

# FêteFone

## Setup Instructions

### *Support*

If you encounter difficulty setting up your FêteFone, call **226.400.3383** or email [support@fetefone.ca](mailto:support@fetefone.ca).

### *Precautions*

NEVER DISCONNECT THE POWER SUPPLY WHEN THE FAINT LIGHT ON THE BOTTOM OF THE FÊTEFONE HUB IS FLASHING. DATA LOSS MAY OCCUR.

FOR INDOOR USE ONLY. DO NOT OPERATE NEAR WATER OR ANY FLUID.

DO NOT USE OR OPERATE DURING PERIODS OF LIGHTNING ACTIVITY.

DO NOT TOUCH ANY WIRES AT THE END OF ANY CABLES OR ANY OUTLETS OR SOCKETS.

DO NOT CONNECT TO ANY PUBLIC OR PRIVATE TELEPHONE SYSTEM.

NOT FOR USE OUTSIDE CANADA.

NOT FOR EMERGENCY CALLS.

## COMPLETE THESE STEPS IN ADVANCE:

### 1. *Connect FêteFone*

Connect the cable from the telephone to the jack on the side of the FêteFone hub. Then, connect the FêteFone hub's power supply to a standard outlet or extension cord.



A very faint light on the bottom of the FêteFone hub will flash as it starts up.

### 2. *Record Your Greeting*

After about two minutes, lift the handset. You should hear a dial tone, followed by a couple of rings. If you hear silence or an error message, hang up, let FêteFone finish starting and try again.

When your call is answered, press **1** on the telephone keypad to access the greeting menu. Then, press **2** to begin recording.

Speak your greeting after the tone. When you are finished recording, press **#**. The greeting you recorded will be played back to you. If you are satisfied with your greeting, press **1** to return to the main menu, or press **2** to record your greeting again.

### 3. *Activate FêteFone for Guest Use*

**IMPORTANT:** Activate the system to allow guests to begin recording their messages by pressing **\*0000** from the main menu. Hang up when you hear the confirmation message. Your FêteFone is now ready to capture messages from your guests.

To deactivate your FêteFone and return to the setup menu at any time, lift the handset and press **\*0000** at the dial tone.

### 4. *Pack FêteFone to Take to Your Venue*

Make sure the telephone handset is hung up and wait about 30 seconds. Then, disconnect the power supply and pack your FêteFone to take to your venue. Everything will be saved even while your FêteFone is unplugged.

## COMPLETE THESE STEPS AT YOUR VENUE ON THE DAY OF YOUR EVENT:

### 5. *Reconnect Your FêteFone.*

On the day of your event, repeat Step 1 at your venue and give your FêteFone about two minutes to start up again.

After about two minutes, lift the handset. You should hear a dial tone, followed by a couple of rings, followed by the greeting you previously recorded. If you hear silence or an error message, hang up, let FêteFone finish starting and try again. If you hear the setup menu instead of your greeting, complete Step 3 to activate your FêteFone.

To record a test message that will not be included in the download we send back to you, leave a message after the tone and press **\*555** before you hang up.

## COMPLETE THESE STEPS AFTER YOUR EVENT HAS ENDED:

### 6. *Return Your FêteFone*

After your event has ended, make sure the telephone handset is hung up and wait about 30 seconds. Then, disconnect the power supply.

Securely pack everything back into the box in which it all arrived. Remove any old shipping labels, seal the box and affix the included pre-paid return shipping label on top. Return the box to the specified shipping carrier on or before the return date specified in your confirmation email.