2.4GHz Digital Spread Spectrum
D-Link 2-line Digital Phone System Dual Dialing Operation Manual
2-line Speakerphone Base and Answering Machine System
with Multiple 2-line Handsets
CIDCW accessed by Base and Handsets
Handsets are expandable up to 8 units
****
OD-2LP-500DAM

The 2-line Digital Phone with multiple handsets.   The Model types combination and the functions are:

Model Types Combination:

Product Item #	Main function
OD-2LP-100DAM	✳ Phone with dialing keypad
	✳ 2-line selection on Base
	✳ 2-line selection on Handset
	✳ Answering machine operated at base and handset
	✳ speakerphone
	✳ Caller ID accessed at base and handset
	✳ 3-way conference accessed at base and handset
OD-2LP-200DAM	✳ OD-2LP-100DAM
	✳ OD-2LP-300EH: One Handset with independent charging cradle
OD-2LP-300EH	✳ One Handset with independent charging cradle
OD-2LP-400DAM	✳ Cordless phone with dialing keypad at base
	✳ One handset on cordless base
	✳ 2-line selection on Base
	✳ 2-line selection on Handset
	✳ Answering machine operated at base and handset
	✳ speakerphone
	✳ Caller ID accessed at base and handset
	✳ 3-way conference accessed at base and handset
OD-2LP-500DAM	✳ OD-2LP-400DAM

✳ OD-2LP-300EH

PRODUCT FEATURES

When examining your new 2.4G digital phone system, you will find an array of special function including (take OD-2LP-200DAM as example):

General Product Function:

1. 2-line 2.4G DSS frequency hopping, multiple handsets extension up to 8 or more than 8 handsets.
2. Two lines available for dialing or conversation/ leaving message on mail boxes by base unit or handset.
3. Line auto selection and line-in-use indicator for each line
4. CID & Call Waiting are accessed either from base unit or from handset
5. Digital Answering System with 5 mail boxes and greetings.
6. 3-way Conference conversation on each line (one outside line and two handsets/or bases on one C/O line)
7. 3-way conference conversation with 2 lines (two outside lines and one handset/or base conference)
8. Call transfer: (1) handset transfer to another handset, (2) base via speakerphone   and transfer to handset, (3) handset transfer to base
9. Lines swapping (line hold and change to another line for conversation)
10. Speakerphone on Base
11. Multiple handsets are allowed to register into one base
12. System/Base function programming
13. Personal phonebook for each handset (20 records allowed to save into phonebook
14. 90 groups of Caller ID on system
15. 10 - Memory dialing (speed dialing) by one touch button on base
16. 10 groups of Last Number Redial on handset
17. Call Timer: to set up time counter of a call
18. Battery low warning
19. Out-of-range warning
20. Phone with 7 ring volume level adjustment
21. To saving Caller ID into phonebook
22. Alarm setting on handset

23. **Handset-to-Handset Intercom without costing on phone**

24. **Page Finder**

25. **Pause function on base and handset**

26. **Flash function on base and handset**

27. **Hold and Transfer function on base and handset**

28. **Charging indicator light & paging light**

29. **Phone Mute**

30. **Headset Jack**

31. **Removable Belt clip on handset**

32. **Tone/Pulse Switch**

33. **LCD icon indicators: Time/Date, New call, battery power, receiving power gain signal, line 1/line 2**

34. **user name setting on handset**

35. **Handset/base ringing volume adjustable**

36. **LCD contrast setting**

37. **Desk & Wall mount (100DAM/200DAM)**

Caller ID/Call Waiting Function:

38. **LCD automatically shows Caller ID New record , total records, and repeat records**

39. **Caller Name and Number with Time/Date display on base and handset**

40. **Allow to save caller ID record into Memory on base**

41. **Allow to save caller ID into Phonebook on handset**

42. **New call indicator**

43. **Displays Time and Date of each call**

44. **Scroll keys (UP/DOWN) for reviewing incoming caller's information**

45. **Area Code Setting**

46. **Making call from Caller ID record**

47. **Edit/delete/save of all or selective incoming Caller ID**

TAD Function (full digital answering system)

48. **Greeting Announcement setting**

49. **5 mailboxes available: one public mailbox, and 4 individual mailboxes**

50. **Screening Calls** (to allow user to listen to a caller leaving message, to turn off screen means user couldn't hear a caller leaving message)

51. **Message Alert** (the Answer system generate beep sound after a new message has been recorded)

52. **Ring Setting** (to choose the number of times the phone rings before Answer System responds, set Ring Select switch to 3R, 5R or Toll Saver)

53. **Record/play memo and messages (to play message/memos is allowed to**

repeat/skip/speed/delete message/memos)

54. **Memory full announce** (under the full memory status, user can access messages via remote control)

55. **Save/edit/erase messages on ICM**

56. **Mailbox code setting on system for each of 5 mailboxes**

57. **assign mailbox number to individual handset**

58. **Remote operation of TAD and mailbox via handset** (through handset remote access code)

59. **Setting of voice announcement (ANNOC)**

60. **Remote operation of TAD and mailbox via outside telephone.**

61. **Setting Answer ON/OFF (to initiate or to turn off Answering Machine)**

62. **To speed playing message – to run faster on message playing**

63. **Total Recording time: 14 min**

64. **2 min recording time length for each message**

Phone System Technique specification:

The system are:

1. **2.4G spread spectrum frequency hopping technology**

2. **FCC part 16, part 68 specification compliance**

3. **UL specification compliance**

4. **DTMF dialing meet RS-470 & CEPT standard**

5. **To use 9V 600mA AC power adaptor on phone base**

6. **To use 9V 300mA AC power adaptor on handset**

7. **To use handset battery 3.6V 800mA**

8. **Handset talking mode 11.4 Hours**

9. **Handset stand-by mode 133 Hours**

10. **Handset & Base LCD display 5 x 7 dot matrix segment**

11. **Handset & Base LCD display with backlit**

12. **Time/Date display**

13. **New Call display**

14. **Answering machine total recording time (OGM + ICM +MEMO): 14 min**

15. **OGM /MEMO recording time: 30 sec max**

16. **ICM recording time: 2 min max**

Phone System Introduction

The system include:

1) Phone base operation,

2) handset operation,

3) answering machine on base,

4) answering machine remote operation via handset,

5) Advance system (Menu) setting,
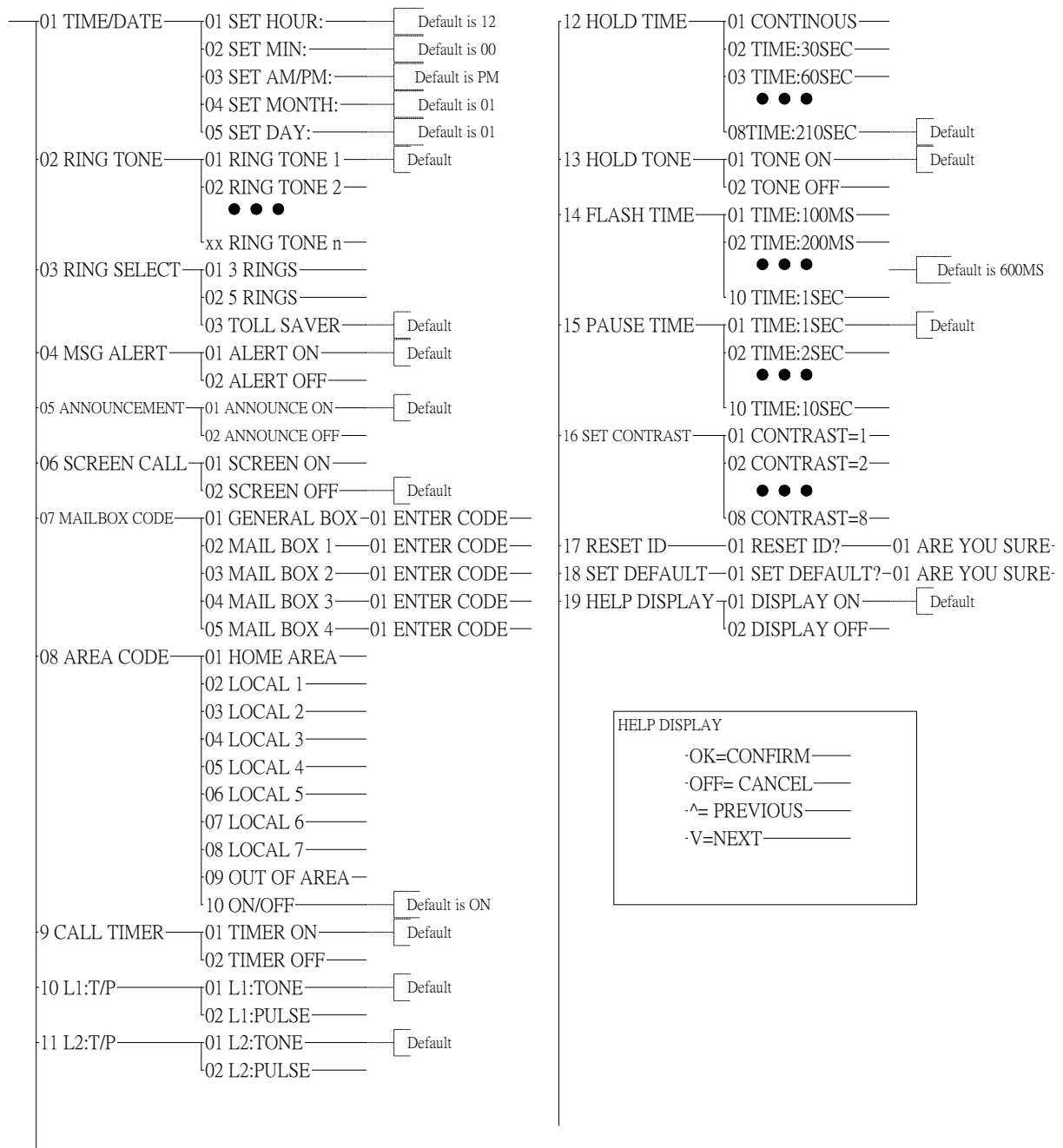
6) Advance handset (Menu) setting.

To enter into Base Menu or Handset Menu, press MENU button at Base or at Handset,

1. To press MEMU

2. Use score UP and DOWN to get functions
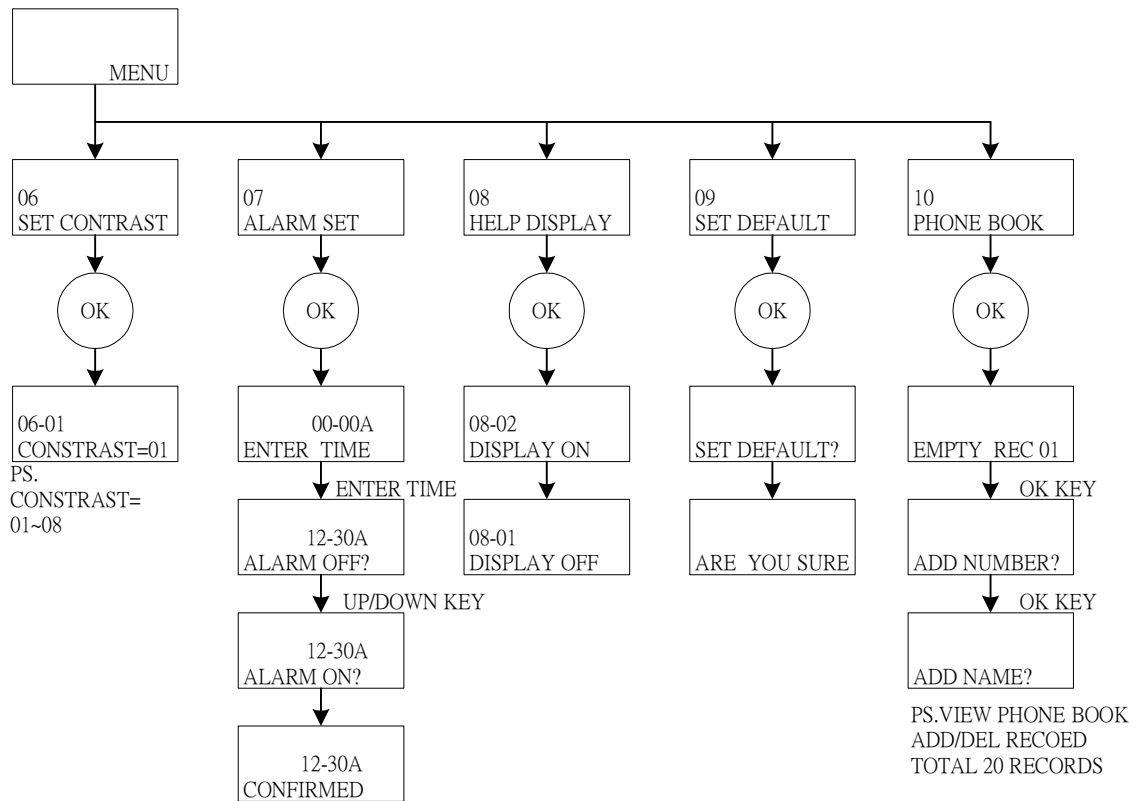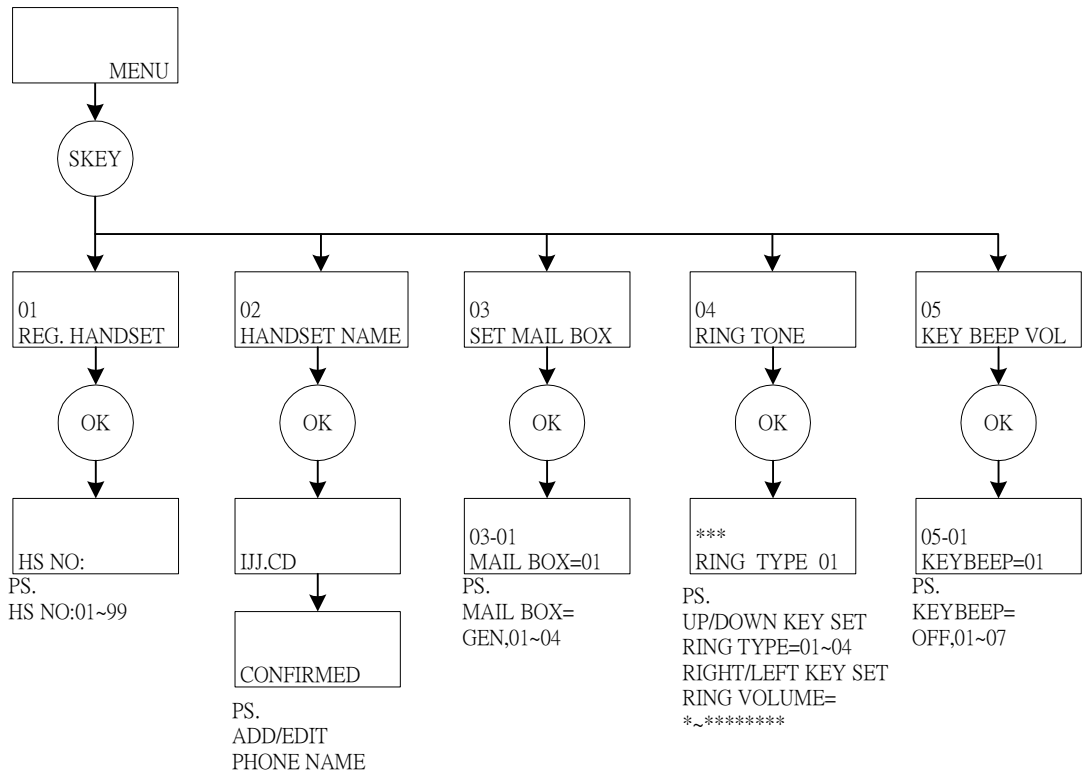
I.   Base MENU Introduction

<u>Base MENU (SYSTEM MENU)</u> Structure

D-LINK Hopping System Base Menu Tree

01 TIME/DATE
- 01 SET HOUR: — Default is 12
- 02 SET MIN: — Default is 00
- 03 SET AM/PM: — Default is PM
- 04 SET MONTH: — Default is 01
- 05 SET DAY: — Default is 01

02 RING TONE
- 01 RING TONE 1 — Default
- 02 RING TONE 2
- ● ● ●
- xx RING TONE n

03 RING SELECT
- 01 3 RINGS
- 02 5 RINGS
- 03 TOLL SAVER — Default

04 MSG ALERT
- 01 ALERT ON — Default
- 02 ALERT OFF

05 ANNOUNCEMENT
- 01 ANNOUNCE ON — Default
- 02 ANNOUNCE OFF

06 SCREEN CALL
- 01 SCREEN ON
- 02 SCREEN OFF — Default

07 MAILBOX CODE
- 01 GENERAL BOX — 01 ENTER CODE
- 02 MAIL BOX 1 — 01 ENTER CODE
- 03 MAIL BOX 2 — 01 ENTER CODE
- 04 MAIL BOX 3 — 01 ENTER CODE
- 05 MAIL BOX 4 — 01 ENTER CODE

08 AREA CODE
- 01 HOME AREA
- 02 LOCAL 1
- 03 LOCAL 2
- 04 LOCAL 3
- 05 LOCAL 4
- 06 LOCAL 5
- 07 LOCAL 6
- 08 LOCAL 7
- 09 OUT OF AREA
- 10 ON/OFF — Default is ON

9 CALL TIMER
- 01 TIMER ON — Default
- 02 TIMER OFF

10 L1:T/P
- 01 L1:TONE — Default
- 02 L1:PULSE

11 L2:T/P
- 01 L2:TONE — Default
- 02 L2:PULSE

12 HOLD TIME
- 01 CONTINOUS
- 02 TIME:30SEC
- 03 TIME:60SEC
- ● ● ●
- 08 TIME:210SEC — Default

13 HOLD TONE
- 01 TONE ON — Default
- 02 TONE OFF

14 FLASH TIME
- 01 TIME:100MS
- 02 TIME:200MS
- ● ● ● — Default is 600MS
- 10 TIME:1SEC

15 PAUSE TIME
- 01 TIME:1SEC — Default
- 02 TIME:2SEC
- ● ● ●
- 10 TIME:10SEC

16 SET CONTRAST
- 01 CONTRAST=1
- 02 CONTRAST=2
- ● ● ●
- 08 CONTRAST=8

17 RESET ID — 01 RESET ID? — 01 ARE YOU SURE
18 SET DEFAULT — 01 SET DEFAULT? — 01 ARE YOU SURE
19 HELP DISPLAY
- 01 DISPLAY ON — Default
- 02 DISPLAY OFF

HELP DISPLAY
- ·OK=CONFIRM
- ·OFF= CANCEL
- ·^= PREVIOUS
- ·V=NEXT

2. **Handset Menu Structure**

HANDSET MENU

```
┌──────────┐
│          │
│   MENU   │
└──────────┘
     │
     ▼
   ╭──────╮
   │ SKEY │
   ╰──────╯
     │
     └──────────────┬──────────────┬──────────────┬──────────────┐
     ▼              ▼              ▼              ▼              ▼
┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
│01        │  │02        │  │03        │  │04        │  │05        │
│REG.HANDSET│ │HANDSET NAME│ │SET MAIL BOX│ │RING TONE │  │KEY BEEP VOL│
└──────────┘  └──────────┘  └──────────┘  └──────────┘  └──────────┘
     │              │              │              │              │
     ▼              ▼              ▼              ▼              ▼
   ╭────╮         ╭────╮         ╭────╮         ╭────╮         ╭────╮
   │ OK │         │ OK │         │ OK │         │ OK │         │ OK │
   ╰────╯         ╰────╯         ╰────╯         ╰────╯         ╰────╯
     │              │              │              │              │
     ▼              ▼              ▼              ▼              ▼
┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
│          │  │          │  │03-01     │  │***       │  │05-01     │
│HS NO:    │  │IJJ.CD    │  │MAIL BOX=01│ │RING TYPE 01│ │KEYBEEP=01│
└──────────┘  └──────────┘  └──────────┘  └──────────┘  └──────────┘
PS.                │        PS.           PS.           PS.
HS NO:01~99        ▼        MAIL BOX=     UP/DOWN KEY SET KEYBEEP=
              ┌──────────┐  GEN,01~04     RING TYPE=01~04 OFF,01~07
              │          │                RIGHT/LEFT KEY SET
              │CONFIRMED │                RING VOLUME=
              └──────────┘                *~********
              PS.
              ADD/EDIT
              PHONE NAME
```

```
┌──────────┐
│          │
│   MENU   │
└──────────┘
     │
     └──────────────┬──────────────┬──────────────┬──────────────┐
     ▼              ▼              ▼              ▼              ▼
┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
│06        │  │07        │  │08        │  │09        │  │10        │
│SET CONTRAST│ │ALARM SET │  │HELP DISPLAY│ │SET DEFAULT│ │PHONE BOOK│
└──────────┘  └──────────┘  └──────────┘  └──────────┘  └──────────┘
     │              │              │              │              │
     ▼              ▼              ▼              ▼              ▼
   ╭────╮         ╭────╮         ╭────╮         ╭────╮         ╭────╮
   │ OK │         │ OK │         │ OK │         │ OK │         │ OK │
   ╰────╯         ╰────╯         ╰────╯         ╰────╯         ╰────╯
     │              │              │              │              │
     ▼              ▼              ▼              ▼              ▼
┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
│06-01     │  │  00-00A  │  │08-02     │  │          │  │          │
│CONSTRAST=01│ │ENTER TIME│  │DISPLAY ON│  │SET DEFAULT?│ │EMPTY REC 01│
└──────────┘  └──────────┘  └──────────┘  └──────────┘  └──────────┘
PS.              │ ENTER TIME     │              │          │ OK KEY
CONSTRAST=       ▼                ▼              ▼          ▼
01~08         ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
              │  12-30A  │  │08-01     │  │          │  │          │
              │ALARM OFF?│  │DISPLAY OFF│ │ARE YOU SURE│ │ADD NUMBER?│
              └──────────┘  └──────────┘  └──────────┘  └──────────┘
                 │ UP/DOWN KEY                           │ OK KEY
                 ▼                                       ▼
              ┌──────────┐                          ┌──────────┐
              │  12-30A  │                          │          │
              │ALARM ON? │                          │ADD NAME? │
              └──────────┘                          └──────────┘
                 │                                  PS.VIEW PHONE BOOK
                 ▼                                  ADD/DEL RECOED
              ┌──────────┐                          TOTAL 20 RECORDS
              │  12-30A  │
              │CONFIRMED │
              └──────────┘
```

Antenna signal: Shows the level of receiving power gain

Message Icon (mail symbol)**:** message icon is flashing when calling waiting (type II) come in

Call#: Shows total (accumulate) calls of caller ID, the number include the caller ID has been reviewed.

NEW Icon: Under idle mode, the NEW call icon will flash slowly when a new Caller ID call has been received.

Hour/Min AM/PM**:** it shows current date& time when idle. Beside the first line of time/date icon. Current time/date are also showing the information of Month/Day, Hour,/Minutes in main LCD display.

Month/Day: Shows month/day information. It also showing in main LCD display.

Battery Icon: to display the battery power by bar indicator.

Line 1/Line 2 indicator: when C/O line is in conversation, the line (Line 1 or Line 2) is blinking.

Preparing for Use

If you bought the phone system with extra independent handset, before you use the phone system, you must charge the HANDSET for 12 hours. Failure to do so will require more frequent recharging of the BATTERY PACK.

1. Place the HANDSET on the BASE unit or on Charging Cradle for 12 hours.
2. After 12 hours, lift the HANDSET from Base unit

You will hear two beep sounds, and see " NO ID " on LCD screen. Please follow Handset Registration (refer to Register Handset to Base).

Base Operation

Making a Call

With the phone system you can make a regular call or pre-dial a telephone number.

Place a pre-dial call via base unit:

1. Press **SPEAKER** to get a dial tone (hand-free dialing), you also can press **LINE 1** or **LINE 2** button to get a dial tone. The **Line 1 or Line 2** led is lighting on when pressing **LINE 1** or **LINE 2** button.
2. Dial the wanted number,

3. You will hear the ringing sound.

4. The system will automatically assign the free C/O line for dialing out.

5. LINE 1 (or LINE 2) icon is blinking which indicates the line is in use.

6. To end conversation, press **EXIT** button.

Place a regular call from base unit:

1. To lift the corded handphone,

2. Dial the want number,

3. You will hear the ringing sound.

4. to end conversation, put corded handphone back into base cradle.

Note:

STANDBY Mode - When in STANDBY mode (ON-HOOK), the phone is capable of receiving a call.

When the **HANDSET** is on the **CORDLESS BASE UNIT**, it is automatically in the STANDBY mode (ONHOOK).

When the **HANDSET** is taken off the **BASE UNIT**, it remains in the STANDBY mode until you press the **LINE 1 or LINE 2**

button

Answering a call:

To answer a call:

1. To lift the corded handphone on corded base unit.

Or

1. To lift the handset from cordless base .

Note:

Caller ID information is sent from the telephone company to your phone system between the first ring and second ring.

Therefore, if you want the telephone number of the incoming call to appear on the display and in the caller record, you must

wait until the information appears on the display before answering the telephone.

Putting a call on hold

When you put a call on hold it is important to hang up the handphone.

To put a call on hold and take a call off hold:

1. To place or to answer a call,

2. press HOLD button, and blinking the LINE 1 or LINE 2 led

3. hang up the handphone.

4. to retrieve the call, lift the handphone. (If not hang up the handphone on Step 3, press SPEAKER button to retrieve call)

Note:

1. If you don't retrieve the call after 30 sec, the call is automatically back to handphone, and base display " L1 CALLING".

2. At this time, if handphone is busy when the call is back, the handphone will hear bi-bi sound. Then, the call will be transferred to all handsets (all handsets will ring)

3. If you don't hang up the handphone after you have put a call on hold, you pick up with another handset extension, the call remains connected to your telephone and is taken off hold. This means any background noise from your area will be heard by the caller and the other extension.

4. If an incoming call is placed on hold and no one at another extension handset pick up, the telephone will ringing back to base after 30 sec. When the call come back to base, and base are in busy, the call will be transferred to the rest of handsets.

Note:

To put a call on hold via independent handset when under the conversation.

1. When handset is on the phone, the handset display showing " CONF   HOLD ".

2. Press right softkey to select HOLD (refer to Handset Call Transfer),

3. dial another handset number and press OK.

4. if another handset doesn't pick up or in busy status, then it ring back to the first handset after 30 sec

* When the phone is putting on hold, the caller will hear bi-bi tone until the other extension is picked up.

Putting a call on mute

 If you want to temporarily disable the base microphone.

To mute a call:

1. Press SPEAKER (or LINE 1, or LINE 2) button to get the line,

2. to turn off the microphone off, press MUTE button. You can hear your caller but your caller can not hear you.

3. to resume speaking with your caller, press MUTE again .

4. to end conversation, press EXIT button.

Note:

To put a call on mute via independent handset, press DEL/MUTE (refer to "To mute a call via handset")

Redial

If you do not remember a number you just dialed, press REDIAL button shows you a number you called.

To make a call from Redial:

1. Under Standby mode, press **Redial** button
2. Press **SPEAKER** button to dial out.

The system will automatically assign the free C/O line for dialing out. The LINE 1 (or LINE 2) icon will be lighted

Turning the ringer volume

To turn the ringer volume:

1. Press the right shift button. Continue to press the **Right Shift (** button until you reach the desired ring volume.

To turn the ringer OFF:

1. Press the left shift button. Continue to press the **Left Shift** button until the ringer is off.

Control the ringer volume

While the telephone is idle or ringing, you can press the **Right Shift** button or the **Left Shift** button for soft or loud ringer volume.

Control the receiver volume

While you are on the telephone, you can press the **Right Shift** button or the **Left Shift** button for soft or loud receiver volume. When you have completed your call, the receiver volume returns to default.

Setting the ring tone and ringer volume
To set the ring tone and volume:

1. Press **MENU** button (refer to MENU – 03 RING TONE)
2. Scroll **UP** or **DOWN** button to select: 03 RING TONE, Press OK, the tone is ringing
3. Press UP or DOWN to select Ring Tone, the tone option available is 01 – 04
4. When choosing the desire ring tone, press **right shift – left shift** button to adjust the volume.
5. Press **OK** to confirm the setting, or press EXIT button to go back to previous screen.

Turning the Answering Machine OFF

The answering machine is defaulted at ON status. You can turn if off by pressing **ANS.OFF** button. To resume Answering ON by pressing **ANS.ON** button.

Note;

Even when the answering machine is turn off, it still answer the call after 15 rings. This allows you to turn on the answering machine using the Remote Access feature.

To Set Number of Rings before answering

You can set the number of rings answering machine waits before answering. Three options to set: 3 rings, 5 rings, or Toll Saver. The default is 5 rings.

To set the number of rings:

1. Press MENU button (refer to MENU – 04 RING SELECT)
2. Scroll UP or DOWN button to select: 04 RING SELECT. There are 3 rings (#01), 5 rings (#02), and Toll Saver (#03).
3. Press OK to confirm

To page handset

If you expand multiple handsets for the telephone system, the telephone base page to all handsets or any handset.

To page all handsets:

Under standby mode in base,

1. press **PAGE** button, the display shows INTER:HS,
2. press **PAGE** button again, all the handsets registered with this base will be ringing at this time.
3. Any one of handset to pick up the paging by pressing any key to enable the intercom with base. At this moment, the rest of handsets will stop ringing.
4. when display showing INTER:HS, dial handset number, the handset will ring. Base could be as a finder of handset.

Above is the text I sent to you/Daniel. It's same step as you revised it.

Base Intercom with Handset:

When base feel like to have conversation with a particular handset, and Base is under standby mode,

1. Base press **PAGE** button, and the screen shows " INTER:HS "
2. then dial handset number, for example "INTER: 15" at this time, press OK,
3. the handset will be ringing,   the handset screen shows " BASE PAGING "
4. handset press **any button** to pick up intercom with base.
5. handset press **EXIT** button to stop intercom with Base.

Note: if an outside call come in, you will hear a instruction tone from phone (to remind you having a outside call ringing) while you are busy on talking intercom with your base or handset.

Caller ID call back

Place Call by CID on Base Unit:

1. Under Standby mode, press **CID** button, the screen shows

 " NEW CALL # TOTAL CALL# ",

 for example " 01 16 ", means 1 new call, and total 16 calls of caller ID. If user has

 reviewed the new call, then the display become to show " 00 16 ".

2. press **UP** button, the screen shows the latest (the last) Caller ID number, keep pressing **UP**

 button again, it shows the next latest Caller ID number. Keep pressing UP button to review

 the rest of caller ID records until to display " end of list ", then to start to show the latest

 caller ID record again. (press **DOWN** button, the screen shows the first caller ID number)

3. Select the phone number & name by scroll **UP** or **DOWN** button,

4. Press **OK** to dial out the wanted number.

5. The system will automatically assign a free C/O for dialing out.

Memory Keys

The **ANS./MEMORY** LED light is on (factory default) which indicate the phone system is under Answering Machine mode. Press **ANS./MEMORY** button once to switch into Memory Mode. Under Memory Mode, the ANS./MEMORY LED light is off.

Saving numbers and names to memory keys

You can save the number and names of your customers, business associates, or anyone you call frequently in memory keys. You also can choose the phonebook record or Caller ID record to store into memory button.

To save a number and name:

1. press **ANS./MEMORY** button (switch from Answering Mode into Memory mode).

2. press the memory key where you want to save the number, for instances, **M1** button (i.e. **STOP/M1,** dual function button) . The screen does not show any number if the phone are new entry.

3. dial phone number on base dialing keypad,

4. press and hold down **M1** for a few seconds (long key) until a sound emitted out and display shows "SAVE to M1" .

User to put on name label on phone

To save number from the display:

1. Ensure that number is on the display. (For example, answer a call or make a call using the dial keypad, or use Caller ID, or Redial list)

2. press and hold down the memory key where you want to save the number for a few

seconds (long key).

5. the phone emit out beep sound and display showing " SAVE TO M# " after beep sound.
6. label the memory key.

To save number from Caller ID records:

1. Under the standby mode on base, press CID button,
2. scroll **UP** or **DOWN** button to find the wanted Caller ID record,
3. press and hold down the memory key for a few seconds (long key) to save it.
4. the phone emit out sound and display shows " SAVE TO M3 ".

Making calls from memory keys

The memory dialing let you list the record on base keypad by one touch dialing.

To call from a memory key:

1. Press memory button like **M1** button, the LCD will display the number,
2. press **SPEAKER** button(or to press **LINE 1** or **LINE 2**).
3. the system will automatically assign the free C/O line for dialing out

if under company phone system, press Line 1 or Line 2 to get dial tone, press" 0", then press **M1** button, the phone will be making call.

Or

To pre-dial from a memory key:

1. Press **SPEAKER** (or press **LINE 1** or **LINE 2,** or lift handphone)
2. press memory button like **M1**, the LCD will display the number,
3. the system will assign the free C/O line for dialing out.

CALL TRANSFER

When Base (or Handset) is in conversation with outside line, you can transfer the call from base to another handset. (Handset use two soft keys under LCD screen : **Right** button and **Left** button to operate Call transfer function)

Making call transfer from base to handset extension

Call transfer from base to handset extension:

1. Base is under the line, press TRANSFER button, the display showing " TRANS:HS ",
2. dial handset number,
3. press OK button
4. at this time, the called handset is ringing, and handset showing " BS PAGING".
5. lift the handset to answer it (or press any key to answer). The call is transferred to handset.

7. To end conversation, press **EXIT** button.

Making call transfer from handset extension to base

Call transfer from handset extension to base:

1. When outside call is ringing in, to lift handset from charger to answer the call (or press any key to answer if handset isn't stayed at charger), the handset screen shows " CONF   HOLD "

2. Select HOLD by pressing **Right softkey** on handset, screen shows "   NO: RETRV "

3. Handset to press ***** (star) button (star is indicated as base), the screen shows " NO: BS   RETRV " , then handset press OK button.

4. At this time, Base keep emitting out with two-tone sound with display blinking " PAGING ", and   " HS# CALLING "

4. Base press **PAGE** button to get on hook with handset for hand-free speaking (or to lift handphone on base to get on hook with handset).

5. Handset press **EXIT** button .   Thus base get the transfer call .

Making transfer call from handset extension to another handset extension

Handset under talking mode & transfer to another handset (the second handset)

Call transfer from handset to handset:

1. When conversation in the line (under the talking mode) on handset 01, the handset 01 screen shows " CONF   HOLD ",

2.Select HOLD by pressing **Right softkey** on handset, screen shows " NO: RETRV ",

3. Handset 01 dial the another handset number, for example, " 02" (the second handset 02), then press **OK** button.

4. the second handset will ring.   The second handset press any key to pick up the call (or to lift handset from charger).

5. The handset 01 press **EXIT** button**.**

6. Handset 02 get on-hook with outside line.

Note: when the first handset has transferred call to second handset and leave away, the second handset will be ringing. If the second handset didn't answer the transferring call within 30 seconds, the first handset will ring back again to remind the first handset the call is returned.

Line SWAP

When the first line is under talking mode and the second line is ringing, user temporarily hold the first line and get the second line.   If user finish the second line conversation (or hold the

second line), and go back to the first line and continue the conversation.   While the first line caller is putting on hold, the caller will hear bi-bi(hold tone) tone until the line resumed.

Making line swap

To make line swap:

1. When conversation in the line (under the talking mode) on base (or handset, refer to Handset line swap), and another line come in. You do not hear the other line ringing while you are in the first line, but the LINE 2 LED is lighting on. The LINE 2 indicator on display is blinking too.

2. At this time, press **HOLD** button in base,

3. press the other ringing line (**LINE 1** or **LINE 2** button) to get on hook with the second caller.

4. press **EXIT** button to end conversation with the second line, or you still can hold the line 2 (by pressing HOLD button),

5. to resume the first line conversation, press the first line button (**LINE 1** or **LINE 2** button, the one with LED on) again on base.

6. to end the conversation with the first line, base press **EXIT** button.

Alex hand writing is not clear on step 4, step 6. But above operation are correct.

CONFERENCE CALL

When Base (or Handset) is in conversation with outside line, you can invite the third party to join the conference call. The third party could be caller/dialer from the second line or the other extension of this system.

Making 3-way conference call

To make 3-way conference call among base, handset and outside line:

Base is under conversation with outside line and invite handset to join conference call.

1. When conversation in the line (under the talking mode) on base by speakerphone (or by handphone) with outside line caller,

2. Base press **CONF** button, the screen shows " CONF: HS   ",

3. Base dial Handset # (for example, 02), the handset-02 will ring,

4. Handset press **OK** button to get connection with Base,

5. Base press **CONF** button to activate conference call among base, the outside caller in CO line, and handset-02.

To make 3-way conference call among Handset, Base and outside line:

Handset is under conversation with outside line and invite base to join conference call.

1. when handset is on the line, the screen shows " CONF   HOLD ",
2. Select CONF from handset screen by pressing **Left Shift key** (soft key) on handset
3. screen shows " DIAL   INTER ".
4. Select INTER by pressing **Right softkey** on right side,
5. Handset then press " *****" star button (to call base), handset screen show " NO:BS ",
6. handset press OK, Base will keep ringing two-tone sound and display showing " HS CALLING "
7. Base press **PAGE** button to get connection with handset; at this time, handset shows " CONF   RETRV'
8. handset select CONF by pressing **OK** (soft key) to activate 3-way conference.

To make 3-way conference call among handset, the second handset and outside line:

1. When conversation in the line (under the talking mode) on handset - 01 with outside line caller,
2. Handset - 01 LCD screen is showing " CONF   HOLD " ,
3. Handset - 01 select **CONF** by pressing **Left** softkey, the screen is showing " DIAL INTER ",
4. Handset - 01select **INTER** by pressing **Right** soft key, the screen showing " NO: ".
5. Dial the second handset # , for example, 02, then press **OK** button,
6. At this time, Handset-02 will ring. Handset-02 press **OK** button to intercom with Handset-01,
7. Handset-01 select **CONF** by pressing **Left** soft key to activate conference call among Handset-01 , the caller from CO line, and Handset-02. The handsets display " CONFERENCE".

To make 3-way conference call among Line 1, Line 2 and Base:

1. When conversation in the Line 1 (under the talking mode) on base by speakerphone (or by handphone) with outside line caller,
2. Base press **CONF** button, the screen shows "CONF " ,
3. Base press Line 2 to get with the third party , the screen shows " Talking   ",
4. Base press **CONF** button again to activate conference call among base, the outside caller in CO line, and handset.

Note: we found above steps are correct in 100DAM and 400DAM.

Caller ID System

This phone system automatically displays incoming callers name and telephone numbers together with time and date of the call. It records up to 90 groups of call data. Base and handsets share the same caller ID data, no matter how many HANDSETS link to the same BASE unit.   Each handset can select & pick up the caller ID records he want and save into his individual handset phonebook.

The caller ID records are still in system memory after the handset has saved the record into his phonebook.

When you have new caller ID, the NEW CALL led is flashing. It is also blinking on NEW icon on LCD.

View Caller ID
To view caller ID on base:
1.   Under Standby mode, press **CID** button, the screen shows
   "   NEW   #   TOTAL #   ",
   for example "   01   16 ",   means 1 new call, and total 16 calls of caller ID. If user has reviewed the new call, then the display become to show " 00   16 ".
2.   press **UP** button, the screen shows the latest (the last) Caller ID number, keep pressing **UP** button again, it shows the next latest Caller ID number. Keep pressing UP button to review the rest of caller ID records until to display " END OF LIST ", then to start to show the latest caller ID record again.   (press **DOWN** button, the screen shows the first caller ID number)
3.   Select the phone number & name by scroll **UP** or **DOWN** button,
4.   Press **OK** to dial out the wanted number.
5.   The system will automatically assign a free C/O for dialing out.

Making call by Caller ID
To call from caller ID record via base:
1. Under Standby mode, base press **CID** button, the screen shows
   NEW #   TOTAL #
2. Select the wanted phone number & name by scroll **UP** or **DOWN** button,
3. Press **SPEAKER (**or **LINE 1/ LINE 2**) button to dial out the number.
4. The system will automatically assign a free C/O for dialing out.

Deleting Caller ID
To delete caller ID record:

1. Under Standby mode, base press **CID** button, the screen shows
   NEW #   TOTAL #
2. Select the wanted phone number & name by scroll **UP** or **DOWN** button,
3. press **HOLD** button to clean the caller ID record.
5. Press **EXIT** button to exit.

To delete all caller ID:

If you want to delete ALL Caller ID records at one time,

Under any caller ID record display,

1. press and hold down **HOLD** button (long key) until the screen displaying " Delete All CID ?
   ",
2. press **OK** button to delete all caller ID records,
3. press **EXIT** button to exit.

   Note: if you use handset to clean Caller ID records, press handset DEL/MUTE button to clean it.

Call WAITING (Caller ID type II)

When you subscribe to a Caller ID Call Waiting service from your local telephone company, this telephone will display the name and number of the second caller while you are on the conversation with your first caller.

1. When you having a conversation, this phone automatically display the name and number of the second caller. The name is blinking.
2. Press FLASH button to answer the second caller (in the same talking line).
   The first caller name and number will be displayed. The name is blinking.
3. To end conversation with the second caller, press FLASH to resume conversation with the first caller.

Message Waiting (Voice Mail message)

If you subscribed to Voice Mail message service and if you have requested Visual Message indication from your local telephone company.   When there is a Voice Mail message for you, this phone detects a stutter tone, then follow the steps as per telephone company instruction.
  Note: to get the Voice Mail message by dialing the access code number assigned by telephone company.

Phone Registration

If you purchase expandable handset with charger, please refer to the Handset Registration
    procedure.

ADVANCE FEATURE on Base MENU

The phone base allows system manager to set up or change the system defaults for customizing
reasons. The system management function are as the Base Menu tree
(Handset isn't allow you to access into Base Menu program).

Base Menu contents

To access base Menu:

1. Press MENU button on base,
2. Scroll UP or DOWN button to get the wanted function item.

The base Menu contents and function item numbers are:

01 TME/DATE
02 RING TONE
03 RING SELECT
04 MSG ALERT
05 ANNOUNCEMENT
06 SCREEN CALL
07 MAILBOX CODE
08 AREA CODE
09 CALL TIMER
10 L1: T/P
11 L2: T/P
12 HOLD TIME
13 HOLD TONE
14 FLASH TIME
15 PAUSE TIME
16 SET CONTRAST
17 RESET ID?
18 SET DEFAULT?
19 HELP DISPLAY

~~**01 Language**~~

~~**To change the language:**~~

~~Under Standby mode (same as handset, refer to handset Menu)~~

~~1. press **MENU** button,~~

~~2. use UP or DOWN to select 01 LANGUAGE, press OK button~~

3. ~~to select the wanted language by using UP or DOWN button, press OK to save it~~.

4. ~~press OK again to confirm. A~~ ~~three~~ ~~-beep sound emit out to confirm the setting~~.

01 Time/Date

System will synchronize time and date to Answering Machine when answering machine is initiated.   When incoming call with caller ID data, the time/date of Caller ID will update the phone system time/date automatically.

To set time/date:

Under Standby mode

1. press **MENU** button,

2. use UP or DOWN to select 06 TIME/DATE, press OK button

3. use UP or DOWN button to select:

   01 SET HOUR:, 02 SET MIN: 03 SET AM/PM:, 04 SET MONTH:, 06 SET DAY:,

4. press OK to confirm. A three-beep sound emit out to confirm the setting.

To set hour:

Dial the number from 01 – 12 from keypad

To set minute:

Dial the number 01 – 59 from keypad.

To set AM/PM:

Use UP or DOWN to select AM or PM.

To set Month:

Dial 01 – 12 from keypad.

To set day:

Dial 01 – 31 from keypad.

02 Ring TONE

There are 4 kinds of tone selection on the system.

To set ringing tone:

Under Standby mode

1. press **MENU** button,

2. use UP or DOWN to select 02 RING TONE, press OK button. The phone emit out tone sound. Press Left Shift – Right Shift button to adjust tone volume.

3. use UP or DOWN button to select: 01 RING TONE, 02 RING TONE, 03 RING TONE , 04 RING TONE . The tone you choose, you hear the tone emitted out from phone, press OK .

3. A three-beep sound emitted out to confirm.

03 RING SELECT

To choose the number of times the phone rings before the Answering System responds, set the Ring Select switch to 3R, 5R or Toll SAVER.

Set to 3R - System answers call after the third ring.

Set to 5R - System answers call after the fifth ring.

Set to Toll Saver - when you will be checking your system for message from a remote location using long distance services or from a pay phone.

To set ringing selection:

Under Standby mode

1. press **MENU** button,

2. use UP or DOWN to select 03 RING SELECT, press OK button

3. use UP or DOWN button to select 01 3 RINGS, or 02 5 RINGS, or 03 TOLL SAVER, press OK to save it.

4. A three-beep sound emit out to confirm the setting.

04 MSG ALERT

When the message alert is ON, the unit will generate a beep sound every 15 seconds after a new message has been recorded. If you do not want to hear the beep sound on every 15 seconds, to set the message alert to OFF position.

To set message alert:

Under Standby mode

1. press **MENU** button,

2. use UP or DOWN to select 03 MSG ALERT, press OK button

3. use UP or DOWN button to select 01 ALERT ON or 02 ALERT OFF, press OK to save it.

4. A three-beep sound emit out to confirm the setting.

05 ANNOUNCEMENT

To set Announce mode means to set up your system answers incoming calls with your recorded announcement but it will not record any ICMs. (incoming call messages). Please see the detail operation manual on Answering System.

To set announcement:

Under Standby mode

1. press **MENU** button,

2. use UP or DOWN to select 05 ANNOUNCE, press OK button

3. use UP or DOWN button to select 01 ANNOC ON or 02 ANNOC OFF, press OK to save it.

4. A three-beep sound emit out to confirm the setting.

06 SCREEN CALL

Setting Screen Call

The Answering System allows you to listen to a caller leaving an ICM. To set the screen ON is to disable the base answering machine speakerphone sound while the caller is leaving message. The screen OFF is to resume the answering machine speakerphone sound while the caller is leaving message.

To set screen call:

Under Standby mode

1. press **MENU** button,

2. use UP or DOWN to select 06 SCREEN CALL, press OK button

3. use UP or DOWN button to select 01 SCREEN ON, or 02 SCREEN OFF, press OK to save it.

4. A three-beep sound emit out to confirm the setting.

To converse with caller:

No matter to put the Screen ON or Screen OFF, while the caller is leaving the message, the line indicator is light on. At this time, press the line button which is on recording (the light on button) via base or handset, the answering machine will stop recording and you can converse with the caller.

To get another line while the caller leaving message:

1. When the **MENU system** is put on SCREEN ON and some one is leaving message, the voices will be muted. But you can see LINE 1 or LINE 2 LED is lighting on. The message is left on answering machine.

2. You can make a call on the second line via handset while caller is leaving message. The dialer might wish to mute the voice who is leaving message on machine if he happen to make a call at the same time.

3. The system is defaulted at SCREEN OFF

To listen the message playing via base

When listening the message, if you do not want to disturb others with the ICM voice, you may pick up the handphone to listen. At this time, if a call from outside, only handsets will be ringing as the base speakerphone is busy with answering

07 MAILBOX CODE

The phone system allows you with 5 mailboxes: one is for public mailbox (General Mailbox), and 4 personal Mailboxes.

For user to access personal mailbox (except General Mailbox) in base must enter mailbox password before operation of listening incoming message or any other recording OGM etc.

You can also assign a mailbox to each of handset. A group of family members or colleagues Might share the same Mailbox number or has his own mailbox. Each Mailbox can be recorded with his own outgoing OGM greeting.

For caller to leave a message in a specific mailbox, they must enter the mailbox number before they record their message, For this, you must inform the caller via OGM greeting to guide caller how to enter into individual mailbox.

Note:

1. To access mailbox via handset, you follow the voice instruction (refer to Handset Answering machine operation)

2. To access mailbox at remote telephone, you follow the voice instruction (refer to Answering machine operation via remote Tone Telephone)

To set up individual mailbox code:

Under Standby mode

1. press **MENU** button,

2. use UP or DOWN to select 07 MAILBOX CODE , press OK button

3. scroll UP or DOWN button to select the wanted mailbox: 01 GENERAL BOX, 02 MAIL BOX 1, 03 MAIL BOX 2, 04 MAIL BOX 3, 05 MAIL BOX 4, press OK.

4. The display showing " 01 ENTER CODE ", then dial 3- digits code.

5. A three-beep sound emit out to confirm the setting.

Note:

The factory defaults for mailbox codes are:

General mailbox: 999

Mailbox 1: 555

Mailbox 2: 666

Mailbox 3: 777

Mailbox 4: 888

08 AREA CODE

The area codes include: HOME AREA (1 group of Home Area), LOCAL AREA (7 groups of

Local Area) and OUT OF AREA (1 group of Out of Area). Home Area and Local Area Code need to be programmed for caller ID dialing back. The Home area code is the same area code as the line connected to this base unit.

The system allow user to input and save Home Area Code , or 7 groups of Local Area Codes, or Out of Area Code.

The Local area codes are provided for areas with 10-digits dialing where multiple area codes are used to serve the calling area.

To input area code:
Under Standby mode
1. press **MENU** button,
2. use UP or DOWN to select 07 AREA CODE, press OK button
3. use UP or DOWN button to select: 01 HOME AREA, 02 LOCAL 1, 03 LOCAL 2 , 04 LOCAL 3, 05 LOCAL 4, 06 LOCAL 5, 07 LOCAL 6, 08 LOCAL 7, 09 OUT OF AREA, 10 AREA ON/OFF, press OK .
4. the cursor on screen will be on the second line which is ready for user to dial 3 digits
5. After dialing 3 digits, press OK to save this area code.
6. Repeat the same step to input/edit next local area code.

To edit out of area code:
The system will judge if this Caller ID ready for dialing out meet the above 8 groups area codes (1 group of Home area code and 7 groups of Local area codes). If not, the system will automatically add " 1 " on the prefix of the 10-digits dialing number. The defaulted OUT OF AREA code (Long Distance Code: L-D-C) for U.S. is " 1 ". The system automatically add " 1" to the outbound telephone number if a 10-digits dialing number does not match any of the 7 groups of Local Area Codes.

To close the editing of area code:
1. To disable the area code setting, selection 10 AREA ON/OFF
2. Use UP or DOWN to choose ON or OFF.
3. press OK to save it.
4. a two-beep sound emit out for confirm.

09 CALL TIMER
To set up the time counting of a call. Once setting on the call, the display show the running time of the call. To return to the call information display, switch to TIMER OFF.

Under Standby mode

1. press **MENU** button,

2. use UP or DOWN to select 09 CALL TIMER, press OK button

3. use UP or DOWN button to select 01 TIMER ON or 02 TIMER OFF, press OK to save it.

4. A three-beep sound emit out to confirm the setting.

5. When the call is over, hang up the phone, the timer stops counting.

10 L1:T/P

To set up tone/pulse on L1:

Under Standby mode

1. press **MENU** button,

2. use UP or DOWN to select 10 L1: T/P , press OK button

3. use UP or DOWN button to select 01 L1: TONE or 02 L1: PULSE, press OK to save it.

4. A three-beep sound emit out to confirm the setting.

11 L2: T/P

To set up tone/pulse on L2:

Under Standby mode

1. press **MENU** button,

2. use UP or DOWN to select 11 L2: T/P , press OK button

3. use UP or DOWN button to select 01 L2: TONE or 02 L2: PULSE, press OK to save it.

4. A three-beep sound emit out to confirm the setting.

12 Hold Time

To set up Hold Time:

Under Standby mode

1. press **MENU** button,

2. use **UP** or **DOWN** to select 14 **HOLD** TIME , press **OK** button

3. there are 9 levels of selection, scroll UP or DOWN button to select from **01 CONTUNUE, 02 TIME:30SEC, 03 TIME:60SEC** up to **09 TIME:240SEC** , press OK to save it.

4. A three-beep sound emit out to confirm the setting.

5. the factory defaults at 240SEC.

13 Hold Tone

To set up Hold Tone:

Under Standby mode

1. press **MENU** button,

2. use **UP** or **DOWN** to select 13 HOLD TONE , press OK button

3. there are 2 selection, scroll UP or DOWN button to select from **01 TONE ON, 02 TONE OFF**, press OK to save it.

4. A three-beep sound emit out to confirm the setting.

5. the factory defaults as Tone ON.

14 FLASH TIME

To set flash time:

Under Standby mode

1. press **MENU** button,

2. use **UP** or **DOWN** to select 14 FLASH TIME , press OK button

3. there are 10 levels of selection, scroll **UP** or **DOWN** button to select from 01 TIME: 100 MS, up to 10 TIME: 1000 MS , press OK to save it.

4. A three-beep sound emit out to confirm the setting.

5. the factory default at 600 ms, in compliance with U.S. specification.

15 Pause Time

To set up Pause Time:

Under Standby mode

1. press **MENU** button,

2. use **UP** or **DOWN** to select 15 PAUSE TIME , press OK button

3. there are 10 levels of selection, scroll **UP** or **DOWN** button to select from **01 TIME: 1 SEC**, up to **10 TIME: 10SEC** , press OK to save it.

4. A three-beep sound emit out to confirm the setting.

16 Set Contrast

To set contrast:

Under Standby mode

1. press **MENU** button,

2. use **UP** or **DOWN** to select 16 SET CONTRAST , press OK button

3. there are 8 levels of contrast selection: 01 LCDCTL =1, 02 LCDCTL=2, it go up to 08 LCDCTL =8, scroll UP or DOWN to select the wanted contract level, press OK.

4. The LCD display showing brighter or darker when pressing UP or DOWN once. The bigger level number is darker.

5. A three-beep sound emit out to confirm the setting.

17 Reset ID

The system allow manager to reset system ID. After changing system ID, all the handsets need

to be registered into base again. All the settings on the phone with ID changed still remain as same as ID before.

To reset system ID:

Under Standby mode

1. press **MENU** button,

2. use **UP** or **DOWN** to select 17 RESET ID , press OK button

3. the LCD display showing " ARE YOU SURE? ",

4. A three-beep sound emit out to confirm the setting.

5. the screen does not show ID number , but the system has already changed ID number automatically (user doesn't have to know the system ID code).

18 Set Default

The phone is allowed to change and clear all the values/codes/passwords set manually, and return back to original factory defaults.

To set default:

Under Standby mode

1. press **MENU** button,

2. use **UP** or **DOWN** to select 18 SET DEFAULT? , press OK button

3. The LCD display showing " ARE YOU SURE? " Press OK to confirm.   A three-beep sound emit out to confirm the setting.

19 Help Display

To set up help display:

Under Standby mode

1. press **MENU** button,

2. use **UP** or **DOWN** to select 19 HELP DISPLAY, press OK button

3. use UP or DOWN button to select 01 DISPLAY ON or 02 DISPLAY OFF, press OK to save it.

4. A three-beep sound emit out to confirm the setting.

To turn the display ON, is the phone display will shows helpful hints automatically.

To turn the display OFF, is the phone display doesn't shows helpful hints. This is for user who already know the operation.

Answering Machine System – Operating via Base Unit

Initiating the Answering Machine System

Once the phone is connected and set up the Day/Time, the system will synchronize the Answering Machine Day/Time.

To enter into answering machine mode:

1. The phone system defaults as Memory mode (the **LED** on **ANS./MEMORY** button is light off when connecting the phone). You have to press **ANS./MEMORY** button to initiate Answering Machine (the **LED** lighting on indicates Answering Mode; **LED** light off indicates Memory mode).

2. You can close Answering Machine by pressing **ANS.OFF** button. To open Answering Machine, press **ANS.ON** button.

3. All the Answering Machine operation buttons are in base phone.   If user operate Answering Machine function via handset or call to this phone system remotely, he ha**s** to dial password to enter into Answering Machine (refer to Operating Answering Machine via Handset). The system will emit out announcement of instruction to guide user to follow the procedure.

Accessing Mailbox from Base

The phone system allows you with 5 mailboxes: one is for public mailbox (General Mailbox), and 4 personal Mailboxes.

For user to access personal mailbox (except General Mailbox) in base must enter mailbox password before operation of listening incoming message or any other recording OGM etc.

To access Mailbox from base

under standby mode,

dial " 0 " to get General Box, then press PLAY button to listen incoming message.

dial " 1" to get Mailbox 1, then press PLAY button, the system demand to enter password

dial " 2" to get Mailbox 2, then press PLAY button, the system demand to enter password

dial " 3 " to get Mailbox 3, then press PLAY button, the system demand to enter password

dial " 4" to get Mailbox 4, then press PLAY button, the system demand to enter password

For caller to leave a message in a specific mailbox, they must enter the mailbox number before they record their message, For this, you must inform the caller via OGM greeting to guide caller how to enter into individual mailbox.

You can also assign a mailbox to each of handset. A group of family members or colleagues Might share the same Mailbox number or has his own mailbox. Each Mailbox can be recorded with his own outgoing OGM greeting.

Note:

1. To access mailbox via handset, you follow the voice instruction (refer to Handset Answering machine

operation)

2. To access mailbox at remote telephone, you follow the voice instruction (refer to Answering machine operation via remote Tone Telephone)

Recording Outgoing Greeting

Your Answering System provides voice mail which can receive the incoming messages (ICM). Before using your Answering Machine, it is suggested that you record an Outgoing Message (OGM). This is the announcement callers will hear when the system answers a call. Since the system has 5 mailboxes, it's also suggest user to record Outgoing Message Message, for example: " this is Anderson family….. please leave your message to our common mailbox after the beep. You can enter into Daniel mailbox by pressing *1, enter into Maurice by pressing *2, enter into Jeff by pressing *3, enter into Jack by pressing *4…."
Once caller enter into personal mailbox, for example, after dialing *1, then caller will hear the individual Outgoing OGM greeting (if the mailbox owner has recorded the OGM greeting), such as " Hi, this is Daniel, I'm not available right now, please leave your message after the beep….."

To record Outgoing greeting:

After you select mailbox (or you have select personal mailbox and pressed password), then follow the steps as below,

1. Press and hold down the OGM button to record outgoing greeting.
2. Begin to speak after you hear " *please record your announcement after the beep"* . Continue to hold the OGM button. After completing your outgoing message, release the OGM button.
3. Your recorded greeting will be played after releasing the OGM automatically.
4. To change Outgoing greeting, repeat step 1.
5. After the Outgoing greeting is recorded, to check Outgoing greeting, press OGM button to play the Outgoing greeting.

To delete Outgoing greeting:

1. While Outgoing greeting is playing, press DELETE button to erase it

Turning Answering Machine ON/OFF
To turn Answering Machine OFF:

1. Press ANS.OFF button to turn off the Answering Machine. ~~The factory default in ANS.ON.~~
2. When Answering Machine is off, the Answer Machine will also be activated after 10 rings.

To turn Answering Machine ON:

1. Press ANS.ON button to turn on the answering machine. It will be activated after 3 rings (if system set to 3 rings), or 5 rings (if system set to 5 rings).
2. The **LED** is lighting on when to press ANS.ON.

Setting Announce Mode

Setting Announce mode is your system answers incoming calls with your recorded greeting/memo, but not to record any incoming messages.

To set Announce Mode:

1. Press MENU button on base,

2. Scroll UP or DOWN to find 02 ANNOUNCE, or just key in 02 from keypad.

3. use UP and DOWN to select 01 ANNOC ON , or 02 ANNOC OFF

4. press OK to save it.

5. Press OK again to confirm it. The system emit out three beep sound to confirm the setting.

Note:

If you have not recorded an announcement for ANNOUNCE MODE, even if the system setting to ANNOUNCE MODE, the answering machine will automatically operate in ICM mode and will record all incoming messages and memo.

Recording a Memo

To record Memo:

1. Press and hold down the MEMO button to record your memo.

2. Begin to speak after you hear " *please record your message after the beep''*.

3. Continue to hold the MEMO button. After completing your memo, release the MEMO button.

4. After the memo is recorded, to check memo, press PLAY button. After press PLAY button, all the incoming messages and memo will play.

Note:

Memo is handled like incoming messages. You can come into Answering Machine and leave memo/messages to the other members.

To delete Memo:

1. While Memo is playing, press DELETE button to erase it

Playing Messages/memo

To play message/memo:

1. Press **PLAY** button, if you have new messages, the system will announce " you have # of new message". Then, the system will play all new messages and memo. The announcement will continue "*message 1, sent at Sep 27, 12:45, AM* ", then the message content will be playing. After each message content is played, the system pause 3 sec to continue the next message, and continue announce " *message 2, sent at Sep 27, 11:30 PM''*

2. After playing all NEW messages/memo, press **PLAY** button again, the system will re-play ALL of its messages/memo.

3. After playing all of your messages, the system saves messages automatically. After playing all of your messages, the system announces " *end of message* ".

To stop message:

1. Press **STOP** button once while playing a message, the system to pause the playing message.
2. Press **PLAY** button to continue playing the message where you stopped.
3. To press **STOP** button again (twice), the message is stopped. The system emit out "end of message".

To speed playing message/memo:

1. While the message are playing, press SPEED button and you hear the message voices are playing faster (about 30% faster)
2. To resume the normal speed of playing message, press SPEED button again.

To skip messages/memo:

1. While playing message, press SKIP button once, the answering machine will skip the current message and moves to the next message/memo and you hear " *message 2, sent at Sep 26, 11: 15AM"*, then continue to play the message content.

To delete all of old messages:

1. Under standby mode, press and hold down the DELETE button until you hear the announcement "*Message deleted. You have no messages"*.
2. When executing the message deletion, the system only to delete the old messages which you already accessed.   The new messages which you haven't listened are still in the machine, only after you listened and press DELETE button to clean message.

To delete the selected messages/memo:

1. While the unwanted message is playing, press DELETE button.
2. The system announces "*Message deleted* ", then you hear " *message 5, sent at Sep 28, 08: 37 AM* ", then continue to play the message content.

When the memory is full:

1. When there is no memory available for additional messages, the system will announce " *memory full"*, but will not save messages. Then, the system will hang up phone.
2. Unless you enter into remote access code within 20 seconds of activating the remote control function to maintain your connection with Answering system. If you delay to input the access code within 20 seconds, the system hang up.

Remote Operation through a remote access code at Tone Telephone

You can use many Answering system features when you are away from home.   i.e., you can remotely operate answering machine function like to record Outgoing OGM greeting, to get message, and to administer Outgoing message.   To protect your privacy, most of the features can be used only after you enter the 3-digits remote access code.

It's a password to access messages from remote side.

Remote Answering Machine operation

1. Dial your telephone number.
2. Listen or bypass the OGM/greeting
3. enter your Mailbox password
4. A beep will sound when your password is accepted by your answering machine.
5. After you access into the mailbox, you will hear the voice announcement to guide you to do remote control function.
6. If you input the wrong access code, the system announces *"invalid password "*. You have to input password again. It allows you to input three times. If the third time of password entry is still wrong, the system hang up.

Calling from outside to leave message to mailbox

If you want to leave message to a mailbox by calling from outside,

1. Dial your telephone number.
2. Listen or bypass the OGM/greeting
3. choose the mailbox destination by pressing:
   " * 1 " to enter into mailbox 1
   " * 2" to enter into mailbox 2
   " * 3" to enter into mailbox 3,
   " * 4 " to enter into mailbox 4
   if you do not press any key, the message will left to General Mailbox.

Operating remote control function

When you get into remote control function, the system allows you: 1) to record messages,   2) to get messages,   3) to administer outgoing messages. These are the same procedures for handset of this system to operate Answering Machine remote control function.

   (Please refer to Answering Machine via Handset)

To operate remote control function:

1. When you get into remote control function, the system announces "*You have # of new*

messages " or *" you have no message "*. Pause 2 seconds, then continue to announce " *to record messages, please press 1; to get messages, please press 2; to administer outgoing greeting, please press 3 "*.

2. If a command is not received by the system within 20 seconds, it will signal 3 beeps and hang up.

3. You follow the instruction codes to keep going the necessary steps.

Recording Message remotely

To record messages remotely:

1. When you get into remote control function, you press 1 to record message.

2. the system announces " *please select mailbox number destination* "

3. if caller didn't dial mailbox number for 12 seconds. After over 12 seconds, the system will save message to General Mailbox.

4. User press the desired mailbox number on keypad, for instances, 02, then announces, " *mailbox 2, please leave message after the beep. When finish, press # "*.

5. you begin to record your message. After recording message, press #.

6. The system announces " *end of recording. To listen to your recording, press 3; to delete and re-recording, press 1; to confirm and saved your message, press # "*.

    5-1 **To confirm and saved recording messages**

       Selecting to confirm and saved your message by pressing " # ", the system announces " *message saved "*. The system starts again with remote control function announcement (refer to **To operate remote control function**, step 2)

    5-2 **To delete and re-recording messages**

       Selecting to delete and re-recording by pressing 1, the system announces " *message deleted, please leave your message after the beep. When finish, press # "*. Then system go back to step 5.

    5-3 **To listen recording message**

       Selecting to listen to your recording by pressing 3, the system play the messages. After playing messages, the system go back to announce "*To listen to your recording, press 3; to delete and re-recording, press 1; to confirm and saved your message, press # "*.

Getting messages remotely

To get message remotely

1. When you get into remote control function, you press 2 to get messages.

3. the system announces " *you have # of new messages* " or " *you have no new message"*.

4. If you have new messages. The system announces " *message 1, sent at Sep 27, 11: 15 AM"*, then to play announcement " *to listen message please press 0, to save or continue press #, to delete, press*

D". After one message played, the system announces " *end of message. To repeat message, press 1; to save or continue, press #, to delete, press *D ".*

    4-1 **To repeat message playing**

        Selecting to repeat message by pressing 1, the system play the message again.

    4-2 **To save or continue message**

        Selecting to save or continue message by pressing #, the system announces " *message saved, next message.* " Then the system continue to play the next message as step 4.

    4-3 **To delete message**

        Selecting to delete message by pressing *D, the system announces " *message deleted* ". Then the system continue to play the next message as step 4.

5. If no more message to play, the system announces *"you have no more message "*. Then, the system go back to remote control function as **To operate remote control function.**

Administering outgoing greeting remotely

When you get into remote control function, you press 3 to administer greeting

The system announces " *to record greeting, press 1; to turn greeting on or off, press 2 "*.

To record greeting:

1. When enter into Administer outgoing greeting, you select to record greeting by pressing 1, the system announces " *please leave your greeting announcement after the beep. When finished, press # "*.

2. Begin to record greeting. When finished the recording, press #.   The system announces " *end of recording. To listen to your recording, press 3; to delete and re-recording, press 1; to confirm and saved your message, press #".* After pressing #, the system announces " *greeting saved* ".

To turn greeting on or off:

When enter into Administer outgoing greeting, you select to turn greeting on or off by press 2, the system announces " *press 1 to turn greeting on; press 2 to turn greeting off "*.

A. To turn greeting on

    To turn greeting on by pressing 1, the system will confirm setting by emitting out beep sound and announces *"greeting is on "*. After then, the system go back to remote control function as **To operate remote control function.**

B. To turn greeting off

    To turn greeting off by pressing 2, the system will confirm setting by emitting out beep sound and announces *"greeting is off "*. After then, the system go back to remote control function as **To operate remote control function.**

Note: Greeting ON means the mailbox doesn't allow caller to leave message. Each mailbox can be setting to Greeting ON or Greeting OFF except General Mailbox. General Mailbox is

always on Greeting OFF (General Mailbox has to be left message).

Handset Operation

Handset Registration

To register new handset to base:

1. Under the Stand by mode, handset press **Right softkey** ,

2. Scroll **UP** or **DOWN** button to find " 02 REG.HANDSET", ~~or just dial 02 from keypad to go directly to item 2: " 02 REG.HANDSET"~~. Press **OK** button,

3. the screen shows   " HS NO: ", require to input wanted handset number by 2-digits, for instances, 00 - 99, dial 2-digit number, press **OK** button to confirm the handset number.

4. the handset screen shows 'WAIT CONF ' (Waiting registration Confirmation). At this moment, Base press and hold down **PAGE** button for a few seconds (long key) until base LCD shows "ALLOW REQ".

5. After 2 – 3 seconds, the handset will come to display the registered number and emit out three tones indicating the handset registration is successful.

    A registered handset screen normally shows:

> L1   L2
> HS: 22   MENU

When handset registration is completed, the LCD screen shows (in standby mode): " HS-01 MENU ", Base LCD screen shows the current time.

Making a Call

With the phone system you can make a regular call or pre-dial a telephone number.

Place a call via handset unit:

1. Press **LINE 1** or **LINE 2** button to get a dial tone. The Line 1 (or Line 2) indicator on top of LCD is displayed

2. Dial the wanted number,

3. You will hear the dial tone.

4. to end conversation, press **EXIT** button.

Note:

STANDBY Mode - When in STANDBY mode (ON-HOOK), the phone is capable of receiving a call.

When the **HANDSET** is on the **CORDLESS BASE UNIT**, it is automatically in the STANDBY mode (ONHOOK).

When the **HANDSET** is taken off the **BASE UNIT**, it remains in the STANDBY mode until you activate the **LINE 1 or LINE 2**

button

When phone is under Standby mode, the LCD display is showing the current time & date information by Hour/Minutes/Month/Day. When you lift the handphone or handset, the time & date information is still showing on the display.

Answering a call:
To answer a call via handset:
1. To lift the handset from cordless base .
2. When the handset is not in charger cradle, press any key to answer the call
3. to end of conversation, press EXIT button
Note:

Caller ID information is sent from the telephone company to your phone system between the first ring and second ring. Therefore, if you want the telephone number of the incoming call to appear on the display and in the caller record, you must wait until the information appears on the display before answering the telephone.

Putting a call on hold via handset
When handset is under conversation, the display showing " CONF   HOLD "
To put a call on hold and take a call off hold:
1. to select HOLD function by press left shift soft key, the display shows that the call is on hold. The Line 1 (or Line 2) indicator is lighting on.

2. Handset to retrieve the call, press the Line 1 (or Line 2) button which is still lighting on.

Note:

1. If you don't retrieve the call after 30 sec, the call is automatically back to handphone, and base display " L1 CALLING".

2. At this time, if handphone is busy when the call is back, the handphone will hear bi-bi sound. Then, the call will be transferred to all handsets (all handsets will ring)

3. If you don't hang up the handphone after you have put a call on hold, you pick up with another handset extension, the call remains connected to your telephone and is taken off hold. This means any background noise from your area will be heard by the caller and the other extension.

4. If an incoming call is placed on hold and no one at another extension handset pick up, the telephone will ringing back to base after 30 sec. When the call come back to base, and base are in busy, the call will be transferred to the rest of handsets.

* When the phone is putting on hold, the caller will hear bi-bi tone until the other extension is picked up.

Putting a call on mute via handset

 If you want to temporarily disable the microphone.

To mute a call:

1. Press LINE 1 (or LINE 2) button to get the line,
2. to turn off the microphone off, press DEL/MUTE button. You can hear your caller but your caller can not hear you.
3. to speak to your caller, press DEL/MUTE again to resume microphone.
4. When the call is over, press EXIT button.

Redial via handset

If you do not remember a number you just dialed, press REDIAL button shows you a list of last ten numbers you called.

To make a call from Redial List:

1. Under Standby mode, press **Redial** button

2. scroll **UP** and **DOWN** to select the number,

3. Press **Line 1 (or Line 2)** button to dial out.
   The system will automatically assign the free C/O line for dialing out. The top on LCD display LINE 1 (or LINE 2) is displayed which indicates the line are in use. There are 10 recent dialed numbers saved on handset.

~~To turn the ringer ON:~~
~~1. Press the right shift button. Continue pressing the right shift button until you reach the desired ring volume.~~

~~To turn the ringer OFF:~~
~~1. Press the left shift button. Continue pressing the left shift button until the ringer is off. Ringer is OFF appears on the display.~~

~~Control the ringer volume~~
~~While the telephone is idle or ringing, you can press the right shift button or the left shift button for soft or loud ringer volume.~~

Control the receiver volume

While you are on the telephone, you can press **UP** button or the **DOWN** button for soft or loud receiver volume. When you have completed your call, the receiver volume returns to default.

Setting the ring tone and ringer volume

While you are on the telephone, press **UP** or **DOWN** button to get into the Menu selection of Ring

Tone. Use **Right-Shift** and **Left-Shift** buttons to adjust the ringer volume. Press **Right Shift** for higher volume; press **Left Shift** for low volume until it turn off the ringer. There are 8 levels of volume selection.

To set the ring tone and volume:

1. Select MENU function by pressing **Right Shift** button
2. Scroll **UP** or **DOWN** button to select: 4 RING TONE, the tone option is from 01 – 05 (for base, refer to MENU – 08 RING TONE), press OK button
3. The screen displays ringing tone indicator level on first line and second line " RING TYPE # ".
4. Use **Right-Shift** and **Left-Shift** buttons to adjust the ringer volume.
5. Press **OK** to confirm

Handset-to-Handset Intercom

Under standby mode,

1. Handset-01 press INTERCOM button, and dial the handset number, for example, 02
2. the handset-02 will ring. Handset-02 to pick up the phone by pressing any key.

Handset-to-base Intercom

Under standby mode,

1. Handset-01 press INTERCOM button, then press * (means base) and **OK** button.
2. base will ring. Base to pick up the phone by pressing any key.

Base Intercom with Handset:

When base feel like to have conversation with a particular handset, Base is under standby mode,

1. Base press **PAGE** button, and the screen shows " INTER HS "
2. dial handset number, for example, 02 and then press **OK** button. At this time, the handset-02 will be ringing,   the handset screen shows " Base   Paging "
3. handset to press any button to enable the intercom with base.
4. handset press **EXIT** button to stop intercom with Base.

Note: if a call for outside is ringing, you will hear an instruction tone from the phone system while you are talking intercom with your base or handset.

Caller ID call back

Place Call by Caller ID record :

1. Under Standby mode, press **UP or DOWN** button, the screen shows
   "   NEW CALL #   TOTAL CALL#   ",
   for example "   01   16 ",   means 1 new call, and total 16 calls of caller ID. If user has

reviewed the new call, then the display become to show " 00   16 ".

2. press **UP** button, the screen shows the latest (the last) Caller ID number, keep pressing **UP** button again, it shows the next latest Caller ID number. Keep pressing UP button to review the rest of caller ID records until to display " END OF LIST ", then to start to show the latest caller ID record again.   (press **DOWN** button, the screen shows the first caller ID number)

3. Select the phone number & name by scroll **UP** or **DOWN** button,

4. Press **OK** to dial out the wanted number.

5. The system will automatically assign a free C/O for dialing out.

To save Caller ID into handset Phonebook:

1. Under Standby mode, press **UP or DOWN** button, the screen shows " NEW CALL # TOTAL CALL# ". Press UP or DOWN button again, the screen shows the latest caller ID number.

2. Scroll UP or DOWN button to select the phone number

3. Press & hold down the **FLASH** button (long key) to save the caller ID number into handset phonebook..

Phonebook Dialing: (via handset)

1. Under the Standby mode, press **Right softkey (MENU)** button,

2. scroll **UP** or **DOWN** button to select " PHONE BOOK ' on screen, press **OK** button,

3. The screen displays the recent new phonebook number,

4. scroll **UP** or **DOWN** button to locate the wanted phone book number,

5. press **OK** button to dial out

~~**Speed Dialing (Call by Phonebook Dialing): via handset (only handset) follow the same steps.**~~

~~The system allows the 20 groups of phonebook by speed dialing, i.e., the system allows 2 digits which is coincide with the phonebook sequence record number (the location number) for speed dialing,~~

~~1. under Standby mode , press 2 digits of record number,~~

~~2. press **LINE 1 (or LINE 2)**   button for dialing out~~

Handset out-of-range warning:

If you are too far away from base unit while talking via handset, the Handset emits "beep – beep" sounds to warn you. The sound from handset will be mute when you step out of talking range, at this time, you should go back to base range to resume handset conversation. Otherwise, the call will automatically cut off if handset leaving base range too long.

CALL TRANSFER

When Handset (or base) is in conversation with outside line, you can transfer the call from handset to another handset. (Handset use two soft keys under LCD screen : **Right** button and **Left** button to operate Call transfer function)

Making call transfer from base to handset extension

Call transfer from base to handset extension:

1. Base is under the line, press TRANSFER button, the display showing " HS NO: ".
2. dial handset number,
3. press OK button again
4. at this time, the handset called by base is ringing, and display showing " BASE PAGING "
5. handset to get the call by pressing right soft button.
6. Base hang up to enable handset talking to the outside line.

Making call transfer from handset extension to base

Call transfer from handset extension to base:

1. When conversation in the line on handset, screen shows " CONF   HOLD "
2. Select HOLD by pressing **Right softkey** on handset, screen shows "   NO: RETRV "
3. Handset to press ***** (star) button (star is indicated as base), the screen shows " NO: BS RETRV " , then handset select base by pressing ~~Left softkey~~ " **OK** "
4. At this time, Base keep emitting out with two-tone sound. Display shows " HS NO: 01 "
5. Base press any key (**PAGE**) button (or lift the handphone) to get connection with handset.
6. Handset press **EXIT** button .   Thus base get the transfer call .

Making transfer call from handset extension to another handset extension

Handset under talking mode & transfer to another handset (the second handset)

Call transfer from handset to handset:

1. When conversation in the line (under the talking mode) on handsets, screen shows " CONF HOLD ",
2. Select HOLD by pressing **Right softkey** on handset, screen shows " NO: RETRV ",
3. press **Left softkey** , the screen shows " HS NO: " waiting for dialing handset number,
4. Dial handset number, for example, " 02" (the second handset #), then press **OK** button.
5. the hanset-02 will ring.   The handset-02 press any key (or **OK** button) to pick up the call.
6. The first handset press **EXIT** button**.**

Note: if the second handset didn't answer the transferred call within 30 seconds, the first handset will ring alarming user to get back the return call.

Line SWAP

When the first line is under talking mode, the second line is ringing and the signal of line is blinking too. To temporarily hold the conversation on the first line , and to get the second line, After finishing the second line conversation, get back to the first line and continue the conversation.   While the first line caller is putting on hold, the caller will hear bi-bi tone until the line resumed.

Making line swap
To make line swap:
1.   When conversation in the line 1 (under the talking mode) on handset, the other line (line 2) is calling in at this time, you will hear the instruction tone from handset reminding you have line 2 calling. Line 1 and Line 2 indicators on LCD are blinking too. During the handset is under talking with line 1, the display showing " CONF   HOLD ".
2.   Handset press Right soft key to select HOLD function. The line 1 is hold, at this time, the handset is ringing.
3.   handset press the other ringing line (**LINE 1** or **LINE 2** button) to get connection with the second caller.
4.   press **EXIT** button to end conversation with the second line,
5.   to resume the first line conversation, press the first line button **(LINE 1** or **LINE 2** button, the one with **LED** is on) again.
6.   to end the conversation with the first line, base press **EXIT** button.

CONFERENCE CALL

When Handset (or base) is in conversation with outside line, you can invite the third party to join the conference call. The third party could be caller/dialer from the second line or the other extension of this system.

Making 3-way conference call
To make 3-way conference call among base, handset and outside line:
Base is under conversation with outside line and invite handset to join conference call.
1.   When conversation in the line (under the talking mode) on base by speakerphone (or by

handphone) with outside line caller,

2. Base press ~~HOLD~~ **CONF** button, the screen shows "   TRANS: HS   ",
3. Base dial Handset # (for example, 02), the handset-02 will ring,
4. Handset-02 press **OK** button to get on hook with Base,
5. Base press **CONF** button to activate conference call among base, the outside caller in CO line, and handset-02.

To make 3-way conference call among Handset, Base and outside line:

Handset is under conversation with outside line and invite base to join conference call.

1. when handset is on the line, the screen shows " CONF   HOLD ",
2. Select CONF from handset screen and press **OK** (soft key) on handset
3. screen shows " DIAL   INTER ".
4. Select INTER by pressing **Right softkey** on right side,
5. Handset then press " ***** " star button (to call base), handset screen show " NO:BS ",
6. handset press OK, Base will keep ringing two-tone sound and display showing " HS CALLING "
7. Base press **PAGE** button to get on hook with handset; at this time, handset shows " CONF RETRV'
8. handset select CONF by pressing **OK** (soft key) to activate 3-way conference.

To make 3-way conference call among handset, the second handset and outside line:

1. When conversation in the line (under the talking mode) on handset - 01 with outside line caller,
2. Handset - 01 LCD screen is showing " CONF   HOLD " ,
3. Handset - 01 select **CONF** by pressing **Left** softkey, the screen is showing " DIAL INTER ",
4. Handset - 01select **INTER** by pressing **Right** soft key, the screen showing " NO: ".
5. Dial the second handset # , for example, 02, then press **OK** button,
6. At this time, Handset-02 will ring. Handset-02 press **OK** button to intercom with Handset-01,
7. Handset-01 select **CONF** by pressing **Left** soft key to activate conference call among Handset -01 , the caller from CO line, and Handset-02.

To make 3-way conference call among Line 1, Line 2 and Handset:

1. When conversation in the Line 1 (under the talking mode) via handset with outside line caller,
2. Handset ~~press Right softkey, the~~ display shows " CONF   HOLD "
3. Handset select CONF function by pressing Left softkey, the screen shows "DIAL   INTER

"

4. Handset select DIAL by pressing Left softkey, the screen shows " TALK   PBOOK ".

5. Handset select TALK by pressing Left softkey, The system get another C/O to connect with the third party. During in talking with line 2, the screen shows " CONF   RETRV ".

6. Handset select CONF by pressing Left softkey to activate the 3-way conference among line 1, line 2, and handset.

Handset Broadcasting (to all handsets)

1. When conversation in the line (under the talking mode) on handset, screen shows   " CONF   HOLD ",

2. Select HOLD by pressing ~~MENU~~ right (soft key) on handset, screen shows " NO: RETRV ",

3. press " # " button, the screen shows: " NO: HS   RETRV ", and then press ~~Left softkey~~   OK to broadcast all handsets.   **All** handsets will ring at this time,

4. Ringing handset to answer the broadcast is by pressing any button or **OK** button.

5. Any one of handset to answer the broadcast, the rest of handsets will stop ringing.

6. Press the **CONF** button to have conference call

Caller ID System

This phone system automatically displays incoming callers name and telephone numbers together with time and date of the call. It records up to 100 groups of call data. Base and handset, if you purchase handset, share the same caller ID record list. No matter how many HANDSETS link to the same BASE unit.   Each handset can review Caller ID saved in Base memory. Each handset also can select & pick up the caller ID records he want and save into his individual handset phonebook.

The caller ID records are still in system memory after the handset has saved the record into his phonebook.

The new indicator(the call led light) is flashing when receive new caller ID, and it's also blinking on top of LCD icon in base and handset.

To view caller ID on handset:

Under the standby mode,

1. press **DOWN** button once, the screen shows " NEW: xx,   TOTAL: xx ",

2. press **UP** button to get the recent new caller data (or use **DOWN** button to get the first new caller data). To press UP or DOWN button once, the caller ID record is shown one record with sequence number.

3. User keep pressing UP button to the last record (the recent one) of caller ID, the next will display " EMPTY RECORD # ", to remind user the last record with sequence number of record. User keep pressing DOWN button to the first caller ID record (with sequence number 01). If user keep pressing DOWN button, the next will display " EMPTY RECORD # ", then the next one is the last record with sequence number of record.

4. If a call is received from the same number more than once since the records were last viewed, the repeat call icon will displayed at LCD indicating the number of repeat calls.

Making call by Caller ID

To call from caller ID record via handset:

1.   Under Standby mode, press DOWN button, the screen shows
    NEW #   TOTAL #

2.   Select the wanted phone number & name by scroll **UP** or **DOWN** button,

3.   Press **OK** button **(**or **LINE 1/ LINE 2**) button to dial out the number.

4.   The system will automatically assign a free C/O for dialing out.

Deleting Caller ID

To delete caller ID record via handset:

1. Under Standby mode, press DOWN button, the screen shows
    NEW CALL #   TOTAL CALL#

2. Select the wanted phone number & name by scroll **UP** or **DOWN** button,

3. When the LCD is showing the Caller ID number and name, and you want to delete this caller ID record,

4. press **Delete** button once to clean this caller ID record.

5. Press **EXIT** button to exit.

To delete all caller ID:

If you want to delete all Caller ID records at one time,

Under any caller ID record display,

1. press and hold down **DEL/MUTE** button (long key) until the screen displaying " Delete All CID ? ",

2. press **OK** button to delete all caller ID records,

3. press **EXIT** button to exit.

Call WAITING (Caller ID type II)

When you subscribe to a Caller ID Call Waiting service from your local telephone company, this telephone will display the name and number of the second caller while you are on the conversation with your first caller.

1. When you having a conversation, this phone automatically display the name and number of the second caller. The name is blinking.
2. Press FLASH button to answer the second caller (in the same talking line).
   The first caller name and number will be displayed. The name is blinking.
3. To end conversation with the second caller, press FLASH to resume conversation with the first caller.

~~**Message Waiting (Voice Mail message)**~~

~~If you subscribed to Voice Mail message service and if you have requested Visual Message indication from your local telephone company.   When there is a Voice Mail message for you, this phone detects a stutter tone.~~

~~Note: to get the Voice Mail message by dialing the access code number assigned by telephone company.~~

Advance Function on Handset Menu

Handset Menu allows you to do phone settings which are belong to handset personal use. Handset couldn't access into Base Menu.

Handset Menu content

Access into handset menu:

1. Press Right softkey to enter into Handset Menu
2. Scroll UP or DOWN button to select function, ~~or just dial the function item number to go directly to the specified function.~~

The handset Menu contents and function item numbers are:
01. REG..HANDSET
02 HANDSET NAME
03 SET MAILBOX
04 RING TONE
05 KEY BEEP VOL
06 SET CONTRAST
07 ALARN SET
08 HELP DISPLAY
09 SET DEFAULT

10 PHONEBOOK

01 Handset Registration

To register handset to base:

7. Under the Stand by mode, handset press **Right softkey** ,

8. Scroll **UP** or **DOWN** button to find " 01 REG.HANDSET", or just dial 02 from keypad to go directly to item 2: " 02 REG.HANDSET"". Press **OK** button,

2. the screen shows   " HS NO: ", require to input wanted handset number by 2-digits, for instances, 00 - 99, dial 2-digit number, press **OK** button to confirm the handset number.

6. the handset screen shows 'WAIT CONF ' (Waiting registration Confirmation). At this moment, Base press and hold down **PAGE** button for a few seconds (long key) until base LCD shows "ALLOW REQ".

7. After 2 – 3 seconds, the handset will come to display the registered number and emit out three tones indicating the handset registration is successful.
   A registered handset screen normally shows:

       L1   L2
     HS: 22   MENU

When handset registration is completed, the LCD screen shows (in standby mode): " HS-01 MENU ", Base LCD screen displays the current time.

02 Handset Name setting

To set handset name:

Under standby mode, press **Right softkey.**

1. Use **UP** or **DOWN** button to locate " 02 HANDSET NAME ".

2. press OK button, the display shows registered handset number on first line, and the blinking cursor " – " stay at the second line ready for input the handset name.

3. If the handset has been edited username before, the screen shows the saved name with the

blinking   " – " at the end of name character.   Use DEL to re-edit/correct the name.

4. Press OK button to save the name

4. A long-beep sound emit out to confirm the setting.

03 Setting Mailbox

The phone system allows you with 5 mailboxes: one is for public mailbox (General Mailbox), and 4 personal Mailboxes.

You can assign a mailbox to each of handset. A group of family members or colleagues might share the same Mailbox or has his own mailbox. Each Mailbox can be recorded with his own outgoing OGM greeting.

To set mailbox:

Under standby mode, press **Right softkey.**

1. Use **UP** or **DOWN** button to locate " 03 SET MAILBOX "

2. press OK button, the display shows " 03-01 MAILBOX= ", which is ready to select the mailbox number.

3. Select the mailbox number by pressing UP or DOWN button

4. press OK to confirm. A long-beep sound emit out to confirm the setting.

5. The mailbox number is assigned to this handset. Press EXIT button to return to standby mode.

04 Ring Tone

To set ringing tone:

Under standby mode, press **Right softkey.**

1. Use **UP** or **DOWN** button to locate " 04 RING TONE " ,press OK button.

2. The screen shows " RING TONE= 01 ".   Scroll UP or DOWN to select the different tone., The handset will come with lyrics while you are tuning **UP** or **DOWN** button.   There are 4 choices of ring tone.

3. pres **OK** button to save the tone.

4. A long-beep sound emit out to confirm the setting.

5. Press **EXIT** button to go back to standby mode.

05 Key Beep Volume

To set key beep vol:

Under standby mode, press **Right softkey.**

1. Use **UP** or **DOWN** button to locate " 05 KEEP BEEP VOL " ,press OK button.

2. The screen shows " KEYBEEP= 01 ". Press **UP** or **DOWN** buttons to select the different key beep sound. The handset will come with beep sound while you are tuning with **UP** or

DOWN button.   There are 8 levels available for choice. Move to the left side to turn off key beep volume (key beep level 1 is mute).

3. press OK again to confirm. A long-beep sound emit out to confirm the setting.

06 Setting Contrast

To set contract:

Under standby mode, press **Right softkey.**

1. Use **UP** or **DOWN** button to locate " 07 SET CONTRAST " ,press OK button.

2. the screen shows LCDCTL: 01 – 08,

4. to adjust the brightness of display contract by pressing UP or DOWN (scale level 01 – 08, the bigger number is darker).

5. press OK to save it ~~and return to standby mode.~~

6. ~~press OK again to confirm.~~ A long-beep sound emit out to confirm the setting.

07 Alarm Set (Wake-Up Alarm)

To set alarm:

1. Under standby mode, press **Right softkey.**

2. use **UP** or **DOWN** button to locate " ALARM SET   ".

3. The screen will show " 00-00A " on seond line, and " Enter Time " on third line.

> 00A
>
> Enter Time:

Note: how to edit " 00-00A " is by the following steps:

1) The first 2-digit means hour which require to dial two numbers from keypad. The hour number requires from 01 up to 12.

2) The second 2-digit means minute which require to dial two numbers from 01 up to 59.

3) The last letter indicates AM or PM. To change AM or PM by pressing **UP** or **DOWN** button to rotate it.

4. Press **OK** button to save the time setting.

5. The screen will show " Alarm OFF ", to set into " Alarm ON " by pressing UP or DOWN button to rotate it.

6. Press OK button to save it.

7. ~~press OK again to confirm.~~ A long-beep sound emit out to confirm the setting.

8. When the phone is alarming on time, press any button to terminate the alarm.

08 Help Display

To set up help display:

Under Standby mode, press Right Softkey,

1. use **UP** or **DOWN** to select 08 HELP DISPLAY, press OK button

2. use **UP** or **DOWN** button to select 01 DISPLAY ON or 02 DISPLAY OFF, press OK to

save it.

3. press OK again to confirm. A long-beep sound emit out to confirm the setting.

To turn the display ON, is the phone display will show helpful hints automatically.

To turn the display OFF, is the phone display doesn't show helpful hints. This is for user who already know the operation.

09 SET Defaults

To set defaults:

Under Standby mode,

1. use Right softkey to select " 10 SET DEFAULT? ", press OK button.
2. the system asking user by the display " Are You Sure? "
3. Press OK to save it.
4. The system emit out long-beep sound to confirm

10 Phonebook

The system allow to save 20 records of phone book in handset. i.e. Each handset can save individual phonebook up to 20 records.

Phonebook Dialing: (from Handset)

Under the Standby mode,

1. press Right softkey to select " 10 Phonebook ".
2. press **OK** button and screen displays the first stored phone number if user has saved phone book number before.
3. Press **DOWN** button to go to the next phone book number. If the next phone book is empty, the screen display "EMPTY REC # ".   Press **UP** button to go to the last phonebook number saved.
4. when you find the wanted phonebook number, press **OK** button to dial out.
3. scroll **UP** or **DOWN** to rotate the phone numbers and find the one to be edited,
4. use left shift button and right shift button to move the cursor to edit or delete phone number on the second roll (to delete the letter by pressing **DEL/MUTE** button in handset; or just dial the letters to add)
5. press OK button to change into the name on the third roll.
6. press OK button to save the edited phone number and name.
7. press **OK** button again to save the mode and exit.
8. press **DOWN** to continue the next stored phone number and name.
9. If no further Caller ID record, the screen shows " Empty Record ".

We took off phonebook editing function

To add new phonebook

Under standby mode,

1.   press Right softkey to select " 10 Phonebook ".

2. press **OK** button and screen displays the first stored phone number if user has saved phone book number before.

3. Press **DOWN** button to go to the next phone book number. If the next phone book is empty, the screen display "EMPTY REC # ".

5. press **OK** button, the screen shows " ADD NUMBER?"

6. press **OK** button again, the screen is ready to input phone number

7. dial phone number, press **OK** button

8. the screen shows " ADD NAME"

9. press **OK** button.

10. the screen shows phone number on first line and is blinking the cursor on second line which is ready to input name. Press **OK** button to save phone number, or go to the next step.

11. input name for keypad. Use **DEL/MUTE** button to move forward and " ***** " button for space while dialing the name.

12. Press **OK** button to save phone number and name into Phone Book.

Note:

1. There is total 20 records of numbers are allowed to be saved on Phonebook on each handset, and each handset can have his/her individual phonebook on handset.

2. The CID numbers also can be allowed to save into Phonebook. Please refer to SAVE CID INTO PHONEBOOK.

Answering Machine System – Operating via Handset

To operate Answering Machine via handset, basically it's similar to access remote control as the description on the section of " **Operating remote control function through Tone Telephone** ".

Setting Day/Time Stamp on handset

Once the phone is connected and set up the Day/Time, the system will synchronize the Answering Machine Day/Time Stamp. Handset Day/Time is also to synchronize with base Day/Time.

Initiating Answering Machine via handset

All the Answering Machine operation buttons are in base phone.   If user to operate Answering

Machine function via handset or call to this phone system remotely, he has to dial password to enter into Answering Machine . The system will emit out announcement of instruction to guide user to follow the procedures.

1. Handset hold MENU button for 3 seconds to enter into Answering Mode.

2. Handset LCD display shows connecting…, then handset announces " *connecting to mailbox* ".

Handset to access mailbox

The system are with 5 mailboxes for message storages : one for general mailbox which open to any handset can go into, and another 4 personal mailboxes. A mailbox can be assigned to a group member or a individual person. For each of personal mailbox, you have to enter into password to record message, to get message and to administer outgoing greeting.

To access mailbox

1. After connected to mailbox, the handset user will hear " *press 0 for general mailbox, press 1 for mailbox 1, press 2 for mailbox 2; press 3 for mailbox 4; press 4 for mailbox 4* ".

2. 2. If dial the wrong mailbox number, you will hear *"invalid mailbox"*. Then the system to announces again as step 1.

Remote Operation via handset through password

You can use many Answering system features with handset. To protect your privacy, most of the features can be used only after you enter the 3-digits password.

password:

4. After dialing mailbox number,

5. you will hear the system to announce " *Mailbox #, please enter password* ". If no command is received for 45 seconds, the system hang up.

6. If password is accepted by system, the system go into remote control function, which it allows you to do recording messages, to get messages, and to administer outgoing messages.

7. If you input the wrong access code, the system announces *"invalid password "*. You have to input password again. It allows you to input three times. If the third time of password entry is still wrong, the system ~~hang up~~ will go back to the main manual and prompt you to enter the mailbox number.

Operating remote control function through handset

When you get into remote control function, the system allows you: 1) to record messages,   2) to get messages,   3) to administer outgoing messages.

It help you reduce the disturbing noises to some colleagues who is close by , if you carry

handset to proceed above function.

4. When you get into remote control function, the system announces "*You have # of new messages* " or " *you have no message* ". Pause 2 seconds, then continue to announce " *to record messages, please press 1; to get messages, please press 2; to administer outgoing greeting, please press 3* ".

5. If a command is not received by the system within 45 seconds, it will signal 3 beeps and hang up.

6. You follow the instruction codes to keep going the necessary steps.

Recording Message

To record messages:

7. When you get into remote control function, you press 1 to record message.

8. the system announces " *please select mailbox number destination* "

9. User press the desired mailbox number on keypad, for instances, 02, then announces, " *mailbox 2, please leave message after the beep. When finish, press #* ".

10. you begin to record your message. After recording message, press #.

11. The system announces " *end of recording. To listen to your recording, press 3; to delete and re-recording, press 1; to confirm and saved your message, press #* ".

Note: Even you use your handset (from your mailbox) to leave message to your member at another mailbox, for example, mailbox 3. The base will still alert user by emitting out sound to remind new ICM, if system Menu is setting to MSG ALERT.

5-4 **To confirm and save recording messages**

Selecting to confirm and save your message by pressing " # ", the system announces " *message saved* ". The system starts again with remote control function announcement (refer to **To operate remote control function**, step 2)

5-5 **To delete and re-recording messages**

Selecting to delete and re-recording by pressing 1, the system announces " *message deleted, please leave your message after the beep. When finish, press #* ". Then system go back to step 5.

5-6 **To listen recording message**

Selecting to listen to your recording by pressing 3, the system play the messages. After playing messages, the system go back to announce "*To listen to your recording, press 3; to delete and re-recording, press 1; to confirm and saved your message, press #* ".

Getting messages

To get message

1. When you get into remote control function, you press 2 to get messages.

3. the system announces " *you have # of new messages* " or " *you have no new message*".

4. If you have new messages. The system announces " *message 1, sent at Sep 27, 11: 15 AM*", then to play announcement " *to listen message please press 0, to save or continue press #, to delete, press *D*". After one message played, the system announces " *end of message. To repeat message, press 1; to save or continue, press #, to delete, press *D* ".

    4-1 **To repeat message playing**

        Selecting to repeat message by pressing 1, the system play the message again.

    4-2 **To save or continue message**

        Selecting to save or continue message by pressing #, the system announces *" message saved, next message. "* Then the system continue to play the next message as step 4.

    4-3 **To delete message**

        Selecting to delete message by pressing *D, the system announces " *message deleted* ". Then the system continue to play the next message as step 4.

5. If no more message to play, the system announces *"you have no more message "*. Then, the system go back to remote control function as **To operate remote control function.**

Administering outgoing greeting

When you get into remote control function, you press 3 to administer greeting

The system announces *" to record greeting, press 1; to turn greeting on or off, press 2 "*.

To record greeting:

1. When enter into Administer outgoing greeting, you select to record greeting by pressing 1, the system announces *" please leave your greeting announcement after the beep. When finished, press # "*.

2. Begin to record greeting. When finished the recording, press #. The system announces " *end of recording. To listen to your recording, press 3; to delete and re-recording, press 1; to confirm and saved your message, press #"*. The system announces " *greeting saved* ". Then the system play greeting.

To turn greeting on or off:

When enter into Administer outgoing greeting, you select to turn greeting on or off by press 2, the system announces *" press 1 to turn greeting on; press 2 to turn greeting off "*.

A. To turn greeting on

    To turn greeting on by pressing 1, the system will confirm setting by emitting out beep sound and announces *"greeting is on "*. After then, the system go back to remote control function as **To operate remote control function.**

B. To turn greeting off

    To turn greeting off by pressing 2, the system will confirm setting by emitting out beep sound and announces *"greeting is off "*. After then, the system go back to remote control function as **To operate remote control function.**

Note: Greeting ON means the mailbox doesn't allow caller to leave message. Each mailbox can be setting to Greeting ON or Greeting OFF except General Mailbox. General Mailbox is always on Greeting OFF (General Mailbox has to be left message).

FCC Regulations:

●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 device 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 radiated radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-Reorient or relocate the receiving antenna.
-Increase the separation between the equipment and receiver.
-Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
-Consult the dealer or an experienced radio/TV technician for help.

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

●This device complies with FCC radiation exposure limits set forth for an uncontrolled environment. In order to avoid the possibility of exceeding the FCC radio frequency exposure limits, human proximity to the antenna shall not be less than 20cm (8 inches) during normal operation.