DECT 6.0 CORDED/CORDLESS TELEPHONE

Model number:
30524

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Assistance and more information

Retain your sales receipt as proof of purchase in the event warranty service is necessary.

For product assistance or for more information about accessories, visit our website at **www.gephones.com** or call our customer service center at **1-877-394-9775**.

Attach your sales receipt here.

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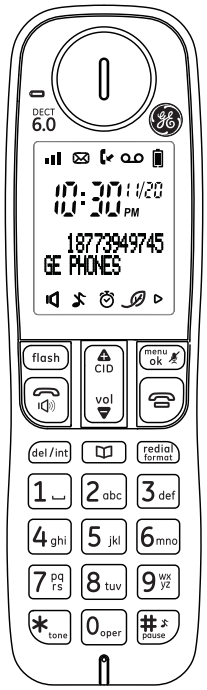
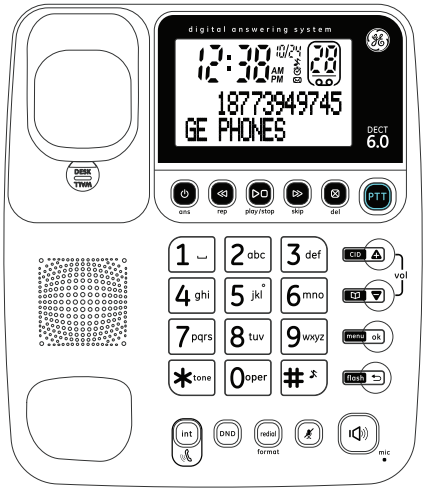
Getting started

Parts checklist

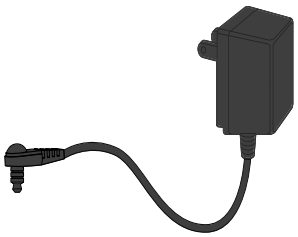
Your telephone contains the following items. Save your sales receipt and original packaging in the event warranty service is necessary.



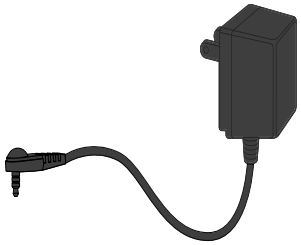
Cordless handset
(1 for 30524XE1
2 for 30524XE2
3 for 30524XE3
4 for 30524XE4)



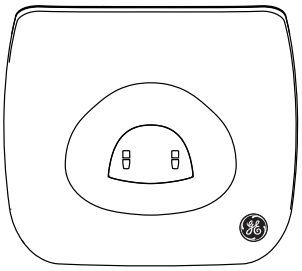
Telephone base with convertible base mount attached



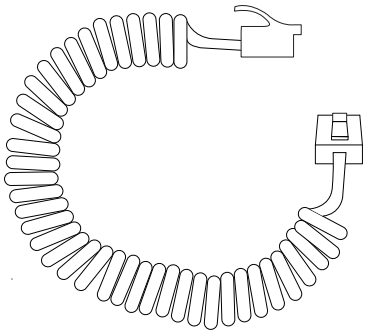
Power adapter for charger
(1 for 30524XE2
2 for 30524XE3
3 for 30524XE4)



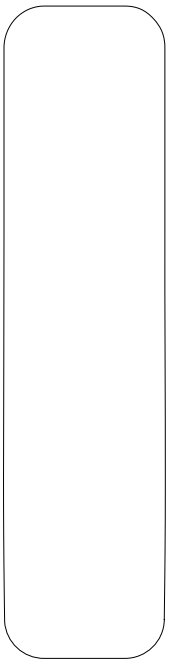
Power adapter for telephone base



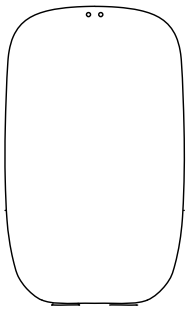
Charger
(1 for 30524XE2
2 for 30524XE3
3 for 30524XE4)



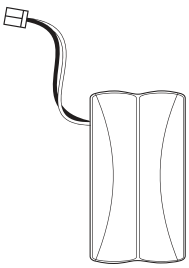
Handset coiled cord



Corded handset



Battery compartment cover
(1 for 30524XE1
2 for 30524XE2
3 for 30524XE3
4 for 30524XE4)



Battery
(1 for 30524XE1
2 for 30524XE2
3 for 30524XE3
4 for 30524XE4)

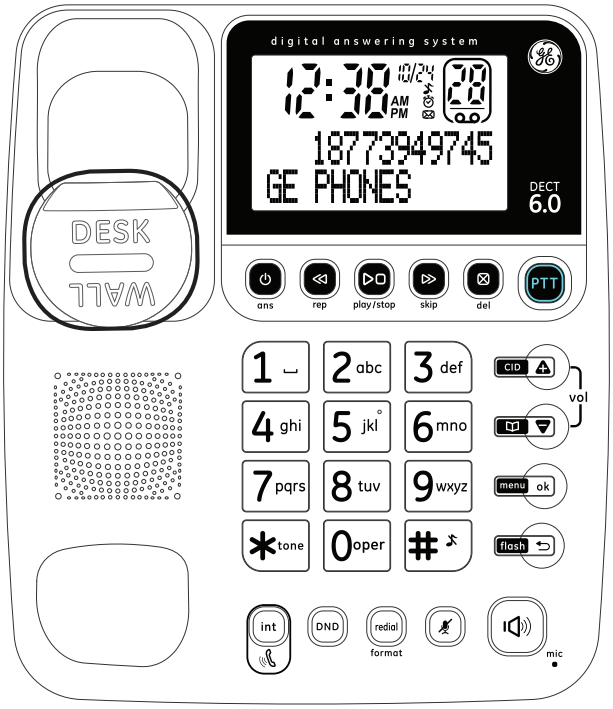
Telephone line cord

User's guide

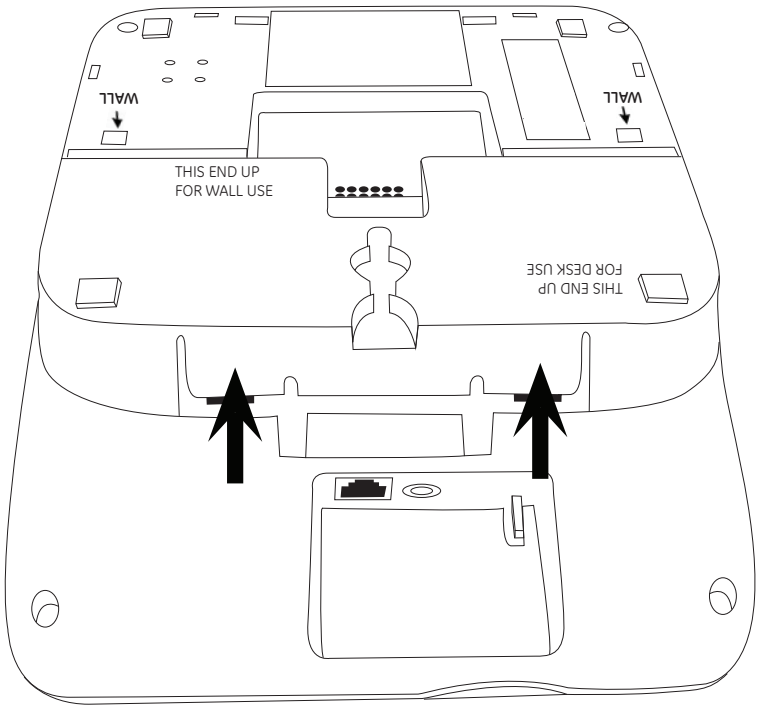
Getting started

Installing on a desk or tabletop

1. Make sure the wall mounting tab is in **DESK** position. Use a coin or small flat tool to rotate it if needed.

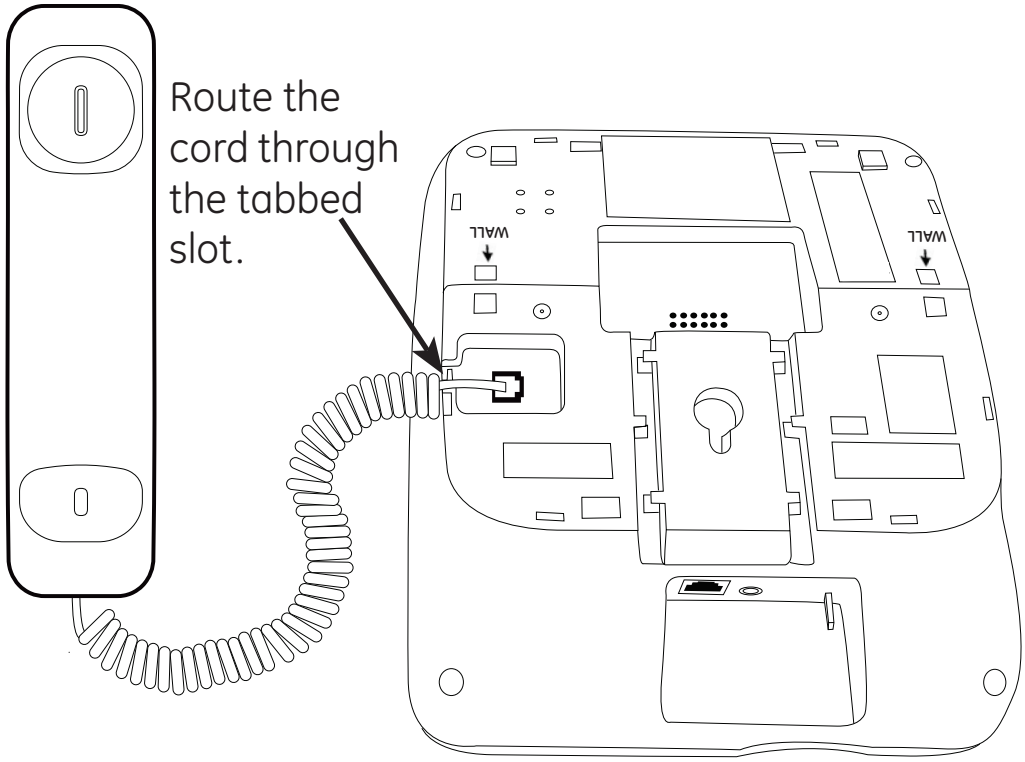


2. Turn the telephone base over and position it with the power jack and telephone line jack facing towards you.
3. Press on the convertible base mount indicated by arrows below to remove it from the telephone base.

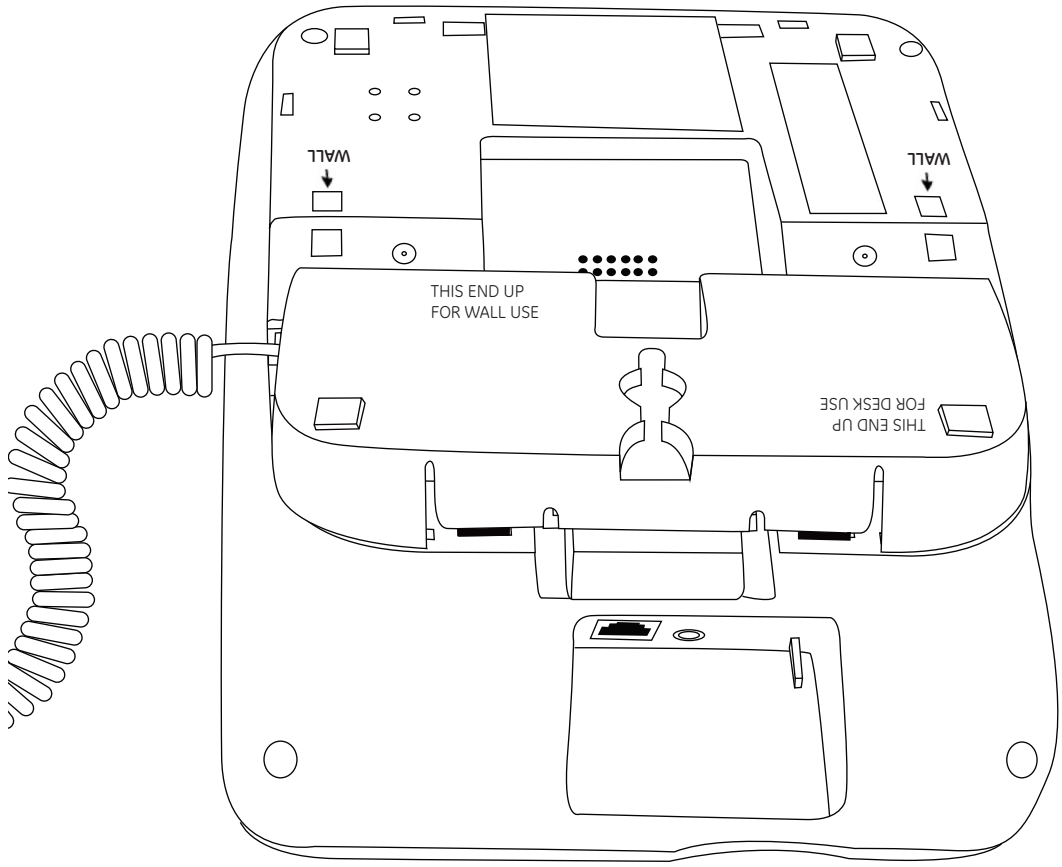


Getting started

4. Plug one end of the coiled cord into the jack on the bottom of the telephone base and the other end into the jack at the bottom of the corded handset.



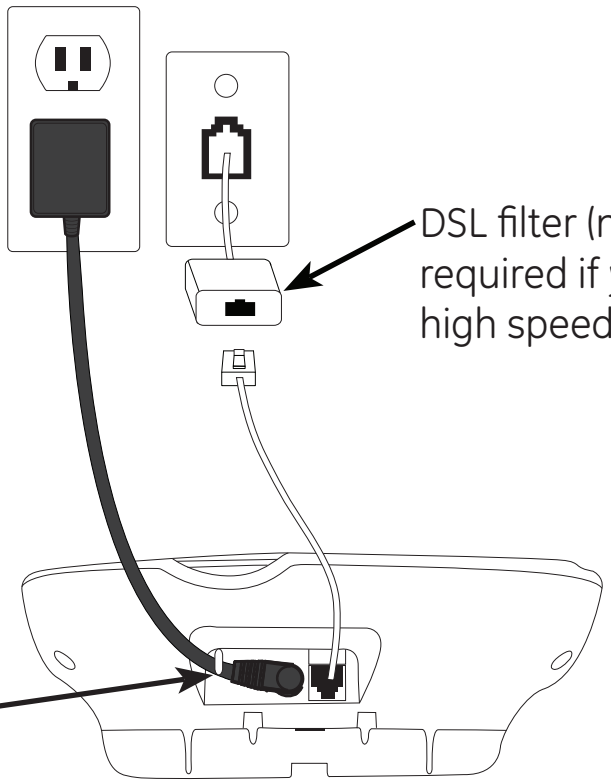
5. Replace the convertible base mount on the telephone base.



Getting started

6. Plug one end of the telephone line cord into the jack on the back of the telephone base and the other end into a modular jack.

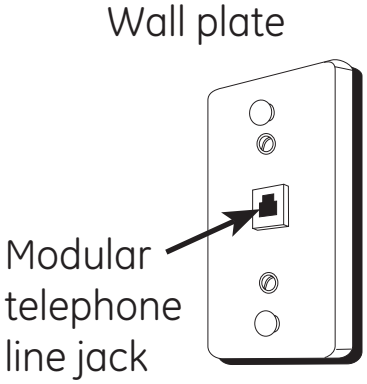
   Plug the smaller end of the power adapter into the jack on the back of the telephone base and the other end into an electrical outlet not controlled by a wall switch.



Telephone jack requirements

To use this phone, you need a RJ11C type modular telephone jack, which might look like the one pictured here, installed in your home. If you do not have a modular jack, call your local phone company to find out how to have one installed.

If you have DSL high speed Internet service, a DSL filter is required (not included). Contact your DSL service provider for more information about DSL filter.



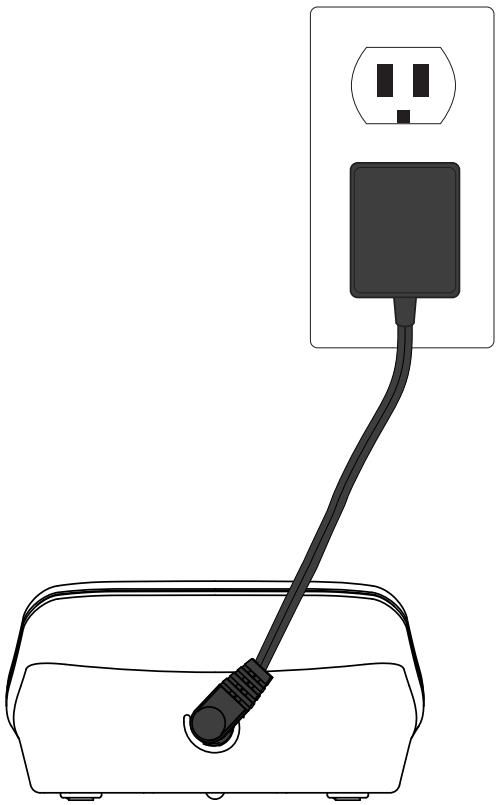
CAUTION:

1. Use only the power adapter that came with this unit. Using other power adapters may damage the unit.
2. To prevent fire or electrical shock hazard, do not expose this product to rain or moisture.

Getting started

Charger installation

(For models with additional handsets)



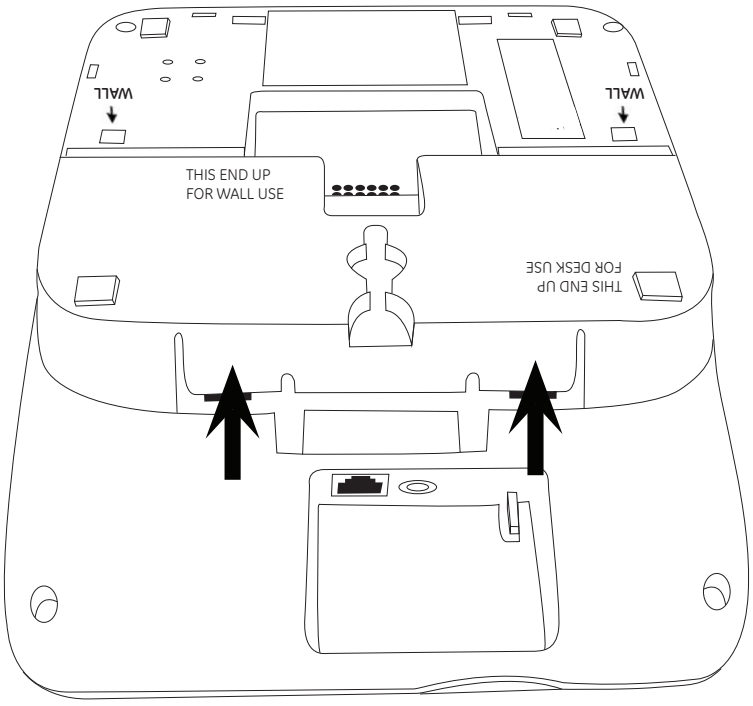
1. Plug one end of the power adapter into the charger.
2. Plug the other end of the power adapter into an electrical outlet not controlled by a wall switch.

Getting started

Wall mount installation

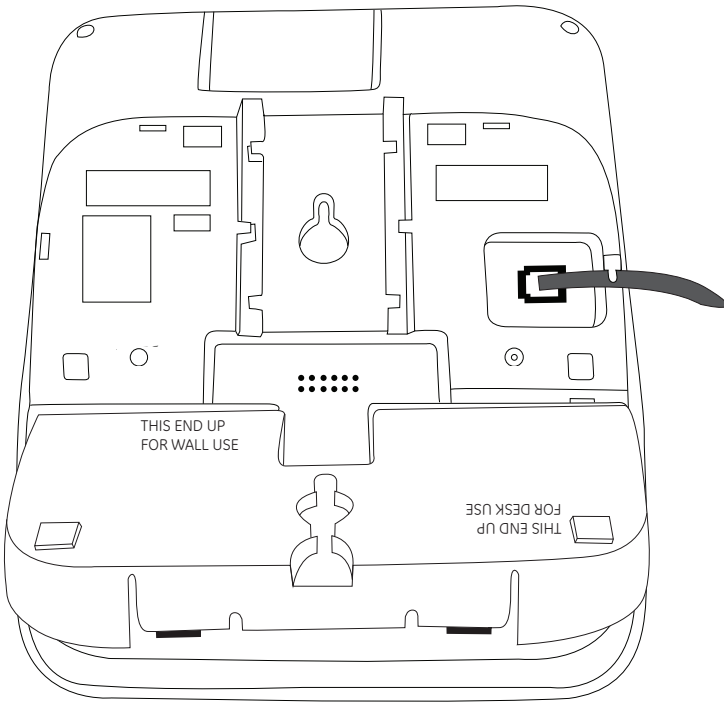
1. Make sure the telephone line cord is unplugged from the modular jack and the power adapter cord is unplugged from the electrical outlet before installation.
2. Rotate the wall mounting tab until the engraved text **WALL** is correctly oriented. You can use a coin or a small flat tool if needed.

3. Turn the telephone base over and position it with the power jack and telephone line jack facing towards you. Press on the convertible base mount indicated by arrows below to remove it from the telephone base.

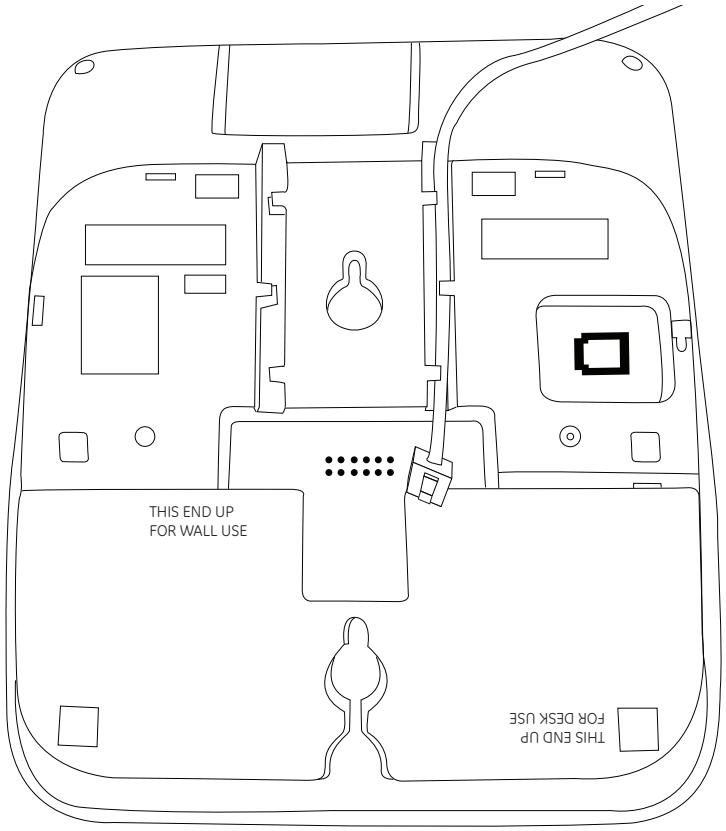


Getting started

4. Position the telephone base so the telephone line jack and power jack are facing away from you. Install the convertible base mount making sure the extended tabs are inserted into the slots engraved "**WALL**" on the telephone base, the engraved text "**THE END UP FOR WALL**" on the convertible base mount should be correctly oriented.

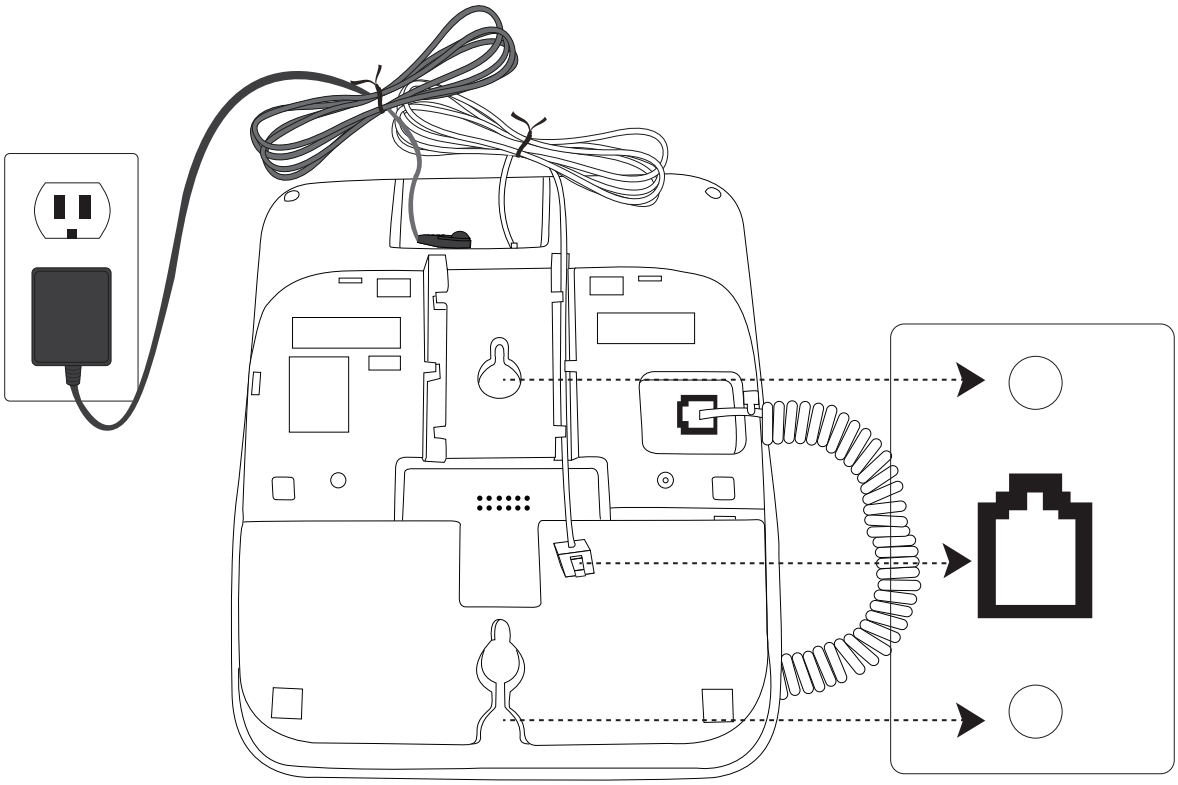


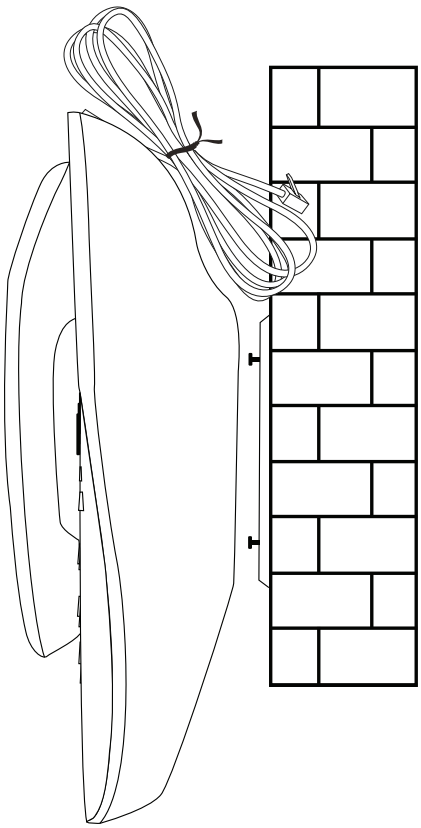
5. Route the telephone line cord through the channel as shown below, leaving about 2 inches for plugging into the wall jack.



Getting started

6. Plug the telephone line cord into the jack on the wall plate. Align the holes on the telephone with the mounting studs of the wall plate and slide the telephone base down until it locks securely. Tie the excess cords neatly with a twist tie.





7. Plug the power adapter into an electrical outlet. Be sure to avoid using an electrical outlet that is controlled by a wall switch.
8. Place the corded handset on the telephone base.
9. To test the installation, pick up the corded handset or press the button. If you hear a dial tone, the installation is correct.

Getting started

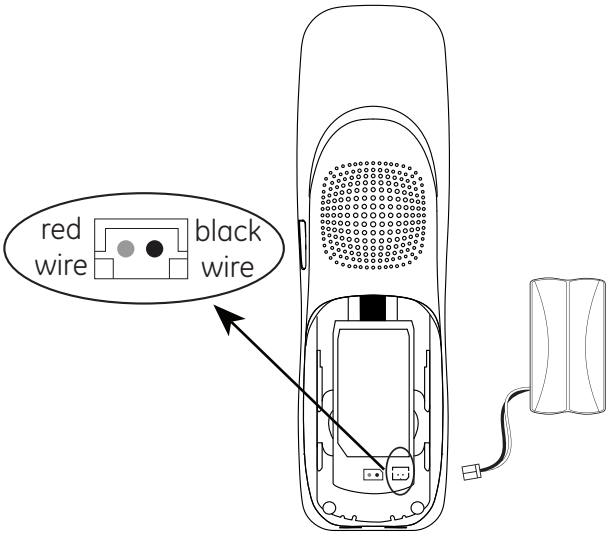
Battery installation

CAUTION:

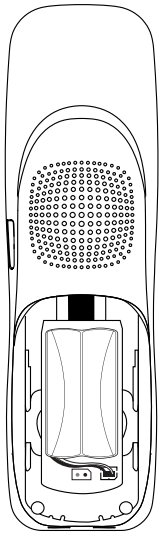
1. To reduce the risk of fire or personal injury, use only the battery supplied (2SN-AAA40H-S-X2 or NI-MH AAA400*2) with this product.
2. If the handset will not be used for an extended period of time, unplug the battery and remove it from the handset to prevent possible leakage.

Please fully charge your handset before use!

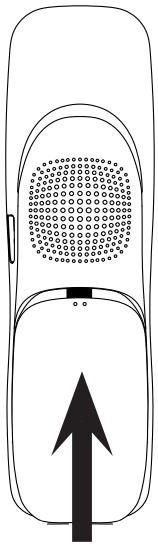
For optimum battery performance, charge the battery for 16 hours before first use.



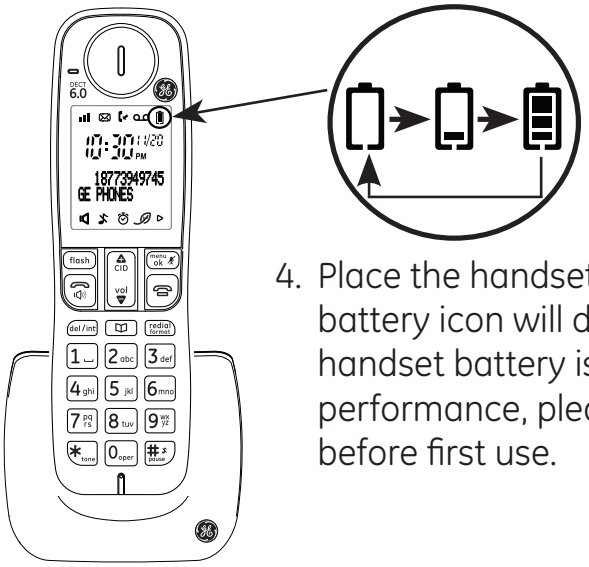
1. Plug the battery connector securely into the socket inside the handset battery compartment. Make sure that red and black wires on the plug are properly inserted into the socket as shown.



2. Place the battery and the wire inside the battery compartment.



3. Align the cover against the battery compartment and slide it upwards until it clicks into place.

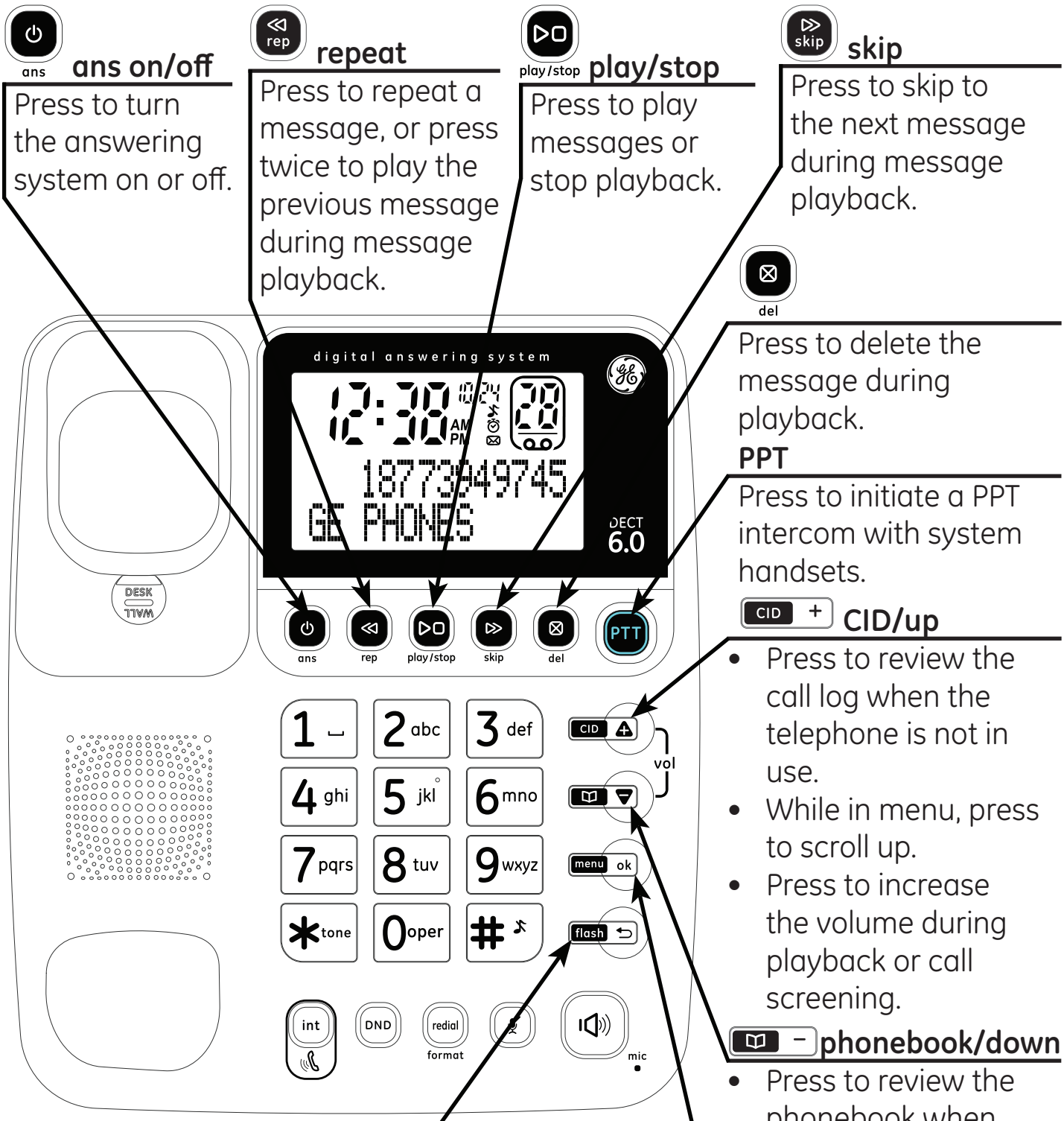


4. Place the handset onto the charger as shown. An animated battery icon will display after a few minutes to show that the handset battery is successfully being charged. For optimum performance, please allow the battery to charge for 16 hours before first use.

NOTE: Use only the supplied rechargeable battery or replacement battery. Visit our website at **www.gephones.com** to order a replacement battery if necessary.

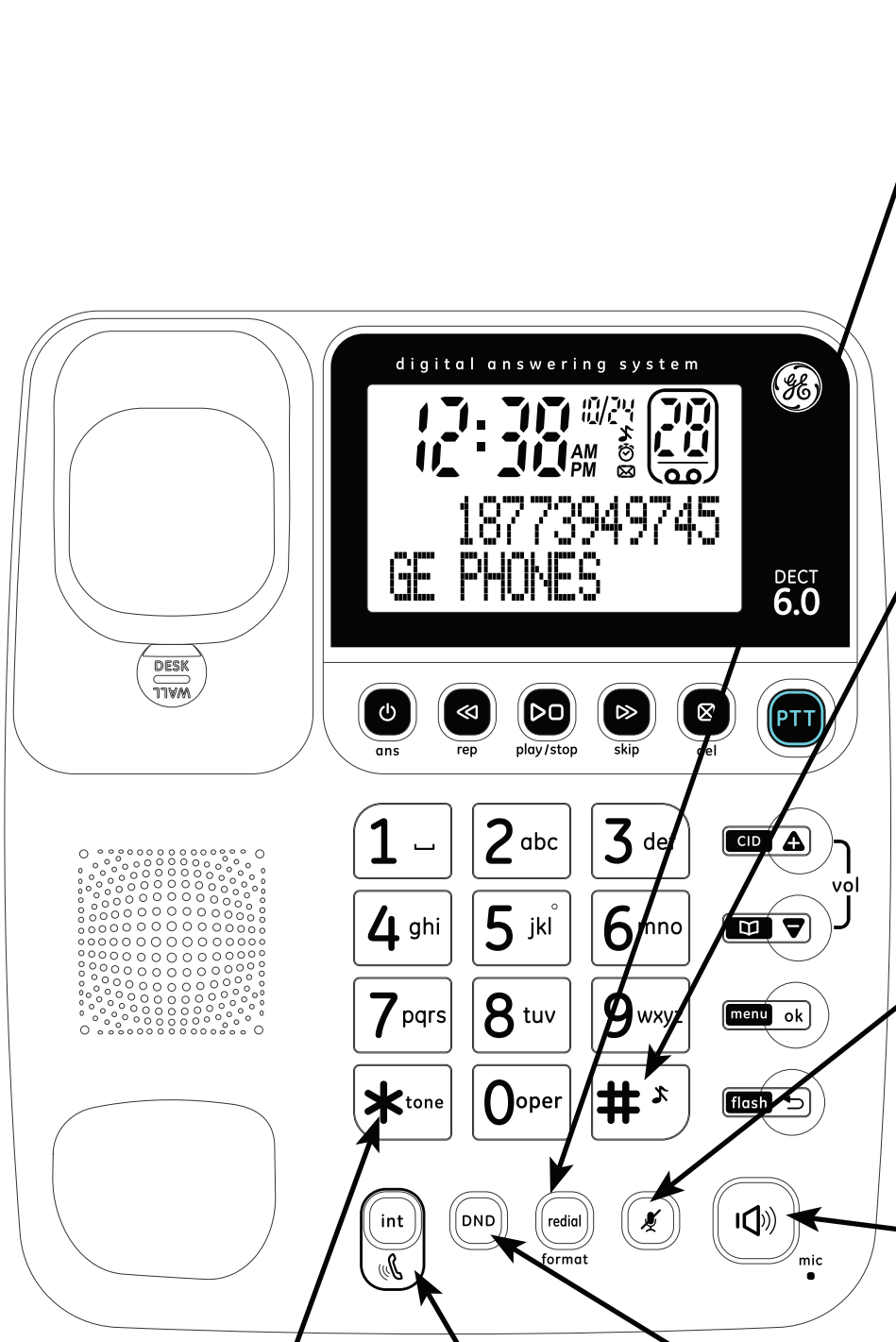
Overview

Telephone base layout



Overview

Telephone base layout



- Press to review redial list.
- Press to change the telephone number format (7 digits, 1+, or 1+ area code) for appropriate dialing.

#/pause/ringer off

- Press and hold to add a dialing pause when dialing or entering numbers into phonebook.
- Press and hold to turn the ringer off.

mute

Press to mute a call, press again to resume normal conversation.

speaker

- Press to make or answer a call using the speakerphone.
- During a call, press to switch between speakerphone and normal handset use.

DND

Press to turn global DND mode on or off.

*/tone

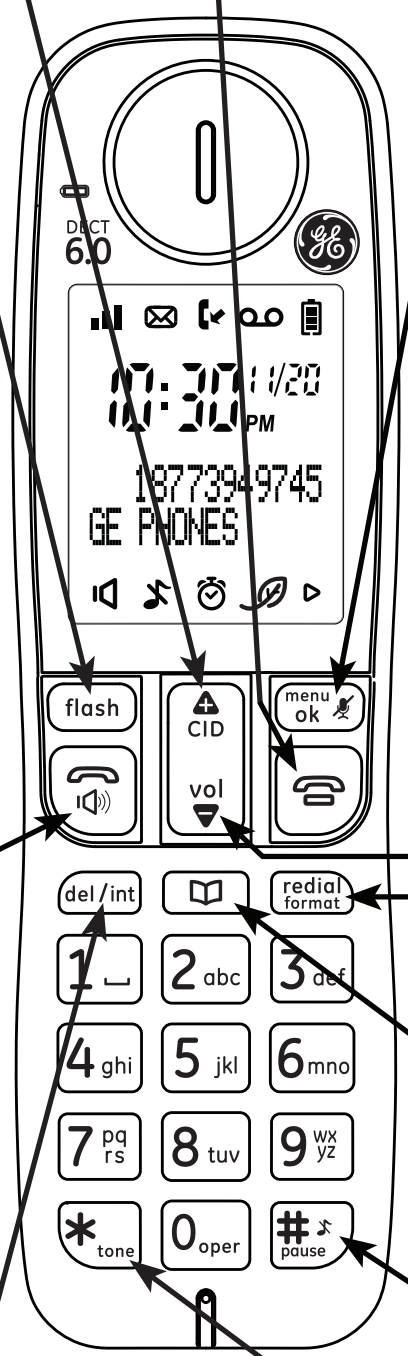
During a call, press to send touch-tone signals temporarily.

intercom/find

Press to page system handsets, initiate an intercom call, or transfer a call.

Overview

Handset layout



CID/volume up

- Press to review the call log when the telephone is not in use.
- While in menu, press to scroll up.
- During a call, press to increase the incoming volume.

flash

- During a call, press to answer an incoming call if you receive a call waiting alert (if you have subscribed to the call waiting feature from your service provider).
- Press to access message playback when in idle mode.

talk/speaker

- Press to make or answer a call.
- Press to switch to speakerphone during a call or message playback.
- During a call, press to switch between speakerphone and normal handset use.

del/int

- Press to delete the last number or letter entered.
- Press to initiate an intercom call or transfer a call .

*/tone

- During a call, press to send touch-tone signals temporarily.

off/cancel

- During a call, press to hang up.
- During programming, press to cancel and exit without making changes.

menu/ok/mute

- Press to show menu.
- Press to select an item, or to save an entry or setting.
- Press to mute a call, press again to resume conversation.

volume down

- While in menu, press to scroll down.
- During a call, press to decrease the incoming volume.

redial/format

- Press to review redial list.
- Press to change the telephone number format (7 digits, 1+, or 1+ area code) for appropriate dialing.

phonebook

- Press to review the phonebook when the telephone is not in use.

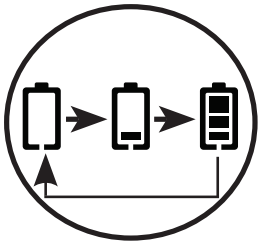
#/pause/ringer off

- Press and hold to turn the ringer off.
- Press and hold to add a dialing pause when dialing or entering numbers into phonebook.

Overview

Battery charging

The following table summarizes the battery charge indicators and what actions need to be taken.

Battery indicators	Battery status	Action
Battery icon is scrolling. 	Battery is charging.	Keep the handset in the charger when not in use.
Battery icon is on steadily.	Battery is completely charged.	The handset is ready for use. It will take approximately 2 hours for the battery icon to indicate a full charge even if the handset is only removed from the charger for a short time and replaced. This is a normal operation and does not indicate a battery issue.
Battery icon is empty and the screen shows **LOW BATTERY**.	Battery is low.	Place the handset in the charger to charge without interruption (at least 30 minutes) before use.
The screen is blank.	Battery has no power while the handset is out of the charger.	Place the handset in the charger for at least 16 hours without interruption. See troubleshooting on page 65 for help if the screen remains blank after charging.

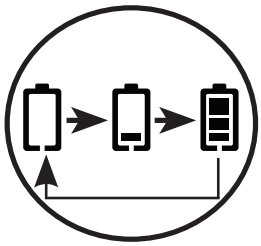
Overview

Telephone base screen display icon

Item	Meaning
	• Displays when there is a new voice mail message. (Available only if you have subscribed to voice mail service from your telephone service provider.)
	• Displays when the alarm is set.
	• Displays when the ringer is turned off.
	• Displays when answering system is on. • Flashes when there are new messages.

Overview

Handset screen display icon

Item	Meaning
	• Displays when the telephone base is within reception range. • Flashes when the telephone base is out of range.
	• Scrolls to indicate battery charging when handset is in the charger. • Flashes and empty when battery level is low.
	• Speakerphone is in use.
	• Displays when there are unreviewed new calls.
	• Displays when there is a new voice mail message. (Available only if you have subscribed to voice mail service from your telephone service provider.)
	• Displays when the alarm is set.
	• Energy saving mode is activated.
	• Displays when the ringer is turned off.
	• Displays when answering system is on. • Flashes when there are new messages.

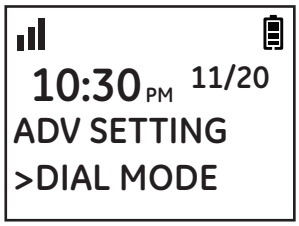
Initial settings

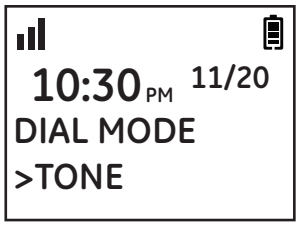
Dialing mode

The default dialing mode is **TONE** for touch tone dialing. If you have pulse or rotary service, you can change this setting to accommodate your telephone line service.

Using a cordless handset

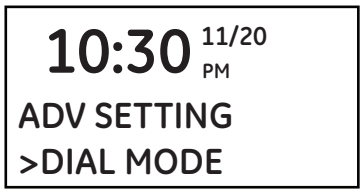
1. Press menu ok.
2. Press CID or vol to select **ADV SETTING** and then press menu ok.
3. Press CID or vol to select **DIAL MODE** and then press menu ok.
4. Press CID or vol to select the desired setting and then press menu ok to confirm.

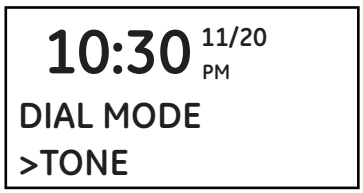




Using the telephone base

1. Press menu ok when in idle mode.
2. Press CID + / − to select **ADV SETTING** and then press menu ok.
3. Press CID + / − to select **DIAL MODE** and then press menu ok.
4. Press CID + / − to select the desired setting and then press menu ok.



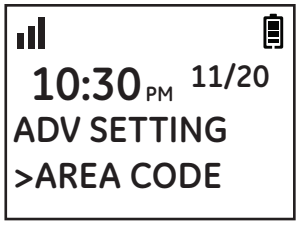


Programming your area code (optional)

If you program your area code, the caller ID history displays only seven digits of the telephone numbers from your area code.

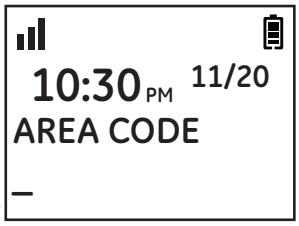
Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **ADV SETTING** and then press menu ok.



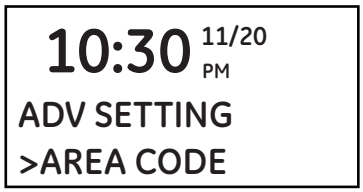
Initial settings

3. Press CID or vol to select **AREA CODE** and then press menu ok.
4. Enter your area code and then press menu ok to confirm.



Using the telephone base

1. Press menu ok when in idle mode.
2. Press CID + / 📖 – to select **ADV SETTING** and then press menu ok.
3. Press CID + / 📖 – to select **AREA CODE** and then press menu ok.
4. Enter your area code and then press menu ok to confirm.



Telephone operation

Make a call

Using a cordless handset

1. Press .
2. Dial the phone number after you hear the dial tone.

Using the telephone base

1. Lift the corded handset or press .
2. Dial the phone number after you hear the dial tone.

Predial a call

Using a cordless handset

1. Dial the phone number using the dial pad keys. If you make an error while dialing, you can press **del/int** to erase the last digit entered.
2. Press .

Using the telephone base

1. Dial the phone number using the dial pad keys. If you make an error while dialing, you can press flash to erase the last digit entered.
2. Lift the corded handset or press to call.

Answer a call

Using a cordless handset

Press to answer an incoming call.

When there is an incoming call, the screen and dial pad backlight will be on.

Using the telephone base

Lift the corded handset or press .

NOTE: The screen shows the elapsed time as you talk (in hours, minutes and seconds).

Telephone operation

End a call

Using a cordless handset

Press or place the handset in the charger to end a call.

Using the telephone base

Return the corded handset to the telephone base or press to end a call.

Speakerphone

Anytime during a call, press on the telephone base or press on the handset to switch between speakerphone and normal handset use.

NOTE: Using the speakerphone will drain the battery of the cordless handset faster than the normal handset use.

Volume control

You can adjust the volume of the handset or speakerphone anytime during a call.

On a cordless handset

Press CID to increase or VOL to decrease the volume.

On the telephone base

Press CID + to increase or − to decrease the volume.

NOTE: Only the listening volume can be adjusted.

Telephone operation

Make a call using the redial memory

The last ten telephone numbers previously dialed are stored in the redial list (up to 24 digits each).

Using a cordless handset

1. Press **redial/format**.
2. Press CID or vol to select the desired phone number and then press to dial.

Using the telephone base

1. Press redial format.
2. Press CID + / − to select the desired phone number, then lift the corded handset or press to dial.

Save a number from the redial list to the phonebook

Using a cordless handset

1. Press **redial/format**.
2. Press CID or vol to select the desired phone number and then press menu ok.
3. Press CID or vol to select **SAVE NUMBER** and then press menu ok
4. Enter the name by using the dial pad, refer to the character table on page 46 for more information, and then press menu ok.
5. Edit the number by using the dial pad if necessary, and then press menu ok.

Using the telephone base

1. Press redial format.
2. Press CID + / − to select the desired phone number and then press menu ok.
3. Press CID + / − to select **SAVE NUMBER** and then press menu ok.
4. Enter the name by using the dial pad, refer to the character table on page 46 for more information, and then press menu ok.

Telephone operation

5. Edit the number by using the dial pad if necessary, and then press menu ok.

Delete number from the redial list

Using a cordless handset

1. Press **redial/format.**
2. Press CID or vol to select the desired phone number and then press menu ok.
3. Press CID or vol to select **DELETE** and then press menu ok twice to delete the selected number.
   -OR-
   Press CID or vol to select **DELETE ALL** and then press menu ok twice to delete all numbers in the redial list.

Using the telephone base

1. Press redial format.
2. Press CID + / − to select the desired phone number and then press menu ok.
3. Press CID + / − to select **DELETE** and then press menu ok to delete the selected number.
   -OR-
   Press CID + / − to select **DELETE ALL** and then press menu ok twice to delete all numbers in the redial list.

Mute

The mute function allows you to turn off the microphone while on a call. You can hear the other party but the other party cannot hear you.

Using a cordless handset

1. Press menu ok during a call.
2. Press menu ok again to resume conversation.

Telephone operation

Using the telephone base

1. Press during a call.
2. Press again to resume conversation.

NOTE: The screen shows **MUTE ON** when mute feature is activated.

Call waiting or call waiting with caller ID service

To use call waiting, you must subscribe to call waiting service from your telephone service provider. This feature allows you to receive calls while you are already talking on the phone. You will hear a call waiting alert tone when there is a second incoming call. If you subscribe to both caller ID and call waiting with caller ID services, the second caller's information is displayed after you hear the call waiting alert tone.

On a cordless handset

1. Press **flash** to answer the second incoming call.
2. Press **flash** to switch between calls.

On the telephone base

1. Press flash to answer the second incoming call.
2. Press flash to switch between calls.

Using multiple handsets

The system allows a maximum of two system devices (either the telephone base or cordless handset) to have a conversation with an outside call at a time. The call will not be ended until the telephone base and all system handsets hang up.

Using a cordless handset

Press on another cordless handset. Press or place the handset in the charger to end a call.

Using the telephone base

Lift the corded handset or press on the telephone base.

Return the corded handset to the telephone base or press to end the call.

Telephone operation

Voice mail service

The ✉ icon flashes on the screen of the telephone base and handset(s) when you have received a new voice mail message from your service provider.

IMPORTANT: Voice mail service is different from the answering system. In order to use the voice mail service, you must subscribe to it from your telephone service provider.

Handset locator

You can locate a misplaced handset by paging it from the telephone base.

1. Press int on the telephone base.
2. If your telephone system has only one cordless handset registered, the system will page it automatically.

   -OR-

   If your telephone system has more than one cordless handset registered, press CID + / 📖 − to select **ALL** and then press menu ok to page all system handsets.
3. Press int, flash ↩ or 🔊 on the telephone base to stop paging.

Telephone operation

Intercom

The system allows an intercom call between two system devices (either the telephone base or cordless handset).

Using a cordless handset

1. Press **del/int**.
   - If your telephone system has only one handset registered, the intercom call will be automatically directed to the telephone base.
   - If your telephone system has more than one handset registered, press CID + / − to select the desired handset or select **BASE** to intercom the telephone base, and then press menu ok.
2. Press to answer the intercom call on the other handset.
   -OR-
   Lift the corded handset or press to answer the intercom call on the telephone base.
3. To end the intercom call, press or place the cordless handset in the charger.
   -OR-
   Return the corded handset to the telephone base or press on the telephone base.

NOTES:

1 The intercom call can be canceled before it is answered by pressing or **del/int** on the originating handset.

2. If the called handset or telephone base does not answer within one minute, or is busy, or is out of range, the paging will be canceled.

Using the telephone base

1. Press int.
   - If your telephone system has only one handset registered, the intercom call will be automatically directed to the cordless handset.
   - If your telephone system has more than one handset registered, press CID + / − to select the desired handset and then press menu ok.
3. Press to answer the intercom call on the cordless handset.

4. To end the intercom call, press or place the cordless handset in the charger.
   -OR-
   Return the corded handset to the telephone base or press on the telephone base.

NOTES:

1. The intercom call can be canceled before it is answered by pressing int, flash or on the telephone base.
2. If the called handset does not answer within one minute, or is busy, or is out of range, the paging will be canceled.

To answer an incoming call during intercom

You will hear an alert tone when you receive an incoming call during intercom.

Using a cordless handset

- Press **del/int** to answer the incoming call and put the intercom on hold. Press **del/int** to switch between intercom and the incoming call.
- Press and hold **del/int** to conference with both the incoming call and the intercom.

Using the telephone base

- Press int to answer the incoming call and put the intercom on hold.
  Press int to switch between intercom and the incoming call.
- Press and hold int to conference with both the incoming call and the intercom.

Telephone operation

To initiate an intercom during a call

You can intercom with another system device (either the telephone base or cordless handset) during a call, or invite another system device to join.

Using a cordless handset

1. Press **del/int** during a call.

- If your telephone system has only one handset registered, the intercom call will be automatically directed to the telephone base.
- If your telephone system has more than one handset registered, press CID + / − to select the desired handset or select **BASE** to intercom the telephone base, and then press menu ok.
  The call is placed on hold while the intercom is established with the other handset.

2. Press to answer the intercom on the other handset.
   -OR-
   Lift the telephone base or press to answer the intercom on the telephone base.

NOTE: The intercom call can be canceled before it is answered by pressing **del/int** on the originating handset.

3. You can choose from one of the following options for this intercom call.

- Press and hold **del/int** to connect both handsets to the call.
- Press **del/int** on the originating handset to alternate between the intercom and the call.
- Press on either handset to terminate the intercom on that handset. The call will continue on the other handset.

Using the telephone base

1. Press int during a call.

- If your telephone system has only one handset registered, the intercom call will be automatically directed to the cordless handset.

Telephone operation

- If your telephone system has more than one handset registered, press CID + / − to select the desired handset and then press menu ok.

  The call is placed on hold while the intercom is established with the other handset.

2. Press to answer the intercom on the other handset.
   You can choose from one of the following options for this intercom call.

- Press and hold int to connect both handsets to the call.
- Press int to alternate between the intercom and the call.
- Press on the cordless handset or place the cordless handset to the charger to terminate the intercom. The call will continue on the telephone base.
- Return the corded handset to the telephone base or press if you are using speakerphone to terminate the intercom. The call will continue on the cordless handset.

Telephone operation

Push to talk (PTT)

You can directly broadcast messages to the speakerphone of any registered handset in the system.

Using a cordless handset

1. Press the **PTT** button on the right side of the handset.

- If your telephone system has only one handset registered, the connection will be set automatically to the telephone base.
- If your telephone system has more than one handset registered. Press CID or vol to select the desired handset, **BASE** or **ALL**, and then press menu ok.

2. **PRESS AND HOLD (PPT) TO TALK** shows on the screen when the connection is set between the initiating handset and the destination handset.
3. Press and hold the **PTT** button to start the broadcast.

Using the telephone base

1. Press **PPT** on the telephone base.

- If your telephone system has only one handset registered, the connection will be set automatically to the cordless handset.
- If your telephone system has more than one handset registered, press CID + / − to select the desired handset or **ALL**, and then press menu ok.

2. **PRESS AND HOLD (PPT) TO TALK** shows on the screen when the connection is set between the telephone base and the destination cordless handset.
3. Press and hold the **PTT** button on the telephone base to start the broadcast.

NOTE: Connection set between devices lasts for 30 minutes after it is established, or 30 minutes after the last broadcast. You will need to perform the above operation again if you want to initiate a PTT to another system device or after the 30-minute time out.

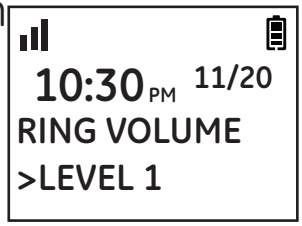
Handset settings

Ringer volume

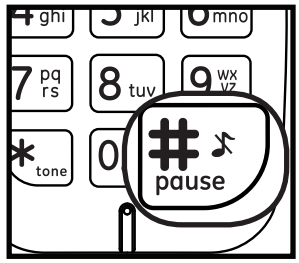
You can set the handset ringer volume from level 1 to level 5 or turn the ringer off.

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **HANDSET TONES** and then press menu ok.
3. Press menu ok again to select **RING VOLUME**.
4. Press CID or vol to select the desired setting and then press menu ok to confirm.



NOTE: Press and hold the # pause key to switch the ringer between on and off when the handset is in idle mode, the icon displays on the screen when ringer off feature is activated

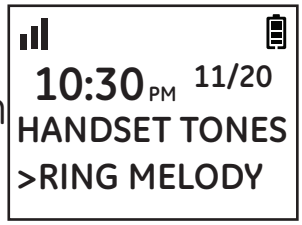


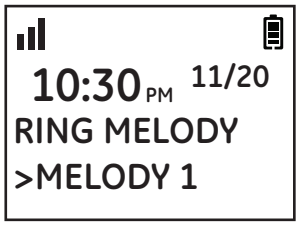
Ringer melody

You can select from 10 ringer tones.

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **HANDSET TONES** and then press menu ok.
3. Press CID or vol to select **RING MELODY** and then press menu ok.
4. Press CID or vol to select the desired setting (MELODY 1 to 10) and then press menu ok to confirm.





Handset settings

Key tone

The handset can be programmed to emit a tone with each key press. You can choose to turn this feature on or off. The default setting is **ON**. To change the key tone setting:

Using a cordless handset

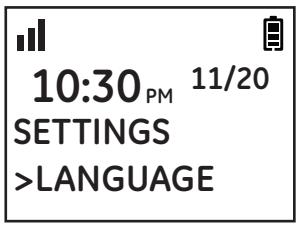
1. Press menu ok.
2. Press CID or vol to select **HANDSET TONES** and then press menu ok.
3. Press CID or vol to select **KEY BEEP** and then press menu ok.
4. Press CID or vol to select **ON** or **OFF** and then press menu ok to confirm.

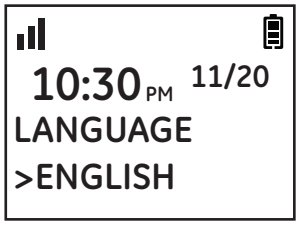
Display language

You can select **ENGLISH**, **ESPAÑOL** or **FRANCIS** as the display language. The default setting is **ENGLISH**. To change the display language:

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **SETTINGS** and then press menu ok.
3. Press menu ok again to select **LANGUAGE**.
4. Press CID or vol to select the desired language and then press menu ok to confirm.





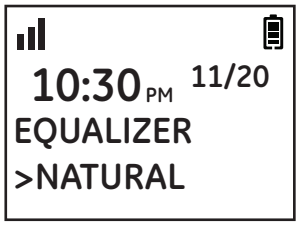
Handset settings

Equalizer

This feature allows you to change the balance of the audio of the handset to best sit your hearing.

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **SETTINGS** and then press menu ok.
3. Press CID or vol to select **EQUALIZER** and then press menu ok.
4. Press CID or vol to select from **NATURAL**, **BASS** or **TREBLE**.
5. Press menu ok to confirm.

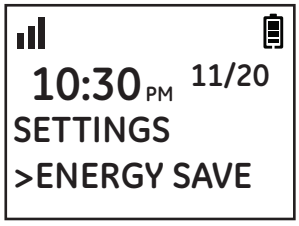


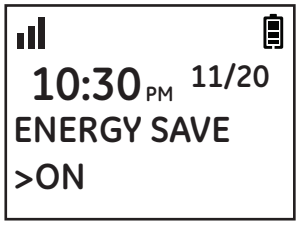
Energy save

This feature enables the handset to operate in energy saving mode. With this feature turned on, the handset will automatically turn the handset backlight off.

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **SETTINGS** and then press menu ok.
3. Press CID or vol to select **ENERGY SAVE** and then press menu ok.
4. Press CID or vol to select **ON** or **OFF** and then press menu ok to confirm.





NOTE: When **ENERGY SAVE** is turned on, the icon shows on the cordless handset screen.

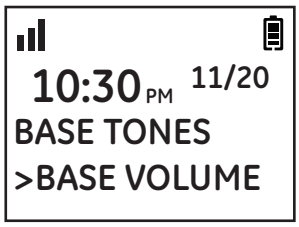
Telephone base settings

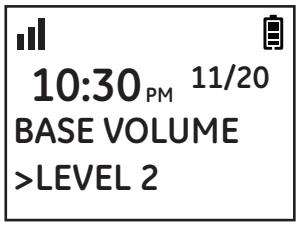
Base ringer volume

You can set the telephone base ringer volume from level 1 to level 4 or turn the ringer off.

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **BASE TONES** and then press menu ok.
3. Press CID or vol to select **BASE VOLUME** and then press menu ok.
4. Press CID or vol to select the desired volume and then press menu ok to confirm.





Using the telephone base

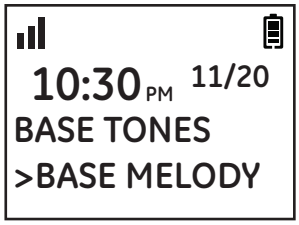
1. Press menu ok when in idle mode.
2. Press CID + / ▯ − to select **BASE TONES** and then press menu ok.
3. Press CID + / ▯ − to select **BASE VOLUME** and then press menu ok.
4. Press CID + / ▯ − to select the desired volume and then press menu ok to confirm.

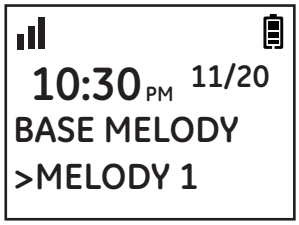
Base ringer melody

You can select from 10 ringer melodies for the telephone base.

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **BASE TONES** and then press menu ok.
3. Press CID or vol to select **BASE MELODY** and then press menu ok.
4. Press CID or vol to select the desired melody and then press menu ok to confirm.

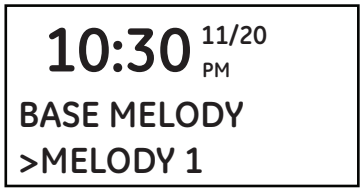




Telephone base settings

Using the telephone base

1. Press menu ok when in idle mode.
2. Press CID + / 📖 − to select **BASE TONES** and then press menu ok.
2. Press CID + / 📖 − to select **BASE MELODY** and then press menu ok.
3. Press CID + / 📖 − to select the desired melody and then press menu ok to confirm.



Key tone

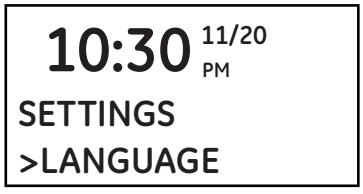
The telephone base can be programmed to emit a tone with each key press. You can choose to turn this feature on or off. The default setting is **ON**. To change the key tone setting:

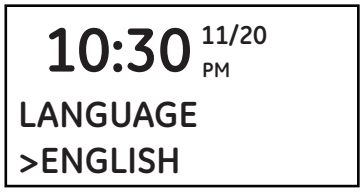
1. Press menu ok when in idle mode.
2. Press CID + / 📖 − to select **BASE TONES** and then press menu ok.
2. Press CID + / 📖 − to select **KEY BEEP** and then press menu ok.
4. Press CID + / 📖 − to select **ON** or **OFF** and then press menu ok to confirm.

Display language

You can select **ENGLISH**, **ESPAÑOL** or **FRANCIS** as the display language. The default setting is **ENGLISH**.

1. Press menu ok when in idle mode.
2. Press CID + / 📖 − to select **SETTINGS** and then press menu ok.
3. Press menu ok again to select **LANGUAGE**.
4. Press CID + / 📖 − to select the desired setting and then press menu ok to confirm.



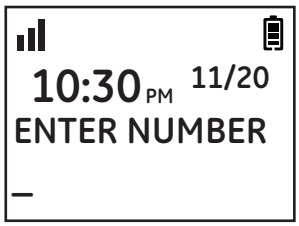


Block list

You can program telephone numbers into the block list so that the telephone silences when a call is received from one of the blocked numbers. The handset shows **BLOCK LIST** when the programmed numbers call and will not record the number in the caller ID history.

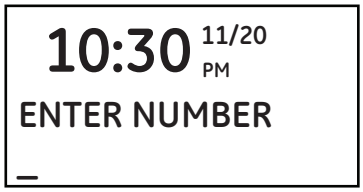
To add a new entry

Using a cordless handset



1. Press menu ok.
2. Press CID or vol to select **BLOCK LIST** and then press menu ok.
3. Press menu ok twice to select **ADD NEW**.
4. Enter the desired number and then press menu ok to confirm.

Using the telephone base



1. Press menu ok when in idle mode.
2. Press CID + / 📖 − to select **BLOCK LIST** and then press menu ok.
3. Press menu ok again to select **ADD NEW**.
4. Enter the desired number and then press menu ok to confirm.

To view the list

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **BLOCK LIST** and then press menu ok.
3. Press CID or vol to browse through the block list.

Using the telephone base

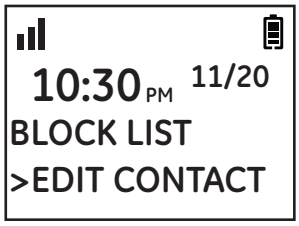
1. Press menu ok when in idle mode.
2. Press CID + / 📖 − to select **BLOCK LIST** and then press menu ok.
3. Press CID + / 📖 − to browse through the block list.

Block list

To edit an entry

Using a cordless handset

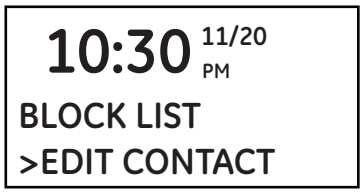
1. Press menu ok.
2. Press CID or vol to select **BLOCK LIST** and then press menu ok.
3. Press CID or vol to select the desired entry and then press menu ok.
4. Press CID or vol to select **EDIT CONTACT** and then press menu ok.



5. Edit the number by using the **del/int** key to erase and backspace, then enter new numbers using the dial pad keys and press menu ok.

Using the telephone base

1. Press menu ok when in idle mode.
2. Press CID + / − to select **BLOCK LIST** and then press menu ok.
3. Press CID + / − to select the desired entry and then press menu ok.
4. Press CID + / − to select **EDIT CONTACT** and then press menu ok twice.
5. Edit the number by using the flash key to erase and backspace, then enter new numbers using the dial pad keys and press menu ok.

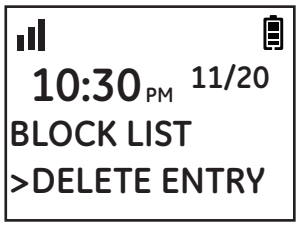


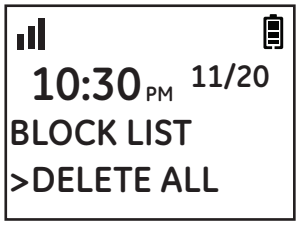
Block list

To delete entry

Using a cordless handset

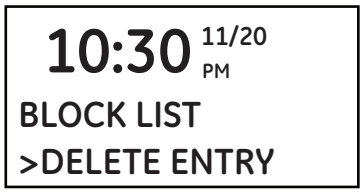
1. Press menu ok.
2. Press CID or vol to select **BLOCK LIST** and then press menu ok.
3. Press CID or vol to select the desired entry and then press menu ok.
4. Press CID or vol to select **DELETE ENTRY** and then press menu ok three times to delete the selected entry.
   -OR-
   Press CID or vol to select **DELETE ALL** and then press menu ok twice to delete all entries.





Using the telephone base

1. Press menu ok when in idle mode.
2. Press CID + / 📖 − to select **BLOCK LIST** and then press menu ok.
3. Press CID + / 📖 − to select the desired entry and then press menu ok.
4. Press CID + / 📖 − to select **DELETE ENTRY** and then press menu ok three times to delete the selected entry.
   -OR-
   Press CID + / 📖 − to select **DELETE ALL** and then press menu ok twice to delete all entries.



Do not disturb

When **DO NOT DISTURB (DND)** mode is activated, all incoming calls will be silent. This feature only silences the ringer, the incoming number, if you have subscribed to the caller ID service from your telephone service provider, will be recorded in the caller ID history as normal.

Global DND

When global DND is activated, all system handsets and the telephone base will be silent when there is an incoming call. Press the **DND** button on the telephone base to turn this feature on or off.

Handset DND

You can program individual handset to silence during the time you set. This setting is independent to each handset, setting programmed on one handset does not apply to other system handset.

To program the **DND** time for individual handset

1. Press menu ok.
2. Press CID or vol to select **PROGRAM DND** and then press menu ok.
3. Press CID or vol to select the desired option and then press menu ok to confirm.

   ONE TIME: The telephone silences once during the set time.
   DAILY: The telephone silences daily during the set time.
   OFF: Turn DND off (settings completed).
4. Enter the desired start time. For example, 9:30 should be entered as [0], [9], [3], [0]. Press CID or vol to select **AM** or **PM** and then press menu ok to confirm.
5. Enter the desired stop time. For example, 7:30 should be entered as [0], [7], [3], [0]. Press CID or vol to select **AM** or **PM** and then press menu ok to confirm.

NOTES: When global DND is turned on, individual handset will continue to be in DND mode even after the set DND time on the handset ends.

Do not disturb

Telephone base DND

You can program the telephone base to silence during the time you set. This setting is independent to cordless handset, setting programmed on the telephone base does not apply to other system handsets.

To program the **DND** time for telephone base

1. Press menu ok.
2. Press CID + / 📖 − to select **PROGRAM DND** and then press menu ok.
3. Press CID + / 📖 − to select the desired option and then press menu ok to confirm.

   ONE TIME: The telephone silences once during the set time.
   DAILY: The telephone silences daily during the set time.
   OFF: Turn DND off (settings completed).
4. Enter the desired start time. For example, 9:30 should be entered as [0], [9], [3], [0]. Press CID + / 📖 − to select **AM** or **PM** (if you have selected **12 HOUR** for time format) and then press menu ok to confirm.
5. Enter the desired start time. For example, 7:30 should be entered as [0], [7], [3], [0]. Press CID + / 📖 − to select **AM** or **PM** (if you have selected **12 HOUR** for time format) and then press menu ok to confirm.

NOTE: When global DND is turned on, the telephone base will continue to be in DND mode after the set DND time on the telephone base ends.

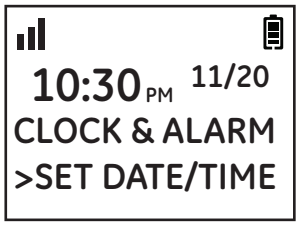
Clock and alarm

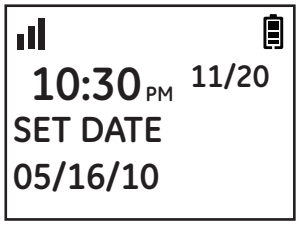
Date and time

You can set the date and time of the telephone system as follows.

Using a cordless handset

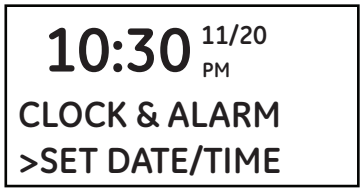
1. Press menu ok.
2. Press CID or vol to select **CLOCK & ALARM** and then press menu ok.
3. Press menu ok again to select **SET DATE/TIME**.
4. Enter the current month, day and year. For example, May 16, 2010 should be entered as [0], [5], [1], [6], [1], [0].
5. Press menu ok to confirm.
6. Enter the current hour and minute. For example, 9:30 should be entered as [0], [9], [3], [0]. Press CID or vol to select **AM** or **PM** and then press menu ok to confirm.

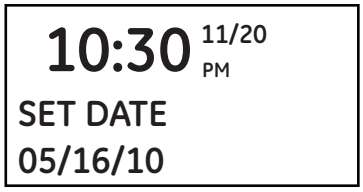




Using the telephone base

1. Press menu ok when in idle mode.
2. Press CID + / 📖 − to select **CLOCK & ALARM** and then press menu ok.
3. Press menu ok again to select **SET DATE/TIME**.
4. Enter the current month, day and year. For example, May 16, 2010 should be entered as [0], [5], [1], [6], [1], [0].
5. Press menu ok to confirm.
6. Enter the current hour and minute. For example, 9:30 should be entered as [0], [9], [3], [0]. Press CID + / 📖 − to select **AM** or **PM** and then press menu ok to confirm.





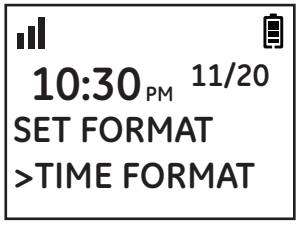
Clock and alarm

Time format

The display format of time can either be selected as 12 hour or 24 hour. The default setting is 12 hour. To change your setting:

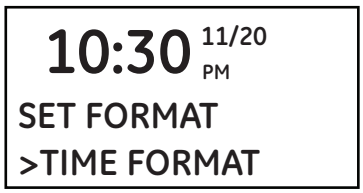
Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **CLOCK & ALARM** and then press menu ok.
3. Press CID or vol to select **SET FORMAT** and then press menu ok.
4. Press menu ok again to select **TIME FORMAT**.
5. Press CID or vol to select the desired setting (**12 HOURS** or **24 HOURS**) and then press menu ok to confirm.



Using the telephone base

1. Press menu ok when in idle mode.
2. Press CID + / 📖 − to select **CLOCK & ALARM** and then press menu ok.
3. Press CID + / 📖 − to select **SET FORMAT** and then press menu ok.
4. Press menu ok again to select **TIME FORMAT**.
5. Press CID + / 📖 − to select the desired setting (**12 HOURS** or **24 HOURS**) and then press menu ok to confirm.



Date format

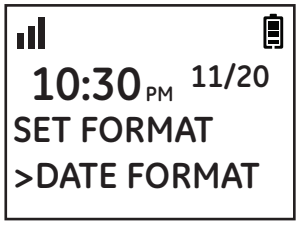
The display format of date can either be selected as Month/Day or Day/Month. The default setting is Month/Day.

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **CLOCK & ALARM** and then press menu ok.

Clock and alarm

3. Press CID or vol to select **SET FORMAT** and then press menu ok.
4. Press CID or vol to select **DATE FORMAT** and then press menu ok.
5. Press CID or vol to select the desired setting (**MM/DD** or **DD/MM**) and then press menu ok to confirm.



Using the telephone base

1. Press menu ok when in idle mode.
2. Press CID + / − to select **CLOCK & ALARM** and then press menu ok.
3. Press CID + / − to select **FORMAT** and then press menu ok.
4. Press CID + / − to select **DATE FORMAT** and then press menu ok.
5. Press CID + / − select the desired setting (**MM/DD** or **DD/MM**) and then press menu ok.

Alarm

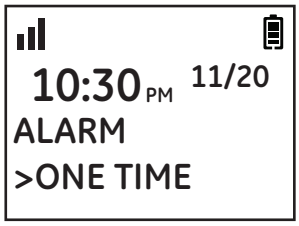
The alarm can be programmed to sound once or daily for one minute. The alarm setting is independent to the telephone base and each handset.

Using a cordless handset

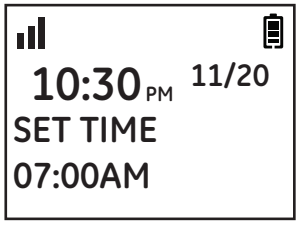
1. Press menu ok.
2. Press CID or vol to select **CLOCK & ALARM** and then press menu ok.
3. Press CID or vol to select **ALARM** and then press menu ok.
4. Press CID or vol to select the desired alarm option and then press menu ok.

Clock and alarm

OFF: Turn alarm off (go to step 6).
ONCE: The alarm sounds once at the set time.
DAILY: The alarm sounds daily at the set time.



5. Enter the desired hour and minute and then press CID or vol to select **AM** or **PM**.



6. Press menu ok to confirm.

Using the telephone base

1. Press menu ok when in idle mode.
2. Press CID + / 📖 − to select **CLOCK & ALARM** and then press menu ok.

3. Press CID + / 📖 − to select **ALARM** and then press menu ok.
4. Press CID + / 📖 − to select the desired alarm option and then press menu ok.
   OFF: Turn alarm off (go to step 6).
   ONE TIME: The alarm sounds once at the set time.
   DAILY: The alarm sounds daily at the set time.

5. Enter the desired hour and minute and then press CID + / 📖 − to select **AM** or **PM**.

6. Press menu ok to confirm.

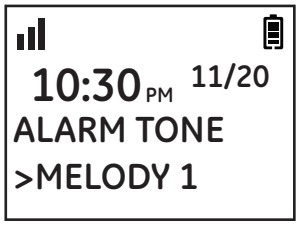
Alarm tone

You can select from 3 alarm melodies.

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **CLOCK & ALARM** and then press menu ok.

3. Press CID or vol to select **ALARM TONE** and then press menu ok.



4. Press CID or vol to select the desired alarm melody and then press menu ok.

Clock and alarm

Using the telephone base

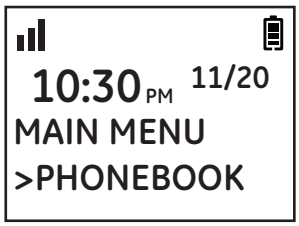
1. Press menu ok when in idle mode.
2. Press CID + / 📖 − to select **CLOCK & ALARM** and then press menu ok.
3. Press CID + / 📖 − to select **ALARM TONE** and then press menu ok.
4. Press CID + / 📖 − to select the desired alarm melody and then press menu ok.

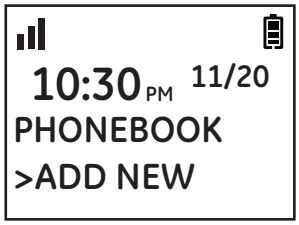
Phonebook

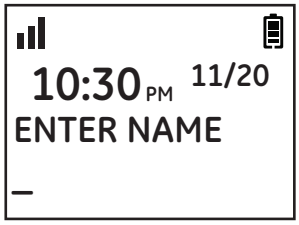
Add a phonebook record

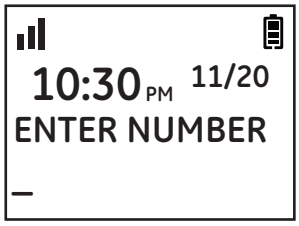
Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **PHONEBOOK** and then press menu ok.
3. Press menu ok twice to select **ADD NEW**.
4. Enter the name (max. 14 characters). Press the key to the corresponding character to display the correct letter. See the character table on page 46 for more information.
5. Press menu ok.
6. Enter the number (max. 20 digits). If you need a pause between digits, press and hold the # pause until a **P** appears on the display. This will insert a 3-second pause in the dialing sequence.
7. Press menu ok to save the new entry.









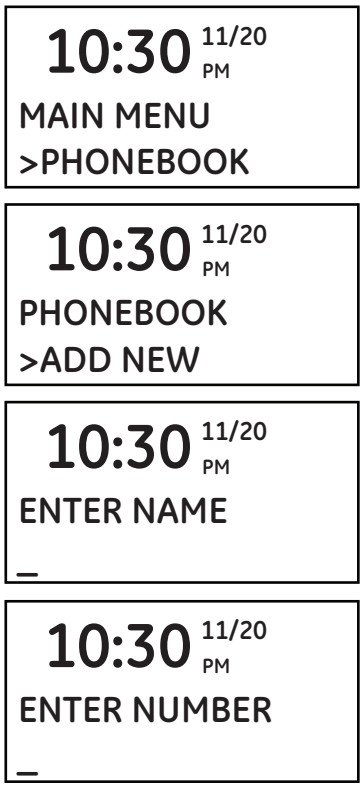
-OR-

1. Enter the number (max. 20 digits). If you need a pause between digits, press and hold the # pause until a **P** appears on the display. This will insert a 3-second pause in the dialing sequence.
2. Press 📖.
3. Enter the name (max. 14 characters) and then press menu ok to confirm. Press the key to the corresponding character to display the correct letter. See the character table on page 46 for more information.
4. Edit the number if necessary.
5. Press menu ok to confirm.

Phonebook

Using the telephone base

1. Press menu ok.
2. Press CID + / − to select **PHONEBOOK** and then press menu ok.
3. Press menu ok again to select **NEW CONTACT**.
4. Enter the name (max. 14 characters). Press the key to the corresponding character to display the correct letter. See the character table on page 46 for more information.
5. Press menu ok.
6. Enter the number (max. 20 digits). If you need a pause between digits, press and hold the # pause until a **P** appears in the display. This will insert a 3-second pause in the dialing sequence.
7. Press menu ok to save the new entry.



-OR-

1. Enter the number (max. 20 digits). If you need a pause between digits, press and hold the # pause until a **P** appears in the display. This will insert a 3-second pause in the dialing sequence.
2. Press menu ok.
3. Enter the name (max. 14 characters) and then press menu ok to confirm. Press the key to the corresponding character to display the correct letter. See the character table on page 46 for more information.
4. Edit the number if necessary.
5. Press menu ok to confirm.

NOTES:

1. The phonebook is shared by the telephone base and all system handsets. Changes made to the phonebook on any one handset or the telephone base apply to all.
2. The directory can store up to 100 entries with up to 20 digits for each telephone number and 14 characters for each name.

Phonebook

Character table

Use the dial pad and the chart below to enter a name (up to 14 characters). Each press of a particular key displays the character in the following order:

Dial pad key	Character by number of key presses					
	1	2	3	4	5	6
[1]	space	1	_	<	>	?
[2]	A	B	C	2		
[3]	D	E	F	3		
[4]	G	H	I	4		
[5]	J	K	L	5		
[6]	M	N	O	6		
[7]	P	Q	R	S	7	
[8]	T	U	V	8		
[9]	W	X	Y	Z	9	
[0]	0	-	/	|||	#	+

To view/call a phonebook record

Records are stored alphabetically in the phonebook. To search the phonebook:

Using a cordless handset

1. Press [📖] when handset is not in use.

NOTE: You can also access the phonebook by pressing [menu ok] and selecting **PHONEBOOK**.

2. Press [CID] or [vol] to find an entry.
3. Press [📞] to call the displayed entry.

Using the telephone base

1. Press [📖 −] when the telephone base is not in use.

NOTE: You can also access the phonebook by pressing [menu ok] and selecting **PHONEBOOK**.

2. Press [CID +]/[📖 −] to find an entry.
3. Lift the corded handset or press [🔊] to call the displayed entry.

Phonebook

To search a phonebook entry alphabetically

Using a cordless handset

1. Press [📖] when the handset is not in use.
2. Press the dial pad key (0-9) that corresponds to the first letter of the entry you are looking for. The closest match in alphabetical order will appear. You can then press [CID] or [VOL] to view the next entry.
3. Press [📖] to view the phone number.

   -OR-

   Press [📞] to call the displayed entry.

Using the telephone base

1. Press [📖 –] when the telephone base is not in use.
2. Press the dial pad key (0-9) that corresponds to the first letter of the entry you are looking for. The closest match in alphabetical order will appear. You can then press [CID +]/[📖 –] to view the next entry.
3. Press [menu ok] to view the phone number.

   -OR-

   Lift the corded handset or press [🔊] to call the displayed entry.

Chain dialing

This feature allows you to initiate a dialing sequence from numbers stored in the phonebook while you are on a call. This feature is useful if you wish to access another numbers (such as bank account information or access code) from the phonebook.

Using a cordless handset

1. Press [📖] and the phonebook will display.
2. Press [CID] or [VOL] to locate the desired entry.
3. Press [📞] to dial the number.

Phonebook

Using the telephone base

1. Press menu ok and the phonebook will display.
2. Press CID + / 📖 − to locate the desired entry.
3. Press menu ok to dial the number.

Edit a phonebook entry

Using a cordless handset

1. Press 📖 when the handset is not in use.
2. Press CID or vol to locate the desired entry and then press menu ok.
3. Press CID or vol to select **EDIT CONTACT** and then press menu ok twice.
4. Edit the name by using the **del/int** key to erase and backspace, then enter new characters using the dial pad keys and press menu ok.
5. Edit the number by using the **del/int** key to erase and backspace, then enter new numbers using the dial pad keys and press menu ok.

Using the telephone base

1. Press 📖 − when the handset is not in use.
2. Press CID + / 📖 − to locate the desired entry and then press menu ok.
3. Press CID + / 📖 − to select **EDIT CONTACT** and then press menu ok twice.
4. Edit the name by using the flash ⮌ key to erase and backspace, then enter new characters using the dial pad keys and press menu ok.
5. Edit the number by using the flash ⮌ key to erase and backspace, then enter new numbers using the dial pad keys and press menu ok.

Phonebook

Delete phonebook entry

Using a cordless handset

1. Press 📖 when the handset is not in use.
2. Press CID or vol to locate the desired entry and then press menu ok.
3. Press CID or vol to select **DELETE ENTRY** and then press menu ok three times to delete the selected entry.

   -OR-

   Press CID or vol to select **DELETE ALL** and then press menu ok twice to delete all entries.

Using the telephone base

1. Press 📖 – when the handset is not in use.
2. Press CID + / 📖 – to locate the desired entry and then press menu ok twice.
3. Press CID + / 📖 – to select **DELETE ENTRY** and then press menu ok three times to delete the selected entry.

   -OR-

   Press CID + / 📖 – to select **DELETE ALL** and then press menu ok twice to delete all entries.

Caller ID

Using Caller ID service

IMPORTANT: To use the Caller-ID capabilities of this telephone system, you must subscribe to Caller-ID services from your service provider. Check with your telephone service provider for details.

Caller ID records are stored in the order that they are received.

Your telephone stores caller ID memory for the 50 most recent calls. When the 51st call is received, the oldest Caller ID record (first call) is automatically deleted. Each entry holds up to 20 digits for the telephone number and 14 characters for the name.

Phonebook Caller-ID matching

If the last seven digits of an incoming telephone number match a telephone number in your phonebook, the name from this entry will display on the screen.

For example, if Michael Jones calls, and his number is saved in the phonebook under the name **MIKE**, the screen displays the name **MIKE**.

NOTE: The number you see on your caller ID is in the format sent by the telephone service provider. It usually delivers 10-digit telephone numbers (area code plus telephone number). If the last seven digits of the incoming telephone number do not match with a number in your phonebook, the name appears as it is delivered by the telephone service provider.

Review/call from the call log

As calls are received and stored, the display is updated to let you know new calls have been received. To scroll through the caller ID records:

Using a cordless handset

1. Press CID to display the caller ID list.
2. Press VOL to view from the most recent calls, or CID to view the oldest calls.
3. When the desired record is displayed, press to call.

   -OR-

   Press **redial/format** repeatedly until the phone number is shown in the desired format (for example, when 555-5555 is displayed, press

redial/format to change the format of the phone number to 555-555-5555, 1-555-555-5555, and back to 555-5555), then press to call.

Using the telephone base

1. Press CID + to display the caller ID list.
2. Press − to view from the most recent calls, or CID + to view the oldest calls.
3. When the desired record is displayed, lift the corded handset or press to call.

   -OR-

   Press redial format repeatedly until the phone number is shown in the desired format (for example, when 555-5555 is displayed, press redial format to change the format of the phone number to 555-555-5555, 1-555-555-5555, and back to 555-5555), then lift the corded handset or press to call.

Save a number to the phonebook

Using a cordless handset

1. Press CID.
2. Press CID or vol to locate the desired record and then press menu ok.
3. Press CID or vol to select **COPY TO PHBK** and then press menu ok.
4. Enter the name by using the dial pad keys if necessary, and then press menu ok.
5. Edit the number by using the dial pad keys if necessary, and then press menu ok to save.

Using the telephone base

1. Press CID +.
2. Press CID + / − to locate the desired record and then press menu ok.

3. Press CID + / 📖 − to select **COPY TO PHBK** and then press menu ok.
4. Enter the name by using the dial pad keys if necessary, and then press menu ok.
5. Edit the number by using the dial pad keys if necessary, and then press menu ok to save.

Delete caller ID record

Using a cordless handset

1. Press CID.
2. Press CID or vol to locate the desired record and then press menu ok.
3. Press CID or vol to select **DELETE** and then press menu ok twice to delete the selected record.

   -OR-

   Press CID or vol to select **DELETE ALL** and then press menu ok twice to delete all records.

Using the telephone base

1. Press CID +.
2. Press CID + / 📖 − to locate the desired record and then press menu ok.
3. Press CID + / 📖 − to select **DELETE** and then press menu ok to delete the selected record.

   -OR-

   Press CID + / 📖 − to select **DELETE ALL** and then press menu ok twice to delete all records.

Caller ID

Call log display screen messages

Display	When
OUT OF AREA	The caller's name and number are out of area.
PRIVATE	The caller is blocking the name, and the number is out of area. The caller is blocking the number, and the name is out of area. The caller is blocking both the name and number.

Answering system

This section explains how to set up your answering system. Before you begin the setup process, please make sure that the answering system is on.

Turning the answering system on or off

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **ANS SYSTEM** and then press menu ok.
3. Press menu ok again to select **ANSWER ON/OFF**.
4. Press CID or vol to select **ON** or **OFF**, and then press menu ok.

Using the telephone base

Press ans on the telephone base to turn the answering system on or off. The ans button will light when the answering system is on.

Answering system and voice mail

You telephone has a built-in answering system and voicemail feature offered by your local telephone company (fee may apply). They are independent features and each alerts you to new messages differently.

To listen to your voicemail, follow the instructions provided by your voicemail service provider. To listen to messages recorded on your answering system, refer to page 60.

Message capacity

The answering system can record up to 59 messages. Each message can be up to 3 minutes in length, and the total recording time is 20 minutes approximately.

Outgoing Announcement (OGA)

When the answering system answers a call, the pre-recorded outgoing announcement is played to the caller unless you have recorded your own outgoing announcement.

Answering system

New message indicator

When there are new messages on the answering system, the number of new messages and the icon flash, and **XX NEW MESSAGE** shows on the screen of the telephone base; the icon flashes and **XX NEW MESSAGE** displays on the screen of the cordless handsets.

Play the current outgoing announcement

When the answering system answers a call, the pre-recorded outgoing announcement is played to the caller unless you have recorded your own outgoing announcement.

Record outgoing announcement

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **ANS SYSTEM** and then press menu ok.
3. Press CID or vol to select **ANNOUNCEMENT** and then press menu ok.
4. Press CID or vol to select **RECORD OGA** and then press menu ok.
5. After a beep sounds, speak into the handset as you would normally during a call while recording your OGA (2 minutes maximum).
6. Press menu ok when finished. The system will then play back the recorded message.

Using the telephone base

1. Press menu ok.
2. Press CID + / − to select **ANS SYSTEM** and then press menu ok.
3. Press CID + / − to select **ANNOUNCEMENT** and then press menu ok.
4. Press CID + / − to select **RECORD OGA** and then press menu ok.
5. After a beep sounds, speak into the handset as you would normally during a call while recording your OGA (2 minutes maximum).
6. Press menu ok when finished. The system will then play back the recorded message.

Answering system

Delete your recorded OGA

If you want to use the pre-recorded outgoing announcement, simply delete your recorded OGA.

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **ANS SYSTEM** and then press menu ok.
3. Press CID or vol to select **ANNOUNCEMENT** and then press menu ok.
4. Press CID or vol to select **DELETE** and then press menu ok.

Using the telephone base

1. Press menu ok.
2. Press CID + / − to select **ANS SYSTEM** and then press menu ok.
3. Press CID + / − to select **ANNOUNCEMENT** and then press menu ok.
4. Press CID + / − to select **DELETE** and then press menu ok.

Play the current outgoing announcement

The following steps allow you to listen to the current outgoing announcement. The answering system plays the pre-recorded outgoing message if you have not recorded your own.

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **ANS SYSTEM** and then press menu ok.
3. Press CID or vol to select **ANNOUNCEMENT** and then press menu ok.
4. Press menu ok again to select **PLAY OGA**. The system announces the outgoing announcement you are currently using.

Using the telephone base

1. Press menu ok.
2. Press CID + / − to select **ANS SYSTEM** and then press menu ok.

Answering system

3. Press CID + / − to select **ANNOUNCEMENT** and then press menu ok.
4. Press menu ok again to select **PLAY OGA**. The system announces the current outgoing announcement you are using. Record an outgoing announcement (OGA).

Number of rings

You can select the number of rings before the answering system answers a call.

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **ANS SYSTEM** and then press menu ok.
3. Press CID or vol to select **SETTINGS** and then press menu ok.
4. Press menu ok again to select **RING DELAY** and then press menu ok.
5. Press CID or vol to select the desired setting and then press menu ok to confirm.

Using the telephone base

1. Press menu ok.
2. Press CID + / − to select **ANS SYSTEM** and then press menu ok.
3. Press CID + / − to select **SETTINGS** and then press menu ok.
3. Press CID + / − to select **RING DELAY** and then press menu ok.
4. Press CID + / − to select the desired setting and then press menu ok to confirm.

NOTE: If you select **TOLL SAVER**, the system answers after the second ring if there are new messages, or after the fourth ring if there is no new message. This allows you to check your system to see if there are new messages before incurring toll charges.

Answering system

Security code for remote access

Your answering system allows you to program a 4-digit security code to get access to the system through any touch-tone telephone. The default security code is 0000.

To view the current remote code:

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **ANS SYSTEM** and then press menu ok.
3. Press CID or vol to select **SETTINGS** and then press menu ok.
4. Press CID or vol to select **REMOTE CODE** and then press menu ok.
5. Press menu ok again to select **VIEW CODE**. The screen displays the current remote code.

Using the telephone base

1. Press menu ok.
2. Press CID + / 📖 − to select **ANS SYSTEM** and then press menu ok.
3. Press CID + / 📖 − to select **SETTINGS** and then press menu ok.
4. Press CID + / 📖 − to select **REMOTE CODE** and then press menu ok.
5. Press menu ok again to select **VIEW CODE**. The screen displays the current remote code.

To change the remote code:

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **ANS SYSTEM** and then press menu ok.
3. Press CID or vol to select **SETTINGS** and then press menu ok.
4. Press CID or vol to select **REMOTE CODE** and then press menu ok.

   Press CID or vol to select **CHANGE CODE** and then press menu ok.

Answering system

5. Use the dial key pad to enter a new 4-digit security code and then press menu ok.
6. Enter the code again to confirm and then press menu ok.

Using the telephone base

1. Press menu ok.
2. Press CID + / 📖 − to select **ANS SYSTEM** and then press menu ok.
3. Press CID + / 📖 − to select **SETTINGS** and then press menu ok.
4. Press CID + / 📖 − to select **REMOTE CODE** and then press menu ok.
   Press CID + / 📖 − to select **CHANGE CODE** and then press menu ok.
5. Use the dial key pad to enter a new 4-digit security code and then press menu ok.
6. Enter the code again to confirm and then press menu ok.

Call screening

When the answering system answers a call, you can listen at the telephone base while the caller leaves a message.

At the telephone base:

The message automatically plays on the telephone base. Use the CID + / 📖 − buttons to adjust speaker volume.

From a cordless handset:

1. Press the menu ok button. The caller's voice will be heard while the answering system is recording the message.
2. To intercept during handset screening, press 📞 button on the handset. The answering system will automatically stop recording when you do so.

Answering system

Message playback using the telephone base

1. Press play/stop on the telephone base to listen to the messages.
2. The system announces the number of messages and date and time when the message was recorded.
3. Press play/stop again to stop the playback.

Options during playback

Key	Operation
CID + / 📖 −	Press to adjust the listening volume.
play/stop	Press to playback or stop messages.
rep	Press to repeat a message. Press twice to play the previous message.
skip	Press to skip to the next message.
del	Press during playback to delete the current message. Press and hold in idle mode to delete all old messages.

Message playback using the handset

To listen to messages on a handset:

1. Press menu ok twice or **flash** when the handset is in idle mode. Your messages will automatically be played back through the handset speakerphone. Press 🔊 to listen to your messages privately through the handset.
2. The following message options are available during playback:
   - **REPEAT**: Press 1 to repeat the currently playing message.
   - **STOP**: Press 2 to pause the message currently playing, press again to resume playing.
   - **SKIP**: Press 3 to listen to the next message.
   - **DEL**: Press **del/int** to delete the currently playing message.

Answering system

Delete all messages

Using a cordless handset

1. Press menu ok.
2. Press CID or vol to select **ANS SYSTEM** and then press menu ok.
3. Press CID or vol to select **DEL. ALL OLD**.
4. Press menu ok twice to confirm.

Using the telephone base

1. Press menu ok.
2. Press CID + / 📖 − to select **ANS SYSTEM** and then press menu ok.
3. Press CID + / 📖 − to select **DEL. ALL OLD**.
4. Press menu ok twice to confirm.

Access the answering system remotely

1. Dial your phone number from any touch-tone telephone.
2. Once your answering system takes your call and you hear your outgoing announcement, press the **#** key. The answering system will ask you to enter your security code.
3. Enter your security code using the numeric keypad on the touch-tone telephone. The system will start playing messages after you hear a confirmation tone.

NOTES:

1. If your answering system is off, you will not hear your outgoing announcement. The system will answer your call after 10 rings and then ask you to enter your security code.
2. If you have entered an incorrect security code, the system will ask you to enter the code again.
3. If you have forgotten the security code, you will need to reset the system (refer to page 63). The security code will be restored to its default setting as 0000 after system reset.

Answering system

Remote access commands

Touch-tone keys	Remote command
1	Replay the current or previous message.
2	Play/stop messages.
3	Skip to the next message.
4	Turn the answering system on or off.
7	Listen to the main menu.
0	Delete the current message.

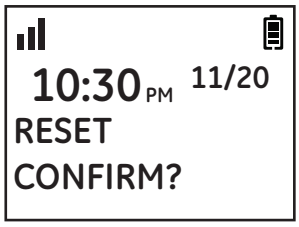
A convenient wallet card, with instructions needed to operate your answering system remotely, can be found on page 82.

Advanced settings

Reset

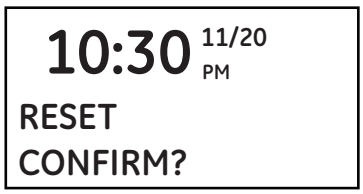
This feature allows you to restore all system settings, except the answering system messages and phonebook, to default settings. This feature could be useful, for example, if you have forgotten the security code to access the answering system remotely.

Using a cordless handset



1. Press menu ok.
2. Press CID or vol to select **ADV SETTING** and then press menu ok.
3. Press CID or vol to select **RESET** and then press menu ok.
4. Press menu ok again to confirm.

Using the telephone base



1. Press menu ok when in idle mode.
2. Press CID + / 📖 − to select **ADV SETTING** and then press menu ok.
3. Press CID + / 📖 − to select **RESET** and then press menu ok.
4. Press menu ok again to confirm.

NOTE: All settings under the **ANS SYSTEM**, **BLOCK LIST**, **SETTINGS**, **HANDSET TONES**, **BASE TONES**, **CLOCK & ALARM, ADVANCED SET** and **PROGRAM DND** menus in the handset will be restored to default settings, the redial list and call log will also be cleared.

Registering a handset

The telephone system can support up to a total of 5 cordless handsets. Handsets that were included with your main base are pre-registered. To add or re-register a handset:

1. Press menu ok on the cordless handset when the handset shows **REGISTER YOUR HANDSET**.
2. The handset then shows **PRESS LOCATOR KEY FOR 5 SEC**.

Advanced settings

3. Press and hold the button on the telephone base for 5 seconds until a beep sounds.

The cordless handset screen shows **REGISTERED** and a beep sounds when the registration is successful.

NOTES:

1. An error tone will sound if the registration is not successful.
2. This product is compatible with model 30520 accessory handsets only. For information on how to purchase accessory handsets, please visit our website at **www.gephones.com**

Deregistering a handset

This feature is intended for base replacement procedures. Handset deregistration is not recommended for normally functioning systems. For more information concerning deregistration, visit us online at **www.gephones.com**

Using a cordless handset

A cordless handset cannot deregister itself, you have to use another system handset or the telephone base to deregister the desired handset.

1. Press menu ok.
2. Press CID or vol to select **ADVANCED SET** and then press menu ok.
3. Press CID or vol to select **DEREGISTER** and then press menu ok.
4. Press CID or vol to select the desired handset and then press menu ok to confirm.

Using the telephone base

1. Press menu ok.
2. Press CID + / − to select **ADV SETTING** and then press menu ok.
3. Press CID + / − to select **DEREGISTER** and then press menu ok.
4. Press CID + / − to select the desired handset and then press menu ok to confirm.

Appendix

Troubleshooting guide

If your telephone system is not operating properly, first try this general reset procedures:

1. Unplug all power adapters from the power outlets.
2. Disconnect the telephone line cord from the base or modular jack.
3. Remove the battery compartment covers and unplug all handset battery packs.
4. After a few minutes, re-install all handset battery packs, making sure that the connectors are snug and the wires are not pinched before replacing all battery compartment covers.
5. Plug the power adapters for the base and any chargers back into their power outlets. Be sure not to use outlets that are controlled by wall switches or timers.
6. Place all handsets in the telephone base or chargers to charge without interruption for at least 30 minutes before use.
7. Plug the line cord into the telephone base or modular jack and verify operation.

For product assistance or for more information about accessories, visit our website at **www.gephones.com** or call our customer service center at **1-877-394-9775**.

General Performance

Problem	Cause/solution
Cannot hear a dial tone.	• Increase the volume on the handset. • Disconnect the telephone line cord from the base unit and connect it to a known working telephone. If the known working telephone operates properly, contact our customer support center for warranty information.

Handset does not ring.	• The ringer may be off. Increase the ringer volume. • Make sure your handset is charged.
You experience audible static, noise, or fading in and out.	• The handset may be near the end of range limit. Move the handset closer to the base unit. • If you are using a line with DSL service, make sure you have properly installed the DSL filters supplied by your service provider. • Try to relocate the base unit and use the handset away from sources of electrical interference.

Caller ID

Problem	Cause/solution
Caller-ID information is not displayed.	• You must subscribe to Caller ID service from your service provider/telephone company. • Make sure the base unit is plugged directly into a telephone modular jack. If you are using a line with DSL service, make sure you have properly installed the DSL filters supplied by your service provider.
While on a call, new caller-ID information is not displayed.	• You must subscribe to Caller ID with Call Waiting service from your service provider/telephone company.

Appendix

Answering system

Problem	Cause/solution
The unit does not record new messages.	• Make sure the answering system is on. • The message memory may be full. Some messages will need to be deleted.
Cannot access the answering system locally through a system handset.	• The system may be in use by another party. • The system is busy recording a message.
Cannot operate the answering system remotely.	• You must use a touch-tone telephone for remote access. • Make sure you follow the remote access procedures in this user's guide.

Appendix

General Product Care

- Avoid dropping the handset, as well as other rough treatment to the phone.
- Clean the phone only with a dry soft cloth.
- Never use cleaning agents, paint thinner, abrasive powder, alcohol, or other chemical products to clean the unit. Doing so will damage the unit.
- Retain the original packaging in case you need to ship the phone at a later date.

Appendix

Important Safety Instructions

Some of the following information may not apply to your particular product; however, when using telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on the product.
3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
4. Telephones should not be used while you are in a bathtub, shower or pool. Immersion of the telephone or handset in water could cause an electrical shock.
5. Slots and openings in the cabinet back or bottom are provided for ventilation, to protect it from overheating. Do not block or cover these openings. Do not block the openings by placing the product on a bed, sofa, rug, or other similar surface. Do not place this product in a built-in installation unless proper ventilation is provided.
6. Only operate this product from the type of power source indicated on the marking label. If you are not sure of the type of power supply to your home, consult your dealer or local power company.
7. Plug the adapter into an easily accessible electrical outlet near the equipment.
8. 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.
9. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
10. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock.
11. Never spill liquid of any kind on the product.
12. To reduce the risk of electric shock, do not disassemble this product. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.

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13. Do not expose the product to extreme temperatures such as areas near a hot radiator, stove or in a hot car. Do not place product upon other consumer electronic products such as; computer monitors, power amplifiers, etc.
14. Do not place lighted candles, cigarettes, cigars, etc., on or near the telephone.
15. Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
16. Never install or modify telephone wiring during a lightning storm.
17. Never install jacks or telephones in wet locations.
18. Use caution when installing or modifying telephone lines to prevent electrical shock and/or fire.
19. Under the following conditions, unplug this product from the wall outlet and refer servicing to qualified service personnel:
    A. The power supply cord or plug is damaged or frayed.
    B. The product has been exposed to rain or water.
    C. The product does not operate normally by following the operating instructions.
    D. The product's cabinet has been damaged.
    E. The product exhibits a distinct change in performance.
20. Avoid using a telephone during an electrical-storm. There may be a remote risk of electric shock from lightning.
21. Do not use the telephone to report a gas leak in the vicinity of the leak.
22. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
23. Only use attachments/accessories specified by the manufacturer.
24. Unplug this apparatus during lightning storms or when unused for long periods of time.

IF YOUR PRODUCT UTILIZES BATTERIES, THE FOLLOWING ADDITIONAL PRECAUTIONS SHOULD BE OBSERVED:

1. Use only the type and size battery(ies) specified in the user's manual.
2. Do not use this product if the battery door is removed or missing.

Appendix

3. Replace batteries that appear to be swollen or have damaged wiring.
4. Do not dispose of the battery(ies) in fire. They may explode. Check with local codes for possible special disposal instructions.
5. Do not open or mutilate the battery(ies). Released electrolyte is corrosive and may cause damage to the eyes or skin. It may be toxic if swallowed.
6. Exercise care in handling battery(ies) in order not to short out the battery(ies) with conducting materials such as rings, bracelets, and keys. The battery(ies) or conductor may overheat and cause burns.
7. Do not attempt to recharge the battery(ies) provided with or identified for use with this product that are not rechargeable. The battery(ies) may leak corrosive electrolyte or explode.
8. Do not attempt to rejuvenate the battery(ies) provided with or identified for use with this product by heating them. Sudden release of the battery(ies) electrolyte may occur causing burns or irritation to eyes or skin.
9. When replacing battery(ies), all batteries should be replaced at the same time. Mixing fresh and discharged batteries could increase internal cell pressure and rupture the discharged battery(ies). (Applies to products employing more than one separately replaceable primary battery.)
10. When inserting battery(ies) into this product, the proper polarity or direction must be observed. Reverse insertion of battery(ies) may result in leakage or explosion.
11. When inserting battery(ies) into this product, do not twist or pinch the wires or allow wires to become pinched in battery door.
12. If storing over 30 days, remove battery(ies) from this product because the battery(ies) could leak and damage the product.
13. Discard “dead” battery(ies) as soon as possible since “dead” batteries are more likely to leak in a product.
14. Do not store this product, or the battery(ies) provided with or identified for use with this product, in high-temperature areas. Batteries that are stored in a freezer or refrigerator for the purpose of extending shelf life should be protected from condensation during storage and defrosting. Batteries should be stabilized at room temperature prior to use after cold storage.
15. If your product uses rechargeable battery(ies), charge the battery(ies) only in accordance with the instructions and limitation specified in the user’s guide.
16. Battery safety precautions

Appendix

- Do not burn, disassemble, mutilate, or puncture. Like other batteries of this type, toxic materials could be released which might cause injury to persons or property damage.
- To reduce the risk of fire or personal injury, use only the supplied battery or replacement battery.
- Keep batteries out of the reach of children.
- Remove batteries if storing over 30 days.

Use only the supplied rechargeable battery or replacement battery. Visit our website at **www.gephones.com** to order a replacement battery if necessary.

SAVE THESE INSTRUCTIONS

Appendix

FCC Parts 15, 68 and ACTA

This equipment is in compliance with parts 15 and 68, FCC Rules and Regulations and the Technical Requirements for Telephone Terminal Equipment published by ACTA.

On the bottom of this equipment is a label indicating, among other information, the US number and Ringer Equivalence Number (REN) for the equipment. You must, upon request, provide this information to your telephone company.

The REN is useful in determining the number of devices you may connect to your telephone line and still have all of these devices ring when your telephone number is called. In most (but not all) areas, the sum of the RENs of all devices connected to one line should not exceed 5.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

This equipment is not intended to be used with Party Lines. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this product does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

If this equipment is malfunctioning, it should be unplugged from the modular jack until the problem is corrected. Repairs to this equipment can only be made by the manufacturer or its authorized agents. For information on repair procedures, follow the instructions provided with the limited warranty. Should your equipment cause trouble on your line which may harm the telephone network, the telephone company shall, where practicable, notify you that temporary discontinuance of service may be required. Where prior notice is not practical and the circumstances warrant such action, the telephone company may temporarily discontinue service immediately. In case of such temporary discontinuance, the telephone company must: (1) promptly notify you of such temporary discontinuance; (2) afford you the opportunity to correct the situation; and (3) inform you of your right to bring a complaint to the Commission pursuant to procedures set forth in Subpart E of Part 68, FCC Rules and Regulations.

The telephone company may make changes in its communications facilities,

equipment, operations or procedures where such action is required in the operation of its business and not inconsistent with FCC Rules and Regulations. If these changes are expected to affect the use or performance of your telephone equipment, the telephone company must give you adequate notice, in writing, to allow you to maintain uninterrupted service. 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 a 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.

Privacy of Communications may not be ensured when using this product.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna (that is, the antenna for radio or television that is “receiving” the interference).
- Reorient or relocate and increase the separation between the telecommunications equipment and receiving antenna.
- Connect the telecommunications equipment into an outlet on a circuit different from that to which the receiving antenna is connected.

If these measures do not eliminate the interference, please consult an experienced radio/television technician for additional suggestions. **The changes or modifications not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.**

Hearing Aid Compatibility (HAC)

This equipment meets FCC standards for Hearing Aid Compatibility

If this product has a memory dialing feature, you may choose to store emergency phone numbers such as police, fire or medical within the memory locations. If you do store or emergency numbers, we suggest you also write

these numbers down so that you can still dial the number manually of the memory dialing fails.

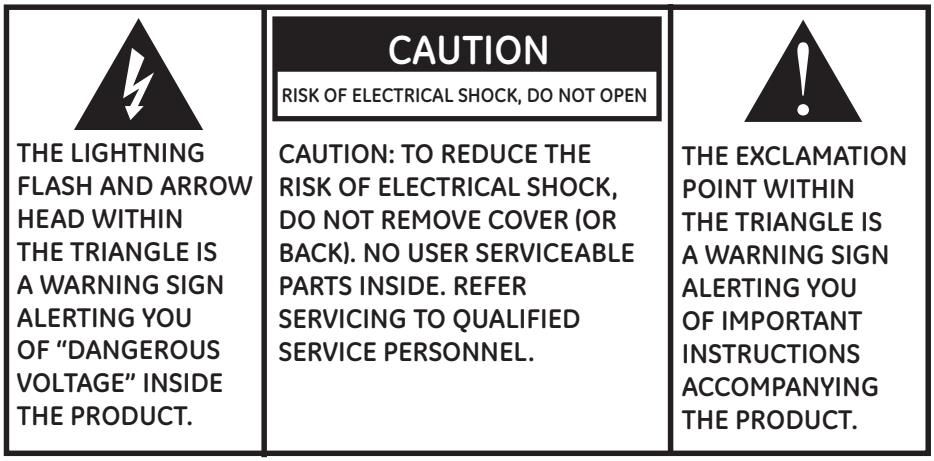
This feature is included as a convenience only. The manufacturer assumes no responsibility for customer reliance on the memory feature of this product.

Testing emergency telephone numbers is not recommended. However, if you choose to make a test call to an emergency number, you should:

- Remain on the line and provide an explanation for the call before you hang up.
- Only make a non emergency test call during off-peak hours during early mornings or late evenings.

To ensure user safety, the FCC has established criteria for the amount of radio frequency energy that can be safely absorbed by a user or bystander according to the intended usage of the equipment. This equipment has been tested and found to comply with the FCC criteria. The handset may be safely held against the ear of the user. The telephone base should be installed and used such that parts of the users body other than the handset are maintained at a distance of approximately 8 inches (20 cm) or more.

WARNING: TO PREVENT FIRE OR ELECTRICAL SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR MOISTURE.



Appendix

This product meets ENERGY STAR program requirements for energy conservation. Selecting ENERGY STAR products is a responsible way to save energy and money while protecting our environment. ENERGY STAR is a U.S. registered mark.

The RBRC seal on the battery used in your product indicates that CCT is participating in the Rechargeable Battery Recycling Corporation (RBRC) program to collect and recycle rechargeable batteries. We encourage you to explore the easy recycling options available to you in your area. For more information visit www.rbrc.org or call 1-800-8-BATTERY or contact your local recycling center.

In accordance with California Proposition 65, CCT advises that nickel is a chemical known to the State of California to cause cancer.

This product has reduced magnetic noise interference with most T-coil equipped hearing aids and cochlear implants. The TIA-1083 Compliant Logo is a trademark of the Telecommunications Industry Association. Used under license.

Appendix

One Year Limited Warranty

CCT Tech USA Inc. (CCT), the licensed manufacturer of this GE® branded product, warrants this product to the original retail purchaser to be free of material and/or workmanship defects for a period of one year after the date of original retail purchase. Proof of the original purchase is required to obtain a remedy under this limited warranty and the product must be returned to CCT at your expense.

During the limited warranty period, CCT or its authorized service representative will repair or replace at CCT's option, without charge, a materially defective product. We may use new or refurbished replacement parts. If we replace the product, it may be with a new or refurbished product of same or similar design. CCT may keep any removed or defective parts, and/or replaced product. The repaired or replaced product is warranted for the remainder of the original warranty or 90 days, whichever is greater. Repair or replacement of this product at CCT's option is your exclusive remedy.

This limited warranty only applies to products purchased, used and serviced in the United States and its territories, or Puerto Rico. If you purchased this product outside of the United States, its territories or Puerto Rico, contact your dealer for service information.

This is the only warranty applicable to this product. **ALL OTHER WARRANTIES EXPRESS OR IMPLIED INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED. CCT IS NOT LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR SIMILAR DAMAGES INCLUDING, BUT NOT LIMITED TO, LOST PROFITS OR REVENUE, INABILITY TO USE THE PRODUCT, OR ANY OTHER ASSOCIATED EQUIPMENT, THE COST OF SUBSTITUTE EQUIPMENT, AND ANY CLAIMS BY THIRD PARTIES RESULTING FROM THE USE OF THIS PRODUCT.**

This warranty gives you specific legal rights, and you may have other rights that vary from state to state. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the limitations or exclusions stated above may not apply.

What Is NOT Covered Under This Limited Warranty

- Normal wear and tear or cosmetic damage.
- Damage due to accidents, misuse, physical force, improper installation or operation, mishandling, neglect, fire, heat, water, humidity, liquids, insect infestation, or other intrusion.

Appendix

- Products that have been repaired, altered or modified by anyone other than CCT or its authorized service representative.
- Problems caused by signal conditions, radio interference, network reliability, cable or antenna systems.
- Damage caused by use of non CCT accessories or misapplication.
- Products whose serial numbers have been removed, altered or rendered illegible.
- Products purchased, shipped from, used or serviced outside the United States.
- Batteries.
- Products used for business, commercial or institutional purposes.
- Damage caused by acts of nature such as, but not limited to, lightning damage.
- Products returned without valid proof of purchase.

How To Obtain Warranty Service

Call our customer service center at **1-877-394-9775**. Our customer service specialist will assist you in obtaining warranty service. Please have a paper and pencil handy to write down the warranty service return instructions.

-OR-

You may visit our web site at **www.gephones.com** for troubleshooting, FAQs, and information on warranty service.

Accessibility

If you have a disability or questions about how CCT's products can accommodate persons with disabilities, please call our customer service center at **1-877-394-9775**. When calling, please let our specialists know that you have an inquiry about accessibility so your call is routed properly.

Appendix

Technical specification

Radio frequency band	DECT 6.0 (1910MHz to 1920MHz)
Telephone base input voltage and current	6VDC 500mA
Charger input voltage and current	6VAC 300mA
Battery specifications	2.4V 400mAh

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Appendix

Remote access operation card

The remote access card below lists the commands needed to operate your answering system remotely from any touch-tone telephone.

Cut along dotted line

Remote access operation card

1. Call your telephone number from a touch-tone telephone.
2. Press **#** when you hear your outgoing announcement.
3. Enter your security code (default is 0000).

   Security code:

   ☐☐☐☐

4. After the beep, the system will start playing messages.

NOTE: For more details about remote access operation, refer to page 61 of the user's guide.

Fold here

Remote access commands

Touch-tone keys	Remote command
1	Replay the current or previous message.
2	Play/stop messages.
3	Skip to the next message.
4	Turn the answering system on or off.
7	Listen to the main menu.
0	Delete the current message.
9	Turn the answering system off.

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www.gephones.com

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