then re-insert the clip.

**Wall Mount or High Desktop Position Applications**

For high desktop position or wall mount use, the handset retainer clip should be installed with the tab protruding into the hookswitch area.

**Low Desktop Applications**

For low desktop position use, the handset retainer clip should be installed without the tab protruding into the hookswitch area.
Line and Power Connections

Network Connection
Connect the LAN switch to the phone’s LAN jack using a Category 5e or better cable. If the network switch provides 802.3af Power over Ethernet (PoE), a local power supply connection is not needed.

PC Connection
If you want to use a PC on the same network connection, connect the PC network interface to the phone’s PC jack using a Category 5e or better cable.

Handset/Headset
Plug the supplied handset into the Handset jack. Plug a compatible headset into the Headset jack.

Power
The 9160 is compatible with IEEE 802.3af Power over Ethernet, utilizing power over spare cable pairs (midspan power source) or phantom power (powered switch/hub port). The phone provides an 802.3af PD Class 2 indication to the power sourcing equipment and requires a maximum of 5 watts of power.

⚠️ WARNING: Use a Listed ITE "Limited Power Source, LPS or Class 2" power supply rated 12 VDC, 1 A (Teo Model PWR7, Part Number 901057).

Connect power after all other connections are complete. Plug the power supply barrel connector into the round jack on the back of the phone. Connect the power supply to a standard 120 VAC, 60 Hz power outlet.
The IP Phone 9160 is typically configured by the Teo UCM (Unified Communications Manager) Admin Portal. Using the Admin Portal, you can simplify the deployment of multiple phones by creating reusable configuration templates.

1. Phone configuration is summarized in the following steps (details are in the following (Optional) Configure DHCP Options.

2. Configure the phone in the UCM Admin Portal
   - Add the device to a user extension. The default template will be used if a new one is not added.
   - Enter passwords and identifying label.
   - Enter the UC server address and other network options as needed.
   - Configure electronic hook switch, voice mode, and dialing mode options.
   - Configure multifunction keys/

3. Complete setup at the phone.
   - Reset to default configuration, if needed.
   - Configure login credentials.

4. Wait for the phone to read its configuration information from the UC server, update its settings, and complete registration with the system. This process can take up to two minutes.

5. Verify phone registration by making a test call.

**DHCP Server Configuration**

**Automatic IP Configuration (DHCP)**

DHCP (Dynamic Host Configuration Protocol) assigns IP addresses to telephones, and can provide other information to the phones, such as update server address. When using DHCP, phones do not need to be configured with static IP addresses.

The DHCP server can supply:

- Phone IP Address
- Phone Subnet Mask
- Domain Name
- Default Gateway IP Address (Router)
- DNS Server(s) IP Address(es)
- NTP Server IP Address
- Update Server IP Address (Boot Server Host Name)

Settings not supplied by DHCP must be entered locally at the phone, or in a configuration file which is supplied to the phone via the Teo UC update server.
Configuring the DHCP Server

The DHCP server requires a scope of IP addresses that can be assigned to the phones. The scope must be configured with the router address, vendor-specific info, and the update server address.

You can use an existing DHCP server for assigning IP addresses to the telephones, or add a new server.

Scope Options

The following scope options are supported:

1. Subnet Mask
   Enter the network subnet mask for the phone IP address range.

2. Default Gateway
   Enter the default gateway IP address.

3. DNS Server
   Enter the DNS server IP address.

4. Update Server (Boot Server Host Name)
   Enter the Teo UC server IP address or fully qualified domain name with the protocol prefix “teo://”. For example:
   
   teo://10.10.10.10 (IP address) or
   
   teo://myserver.com (fully qualified domain name)

   This option allows the IP Phone 9160 to automatically download a configuration file from the Teo UC server at initialization.

   Note: If DHCP Option 66 is not configured, the installer must manually enter the update server address at each phone.
Phone Configuration in Teo UCM

1. Log on to the UCM as an administrator.
2. Find or add the user that will be assigned to this phone (CONFIGURATION → USERS),
3. Click the DEVICE ASSIGNMENTS tab.

4. From the SELECT A DEVICE TEMPLATE list, select a TEO 9160 template. Your system may have custom templates in addition to the default template.
5. Click + ADD NEW DEVICE. The phone will be added to the list.
6. Select a device in the list to view or edit its options, as explained below.

Device Info and Passwords

- LABEL – enter a name to identify the phone (optional).
- WEB PASSWORD – restricts access to the phone’s web-based configuration utility.
- MENU PASSWORD – restricts access to some configuration items on the phone display.
- MAC ADDRESS – this read-only field is blank when a device configuration is created; it displays the MAC address of the phone after it is registered to the extension. To move a phone to a different extension number, or to replace the
phone with a different one, you must first clear the registered MAC address by clicking the X at the right of this field, and then click SAVE.

- **USER AGENT** – displays the SIP User Agent string, which includes the phone’s revision level and MAC address.

### Call and Interface Options

![Call and Interface Options Image]

**Offhook Ringing**

This setting controls audible ringing while on a call.

- **OFF** – no ringing, only a visual indication.
- **NORMAL** – two beep alerts.

**Voice Mode**

This setting selects the device that produces audible ringing and enables headset operation when a headset is connected.

- **HANDSET** – all operations that automatically go off-hook (such as Answer, speed dial or DSS) will connect to the speakerphone first. Ringing for incoming calls is heard on the speaker.
- **HEADSET** – if a headset is connected, automatic off-hook operations connect to the headset instead of the speakerphone. Ringing for incoming calls is heard in the headset. If a headset is not connected, ringing is heard on the speaker, with a visual message warning that the headset is not connected.

**Operator Mode**

This setting determines the action of the Home key.

- **Unchecked** – the Home key shows the main desktop screen.
- **Checked** – the Home key shows the Feature/DSS screen, useful for operator positions. The user can swipe right or tap Collapse to view the main desktop screen.
Dialing Mode

Dialing Mode controls automatic dialing.

- NORMAL – after the user has entered all digits, they must tap the voice or video icon to manually initiate dialing, or wait for the number of seconds set in **TIMEOUT (SEC)** for automatic dialing.

- WARM DIAL – when the phone goes offhook, it will automatically dial the number in the **DESTINATION** field after the number of seconds set in **TIMEOUT (SEC)**. A user can dial a different number before the timeout, canceling the automatic dialing.

- HOT DIAL – similar to WARM DIAL, but automatic dialing occurs immediately after the phone goes offhook (no timeout).

Network Resources

Basic network information is typically provided by DHCP. **SIP OPTIONS** and **SIP PROXY SERVERS** should be set explicitly via configuration download.

- IP Address – To set the IP address, subnet mask, and default gateway statically, uncheck **AUTOMATICALLY OBTAIN FROM DHCP**. Leaving the fields blank will allow static network information to be set locally at the phone, otherwise set values as desired.

- DNS – To set the DNS server(s) statically, uncheck **AUTOMATICALLY OBTAIN FROM DHCP**. Leaving the fields blank will allow static name server values to be set locally at the phone, otherwise set values as desired.

- NTP – To set the NTP server(s) statically, uncheck **AUTOMATICALLY OBTAIN FROM DHCP**. Leaving the field blank will allow the time server(s) to be set locally at the phone, otherwise set value as desired.

- SYSLOG – To manually enable syslog, check **ENABLE SYSLOG**, and fill in the **SERVER ID** and **LOG LEVEL** information.

- SIP OPTIONS – Change the **TRANSPORT**, **NAT KEEP ALIVE**, and **NAT TIMER (SEC)** options if required by your network.

- SIP PROXY SERVERS – Select **+PROXY** and enter the Teo UC server IP address or fully qualified domain name and port. If a backup server is installed, enter that address below the primary server. If no proxy server is entered, the primary server address is assumed to be the same as the Update Server address.
Multifunction Keys

Multifunction keys can be configured for a variety of functions described below. On the IP Phone 9160, keys are shown on five screens with 28 keys per screen, for a total of 140 keys. Blue dots above the keys indicate the current screen. Swipe left or right to select a different screen.

You can allow the user to customize keys on a per-key basis locally on the phone. Keys that are designated “SET AT PHONE” can be configured by the user at the phone, and will not be overwritten by a configuration update.

Note: Do not set any keys to “SET AT PHONE” if the phone is configured for hot desking. Hot desking overwrites all key assignments.

These key functions are available:

- **LINE** – first appearance of the primary line (extension number). The key also indicates line appearance status.
- **ADDITIONAL LINE** – additional appearances of the primary line; LED indicator shows line appearance status. LINE and ADDITIONAL LINE keys for a call appearance must be consecutive. The ADDITIONAL LINE option is available only if the preceding key is configured for a line appearance.
- **DSS/BLF** – initiates a voice call or picks up a ringing call to an assigned extension. The key shows the presence status of the assigned extension.
- **DSS/BLF (VIDEO)** – initiates a video call or picks up a ringing call to an assigned extension. The key shows the presence status of the assigned extension.
- **PRESENCE** – allows user to set their presence status. The key shows the current presence status of the user extension.
- **END** – ends a call.
- **LOCK** – locks the phone to prevent unauthorized use, except for emergency calls.
- **REDIAL** – dials the most recently-dialed number.
- **SET AT PHONE** – key is configured locally at the phone by the user. A configuration update will not override the user’s settings (not compatible with hot desking).
- **SPEED DIAL** – initiates a voice call to a preconfigured number.
- **SPEED DIAL (VIDEO)** – initiates a video call to a preconfigured number.
- **VOICEMAIL** – initiates a call to the voicemail system.
- **MULTICAST** – initiates a multicast page.
- **Blank** – key is unused and cleared at the phone.
Configuring Multifunction Keys

1. Click the **MULTIFUNCTION KEY SETTINGS** tab.

Five screens of multifunction softkeys are available, with 28 softkeys per screen arranged in four columns. Key numbers in the UCM correspond to phone keys as shown in the following illustrations. Softkeys 1-7 also appear on the default home screen.
2. Click a key in the list. Fields will be shown below the list, depending on the current key type.

3. Select a key type from the TYPE list.
4. Enter a label in the LABEL field to identify the key.
5. Fill out any additional fields, such as SPEED DIAL number.
6. To delete a multifunction key (make it unused), hover over a key line in the table, and then click the X that appears to the right of the line.

When finished with phone configuration, click SAVE.

**Multicast Paging**

The IP Phone 9160 can be configured to respond to multicast pages and also to initiate multicast pages with multifunction keys. IP addresses and ports associated with paging zones must match between senders (multicast multifunction keys) and intended listeners. It is not required for a phone to have listener zones configured for each multicast sender key; a phone may page to zones it does not receive. Likewise, a phone can be configured to listen to zones without having paging keys for those zones.

Proper operation of IP multicasting for paging requires that your local networking equipment is configured to support the IGMP protocol, and multicasting. You should consult with your IT staff to ensure that your network is properly configured to support proper registration of multicast listeners using IGMP, and proper transmission of multicast traffic across all subnets where phones will be connected. Ports used for other services (such as SIP signaling) should not be selected for multicast paging.
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Configuring Multicast Listeners

1. Click the MULTICAST tab.

2. If ENABLE PRIORITY is selected, paging zones are prioritized (1 is the highest priority) and will preempt lower priority zones. For example, a Priority 1 page will preempt a Priority 2 page in progress. If ENABLE PRIORITY is not checked, all paging zones have the same priority and will not preempt each other.

3. NORMAL CALL PRIORITY sets the priority of normal calls. For example, if a normal (non-multicast) call is in progress with NORMAL CALL PRIORITY = 2 and a Priority 1 multicast page is initiated, the phone will automatically place the call on hold and respond to the multicast page. If a Priority 1 multicast page is in progress when a normal call is placed to the phone, the incoming call will be immediately redirected to voicemail and the page will not be interrupted. Likewise, if the same or lower priority page (e.g. Priority 2) is initiated when the phone is on a normal call, the normal call will not be interrupted. If the same or lower priority multicast page is in progress when a normal call is placed to the phone, the phone will ring, allowing the user a choice of remaining on the page or answering the incoming call. If NORMAL CALL PRIORITY is set to DISABLED, normal calls are never preempted.

4. For each priority paging zone you wish to configure, click a row in the MULTICAST LISTENERS table. The IP Phone 9160 can be configured to listen to up to 10 multicast zones.
5. Enter a paging zone **NAME, IP ADDRESS** and **PORT**. The recommended IP address range is 239.0.0.2 to 239.255.255.254. Port numbers must be in the range of 1025 to 65535, and each zone should have a unique port number. IP addresses and port numbers must be consistent between sending and listening devices.

6. To change a paging zone’s priority, click arrows in the rightmost column to move a paging zone up or down in the list.

**Configuring Multicast Paging Keys**

1. Click the **MULTIFUNCTION KEY SETTINGS** tab.
   
2. Select an unused key.

3. Set the key **TYPE** to **MULTICAST**.

4. Enter the paging zone name in the **LABEL** field to identify the key.

5. Enter the appropriate **IP ADDRESS** and **PORT** for the paging zone. The recommended IP address range is 239.0.0.2 to 239.255.255.254. Port number must be in the range of 1025 to 65535, and each zone should have a unique port number. IP addresses and port numbers must be consistent between sending and listening devices.

When finished with phone configuration, click **SAVE**.
Completing Configuration at the Phone

After completing device setup in Teo UCM Admin Portal, perform the following steps at the phone.

Phone Configuration with DHCP Option 66 Server Address

1. If this phone was configured on another extension, it must be removed from Teo UCM and reset to factory defaults (page 28).

2. After the phone initializes, enter the Authentication Username and Password when prompted.

   **Username** is the *extension number@tenant domain* (e.g. 1000@teo) for multitenant systems, or just the *extension number* (e.g. 1000) for single tenant systems.

   **Password** is the SIP password assigned to the extension.

3. Tap **OK**.

4. After a few minutes, the configuration will be downloaded to the phone.

5. Verify phone registration by making a test call.
Phone Configuration with Static Server Address

Perform the following steps if your server does not have Option 66 configured with the Teo Update Server address. You will need to set the appropriate server address and login credentials in the phone menu to enable auto provisioning.

1. If this phone was configured on another extension, it must be removed from Teo UCM and reset to factory defaults (page 28).

2. Tap the Phone Settings icon.

3. In the icon list at the right, tap Maintain.

4. If 0.0.0.0 is displayed as the current Server address under the Update tab, delete this entry and enter the correct Teo UC server address. This entry can be either an IPv4 address or a fully qualified domain name.

5. Enter the user extension login credentials.
   - **User** is the *extension number@tenant domain* (e.g. 1000@teo) for multitenant systems, or just the *extension number* (e.g. 1000) for single tenant systems.
   - **Password** is the SIP password assigned to the extension.

6. Tap Save.

7. Tap the Reboot tab, and then tap the Reboot button to restart the phone using the new server address and login credentials.

8. After rebooting has completed, tap the Phone Settings icon. Verify that a non-zero phone IP address is shown on the Status screen; if not, reboot again.

9. After a few minutes, the configuration will be downloaded to the phone.

10. Verify phone registration by making a test call.
Reset to Default Configuration

If this phone was configured on another extension, reset it to the factory default configuration before proceeding.

1. Tap the App Drawer icon.
2. Tap the Settings app icon.
3. Scroll to and tap Backup & reset.
4. Tap Factory data reset, and then tap Reset phone followed by Erase everything to confirm.
   The reset process will take 2-3 minutes.
Service

The Teo IP Phone 9160 has no user-serviceable parts inside; repair must be done by Teo. Prior to equipment removal, call Teo Customer Technical Support for assistance in determining the source of the problem. This critical action can often prevent needless removal of equipment and subsequent customer inconvenience.

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Teo is committed to meeting the product needs of our customers. Please write or call us with any suggestions for improvement.
Teo Product Warranty

For a period of one year from date of dealer purchase, but not to exceed 16 months from date of manufacture, Teo Technologies, Inc. (Teo) warrants its products to be free from defects in material and workmanship under conditions of normal use and service. Teo shall, at its option, repair or replace any defective product which, in its opinion, has not been misused, damaged, or improperly installed.

Repair or replacement under this warranty will be performed at Teo's factory. Authorization must be obtained from Teo prior to returning a product for repair. Freight must be prepaid for all units returned to Teo. Units repaired under warranty will be shipped UPS Ground (or equivalent), freight prepaid by Teo.

Products that are older than the warranty period, but less than 7 years old, or still manufactured by Teo may be repaired at the factory for a flat rate charge. Repaired out-of-warranty units are warranted for 90 days from the date of repair.

The repair or replacement of a product under this warranty represents the entire obligation of Teo; Teo shall not be liable for any special or consequential damages resulting from or caused by any defect, failure, incapacity or malfunction of any of its products.

The foregoing express warranty is in lieu of all other warranties, express or implied, including but not limited to any implied warranty of merchantability, fitness, or adequacy for any purpose or use, quality, productiveness or capacity; Teo, to the extent permitted by law, hereby disclaims all such other warranties.

The foregoing express warranty is in lieu of all other warranties, express or implied, including but not limited to any implied warranty of merchantability, fitness, or adequacy for any purpose or use, quality, productiveness or capacity; Tone Commander, to the extent permitted by law, hereby disclaims all such other warranties.
Appendix B
Specifications

Contents of Shipping Container
  Telephone + Stand
  Handset
  Modular handset coil-cord
  Ethernet line cord

Standards Compliance
  FCC Part 15
  Hearing Aid Compatible
  CE Listed

Network Compatibility
  10/100/1000BaseT Ethernet

Power Requirements
  Power over Ethernet: 802.3af Class 2 @ 5 W max. (excluding wiring losses)
  Optional Local Power: 12 VDC @ 1 A

Display
  7 inch (diagonal) color LCD screen (800 x 480 pixels)

Physical Dimensions
  8”H x 6.25”D x 10”W (high desktop position)
  7”H x 6.75”D x 10”W (low desktop position)

Weight
  4 lbs., including stand and handset

Environmental
  Operating Temperature: 32° to 104° F (0° to 40° C)
  Relative Humidity: 5% to 65% non-condensing
Important Safety Instructions

1. Read the installation instructions before connecting the system to its power source.
2. Installation of equipment must not route interconnecting cables or external power supply sources outdoors. This is defined as “Network Environment 0” by IEC TR 62101.
3. Never install network jacks in wet locations unless the jacks are specifically designed for wet locations.
4. Never touch uninsulated wires or terminals.
5. Do not connect this product to telephone network voltage (TNV) circuits. Some LAN and WAN ports both use RJ-45 connectors. Use caution when connecting cables.

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:

6. Read and understand all instructions.
7. Follow all warnings and instructions marked on the product.
8. Unplug all cables before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
9. Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool.
10. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
11. This product should be operated only from the type of power source indicated on the marking label.
12. Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by persons walking on it.
13. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
14. This product contains "No User-Serviceable Parts."
15. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
   A. When the power supply cord or 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 case has been damaged.
   F. If the product exhibits a distinct change in performance.

SAVE THESE INSTRUCTIONS
The Teo 9160 is hearing-aid compatible (HAC) per Section 68.316, FCC Rules and Regulations.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at their own expense.