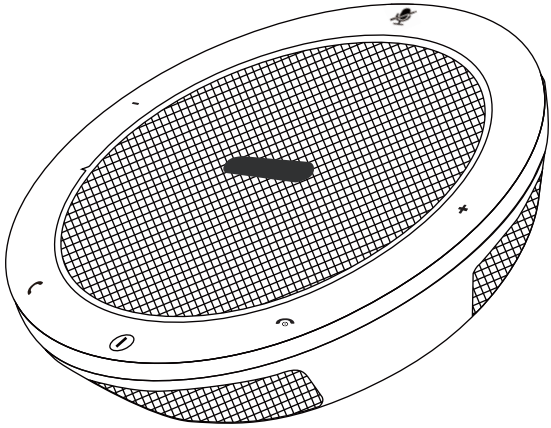
CONFERENCE SPEAKERPHONE
CS21 SERIES



USER MANUAL

V1.0（20200909）

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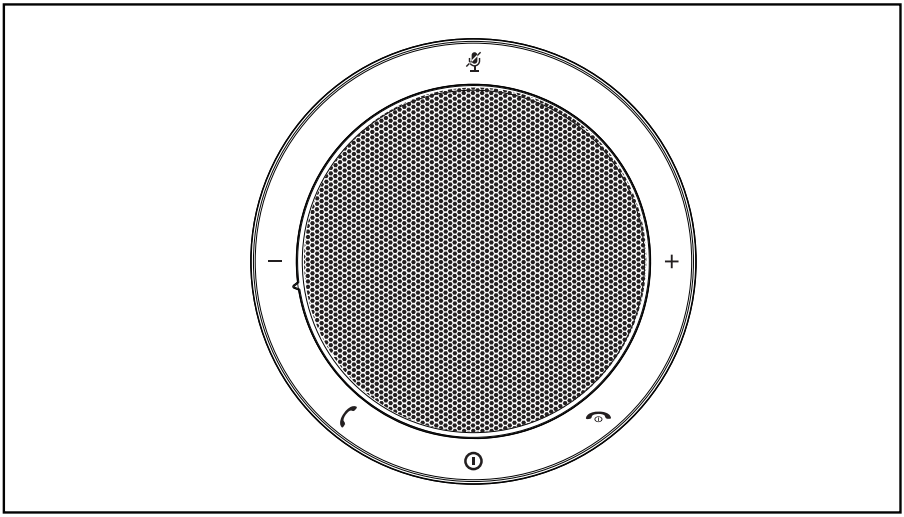
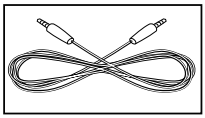
1. Parts List

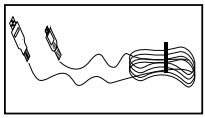
CS21 series speaker phone



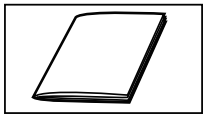
Parts list



4-Strand 3.5MM Cable(optional)



USB Cable



User Manual

Certificate

If any items are missing or damaged, contact your place of purchase immediately.
Do not use damaged products!

2. Installation and Interface Introductions

How to install CS21

Besides USB power supply,the CS21 supports power adapter and portable power supply which the power output is 5V and at least 1A.It is useful for CS21 to use IN/OUT port for a call with an external power supply.The CS21 can provide a perfect solution via portable power for you to hold a long time conference call without any connection.

USB connection

Connect the USB port of CS21 to a USB port of the equipment through the USB cable,The blue Leds should be on after connection. See connection diagram in the page 4 .

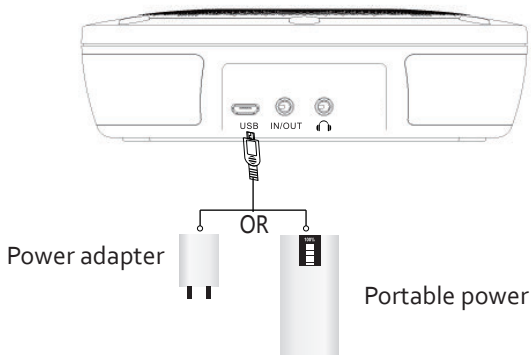
IN/OUT connection

1. If you need a conference call with LINE IN/LINE OUT ,connect the IN/OUT port of CS21 to a LINE IN/LINE OUT interface of PCs or video devices through the 3.5mm 4 strand cable(or audio transfer pulg),The blue Leds should be on after connection.See connection diagram in the page 4 .
2. Then connect the "USB" port of CS21 to a mobile power adapter with micro USB port.Or you can connect the " USB" port of CS21 to a portable power for a mobile office.

Bluetooth conncetion

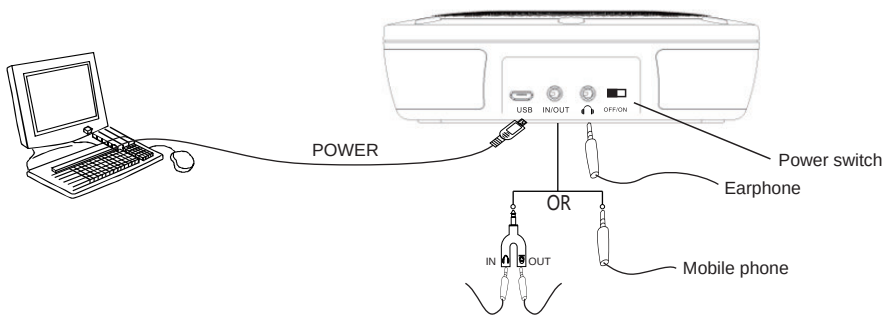
1. If you need a conference call with bluetooth , Press " " to open Bluetooth , then search and select "N310" on your Bluetooth device.The blue Leds should be on after connection.See connection diagram in the page 10 .
2. CS21B supply embeded a rechargeable battery for power supply.
3. You can aslo connect the "USB " port of CS21 to a portable power for a long time and wireless connection meeting.

Power connection diagram



Power adapter and portable power supply which the power output is 5V and at least 500mA

Connection diagram



Interface introductions:

Power switch:	keep the power switch on
USB:	Connect to PC, or video system.
IN/OUT:	Connect to LINE IN/OUT device or a mobile phone.
🎧	Connect to earphone or external audio device.

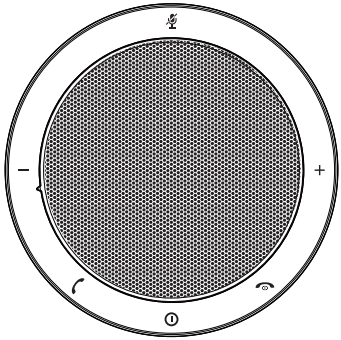
Self-detecting:

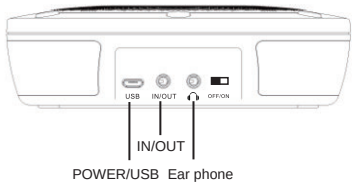
When the conference phone has access to electricity, the self-detecting program will be activated.

The green,red and blue indicator LEDs will flash sequentially.

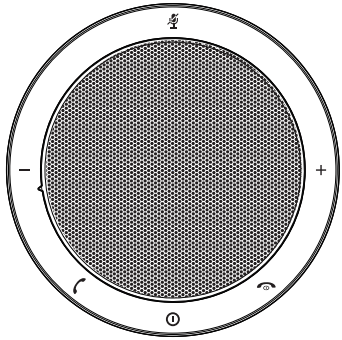
3. Getting to Know Your Phone

Parts ofthe phone



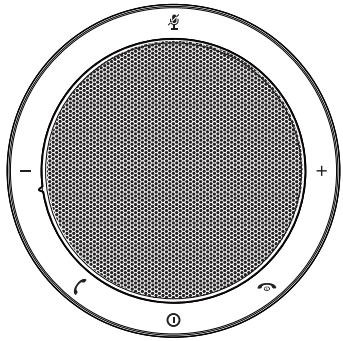


CS21U keypad



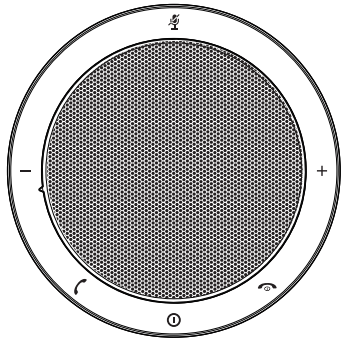
	Off-hook key	Lync Off hook
	Hang up key	Lync hang up Press "key for 5 seconds and the green leds should be on," Earphone mode"is activated successfully.
	Microphone mute key	Mute microphone
	Speaker mute key	Mute speaker
	Volume up key	Adjust volume up
	Volume down key	Adjust volume down
	PC Mode	1:Press" " key and the red leds should be on 2:Then press " " Key and the blue leds should be on." PC Mode" is activated successfully.
	Mobile Mode	1:Press" " "key and the red leds should be on 2:Then press " " "Key and the blue leds should be on." Mobile Mode" is activated successfully.

CS21B keypad



	Off-hook key	Lync/bluetooth off hook
	Hang up key	Lync hang up Press "⏻"key for 5 seconds and the green leds should be on, "Earphone mode" is activated successfully.
	Microphone mute key	Mute microphone
	POWER Key	1: Power on in power saving mode 2: Power off in standby 3: Speaker mute in working
+	Volume up key	Adjust volume up
−	Volume down key	Adjust volume down
+	PC Mode	1:Press" " "key and the red leds should be on 2:Then press "+" Key and the blue leds should be on." PC Mode" is activated successfully.
−	Mobile Mode	1:Press " " "key and the red leds should be on 2:Then press "−" "Key and the blue leds should be on."Mobile Mode" is activated successfully.

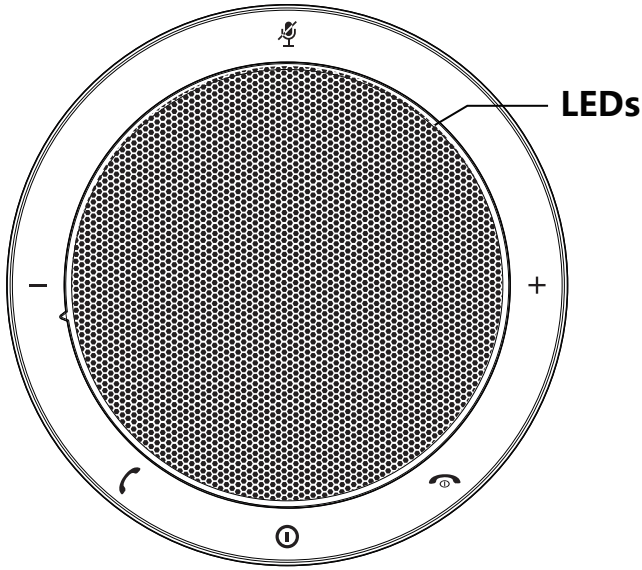
CS21W keypad



	Off-hook key	Lync off hook
	Hang up key	Lync hang up Press "☎"key for 5 seconds and the green leds should be on, "Earphone mode" is activated successfully.
	Microphone mute key	Mute microphone
	POWER Key	1: Power on in power saving mode 2: Power off in standby 3: Speaker mute in working
	Volume up key	Adjust volume up
	Volume down key	Adjust volume down
	PC Mode	1:Press" " "key and the red leds should be on 2:Then press " + " Key and the blue leds should be on." PC Mode" is activated successfully.
	Mobile Mode	1:Press " " "key and the red leds should be on 2:Then press " — "Key and the blue leds should be on."Mobile Mode" is activated successfully.

4. Led Indicator

Blue	USB/Bluetooth/ Mobile Phone is connected
Red	Microphone mute
Green	Battery full
Blinking blue	Speaker mute
Blinking green	Battery charging
Blinking red	Low battery warning

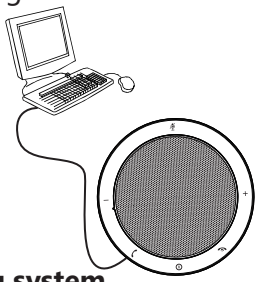


5. How to Use CS21

Placing a VoIP call in USB mode

CS21 is able to connect to PC and video conferencing system via USB,providing up to 48 KHz bandwidth for speaker and microphones.Make sure the PC/ video devices are ready when placing a call.

For these instructions, it is assumed that the computer is turned on, the software (e.g.Skype®) or video conferencing software is running and the CS21 is connected to the computer CS21.



Connection steps for USB

1. Connect the PC or video system to CS21 USB port with USB cable. (See page 3)
2. It will take a few seconds to install the driver automatically for the first setup.

Useful settings for PC and video teleconferencing system

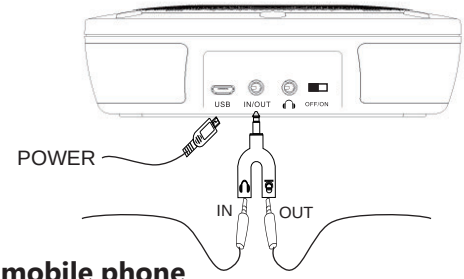
Increase or decrease the volume of speaker and microphone to get the best voice quality for other video teleconferencing system.

Do not activate the automatic gain control (AGC) effect of speaker and microphone. Do not activate the sound processing effect (such as automatic gain control(AGC), echo cancellation(AEC) and noise suppression(NS)) of software on the PC or video system.

Please use HD voice codec if possible.

Placing a call via LINE IN/OUT

1. Insert audio transfer plug into the IN/OUT port of CS21.
2. Connect the microphones" " port and speaker " " port of Audio Transfer plug to the IN/OUT port of PC and video conferencing system with two 3-strand 3.5mm cable.(See page8)
3. Please set the LINE IN/OUT mode to "PC Mode" (See page 6).



Placing a call via mobile phone

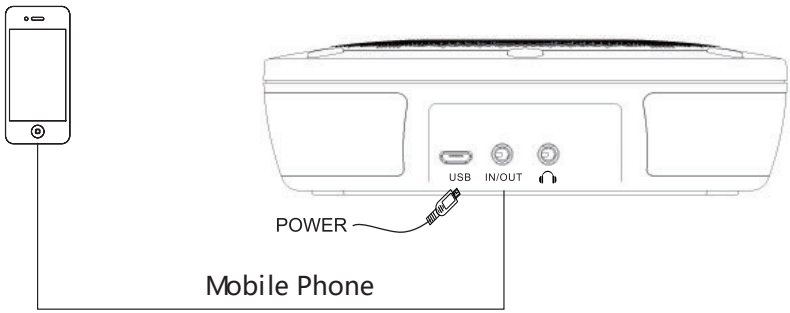
This feature allows you to take advantage of the CS21’ s speaker and microphones.

For example,if you were in call on your mobile phone,you could connect your mobile phone to continue your conversation and microphones to continue your conversation and include everyone in the room in the conversation.

For these instructions,it is assumed that the mobile phone is turned on ,the mobile phone is on conversation,and the CS21 is connected to the mobile phone via the 4-strand 3.5mm cable.

Connection steps for mobile phone

1. Connect the “IN/OUT” port of CS21 to the earphone port of mobile phone with 3.5mm cable.
2. Please set the LINE IN/OUT mode to “Mobile Mode” (See page 6).



6. Using Bluetooth Audio(for CS21B Model)

Placing a conference call with bluetooth

Bluetooth mode is an additional new mode of operation offered by the CS21B.
This feature enables you to combine the convenience of a mobile phone or computer calling application with the acoustics of a conference phone. For example, if you were in a call on your mobile telephone, you could connect your mobile phone via Bluetooth to the CS21B and use its speaker and microphones to continue your conversation and include everyone in the room in the conversation.Bluetooth mode on the CS21B provides increased flexibility to conference anywhere, even in environments where there are no analog lines or telephony infrastructure.

Establish bluetooth mode

1. Manually establish a bluetooth connection with CS21B from a previously unpaired mobile phone (see instructions below), or

2. Manually establish a bluetooth connection with CS21B from a previously paired mobile phone (select "CS21" from a list of paired devices on your mobile phone).

Initiating bluetooth mode

Confguring the CS21B for Bluetooth Mode

1. Press "" key in standby then the CS21B will be into bluetooth mode for 2 minutes.The green Leds should be flashed three times .
2. On your bluetooth device, select "CS21" as the discovered device . Once the bluetooth enabled device is paired and linked with CS21B, the blue LEDs should be on.
3. After connecting successfully,the blue LEDs of CS21B should be on.Then refer to the following sections for use with either a mobile phone or computer.

NOTES: If bluetooth connection not set up in 90 seconds, please press" " again to open the bluetooth of CS21.

Making a bluetooth mobile phone call

1. Ensure the mobile phone is paired and linked with the CS21B. See "Initiating bluetooth mode" for more information.
2. Dial the phone number on the bluetooth-enabled mobile phone.
3. When fnished, terminate the call as you normally would with your mobile phone,computer or press "⏻" key the on CS21B.

Answering a mobile phone call on CS21B

1. Ensure the mobile phone is paired and linked with the CS21B. See "Initiating bluetooth Mode" for more information.
2. When the mobile phone rings, answer the call on your mobile phone as you normally would or
3. Press "📞" button on the CS21B.
4. Press the audio of your mobile phone and choose the bluetooth device CS21.

Ending the mobile phone call using CS21B

1. Disconnect the call on your mobile phone as you normally would, or ;
2. Press "⏻" key on the CS21B.

Exiting bluetooth mode

Press "📞" key for 3 seconds to exit bluetooth mode while bluetooth connecting. The red/bule/green Leds should be flashed in sequence.

Muting a call on CS21B

Press "🎤" key on the CS21B to mute/unmute microphone.

Changing volume

Press the Volume Up/Down buttons on the CS21B to adjust the volume to the desired level.

Standby mode

When CS21B is powered with no any connection, the CS21B is into standby mode. The LEDs all are off.When you press " ⏻ " key, the blue LEDs should be flashed a few seconds.

Power saving mode (Power off)

The CS21B has embedded a rechargeable battery for power supply and support above 3 hours working time.When the CS21B is in standby,for saving power.

1. The CS21B will be into power saving mode automatically when it is in standby for 2 minutes(without no connection).
2. It is recommended to make the CS21B be into the power saving mode manually. Please press "⏻" key for 5 seconds.The blue LED will be on for 1 second.
3. You can exit the saving mode by pressing "⏻" key for using.

Rechargeable Battery management

Normally the CS21B can support above 3 hours working time and 24 hours standby time with the inner rechargeable battery.When the battery voltage is in a weak voltage the red LEDs should be flashed and please charge for the CS21B.When the battery is fully discharged the red/blue/green LEDs should be flashed in sequence for 1 minute thenthe CS21B will be shut off power automatically.

The CS21B is charged by external power supply with "USB" port and "POWER" port.You can only use 5V power adapter or portable power to connect to "POWER" port for charging.The blue LEDs should be flashed while charging in standby.
The CS21B is also charged automatically while connecting to PC or USB device with "USB" port.
Please fully charge the battery before use for the first time. Do not leave a fully charged battery connected to the charger, overcharging may shorten its lifetime.

7. Using 2.4G Wireless Audio(for CS20W Model)

2.4G wireless mode is an additional new mode of operation offered by the CS21W. This feature enables you to combine the convenience of computer calling application with the acoustics of a conference phone. For example, if you were in a call on your computer, you could connect your computer via wireless adapter to the CS21W and use its speaker and microphones to continue your conversation and include everyone in the room into the conversation. 2.4G wireless mode on the CS21W provides increased flexibility to conference.

Connection steps for 2.4G Wireless:

1.Insert the wireless adapter to the USB port of the PC.

2.Start the CS21W, after 5 seconds, the blue LEDs will keep on, and 2.4G Wireless connection is set up.

Power saving mode (Power off)

The CS21W has embeded a rechargeable battery for power supply and support above 3 hours working time.When the CS21W is in standby,for saving power.

1. The CS21W will be into power saving mode automatically when it is in standby for 2 minutes(without no connection).

2. It is recommended to make the CS21W be into the power saving mode manually. Please press "⏻" key for 5 seconds.The blue LED will be on for 1 second.
3. You can exit the saving mode by pressing "⏻" key for using.

Rechargeable Battery management

Normally the CS21W can support above 3 hours working time and 24 hours standby time with the inner rechargeable battery.When the battery voltage is in a weak voltage the red LEDs should be flashed and please charge for the CS21W. When the battery is fully discharged the red/blue/green LEDs should be flashed in sequence for 1 minute then the CS21W will be shut off power automatically.

8. Multi-party Conference Call

Multi-party Conference Call & Line Mode Selection

CS21 allows you to hold conference calls via analog LINE IN/OUT(or mobile phone) ,USB VOIP and bluetooth simultaneously. All above network will be mixed automatically.You can add another line or switch between connected during a call freely.

CS21supports plug and play for the above kinds of lines conveniently. It is no need to undertake any settings , anytime and anyway.

9. Earphone Mode For External Audio Device

The CS21 has earphone mode for earphone or external audio device.The CS21 inner speaker will be closed and the speaker singal is output from " " port. You can hold a private communication with it or enlarge speaker coverage for large meetingroom.

Earphone mode settings

1.Firstly connect earphone port " " of CS21 to earophone or other external audio device with 3.5mm cable.
2.Then press " "key for 4 seconds and the green Leds should be on.
3.The CS21 enters into earphone mode for private communication or enlarging speaker coverage.
4.The CS21 will exit the earphone mode after pressing " " key for 4 seconds while CS21 in earphone mode.

The CS21W is charged by external power supply with "USB" port and "POWER" port.

You can only use 5V power adapter or portable power to connect to "POWER" port.

for charging.The blue LEDs should be flashed while charging in standby.

The CS21W is also charged automatically while connecting to PC or USB device with "USB" port.

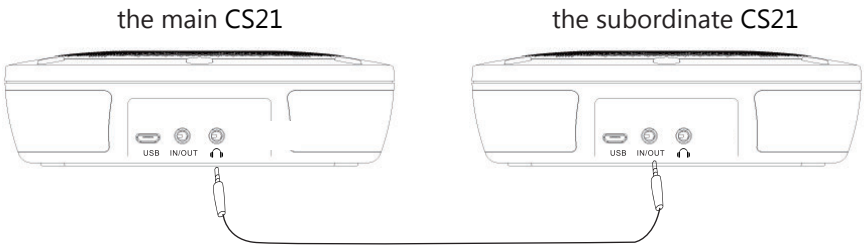
Please fully charge the battery before use for the first time. Do not leave a fully charged battery connected to charger, overcharging may shorten its lifetime.

10. Cascading Function

CS21 has cascading function. For meeting rooms larger than 20㎡, you can use the cascading function and link two CS21, the microphone gather range can extend up to 6m, and the sound quality will be the same good.

Cascading operation

1. Connect one CS21 to the terminal equipment and start it and then start the other CS21.
2. Connect the " 🎧 " port of the main CS21 and the "IN/OUT" port of the subordinate CS21 through the 3.5mm 4-strand cable.
3. The blue LEDs of the two CS21 will be on, and cascading is set up.



11. Improtant Safety ins Tructions

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:

This unit is NOT waterproof! DO NOT expose this unit to moisture.

• DO NOT expose this unit to rain.

• Do not use this product near water, for example, near a bath tub, wash bowl,
kitchen sink or laundry tub, in a wet basement or near a swimming pool.

• Avoid using a telephone (other than a cordless type) during an electrical storm.There may be a remote risk of electric shock from lightning.

• Do not use the telephone to report a gas leak in the vicinity of the leak.

• Use only the power cord indicated in this manual.

SAVE THESE INSTRUC

Important Notice:
Under power failure conditions this appliance may not operate. Please ensure that a separate telephone, not dependent on local power, is available for emergency use.