

**2-Line Intercom  
Speakerphone DECT6.0  
Corded/Cordless  
Handset Telephone  
Answering System  
User's Guide**



**25255RE2**

# Equipment Approval Information

Your telephone equipment is approved for connection to the Public Switched Telephone Network and is in compliance with parts 15 and 68, FCC Rules and Regulations and the Technical Requirements for Telephone Terminal Equipment published by ACTA.

## 1 Notification to the Local Telephone Company

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

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

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

## Notes

- This equipment may not be used on coin service provided by the telephone company.
- Party lines are subject to state tariffs, and therefore, you may not be able to use your own telephone equipment if you are on a party line. Check with your local telephone company.
- Notice must be given to the telephone company upon permanent disconnection of your telephone from your line.
- If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this product does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

**US Number is located on the cabinet bottom**

**REN number is located on the cabinet bottom**

## 2 Rights of the Telephone Company

Should your equipment cause trouble on your line which may harm the telephone network, the telephone company shall, where practicable, notify you that temporary discontinuance of service may be required. Where prior notice is not practicable and the circumstances warrant such action, the telephone company may temporarily discontinue service immediately. In case of such temporary discontinuance, the telephone company must: (1) promptly notify you of such temporary discontinuance; (2) afford you the opportunity to correct the situation; and (3) inform you of your right to bring a complaint to the Commission pursuant to procedures set forth in Subpart E of Part 68, FCC Rules and Regulations.

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

## **Interference Information**

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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. **Privacy of communications may not be ensured when using this phone.**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

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

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

If these measures do not eliminate the interference, please consult your dealer or an experienced radio/television technician for additional suggestions. Also, the Federal Communications Commission has prepared a helpful booklet, “How To Identify and Resolve Radio/TV Interference Problems.” This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20402. Please specify stock number 004-000-00345-4 when ordering copies.

**Warning:** The changes or modifications not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

## **Licensing**

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Licensed under US Patent 6,427,009.

## **Hearing Aid Compatibility**

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This telephone system meets FCC standards for Hearing Aid Compatibility.

# FCC RF Radiation Exposure Statement

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with a minimum distance of 20 centimeters between the **base unit** and your body. This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.



For body worn operation, this **cordless handset** has been tested and meets the FCC RF exposure guidelines when used with the belt clip supplied with this product. Use of other accessories may not ensure compliance with FCC RF exposure guidelines.

# Information for DECT Product



This telephone is compliant with the DECT 6.0 standard which operates in the 1.92GHz to 1.93GHz frequency range.

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

 <p>THE LIGHTNING FLASH AND ARROW HEAD WITHIN THE TRIANGLE IS A WARNING SIGN ALERTING YOU OF "DANGEROUS VOLTAGE" INSIDE THE PRODUCT.</p>	<p><b>CAUTION:</b> RISK OF ELECTRIC SHOCK DO NOT OPEN</p> <p>CAUTION: TO REDUCE THE RISK OF ELECTRIC SHOCK, DO NOT REMOVE COVER (OR BACK). NO USER SERVICEABLE PARTS INSIDE. REFER SERVICING TO QUALIFIED SERVICE PERSONNEL.</p>	 <p>THE EXCLAMATION POINT WITHIN THE TRIANGLE IS A WARNING SIGN ALERTING YOU OF IMPORTANT INSTRUCTIONS ACCOMPANYING THE PRODUCT.</p>
<p>SEE MARKING ON BOTTOM / BACK OF PRODUCT</p>		

# Table of Contents

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Equipment Approval Information	2	Telephone Operation	25
Interference Information	3	-Making calls with the cordless handset	25
Licensing	3	-Making calls with the corded handset (from the base)	25
Hearing Aid Compatibility	3	-Making calls in the speakerphone mode (from the base)	26
FCC RF Radiation Exposure Statement	4	-Making calls in the speakerphone mode (from the handset)	26
Information for DECT Product	4	-Making calls with the optional headset	26
Introduction	7	-Pre-dialing	27
Parts Checklist	7	-Answering a Call	27
-Telephone Jack Requirements		-Switching between the speakerphone, handset & headset mode	27
Installation	8	-Mute	28
-Digital Security System		-Do not disturb	28
Important Installation Guidelines	8	-Flash	28
Handset Layout	9	-Inserting a pause in the dialing sequence	28
Base Layout	10	-Redial	29
Installing the Phone	11	-Reviewing the Redial Numbers	29
-Installing the handset battery	11	-Storing a Redial Record in Directory	29
-Base Station	12-14	-Transferring a call to another extension	30
Programming the Phone	15	-Receiving a transferred call from another extension	30
-Standby Screen	15	-Ringer on/off and ringer volume	30
-Programming Functions	15	-Speakerphone, handset and headset volume	30
-Phone Setting	15	-Hold	31
-Date/Time	16	-Conference calls	31
-Auto Answer	16	Intercom Calls	32
-Auto Answer Intercom	16	-One-touch /memory log	32
-Dial Mode	17	-Answering an intercom call	32
-Area Code	17	-Page	32
-Registration	17	-Auto Standby	32
-Register	18	Caller ID (CID)	33
-Remove Handset	18	-Receiving and storing CID records	33
-De-Register	18	-Reviewing CID records	33
-2nd Call Alert	19	-Saving a CID record to the phone directory	34
-Handset Name	19	-Deleting a CID record	34
-Update Handset List	19	-Deleting all call records	34
-Display Setting	19	-Dialing back	34
-Contrast	20	-Call waiting caller ID	35
-Backlight	20	Directory & One-Touch Memory	36
-Sound Setting	20	-Adding directory entries	36
-Answering System	21	-Storing a record in the one-touch/memory buttons	36
-On/Off Status	21	-Reviewing directory records	37
-Outgoing Message (OGA) Playback	22	-Editing a name or number stored in the one-touch/ memory log	37
-Set Office Time	22	-Reviewing record in the one-touch/memory	37
-Set Work Hours	23	-Editing a directory record	37
-Set After Hours	23	-Copying a directory record	38
-Ring Delay	24	-Deleting a directory record	38
-Message Length	24	-Deleting all directory records	38
-Call Screening	24	-Deleting a one-touch/memory	39
-Message Alert	24	-Dialing a directory record	39
-Remote Password	25	-Dialing a one-touch memory/record	39
-Restore Setting	25		

# Table of Contents Cont.

---

<b>Answering System Operation</b>	40
-Answering system on/off	40
-Recording incoming messages	40
-Monitoring incoming calls	40
-Memo record	41
-Memo recording	41
-Message/memo playback	41
-Erasing messages	42
-Remote access from remote party	42
-Memory full	43
<b>Changing the Battery</b>	43
<b>Battery Safety Precautions</b>	43
<b>Display Messages</b>	44
<b>Handset Sound Signals</b>	45
-Backup battery operation	45
<b>Troubleshooting Guide</b>	46
-Telephone solutions	46
-Caller ID solutions	47
-Battery	47
<b>General Product Care</b>	48
<b>Causes of Poor Reception</b>	48
<b>Warranty Assistance</b>	49
<b>Limited Warranty</b>	50-51

# Introduction

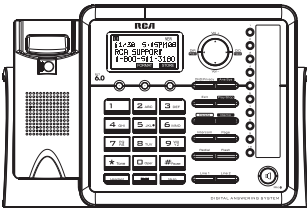


**CAUTION:** When using telephone equipment, there are basic safety instructions that should always be followed. Refer to the **IMPORTANT SAFETY INSTRUCTIONS** provided with this product and save them for future reference.

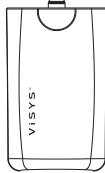
**IMPORTANT:** Because cordless phones operate on electricity, you should have at least one phone in your home that isn't cordless, in case the power in your home goes out.

# Parts Checklist

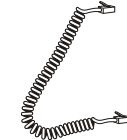
Make sure your package includes the following items:



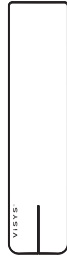
Base & Desk Stand (assembled together)



Cordless handset  
Battery  
Compartment  
Cover



Coiled Handset  
Cord



Corded  
Handset



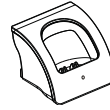
Belt Clip



AC power  
adaptor  
(for base)



AC power  
adaptor  
(for charging  
cradle)



Charging  
Cradle



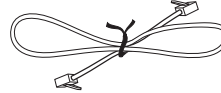
Cordless  
Handset



Telephone  
2-Line cords



Handset battery  
pack

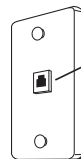


Short Line Cord

# Telephone Jack Requirements

To use this phone, you will need a RJ11C (for a single line) or a RJ14C (for two lines) type modular phone jack, which might look like the one pictured here, installed in your home or office. If you don't have either modular jack, call your local phone company to find out how to get one installed.

Wall plate



Modular  
telephone line  
jack

# Installation

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## Digital Security System

Your cordless phone uses a digital security system to protect against false ringing, unauthorized access, and charges to your phone line.

**INSTALLATION NOTE:** Some cordless telephones operate at frequencies that may cause or receive interference with nearby TVs, microwave ovens, and VCRs. To minimize or prevent such interference, the base of the cordless telephone should not be placed near or on top of a TV, microwave ovens, or VCR. If such interference continues, move the cordless telephone farther away from these appliances.

Certain other communications devices may also use the 1.9 GHz frequency for communication, and, if not properly set, these devices may interfere with each other and/or your new telephone. If you are concerned with interference, please refer to the owner's manual for these devices on how to properly set channels to avoid interference. Typical devices that may use the 1.9 GHz frequency for communication include wireless audio/video senders, wireless computer networks, multi-handset cordless telephone systems, and some long-range cordless telephone systems.

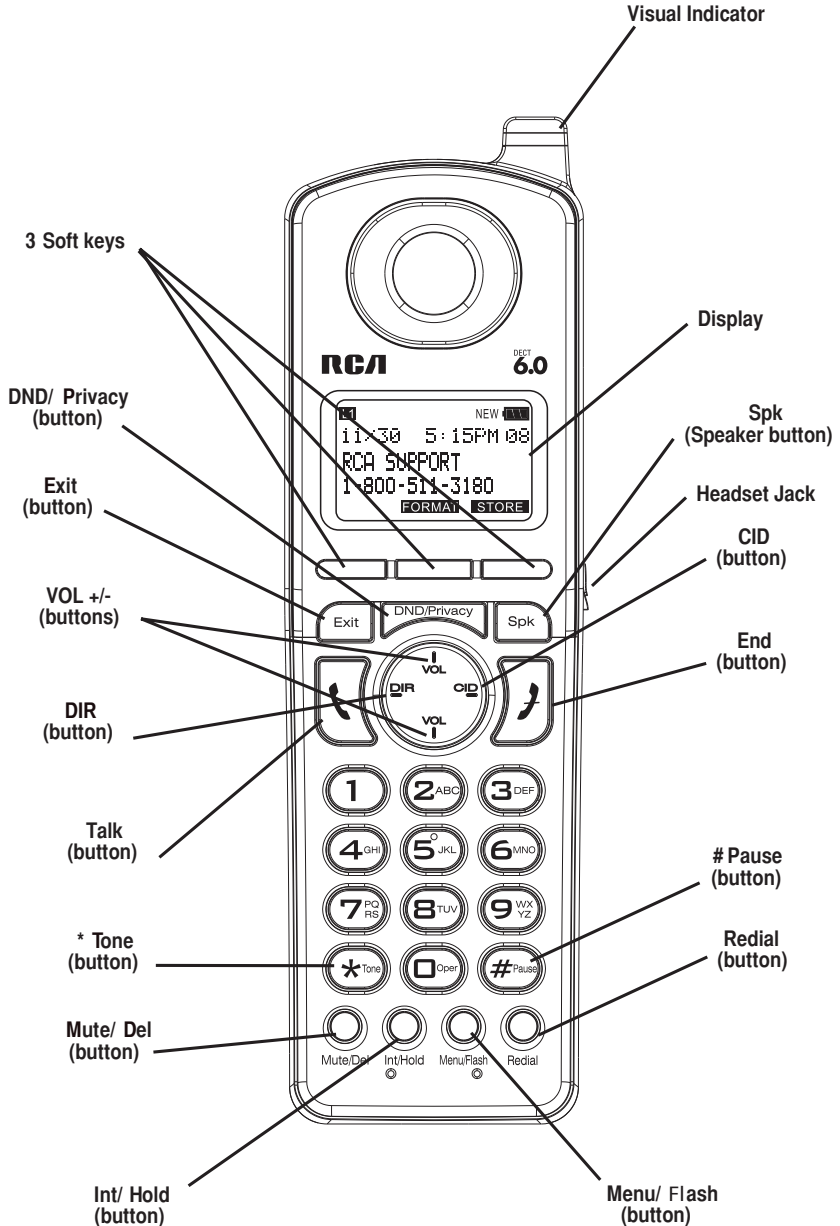
## Important Installation Guidelines

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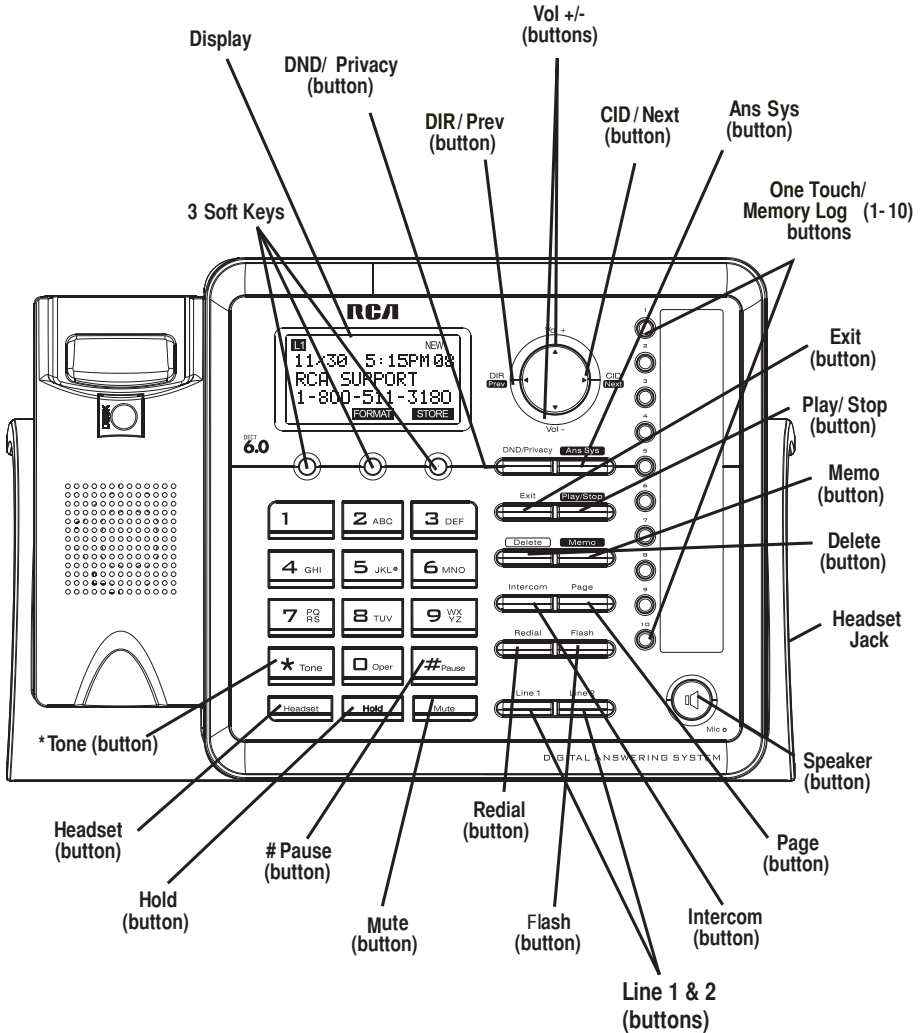
- Avoid sources of noise and heat, such as motors, fluorescent lighting, microwave ovens, heating appliances and direct sunlight.
- Avoid areas of excessive dust, moisture and low temperature.
- Avoid other cordless telephones or personal computers.
- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch non-insulated telephone wires or terminals, unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.



# Handset Layout



# Base Layout



# Installing the Phone

## Installing the Handset Battery

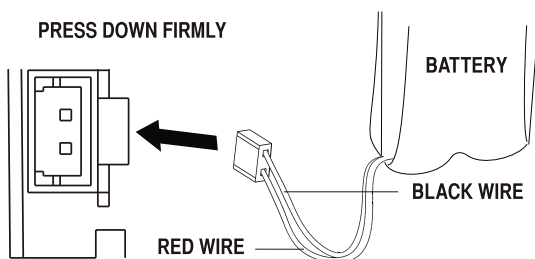
**NOTE:** You must connect the handset battery before use.



**CAUTION:** To reduce the risk of fire or personal injury, use only the Telefield NA Inc. approved Nickel-metal Hydride (Ni-MH) battery Model **T-T104 (GP, 2.4V, 550mAh)**, which is compatible with this unit.

1. Locate battery which is packaged inside a plastic bag and is separate from the handset.
2. Locate the battery compartment on the back of the handset.
3. Plug the battery pack cord into the jack inside the compartment.

**NOTE:** To ensure proper battery installation, the connector is keyed and can be inserted only one way.



4. Insert the battery pack.
5. Close the battery compartment by placing the handset back cover slightly higher than the handset and then sliding the cover down into position.
6. Place cordless handset in remote charger. The charge indicator illuminates, verifying the battery is charging.
7. Allow the phone to charge for 14 hours prior to first use. If you don't properly charge the phone, battery performance is compromised.

**NOTE:** If the model you bought is a RE2 version, there is one additional charger. Plug the power supply cord into the power jack on the back of the charger and the other end into an electrical outlet. Place handset in the charger, the charge indicator illuminates, verifying the battery is charging.



**CAUTION:** To reduce risk of personal injury, fire, or damage use only the T-8BXD (charger) power adaptor listed in the user's guide. This power adaptor is intended to be correctly orientated in a vertical or floor mount position.

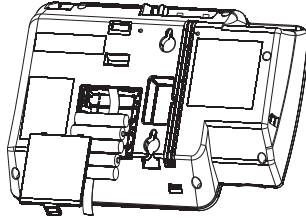


**Class (Classe) 2 Power source**

# Base Station

The phone may be connected to two line (RJ14C) wall jacks to accommodate all two lines.

1. Choose an area near an electrical outlet and a telephone wall jack (RJ11C), and place your cordless telephone on a level surface, such as a desktop or tabletop, or you may mount it on the wall.
2. Install 5 AAA-size alkaline batteries (not included) for back up power in the event of a power failure.



- Insert a flat-head screw driver or similar object into the battery door latch and gently pry upward to release the battery door from the base.
- Insert the batteries inside the battery compartment as shown on the diagram.
- Snap the battery compartment door back into place.

**NOTE:** If the low battery icon appears in the display, you need to replace the batteries. It is important that you replace them as soon as possible to maintain unit operation when electrical power is off. As a precaution, you may want to write down any stored information you do not want erased.

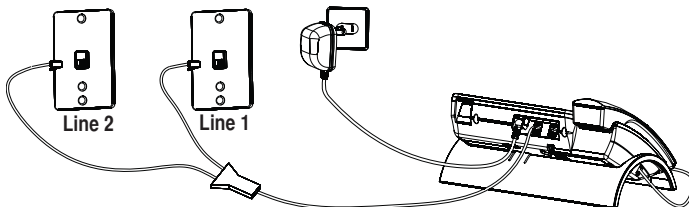
**IMPORTANT:** If you are not going to use the telephone for more than 30 days, remove the batteries because they can leak and damage the unit.

3. Plug the power supply cord into the power jack on the back of the base and the other end into an electrical outlet.

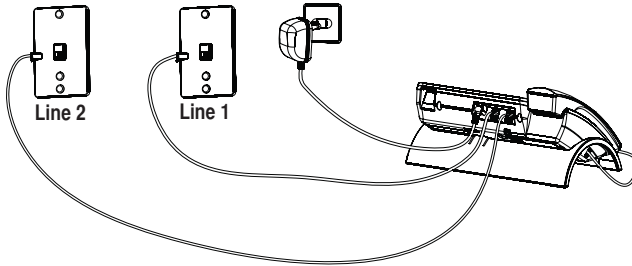
**CAUTION:** To reduce risk of personal injury, fire, or damage use only the T-2757 (base) power adaptor listed in the user's guide. This power adaptor is intended to be correctly orientated in a vertical or floor mount position.

4. Connect the telephone line cords:

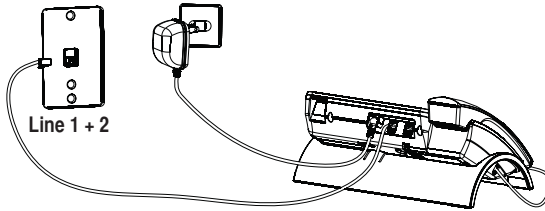
If you have 2 single-line wall jacks installed in your home or office, you can use adaptors/couplers (not included) to combine the 2 single telephone lines into 1 dual lines. The adaptor/coupler may look similar to the one pictured here and can be purchased from your local telephone products retailer.



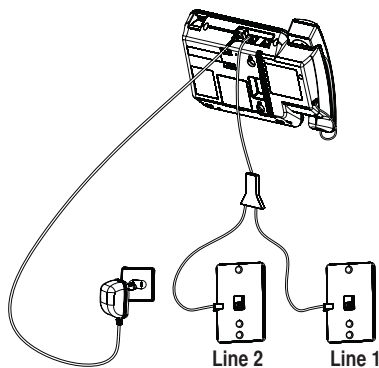
Or, you can use the 2 single telephone lines plug into the 2 jacks on the back of the telephone.



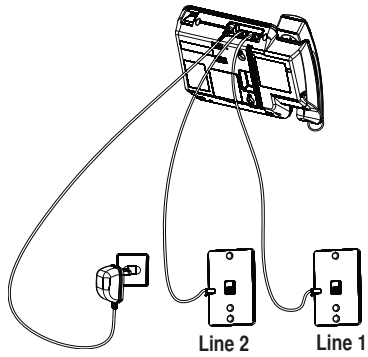
If you have Line 1 and Line 2 wired into one wall jack in your home or office, you can use one of the supplied telephone line cords to connect from the wall jack to the Line 1 + 2 jack on the back of the phone as shown below.



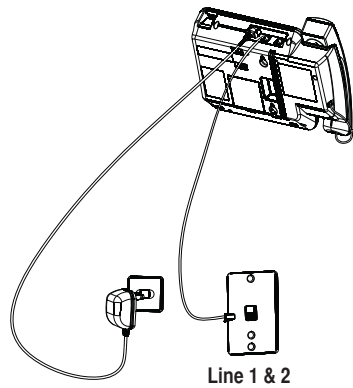
5. If you want to mount the telephone on the wall, you can plug the 2 lines such as the below drawing;



-OR-



-OR-



6. Connect the handset cord:

Connect one end of the coiled handset cord to the jack on the side of the base and the other end into the jack in the handset, and place the handset in the cradle.

# Programming the Phone

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## Standby Screen

The handset displays the handset name and number, date, time, and battery status and the three Soft keys.

The base displays the current date, time and the Soft keys.

**NOTE: The Soft keys will change according to the status of the unit.**

**NOTE: The base LCD has a dedicated “SET CLOCK” icon flashing when the clock is not set. Please go to menu “Phone Setting- Date /Time” to set the clock.**

## Programming Functions

The system uses a menu structure to give you access to all of the built-in features. You may program the following items in main menu: Phone Setting, Display Setting, Sound Setting, Answering System and Restore Setting.

**NOTE: During programming, you may press the BACK Soft key (left) at any time to exit the sub-menu and return to the main menu, or press exit key to exit programming and return to standby screen.**

**NOTE: If no key is pressed for 30 seconds, the handset or base will automatically exit programming and return to standby screen.**

## Phone Setting

1. Make sure your phone is **OFF** (not in Talk mode).
2. Press the **menu** button on handset or the **MENU** Soft key (left) on base to go to the main menu.
3. Press **VOL** (- or +) button to scroll to *Phone Setting*
4. Press **SELECT** Soft key (right) to confirm and you may program the following items:
  - Date/Time (base only),
  - Auto Answer (handset only),
  - Auto Answer Intercom (both base and handset),
  - Dial Mode (base only),
  - Area Code (base only),
  - Registration (handset only),
  - De-Registration (base only),
  - 2nd Call Alert (both base and handset),
  - Handset Name (handset only),
  - Update Handset List (base only),
  - Add Handset (base only)

## Date/Time

### From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to *Date/Time* .
2. Press **SELECT** Soft key. The screen displays *Year 2009* .
3. Use the touch-tone pad to enter the last two digits of the current year (range: 00 to 99).
4. Press **SAVE** Soft key to save the year setting and proceed to date setting.
5. The screen displays Date *01/01*. Use the touch-tone pad to enter two digits for current month and day respectively (format: mm / dd).
6. Press **SAVE** Soft key to save the month/date setting and proceed to time setting.
7. Time *12:00A* shows in the display. Use the touch-tone pad to enter four digits for current time and use Soft key **AM/PM** to toggle between “**P**” (pm) and “**A**” (am).
8. Press **SAVE** Soft key to save the setting. The screen displays *Saved* .

**NOTE: If you subscribe to Caller ID service, the current Date/Time is set automatically when you receive your first CID record and will override manually set Date/Time. However the Year must still be set manually. The Year information is not in the CID record.**

**NOTE: The Date/Time setting item only exists in base menu, handset Date/Time should update automatically after it is set in the base.**

## Auto Answer (only applicable for cordless handset)

This option allows you to pick up the handset from the cradle to answer an incoming call without pressing the **Talk/Spk/L1/L2** button.

When it is set to off, this function is disabled in the cordless handset.

### From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Auto Answer* .
2. Press **SELECT** Soft key. Use the **VOL** (- or +) button to scroll to your selection. The default setting is *Off* .
3. Press **SELECT** Soft key to save your selection and the screen displays *Saved* .

## Auto Answer Intercom (applicable for base and cordless handset)

If it is set to On, this cordless handset or base will auto answer the intercom call when it receives an intercom call.

### From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to *Auto Answer Int* .
2. Press **SELECT** Soft key. Use the **VOL** (- or +) button to scroll to your selection. The default setting is *Off* .
3. Press **SELECT** Soft key to save your selection and the screen displays *Saved* .



## Dial Mode (only applicable for base)

The Dial Mode of Line 1 and Line 2 can be set separately.

### From the Phone Setting Menu:

1. Press the **vol** (- or +) button to scroll to the *Dial Mode*.
2. Press **SELECT** Soft key.
3. Use the **vol** (- or +) button to select *Tone* or *Pulse* and use the **DIR** or **CID** button to select L1 or L2.
4. Press **SELECT** Soft key to save your selection and the screen displays **Saved**.

**NOTE: The Dial mode only can be set in the base menu.**

## Area Code (only applicable for base)

The telephone uses the pre-programmed area code to determine the number format to display when a valid Caller ID record is received. The pre-programmed area code is also used for the Dialback feature.

### From the Phone setting Menu:

1. Press the **vol** (- or +) button to scroll to the *Area code* .
2. Press **SELECT** Soft key.
3. Use the touch-tone pad to enter your 3-digit area code.
4. Press **SAVE** Soft key to save your selection and the screen displays **Saved** .

## Registration (only applicable to handset)

A cordless handset will not operate until it is registered to the base. During the registration process, keep the handset near the base. Up to 10 cordless handsets can be registered to one base.

**NOTE: If a handset has not been registered to the base, then the display will show *PRESS REG TO INITIATE REGISTRATION* once the handset has been activated. Press the REG Soft key to start the registration.**

**NOTE: If an optional cordless headset has been registered to the base , up to 9 cordless handset can be registered to one base .**

### From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to *Registration*.
2. Press **SELECT** Soft key and you may program the following items: Register and Remove Handset.

# Register

## From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to *Register*.
2. Press **SELECT** Soft key. The screen displays **Press base unit page button until beep** .
3. Press and hold the **page** button on base for 5 seconds.
4. **Registration** displays to indicate the base is now in registration mode.
5. If the registration is successful, the handset shows **Registration complete** for 2 seconds and emits a confirmation tone.
6. If the registration is failed (i.e. timeout), the handset shows **REGISTRATION FAILED!** for 2 seconds and emits an error tone.

# Remove Handset

De-registration cancels registration. During the de-registration process, keep the handset near the base.



**WARNING: It is not recommended that a handset be deregistered unless absolutely necessary because once a handset is deregistered, that handset's telephone features cannot be used until the handset is re-registered.**

## From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Remove handset* .
2. Press **SELECT** Soft key. The screen displays **Remove handset?** .
3. Press the **YES** Soft key to confirm de-registration. The screen displays **Saved** and then shows **Press REG to initiate registration** in the handset.

**NOTE: You can press the REG Soft key to enter the registration mode again.**

# De-Register (only applicable for base)

## From the Phone Setting Menu:

1. Press the **vol** (- or +) button to scroll to the *Deregistration* .
2. Press **SELECT** Soft key. The list of all registered devices will be shown, and use the **vol** (- or +) button to scroll to your selection.
3. Press the **SELECT** Soft key. The screen displays **Remove handset?** .
4. Press **YES** Soft key to confirm de-registration. The screen displays **Saved** and then shows **Press REG to initiate registration** in the handset.

# Add Headset (only applicable for base)

**Note: This wireless headset option is only compatible with the RCA 25065RE1, 25265RE2 and 25270RE3 headsets.**

## From the Phone Setting Menu:

1. Press the **vol** (- or +) button to scroll to Add Headset.
2. Press the **SELECT** Soft key. The screen will display Pairing... Please wait.
3. On the headset, press and hold the main button together with the volume + button for 3 seconds. The LED indicators will begin blinking in an alternate red and blue pattern.
4. If the registration is successful, a blue LED on the headset will flash .

**Note: Only one cordless Headset may pair with a base unit.**

## 2nd Call Alert

If it is set to On, you will hear the alert tone when you are in conversation and there is an incoming call from another line.

### From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to *2ND Call Alert*.
2. Press **SELECT** Soft key. Use the **VOL** (- or +) button to scroll to your selection. The default setting is *On*.
3. Press **SELECT** Soft key to save your selection and the screen displays *Saved*.

## Handset Name (only applicable for handset)

### From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Handset name*.
2. Press **SELECT** Soft key. The default name is *Handset*.
3. Use the touch-tone pad to enter a name (up to 11 characters). More than one letter is stored in each of the number keys. For example, to enter Bill Smith, press the 2 key twice for the letter B. Press the 4 key 3 times for the letter l. Press the 5 key 3 times for the letter L. Press the 5 key 3 times for the second letter L, and press the 1 key to insert a space between the first and last name. Press the 7 key 4 times for the letter S; press the 6 key once for the letter M; press the 4 key 3 times for the letter l; press the 8 key for the letter T; press the 4 key twice for the letter H.

**NOTE: If you make a mistake, press DIR/CID button to move the cursor forward or backward, and then use the mute/del button to backspace and delete one character at a time.**

4. Press the **SAVE** Soft key to save your name. You will hear a confirmation tone and the display shows *Saved*.

## Update Handset List (only applicable for base)

This function is used to update all registered handsets from the current handset name list.

### From the Phone Setting Menu:

1. Press the **vol** (- or +) button to scroll to the *Update Handset List*.
2. Press **SELECT** Soft key.
3. The latest handset name list stored in the base will be sent to all registered handsets.

## Display Setting

1. Make sure your phone is **OFF** (not in Talk mode).
2. Press the **menu** button on handset or the **MENU** Soft key on base to go to the main menu.
3. Press **VOL** (- or +) button to scroll to *Display Setting*.
4. Press **SELECT** Soft key to confirm and you may program the following items: Language, Contrast and Backlight (base only).

## Language

### From the Display Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Language*.
2. Press **SELECT** Soft key.
3. Use the **VOL** (- or +) button to select **English**, **Francais** or **Español**. The default setting is *English*.
4. Press **SELECT** Soft key to save your selection.

## Contrast

### From the Display Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Contrast*.
2. Press **SELECT** Soft key. There are 1 to 5 squares that will light up showing the contrast strength.
3. Use the **VOL** (- or +) button to adjust the contrast. The display instantly adjusts with each press of the **VOL** (- or +) button.
4. Press **SELECT** Soft key to save the desired contrast level.

## Backlight (only applicable for base)

### From the Display Setting Menu:

1. Press the **vol** (- or +) button to scroll to the *Backlight*.
2. Press **SELECT** Soft key and use the **vol** (- or +) button to select *Always On* or *Automatic*.
3. Press **SELECT** Soft key to save your selection.

## Sound Setting

1. Make sure your phone is **OFF** (not in Talk mode).
2. Press the **menu** button on handset or the **MENU** Soft key on base to go to the main menu.
3. Press **VOL** (- or +) button to scroll to *Sound Setting*.
4. Press **SELECT** Soft key to confirm and you may program the following items in base and handset: Ring Tone, Ring Volume and Key Tone.

## Ring Tone

There are 8 tone levels for your selection. They are Melody 1 to 8 for Line 1 and Line 2 respectively.

### From the Sound Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Ring Tone*.
2. Press **SELECT** Soft key.
3. Use the **VOL** (- or +) button to scroll to your selection and use the **DIR** or **CID** button to toggle between L 1 and L 2. The default setting is *Melody 1* for Line 1 and *Melody 2* for Line 2.
4. Press **SELECT** Soft key to save your selection and the screen displays **Saved**.

## Ring Volume

There are 5 Volume levels and OFF for your selection. The Ring Volume can be set individually for each line.

### From the Sound Settings Menu:

1. Press the **VOL** (- or +) button to scroll to the *Ring Volume* .
2. Press **SELECT** Soft key.
3. Use the **VOL** (- or +) button to scroll to your selection and use the **DIR** or **CID** button to toggle between L 1 and L 2. The default setting is *VOL 3* .
4. Press **SELECT** Soft key to save your selection and the screen displays **Saved** .

## Key Tone

### From the Sound Settings Menu:

1. Press the **VOL** (- or +) button to scroll to the *Key Tone* .
2. Press **SELECT** Soft key. Use the **VOL** (- or +) button to select **On** or **Off** .
3. Press **SELECT** Soft key to save your selection and the screen displays **Saved** .

## Answering System (only applicable for base)

1. Make sure your phone is **OFF** (not in Talk mode).
2. Press the **MENU** Soft key on base to go to the main menu.
3. Press **VOL** (- or +) button to scroll to *Answering Sys*.
4. Press **SELECT** Soft key to confirm. You may program the following items in base: On/Off Status, OGA Playback, OGA Record, Set OGA, Set Office Time, Ring Delay, Message Length, Call Screening, Message Alert, Remote Password.

## On/Off Status

This is used to set the answering system On or Off for each telephone line individually.

### From the Answering Sys Menu:

1. Press the **VOL** (- or +) button to scroll to the *On/Off Status*
2. Press **SELECT** Soft key.
3. Use the **VOL** (- or +) button to select **On** or **Off** and use the **DIR** or **CID** button to toggle between L1 and L2.
4. Press the **SELECT** Soft key to save your selection and the status shows in the display.

## Outgoing Message (OGA) Playback

### From the Answering Sys Menu:

1. Press the **VOL** (- or +) button to scroll to the *OGA Playback*.
2. Press **SELECT** Soft key.
3. Use **DIR** and **CID** buttons to toggle between Line 1 and Line 2 and use **VOL** (- or +) button to scroll to your selection.
4. Press **SELECT** Soft key to play the selected OGA, if the selected OGA is empty, the screen displays **EMPTY**.

## Outgoing Message (OGA) Record

### From the Answering Sys Menu:

2. Press the **VOL** (- or +) button to scroll to the *OGA Record* .
3. Press **SELECT** Soft key.
4. Use **DIR** and **CID** buttons to toggle between Line 1 and Line 2 and use **VOL** (- or +) button to scroll to the selection you want to record. There are 4 kinds of OGA to select; Personal OGA, Announce Only, Work Hours, After Hours.
5. Press the **SELECT** Soft key to record. After the beep, you can start to record.
6. Press the **FINISH** Soft key to end the recording.
7. After recorded, the unit will automatically play the OGA once.

## Set Outgoing Message (OGA)

### From the Answering Sys Menu:

2. Press the **VOL** (- or +) button to scroll to the *Set OGA* .
3. Press **SELECT** Soft key.
4. Use **DIR** and **CID** buttons to toggle between Line 1 and Line 2 and use the **VOL** (- or +) button to scroll to your selection.
5. Press the **SELECT** Soft key to save your selection. If there is not a message recorded in your selected greeting, the screen displays **EMPTY** and you should select another one. Otherwise, the screen displays **Saved** .

**NOTE: If you select the option "TIMED", the "Work Hours" OGA and "After Hours" OGA MUST be recorded first. When there is an incoming call, the "Work Hours" OGA or "After Hours" OGA will be played to the caller according to the office time you set.**

## Set Office Time

### From the Answering Sys Menu:

1. Press the **VOL** (- or +) button to scroll to the *Set Office Time* .
2. Press **SELECT** Soft key. You can program the following items: Work Hours and After Hours.

## Set Work Hours

This will allow you to program the start time for the working hour.

### From the Set Office Time Menu:

1. Press the **VOL** (- or +) button to scroll to the *Set Work Hours* .
2. Press **SELECT** Soft key.
3. Use the touch-tone pad to set the time, and use **AM/PM** Soft key to select **AM** or **PM**.
4. Press the **SAVE** Soft key to save the time.
5. Use the **VOL** (- or +) button to select **Yes** or **No** for Announce Only.
6. Press the **SELECT** Soft key to save your selection and the screen displays *Saved* .

**NOTE: If you select Yes for Announce Only, the “Work Hours” OGA and “After Hours” OGA MUST be recorded first. The unit will hang up the call after announcing the greeting when answering the call is in the answering mode.**

## Set After Hours

This will allow you to program the start time for the after work hour.

### From the Set Office Time Menu:

1. Press the **VOL** (- or +) button to scroll to the *Set After Hours* .
2. Press **SELECT** Soft key.
3. Use the touch-tone pad to set the time, and use **AM/PM** Soft key to select **AM** or **PM**.
4. Press the **SAVE** Soft key to save the time.
5. Use the **VOL** (- or +) button to select **Yes** or **No** for Announce Only.
6. Press the **SELECT** Soft key to save your selection and the screen displays *Saved* .

**NOTE: If you select Yes for Announce Only, the “Work Hours” OGA and “After Hours” OGA MUST be recorded first. The unit will hang up the call after announcing the greeting when answering the call is in the answering mode.**

Example:

- a) Set the Work Hours start at 9:00am, and “Announce Only” as NO.
- b) Set the After Hours start at 5:00pm, and “Announce Only” as NO.
- c) Select “Timed” while setting the OGA.

When the call comes in within 9:00am to 5:00pm, the Work Hours OGA will be announced to the caller.

When the call comes in after 5:00pm up to 9:00am, the After Hours OGA will be announced to the caller.

## Ring Delay

This feature lets you select the number of times you want the phone to ring before the answering system answers a call.

### From the Answering Sys Menu:

1. Press the **VOL** (- or +) button to scroll to the *Ring Delay*.
2. Press **SELECT** Soft key.
3. Use the **VOL** (- or +) button to scroll to your selection, from 2 rings to 6 rings or toll saver, and use the **DIR** or **CID** button to toggle between L1 and L 2.
4. Press the **SELECT** Soft key to save your selection and the screen displays **Saved** .

**NOTE: When the Toll saver is selected, the unit will answer the incoming call after 3 rings if there is new message. Otherwise, the unit will answer the incoming call after 5 rings.**

## Message Length

### From the Answering Sys Menu:

1. Press the **VOL** (- or +) button to scroll to the *Message Length* .
2. Press **SELECT** Soft key.
3. Use the **VOL** (- or +) button to scroll to your selection, from 1 to 3 minutes, and use the **DIR** or **CID** button to toggle between L 1 and L 2.
4. Press the **SELECT** Soft key to save your selection and the screen displays **Saved** .

## Call Screening

### From the Answering Sys Menu:

1. Press the **VOL** (- or +) button to scroll to the *Call Screening* .
2. Press **SELECT** Soft key. Use the **VOL** (- or +) button to select **On** or **Off** .
3. Press the **SELECT** Soft key to save your selection and the screen displays **Saved** .

## Message Alert

This feature set your answering system to give an alert tone every 10 seconds when there are new messages.

### From the Answering Sys Menu:

1. Press the **VOL** (- or +) button to scroll to the *Message Alert* .
2. Press **SELECT** Soft key. Use the **VOL** (- or +) button to select **On** or **Off** . Default is *Off* .
3. Press the **SELECT** Soft key to save your selection and the screen displays **Saved** .



## Remote Password

You can access the answering system from a tone dialing telephone in another (remote) location. The security code is required for remote access, and it prevents unauthorized access to your answering system.

### From the Answering Sys Menu:

1. Press the **VOL** (- or +) button to scroll to the *Remote Password*.
2. Press **SELECT** Soft key. The current Remote password shows in the display. Default is *000*.
3. Use the touch-tone pad to enter your 3-digit security code.
4. Press **SAVE** Soft key to save the setting.

## Restore Setting

The feature allows you to reset some menu settings to the original default settings.

### From the Standby or Idle Mode (not in Talk mode) :

1. Press **menu** button on handset or **MENU** Soft key on the base.
2. Press the **VOL** (- or +) button to scroll to *Restore Setting*.
3. Press **SELECT** Soft key. The screen displays *LOAD TO DEFAULT?*
4. Press **YES** Soft key to let unit reset to default setting; once finished, the unit will emit a short beep prompt, and the screen displays *Saved*.
5. If you do not want to reset, press the **NO** Soft key.

## Telephone Operation

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### Making Calls with the Cordless Handset

1. Press the **Talk** button, the unit will pick the first available line for you.

-OR-

Press **line 1** or **line 2** Soft key to select a line you wanted.

2. Wait for a dial tone then dial the phone number.
3. Press the **end** button when finished.

### Making Calls with the Corded Handset (from the base)

1. Pick up the handset and the unit will pick the available line. If both lines are available, Line 1 will be used first.

-OR-

Pick up the handset and press **line 1** or **line 2** button to select the line you want.

2. Wait for a dial tone, then dial a phone number.
3. Hang up the handset when finished.

## Making Calls in the Speakerphone Mode (from the base)

1. Press the **speaker** button (in base), the unit will pick the available line for you. If both lines are available, Line 1 will be used first.

-OR-

Press **line 1** or **line 2** button on the base to select the line, and the base speaker will activate.

2. Wait for a dial tone then dial a phone number or press **One-Touch/Memory Log** button (1-10) to dial stored phone number.
3. Press the **speaker** button when finished.

**NOTE: After pick the line, the call timer starts to run until all the calls are hung up. The timer serves for both 2 lines.**

## Making Call in the Speakerphone Mode (from the handset)

1. Press the **Spk** button to activate the speakerphone on the first available line.

-OR-

Press the **LINE 1** or **LINE 2** Soft key to select a specific line. The handset will activate the ear piece.

2. Press the **Spk** button to switch to speakerphone mode.
3. Wait for a dial tone then dial the phone number.
4. Press the **end** button when finished.

## Making Calls with the RCA Wireless Headset

*Please refer to the Instruction Booklet for your RCA Wireless Headset for instructions on setup and use.*

## Making Calls with a Wired Headset

1. Plug the headset into the Headset jack on the side of the base or side of the cordless handset.
2. Adjust the headset to rest comfortably on top of your head or over your ear.
3. Move the microphone to approximately 2 to 3 inches from your mouth.
4. For the base, press the **headset** button on base and the phone automatically selects first available, if both lines are available, Line 1 will be used.
5. For the cordless handset, press the **Talk** button.
6. Wait for a dial tone, and then dial the phone number.
7. Press **headset** button (on base) or **end** button (on handset) when finished.

**CAUTION: For servicing or replacement, you can purchase a suitable headset through service centre or retailer shop.**

**Note: Although this device will accept a variety of standard 2.5mm telephone headsets, RCA does not guarantee compatibility with 3rd party devices. Performance may vary depending on the quality of the headset.**

## Pre-Dialing

1. With the phone idle, manually enter the telephone number. The maximum pre-dialing number length is 32 digits, if the number is over 32 digits, it will emit an error tone. The telephone number shows in the display.
2. Press the **DIAL** Soft key (on base only), **Spk** button, **Talk** button (handset only), or **line 1** or **line 2** button to take a line, or pick up the corded handset (on the base only) and then the telephone number will be dialed out.

## Answering a Call

### For cordless handset:

1. Press the **Talk** button to answer the call in receiver mode,  
-OR-
2. Press the **Spk** button to answer the call in speakerphone mode,  
-OR-
3. Press the corresponding **LINE** Soft key to answer the call in receiver mode.
4. When finished, press **end** button.

### For the base:

1. Pick up the corded handset,  
-OR-
2. Press the **speaker** button to answer the call in speakerphone mode,  
-OR-
3. Press the corresponding **line** button to answer the call in speakerphone mode,  
-OR-
4. Press the **headset** button on base to answer the call in headset mode.
5. Press the Main button on the cordless headset (only applicable for RCA 25065RE1, 25265RE2 and 25270RE3 headsets)
6. When finished, hang up the corded handset or press **Spk** button (in speakerphone) or **headset** button (in headset mode) or press the main button on the cordless headset (only applicable for RCA 25065RE1, 25265RE2 and 25270RE3 headsets) to end the call.

**NOTE: If you have set the Auto Answer as On in the cordless handset, you can answer the call directly by picking up this handset from the charger, without pressing any buttons.**

**NOTE: Adjust the volume by pressing the vol (- or +) button during a call.**

## Switching Between the Speakerphone, Handset and Headset Mode Base

To switch to the speakerphone, press **speaker** button. The speakerphone indicator illuminates. Place the corded handset back into the cradle.

To switch to the corded handset, pick up the handset. The speakerphone or corded headset indicator will turn off.

To switch to the headset, press the **headset** button to enable the headset, and the headset indicator illuminates.

## Cordless Handset

To switch to the speakerphone, press **Spk** button.

If the headset is plug in, press **Talk** button to switch to headset.

If the headset is not plug in, press **Talk** button to switch to cordless handset receiver.

## Mute

To have a private, off-line conversation, use the Mute feature. The party on the other end of the line cannot hear you, but you can still hear them.

1. Press **mute** button to activate the mute feature.

**NOTE: When using the mute feature on the base, the indicator will illuminate when the mute is activated.**

2. Press the **mute** button again to de-activate.

## Do Not Disturb

This feature is set at individual telephones to disable (silence) an incoming ring signal, intercom ring. When there is an incoming call or an intercom call, the status indicators function as normal but the phone will not ring.

1. When the unit is idle, press the **DND/privacy** button. The last setting is displayed.
2. Use the **VOL** (- or +) button to select the duration. You may choose from 15 minutes, 30 minutes, 45 minutes, 1 hour, or 2 hours and increase the duration by 1-hour intervals up to 24 hours.
3. Press the **SELECT** Soft key to confirm. The indicator (on the base) blinks and the display shows how long the ringer will be disabled.
4. To cancel, press **DND/privacy** button again.

## Flash

If you subscribe to Call Waiting Caller ID service from your local telephone company and you receive an incoming call during a call, you will hear a beep to indicate another call is waiting on the line and Caller ID information (if available) for the waiting call shows on the display.

- To connect to the waiting call, press the **menu/flash** button on the handset or the **flash** button on the base, and your original call is put on hold.
- To switch between the two calls, press the **menu/flash** (Handset) or **flash** (base) button.

## Inserting a Pause in the Dialing Sequence

Press the **#pause** button twice to insert a delay in dialing sequence when a pause is needed to wait for a dial tone (for example, after you dial 9 for an outside line, or to wait for a computer access tone.) Each pause counts as one digit in the dialing sequence, and is shown as **"P"** in the display.

## Redial

1. Press the **Talk** button on the cordless handset, or press the **Spk** button (speakerphone mode), or press the **headset** button (headset mode), or pick up the corded handset from the base and the first available line will go off hook. If both lines are available, Line 1 will be used.

-OR-

Press a **line** button to select a line.

2. Press the **redial** button. The redial number list (last 3 previously dialed numbers) is shown.
3. Use the **VOL** (- or +) button to select the number. Press the **DIAL** Soft key to dial out the number.

**NOTE: If the number you dialed is longer than 32 digitals, It will not be saved in the redial list and can't be redialed.**

## Reviewing the Redial Numbers

Your phone records up to three previously dialed phone numbers.

1. When the phone is idle, press the **redial** button.
2. Use the **VOL** (- or +) button to view the last three previously dialed numbers.
3. While the preferred number is displayed, press the **Spk, Talk**, a **line** button, or pick up the corded handset to dial the phone number.

**NOTE: If you do not select a line button, the line is automatically seized and the number is dialed accordingly.**

## Storing a Redial Record in Directory

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press the **redial** button, then use the **VOL** (- or +) button to scroll to the desired redial number.
3. Press the **SAVE** Soft key.
4. The screen displays **Enter Name**. Input a name by pressing the keypad.

**NOTE: More than one letter is stored in each of the number keys so it requires more than one press for some letters. For example, for the letter "B" press the number 2 key twice. To add a space press the 1 key.**

**NOTE: A name must be input otherwise the record cannot be stored.**

5. Press the **SAVE** Soft key. The desired redial number shows in the display.
6. You can edit the telephone number by using the **delete** button and number keys.
7. Press **SAVE** Soft key to enter the VIP Tone Melody selection.
8. Use **VOL** (- or +) button to scroll to the desired ring tone melody and press **SELECT** Soft key to complete.

**NOTE: If an incoming call number matches this record the VIP Tone Melody will ring.**

## Transferring a Call to Another Extension

1. Press **XFER** Soft key when the phone is in Talk mode. The current call is put on hold.
  2. Use **VOL** (- or +) to select the desired handset or base you want to transfer to, and then press the **SELECT** Soft key.
  3. The unit will intercom or ring the selected handset or base. The initiating unit has two options at this point.
    - a) Wait until the selected handset or base answers the intercom call and have a conversation and then hang up to finish the transfer or press Conference to have a 3 way conference call.
- OR-
- b) Simply hang up by pressing the **end** button, **Speaker** button or just return the handset to cradle and the call is transferred.
4. If the selected unit rejects the intercom call, or the call is not answered within 30 seconds, the call is transferred back to the original unit and the display will show **as below a) or b)**
    - a) The initiating unit did not hang up, it will show "Unavailable" for 3 seconds, and then automatically picks up the call again.
    - b) The initiating unit hang up, it will show "TRANSFERRED BACK FROM XXXX" and ring, press Talk Button or Speaker button can pick up the call again.

## Receiving a Transferred Call from Another Extension

If the unit receives a transfer call paging, **Intercom call from base/Handset X** shows in the display. Press the **Talk** button (handset only) or **speaker** button (both base and handset) or leave the corded handset on the base unit to answer the call.

If you press the **REJECT** Soft key or the call is not answered within 30 seconds, the intercom paging will be stopped and the call is transferred back to the original unit.

**NOTE: 1. If the call is not accepted, the caller will be able to leave a message on the answering system if it is activated.**

## Ringer On/Off and Ringer Volume

1. Make sure the phone is in idle mode.
2. Press the **VOL** (- or +) button to activate the ringer volume setting. Use the **VOL** (- or +) button to scroll to your selection and use the **DIR** or **CID** button to toggle between L 1 and L 2. The default setting is **VOL 3**.
3. Press the **SELECT** Soft key to save your selection.

**NOTE: If you choose the ringer OFF, the screen displays L1/L2 RINGER OFF.**

## Speakerphone, Handset, and Corded Headset Volume

While the phone is in use, during the desired mode, press the **VOL** (+ or -) buttons until you reach a comfortable listening level. The phone stores the setting after the last button pressed.

## Hold

In Talk mode, press the **hold** button to hold the line. **Line X ON HOLD** shows in the LCD display, and the line icon will flash. On the base, the **line** button indicator will flash also.

When the line is on hold, the hold alert tone will be emitted to both the person on hold and to the user that initiated the hold.

Press the corresponding **LINE** Soft key (on handset), or the **line** button (on base) to release the hold and pick up the call again.

## Conference Calls

This system can support 3-way and 4-way conference calls.

### Join a call in progress:

1. While a call is in progress, another user can join that call by pressing the corresponding **line** button on the base unit or Soft key in the handset. Both parties on the original call will hear a tone to alert them someone else has joined the call.

**NOTE: If the privacy feature is On for the original call, the call cannot be joined by another user.**

### 3-way conference call by an intercom call:

1. While on a call, press the **intercom** button, wait for timer to clear from the screen, press the **intercom** button again and then select the desired handset or base to intercom.
2. The selected handset or base will emit a page tone. The user can press the **Talk** button on the handset or the **speaker** button on the base to answer the intercom call page.
3. The originating caller can then press the **CONF** Soft key shown on the display to establish a 3-way conference between the external caller and the intercom call.

### 3-way conference call with two lines:

1. During a call on Line 1, press the **hold** button to put the call on hold.
2. Press the **line 2** button or Soft key on the handset to get a dial tone. Dial the number, and then talk to the other person.
3. The originating caller can then press the **CONF** Soft key shown on the display to establish a 3-way conference between the two lines.

### 4-way conference call (Line 1 + Line 2 + 2 extension):

1. Once the base unit or handset has both Line 1 and 2 on hold, press the **intercom** button and then select the desired handset or base to intercom.
2. The selected handset or base will emit a page tone. The user can press the **Talk** button on the handset or the **speaker** button on the base to answer the intercom call page.
3. The originating caller can then press the **CONF** Soft key shown on the display to initiate a conference. Since Line 1 and 2 are both on hold, the user will be prompted to select Line 1, Line 2 or Both to conference with. The user can then use the Soft keys to select the desired option. If the **BOTH** Soft key is selected a 4-way conference is established between the originating caller, both lines and the intercom call.

# Intercom Calls

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## One-Touch/Memory Log

1. On the base, in idle mode, press any **One-Touch/Memory Log** button (1- 10) for the station you want to intercom with. **One-Touch/Memory Log** button #1 represents handset 01, #2 represents handset 02, etc. The Intercom paging ring will be emitted.

-OR-

Press the **intercom** button, and all the registered handsets and the base except itself list in the log, use the **VOL** (- or +) key to scroll to the station you want to intercom with, and then press **SELECT** Soft key to confirm.

**NOTE: To abort intercom call, press the STOP Soft key.**

**NOTE: If the receiving station does not answer within 30 seconds, the intercom call is cancelled. You will hear an error tone and the screen displays *Unavailable* .**

## Answering an Intercom Call

When you receive an Intercom call, the display shows the Caller's Name and Phone ID.

The call can be answered on the cordless handset by pressing the **Talk** or **Spk** (speaker) buttons. It can also be answered on the base unit by lifting the corded handset or by pressing the **Speaker** or **headset** buttons. The headset must be already connected.

If you do not want to answer this intercom call, press the **REJECT** Soft key.

## Page

The page feature helps you locate a misplaced handset.

1. Press the **page** button on the base. The handset beeps and the Visual Indicator on the handset flashes. The handset screen displays **Paging from Base** .
2. To cancel the page, press the **page** button on the base, or press **STOP** Soft key on the base, or press **exit** key on the base, or press any key on the handset. Otherwise the paging will last for 2 minutes.

## Auto Standby

If you place the handset in the cradle while the handset is off the hook (during a call), the call is automatically disconnected.

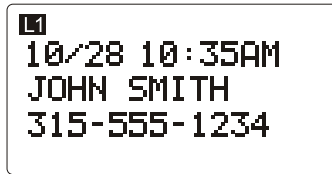


# Caller ID (CID)

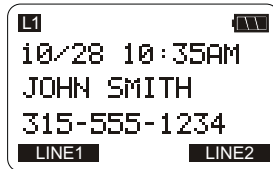
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**IMPORTANT:** In order to use this unit's Caller ID features, you must subscribe to either the standard Name/Number Caller ID Service or Call Waiting Caller ID Service. To know who is calling while you are on the phone, you must subscribe to Call Waiting Caller ID Service.

When the unit receives an incoming call with CID information, the CID can be shown on the base and handsets.



Base Display



Handset Display

## Receiving and Storing CID Records

This unit receives and displays information transmitted by your local phone company. This information can include the phone number, date and time; or the name, phone number, date and time. The unit can store up to 99 records for later review. When the memory is full, a new call automatically replaces the oldest call in memory. **NEW** appears in the display for calls received that have not been reviewed. The line number for the call received is also displayed.

If two incoming calls come in at the same time, both L1 and L2 phone numbers show on the display while ringing.

By pressing the **exit** key on the base unit or handset during the incoming call ringing mode, the base unit or handset will stop ringing and go back to idle mode. The base unit or handset will not ring in the subsequent ring cycles, but the line icon and handset line Soft key will keep flashing and the base Line LED and handset message LED will flash until the call is answered or the answering system picks up.

## Reviewing CID Records

- Press **CID** button, and then use the **VOL** (- or +) button to scroll through the call records.
- When you scroll to the start/end of the list, the screen displays **--START/END--**.
- When reviewing the CID records, the record number is also shown to the right of the time along with the **FORMAT** and **STORE** Soft keys.

## Saving a CID Record to the Phone Directory

**NOTE:** If you want to change the format of the CID number to 7, 10 or 11 digits and save it in the directory, press the **FORMAT** Soft key to format the CID number first before pressing the **STORE** Soft key. See the “*Dialing Back*” section for more information on formatting a number.

1. While viewing a CID record, press the **STORE** Soft key.
2. The name shows in the display. You can edit it. After editing, press the **SAVE** Soft key.

**NOTE:** The name field cannot be left empty.

3. The number shows in the display. You can edit it. After editing, press the **SAVE** Soft key.
4. You can select the ring melody for this phone number. Use the **VOL** (- or +) button to scroll to your selection, and then press the **SELECT** Soft key to save. The screen displays *Saved*.

**NOTE:** If an incoming call number matches this record the **VIP Tone Melody** will ring.

## Deleting a CID Record

Press the **delete** button to delete the record shown in the display. The screen displays *DELETE?*. Press the **YES** Soft key to confirm. *Record Deleted!* shows for 3 seconds.

## Deleting All Call Records

This feature allows you to clear all CID records at once.

1. While viewing a CID record, press and hold the **delete** button. The screen displays *Delete All CID Records?*
2. Press **YES** Soft key to confirm. *All CID Records Deleted* shows for 3 seconds.

## Dialing Back

When reviewing CID records, you can dial back the numbers showing on the display by pressing the **headset** button, or the **Talk** button, or the **Spk** button or the **line 1** or **line 2** button.

## If You Programmed Your Local Area Code

1. Use the **CID** button to display the number you want to dial.
2. If you see a number with 7 digits (i.e. 555-1234), then the call was received from within your area code. However, this does not guarantee the call is a local call. If you see a number with 11 digits (i.e. 1-234-555-1234), then the call received was not from your area code.
3. To adjust the phone number format, use the **FORMAT** Soft key. For instance, a 7-digit local number sometimes cannot be dialed because it requires a 10-digit or 11-digit format. Use the **FORMAT** Soft key to scroll through 7, 10 and 11-digit numbers.

<i>Number of digits</i>	<i>Explanation</i>	<i>Example</i>
<b>7-digits:</b>	7-digit telephone number	(i.e.555-5555)
<b>10-digits:</b>	3-digit area code +7-digit telephone number	(i.e.425-555-5555)
<b>11-digits:</b>	long distance code 1 +3-digit area code +7-digit telephone number	(i.e. 1-425-555-5555)

- To dial the displayed number, select a Line or press **Talk (handset only)**, **Spk**, or **headset** button or pick up the corded handset from the base.

## If You Did Not Program Your Local Area Code

- Use the **CID** button to display the number you want to dial. You will only see 10-digit numbers (i.e. 234-555-1234).
- Press **Talk (handset only)**, **Spk**, **headset** button or select a Line to dial back or pick up the corded handset from the base. You may adjust the number format by pressing the **FORMAT** Soft key before dialing.

## Call Waiting Caller ID

This feature allows you to see who is calling when you hear the call waiting beep. The caller identification information appears in the display after you hear the tone.

- Press the **flash** button to put the person to whom you're talking on hold and answer the incoming call.

**IMPORTANT: To use all the features of this unit, you must subscribe to either the standard Name/Number Caller ID Service or Caller ID with Call Waiting Service. To know who is calling while you are on the phone, you must subscribe to Caller ID with Call Waiting Service.**

## Directory and One-Touch Memory

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You may store data in the Directory (up to 99 records) or an One-Touch /Memory Log (10 buttons located to the right of the number pad on the base). The Directory and each One-Touch /Memory Log stores up to 16 characters and 32 digits.

The records are stored by alphabetic ascending order.

### Adding Directory Entries

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press the **DIR** button.
3. Press the **NEW** Soft key. The screen displays *Enter Name*. Use the number pad to input a name.

**NOTE:** More than one letter is stored in each of the number keys so it requires more than one press for some letters. For example, for the letter "B" press the number 2 key twice. To add a space press the 1 key.

**NOTE:** The name field cannot be left empty.

4. Press **SAVE** Soft key. The screen displays *Enter Number*.
5. Use the touch-tone pad to input a telephone number.

**TIP:** Press the #pause button twice to insert a pause in a number if necessary.

6. Press the **SAVE** Soft key to enter VIP tone melody selection.

**NOTE:** If an incoming call number matches this record the VIP Tone Melody will ring.

7. Use **VOL** (- or +) button to scroll to the selection and press **SELECT** Soft key to complete.

**NOTE:** If *Memory full* shows in the display, you should delete one or more unnecessary records and repeat above steps to continue the call record storage.

### Storing a Record in the One-Touch Memory Buttons (Only applicable for base)

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press **STORE** Soft key.
3. The screen displays *Select Button Location*. Press a **One-Touch/Memory Log** button (1-10) to save the record in that memory location.

**NOTE:** If there is a record stored in selected memory location. Press **REPLACE** Soft key to confirm overwrite or press the **BACK** Soft key, then select a new location.

4. The screen displays *Enter Name*.
5. Use the number pad to enter a name.

**NOTE:** More than one letter is stored in each of the number keys so it requires more than one press for some letters. For example, for the letter “B” press the number 2 key twice. To add a space press the 1 key.

**NOTE:** The name field cannot be left empty.

6. Press **SAVE** Soft key. The screen displays *Enter Number*.
7. Use the number pad to input a telephone number.

**TIP:** Press the #pause button twice to insert a pause in a number if necessary.

8. Press the **SAVE** Soft key to save.

## Reviewing Directory Records

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press the **DIR** button.
3. Press the **VOL** (- or +) button to scroll through the records,  
-OR-

Press the number keys to go to the name of the records started with the corresponding character.

## Editing a Name or Number Stored in the One-Touch /Memory Log

1. Press the **DIR** button.
2. Press the **One-Touch/Memory Log** button (1-10).
3. Press the **EDIT** Soft key and edit the content according to the steps in the “*Storing Record in One-Touch Dialing*” in Memory section.

**NOTE:** The left and right (**DIR** & **CID**) navigational buttons allow the cursor to be moved. The delete button can be used to delete character or number to the left of the cursor.

## Reviewing Record in One-Touch Memory

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press the **DIR** button.
3. Press **One-Touch/Memory Log** button (1-10).

## Editing a Directory Record

1. When reviewing the directory records, use the **VOL** (- or +) button to scroll to the desired record.
2. Press **EDIT** Soft key to enter edit mode. You may now change the name, if desired. Please refer to section “*Handset Name*” for name editing method.
3. Press **SAVE** Soft key to proceed to number change. You may now change the number, if desired.
4. Press **SAVE** Soft key to proceed to VIP Tone Melody selection. You may use **VOL** (- or +) key to scroll to the selection you desired.

**NOTE: If an incoming call number matches this record the VIP Tone Melody will ring.**

5. Press **SELECT** Soft key to complete.

**NOTE: Press the BACK Soft key to keep the previous setting (making no changes).**

## Copying a Directory Record

You can copy one directory record or the whole directory from the handset extension to the base or from the base to desired handset extension.

### In the extension handset:

1. While viewing the directory record, press the **COPY** Soft key.
2. The screen displays **Copy Current Record or Entire Directory?**. Press the **CURR** Soft key to copy the current record or press the **ENTIRE** Soft key to copy the whole directory.
3. After copying is finished, the screen displays **Record Copied to Base Unit!**.

### In the Base Unit:

1. While viewing the directory record, press the **COPY** Soft key.
2. The screen displays **Copy Current Record or Entire Directory?**. Press the **CURR** Soft key to copy the current record or press the **ENTIRE** Soft key to copy the whole directory.
3. The extension list will be shown. Use the **vol** (- or +) button to select the desired extension handset for the record to be copied to.
4. Press the **SELECT** Soft key. The number of directory records copied will be displayed in the base display with total number of records to be copied.
5. After copying is finished, the base screen displays **Record Copied!**, and the handset screen displays **Saved**.

## Deleting a Directory Record

1. When reviewing the directory records list, use the **VOL** (- or +) button to scroll to the desired record.
2. Press the **delete** button on the phone to delete the record.
3. The screen displays **Delete?**.
4. Press the **YES** Soft key to confirm the deletion.
5. **Record Deleted** shows in the display.

## Deleting All Directory Records

1. Press the **DIR** button to activate the phone book record list.
2. Press and hold the **delete** button on the phone until the screen displays **DELETE ALL?**.
3. Press the **YES** Soft key to confirm the deletion.
4. The screen displays **ALL DELETED**.

## Deleting a One-Touch /Memory

1. Press the **DIR** button.
2. Press the corresponding button (1-10) for the One-Touch/Memory Log you want to delete.
3. Press the **delete** button to delete.
4. Press the **YES** Soft key to confirm.

**NOTE: Press the exit button to cancel the “delete” function.**

## Dialing a Directory Record

### Dial a directory record while in Talk (handset only) mode:

1. Make sure the phone is **ON** (in Talk mode) by pressing the **Talk Spk** button, selecting a **line** or pick up the corded handset from the base .
2. Press the **DIR** button to access the phone book.
3. Use the **VOL** (- or +) button to scroll to the desired record.
4. Press the **DIAL** Soft key to dial the number.

-OR-

### Dial a directory record while reviewing it:

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press the **DIR** button to access the phone book.
3. Use the **VOL** (- or +) button to scroll to the desired record.
4. Press the **Talk** or **Spk** button on the handset or press the **speaker line 1/2** button or pick up the corded handset on the base. The number dials automatically.

## Dialing a One-Touch/Memory Record (Only applicable for base)

### while in Talk mode:

1. Make sure the phone is **ON** (in Talk mode) by pressing **Spk** button, selecting a **Line** , or pick up corded handset .
2. Press the **One-Touch/Memory Log** button to access the memory log.

-OR-

### while reviewing it:

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press the **DIR** button to access the phone book.
3. Press the **One-Touch/Memory Log** button to select the desired record.
4. Press the **speaker** or **line 1/2** or pick up the corded handset on the base. The number dials automatically.

# Answering System Operation

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There are two mailboxes in the system. One is for Line 1 and another is for Line 2.

For memo recording, you can select which mailbox is used to record the memo.

## Answering System On/Off

Press and hold the base **ans sys** button for 2 seconds to switch this function On or Off with the voice prompt. The Answering system light illuminates when the function is activated.

If the **ans sys** button indicator is flashing, pressing it will go to the Play Message display.

When you press and hold the **ans sys** button to switch the answering system On, the answering function for Line 1 and Line 2 will be activated according to the setting in the menu. (For example, in the menu setting, L1 is set to ON and L2 is set to OFF. Press and hold the **ans sys** button to switch it On. The answering function for L1 is activated, and L2 will be Off. Press and hold the **ans sys** button again to switch both L1 and L2 answering function Off.

Otherwise, pressing the button will display Line 1 and Line 2 On/Off status for 3 seconds.

## Recording Incoming Messages

The unit will answer incoming calls or routed calls after X rings (pickup delay set in Menu) and play the outgoing greeting. After hearing the greeting followed by a long beep, the caller can leave a message. If there is a new message recorded in the unit, the Answering system indicator will flash, and the envelope icon shows in the LCD.

**NOTE: Your unit will record a message up to the maximum length of time you set as long as the caller continues speaking. To save recording capacity, your unit will automatically stop recording after 7 seconds of silence or if there is a steady dial tone for 7 seconds.**

The maximum recording time for each incoming message can be set in Menu.

## Monitoring Incoming Calls

Whenever an incoming message is being recorded you can hear it through the speaker if Call Screening is On. To take the call, press **Talk**, **speaker** button to pick up the available line.



## Memo Record

You can leave a message by pressing the **memo** button on base or selecting memo recording under handset menu.

1. Press the **memo** button on base or handset menu to enter memo record mode.
2. Use **VOL** (- or +) button to select **Mailbox 1** or **Mailbox 2** to save the recording.
3. Press **SELECT** Soft key to confirm. The screen displays **Record memo after beep**.
4. After the beep, begin speaking and the screen displays **Recording**.
5. Press the **FINISH** Soft key to end the recording.

**NOTE: The maximum duration allowed for memo is the same as the message length setting in the menu.**

## Memo Recording (Only applicable for handset)

### From the Handset Main Menu:

1. Press the **vol** (- or +) button to scroll to *Memo recording*.
2. Use **vol** (- or +) button to select **Mailbox 1** or **Mailbox 2** to save the recording.
3. Press **SELECT** Soft key to confirm. The screen displays **Record memo after beep**.
4. After the beep, begin speaking and the screen displays **Recording**.
5. Press the **FINISH** Soft key to end the recording.

## Message/Memo Playback

In idle mode, press base **ans sys** button when flashing or press **play** button on handset or on base. The unit enters the message playback mode, and the status of messages for each line is displayed. Use left and right key can toggle between Line 1 and Line 2, press **SELECT** Soft key to play the messages.

If the unit has new messages, only the new messages will be played, otherwise all messages will be played. Unit will play messages to the end.

During each message playback, it shows the current message information on the screen. If the message playback is a stored incoming message from the telephone line, it shows the message CID, including Date/Time, Name and Number. If it is a memo, only Display memo and Date/Time.

During each message playback, you can press the **CID/next** button to skip to the next message OR press the **DIR/prev** button to replay the current message. Double press the **DIR/prev** button to play the previous message.

If there are no messages, the unit will announce **“You have NO messages”**.

Tie the CID with ICM message only for the base. While reviewing the CID records, an envelope icon will be shown if there is ICM associated with this CID. At this point, the message can be played by pressing the **play** button. After playing the messages, the unit will return back to the CID review mode.

## Erasing Messages

You may erase messages in the following three ways:

### To erase a message while it is playing

1. Select and play the message you want to erase.
2. Press the **delete** button. The unit will ask you to confirm the deletion.
3. Press the **YES** Soft key to confirm it.
4. The current message is erased, and the next message plays.

### To erase a message after it playing

1. After playing a message to the end, the screen displays *Delete message xx.*
2. Press the **YES** Soft key to delete it and the screen displays *Message Deleted.*

### To erase all previously played messages in a mailbox

1. Play a message.
2. Press and hold the **delete** button for 2 seconds, the screen displays *Delete all messages in line X mailbox?.*
3. Press **SELECT** Soft key to delete all the old messages.

## Remote Access From Remote Party

1. Dial the telephone number to which the answering system is connected.
2. Enter the security code during the outgoing announcement or after you hear the tone.

**NOTE: The default security code is 000.**

3. The following are the voice prompts for the remote menu:

Press two (2) to play messages, press two (2) again to stop

Press zero (0) while playing a message to erase

Press one (1) to review the previous message

Press three (3) to play the next message

Press four (4) to turn On and Off the Answering System

Press seven (7) to review menu again

4. Enter the remote commands.
5. To exit remote operation, hang up. The system will automatically disconnect the call if the user does not enter a command within 10 seconds.

**NOTE: Only the message being played can be erased in remote access mode.**

# Memory Full

When the answering system memory is full, the system answers after 10 rings. "Memory full" will be announced and waits for you to enter 3-digit security code. If you don't enter the security code within 7 seconds, the phone hangs up.

You should erase some messages so the answering system may record new messages.

NOTE: The unit also answers after the 10th ring if it is set to Answer Off. To access the answering system, enter your 3-digit security code.

## Changing the Battery

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CAUTION: To reduce the risk of re or personal injury, use only the Telefield NA Inc. approved Nickel-metal Hydride (Ni-MH) battery model **T-T104 (GP, 2.4V, 550mAh)**, which is compatible with this unit.

1. Make sure the telephone is OFF (not in Talk mode) before you replace battery.
2. Remove the battery compartment door.
3. Disconnect the battery plug from the jack inside the battery compartment and remove the battery pack from the handset.
4. Insert the new battery pack and connect the cord to the jack inside the battery compartment.
5. Put the battery compartment door back on.
6. Place handset in the handset charge cradle to charge. Allow the handset battery to properly charge (for 14 hours) prior to rst use or when you install a new battery pack. If you do not properly charge the phone, battery performance will be compromised.

## Battery Safety Precautions

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- Do not burn, disassemble, mutilate, or puncture. Like other batteries of this type, toxio materials could be released which can cause injury.
- To reduce the risk of fire or personal injury, use only the **Nickel-metal Hydride** battery listed in the User's Guide.
- Keep batteries out of the reach of children.
- Remove batteries if storing over 30 days.

NOTE: The RBRC seal on the battery used in your Telefield NA Inc. product indicates that we are participating in a program to collect and recycle the rechargeable battery (or batteries).

For more information go to the RBRC web site at [www.rbrc.org](http://www.rbrc.org) or call 1-800-8-BATTERY or contact a local recycling center.

# Display Messages

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The following messages show the status of the phone, provides Caller ID information, or helps you set up and use your phone.

<b>DELETE ALL?</b>	Prompt asking if you want to erase all records.
<b>DELETE?</b>	Prompt asking if you want to erase the current record.
<b>START/END</b>	Indicates that it is the end of the list.
<b>ENTER NAME</b>	Prompt telling you to enter a name.
<b>ENTER NUMBER</b>	Prompt telling you to enter a telephone number.
<b>NEW CALLS</b>	Indicates call or calls which have not been reviewed.
<b>HANDSET NAME</b>	Prompt telling you to enter a user name for the handset.
<b>UNAVAILABLE</b>	Indicates that the function you want to initialize cannot work at that moment or the function being worked cannot continue. The system is busy or some other higher priority function is being performed.  For example, the message playback function will be stopped when there is an incoming call.
<b>NO LINE</b>	Indicates that the telephone line is not connected.
<b>LINE IN USE</b>	Display on handset while the line is in use.
<b>EMPTY</b>	Indicates there are no CID records in memory.
<b>OUT OF RANGE</b>	Indicates handset is too far away from the base, and the handset is searching for the base.
<b>BLOCKED</b>	Indicates the person is calling from a number which is blocked from transmission.
<b>UNKNOWN</b>	Indicates incoming call is from an area not serviced by CID or the CID information was not sent.
<b>INCOMPLETE DATA</b>	Indicates incorrect CID information received.
<b>HEADSET CONNECTED</b>	Indicates that the headset is paired and connected to the phone on an active call

## Handset Sound Signals

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### *Signal*

### *Meaning*

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A long warbling tone (with ringer on)

Signals an incoming call

Two short beeps (several times)

Page signal

One beep every 14 seconds

Low battery warning

One long beep after press one key

Confirm

A short warbling tone (with ringer on)

Error

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## Backup Battery Operation

If the power cord is not plugged into the unit, and the battery is available, the unit enters Battery Operation Mode. In this mode, the base is fully functional.

# Troubleshooting Guide

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## Telephone Solutions

### No dial tone

- Check or repeat installation steps:  
Make sure the base power cord is connected to a working electrical outlet. Make sure the telephone line cord is connected to the base and the wall jack.
  - Connect another phone to the same jack. If it doesn't work, the problem might be your wiring or local service.
  - The handset may be out of range of the base. Move closer to the base.
  - Make sure the battery is properly charged (for 14 hours).
- 

### Dial tone is ok, but can't dial out

- Make sure the type of phone service you are subscribed to is **TONE** or **PULSE**.
- 

### Handset does not ring

- Make sure the handset ringer is set to On.
  - The handset may be out of range of the base. Move closer to the base.
  - You may have too many extension phones on your line. Try unplugging some extensions.
  - Check for a dial tone. If no dial tone is heard, see "No dial tone".
- 

### You experience static, noise, or fading in and out

- The handset may be out of range of the base. Move closer to base.
  - Make sure base is not plugged into an electrical outlet with another household appliance. If necessary, relocate the base.
  - Charge the battery (for 14 hours).
- 

### Memory dialing doesn't work

- Did you follow proper dialing sequence?
- 

### Unit locks up and no communication between the base and cordless handset

- Unplug the power adaptor from the electrical outlet and the bottom of the base. Remove the handset battery. Wait for 30 seconds and plug the power adaptor back into the base and electrical outlet. Reconnect the battery and charge for 14 hours.
- 

### *Out of Range...* shows in the handset display

- Move the handset closer to the base.
  - Make sure the base power cord is connected to a working electrical outlet.
- 

### Date/Time setting is restored to default setting

- May be caused by power failure. Set Date/Time again.
-

# Caller ID Solutions

## No Display

- Charge the battery (for 14 hours). Or replace the battery.
  - Make sure the unit is connected to a non-switched electrical outlet. Disconnect the power adaptor from the base and reconnect it.
- 

## No Caller ID

- You must be subscribed to the standard Name/Number Caller ID service from your local telephone company to receive CID information.
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## Battery

If you experience any of the following problems, even after recharging the battery, you may need to replace the battery pack:

- Short talk time
  - Poor sound quality
  - Limited range
-

## General Product Care

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To keep your unit working and looking good, follow these guidelines:

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

## Causes of Poor Reception

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- Aluminum siding.
- Foil backing on insulation.
- Heating ducts and other metal construction that can shield radio signals.
- You're too close to appliances such as microwaves, stoves, computers, etc.
- Atmospheric conditions, such as strong storms.
- Base is installed in the basement or lower floor of the house.
- Base is plugged into AC outlet with other electronic devices.
- Baby monitor is using the same frequency.
- Handset battery is low.
- Make sure the hook switch pops up when the handset is lifted.
- You're out of range of the base.
- The 5 'AAA' batteries need replacing or are improperly installed or not installed at all.
- Intercom does not function correctly.



## Warranty Assistance

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If trouble is experienced with this equipment, for warranty information, please contact customer service at **1-800-511-3180**. If the equipment is causing harm to the telephone network, the telephone company may require that you disconnect the equipment until the problem is resolved.

Any unauthorized repairs, changes or modifications not expressly approved by Telefield NA Inc. could void the user's authority to operate this product. For instructions on how to obtain a replacement unit, refer to the warranty included in this guide or call customer service at **1-800-511-3180**.

Or refer inquiries to:

**Telefield NA Inc.**  
**4915 SW Griffith DR. #205**  
**Beaverton, OR**  
**97005**

Attach your sales receipt to this booklet for future reference or jot down the date this product was purchased or received as a gift. This information will be valuable if service should be required during the warranty period.

Purchase Date \_\_\_\_\_

Name of Store \_\_\_\_\_

# Limited Warranty

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## What your warranty covers:

- Defects in materials or workmanship.

## For how long after your purchase:

- One year, from date of purchase.  
(The warranty period for rental units begins with the first rental or 45 days from date of shipment to the rental firm, whichever comes first.)

## What we will do:

- Provide you with a new unit. The exchange unit is under warranty for the remainder of the original product's warranty period.

## How you get service:

- Properly pack your unit. Include any cables, etc., which were originally provided with the product. We recommend using the original carton and packing materials.
- "Proof of purchase in the form of a bill of sale or receipted invoice which is evidence that the product is within the warranty period, must be presented to obtain warranty service." For rental firms, proof of first rental is also required. Also print your name and address and a description of the defect. Send via standard UPS or its equivalent to:

**Telefield NA Inc.  
501 North Lincoln  
Siloam Springs, AR 72761**

- Insure your shipment for loss or damage. Telefield NA Inc. accepts no liability in case of damage or loss.
- A new unit will be shipped to you freight prepaid.

## What your warranty *does not* cover:

- Customer instruction. (Your Owner's Manual provides information regarding operating instructions and user controls. Any additional information, should be obtained from your dealer.)
- Installation and setup service adjustments.
- Batteries.
- Damage from misuse or neglect.
- Products which have been modified or incorporated into other products.
- Products purchased or serviced outside the USA.
- Acts of nature, such as but not limited to lightning damage.

## Product Registration:

- Please register your product on-line at [www.rca4business.com](http://www.rca4business.com). You may also complete and mail the Product Registration Card if one was received with your unit. Product Registration will make it easier to contact you should it ever be necessary. Registration is not required for warranty coverage.

**Limitation of Warranty:**

- THE WARRANTY STATED ABOVE IS THE ONLY WARRANTY APPLICABLE TO THIS PRODUCT. ALL OTHER WARRANTIES, EXPRESSOR IMPLIED (INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) ARE HEREBY DISCLAIMED. NO VERBAL OR WRITTEN INFORMATION GIVEN BY TELEFIELD NA INC., ITS AGENTS, OR EMPLOYEES SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF THIS WARRANTY.
- REPAIR OR REPLACEMENT AS PROVIDED UNDER THIS WARRANTY IS THE EXCLUSIVE REMEDY OF THE CONSUMER. TELEFIELD NA INC. SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT OR ARISING OUT OF ANY BREACH OF ANY EXPRESSOR IMPLIED WARRANTY ON THIS PRODUCT. THIS DISCLAIMER OF WARRANTIES AND LIMITED WARRANTY ARE GOVERNED BY THE LAWS OF THE STATE OF OREGON. EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ON THIS PRODUCT IS LIMITED TO THE APPLICABLE WARRANTY PERIOD SET FORTH ABOVE.

**How state law relates to this warranty:**

- Some states do not allow the exclusion nor limitation of incidental or consequential damages, or limitations on how long an implied warranty lasts so the above limitations or exclusions may not apply to you.
- This warranty gives you specific legal rights, and you also may have other rights that vary from state to state.

**If you purchased your product outside the USA:**

- This warranty does not apply. Contact your dealer for warranty information.

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