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

RCA

ViSYS™

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 Notifcation to the Local Telephone Company

On the bottom of this equipment is a label indicating, among other information, the US number, Ringer Equivalence Number (REN), a product identifier in the format US:AAAEQ##TXXXX. 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

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 to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Licensing

Licensed under US Patent 6,427,009.

Hearing Aid Compatibility

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.

CAUTION:
RISK OF ELECTRIC SHOCK
DO NOT OPEN

THE LIGHTNING FLASH AND ARROW HEAD WITHIN THE TRIANGLE IS A WARNING SIGN ALERTING YOU OF "DANGEROUS VOLTAGE" INSIDE THE PRODUCT.

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.

THE EXCLAMATION POINT WITHIN THE TRIANGLE IS A WARNING SIGN ALERTING YOU OF IMPORTANT INSTRUCTIONS ACCOMPANYING THE PRODUCT.

SEE MARKING ON BOTTOM / BACK OF PRODUCT

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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:
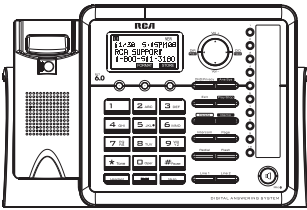
Base & Desk Stand (assembled together)
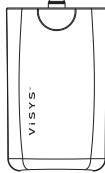
Cordless handset
Battery
Compartment
Cover
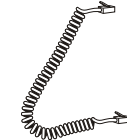
Coiled Handset Cord

Corded Handset

Belt Clip

AC power adaptor (for base)

AC power adaptor (for charging cradle)
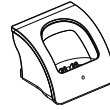
Charging Cradle

Telephone 2- Line cords

Handset battery pack

Short Line Cord

Cordless Handset
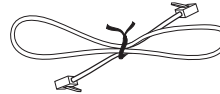
Telephone Jack Requirements

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
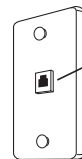
Modular telephone line jack

Installation

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

- 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

Visual Indicator

3 Soft keys

Display

DND/ Privacy (button)

Spk (Speaker button)

Exit (button)

Headset Jack

CID (button)

VOL +/- (buttons)

End (button)

DIR (button)

Talk (button)

 # Pause (button)

* Tone (button)

Redial (button)

Mute/ Del (button)

Int/ Hold (button)

Menu/ Flash (button)

RCA

DECT 6.0

NEW

11/30 5:15PM 08
RCA SUPPORT
1-800-511-3180

FORMAT STORE

Exit   DND/Privacy   Spk

VOL   DIR   CID   VOL

1   2 ABC   3 DEF

4 GHI   5 JKL   6 MNO

7 PQRS   8 TUV   9 WXYZ

* Tone   0 Oper   # Pause

Mute/Del   Int/Hold   Menu/Flash   Redial

Base Layout

Display

DND/ Privacy (button)

Vol +/- (buttons)

DIR / Prev (button)

CID / Next (button)

Ans Sys (button)

One Touch/ Memory Log (1- 10) buttons

3 Soft Keys

Exit (button)

Play/ Stop (button)

Memo (button)

Delete (button)

Headset Jack

Speaker (button)

Page (button)

Intercom (button)

Line 1 & 2 (buttons)

Flash (button)

Mute (button)

Redial (button)

Hold (button)

 # Pause (button)

Headset (button)

* Tone (button)

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.

PRESS DOWN FIRMLY

BATTERY

BLACK WIRE

RED WIRE
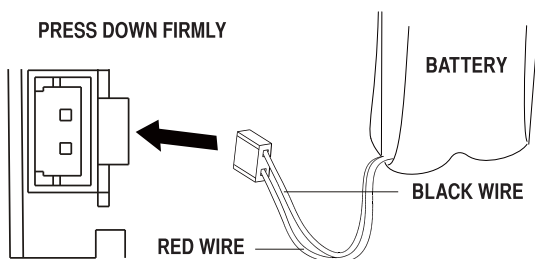
4. Insert the battery pack.

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.
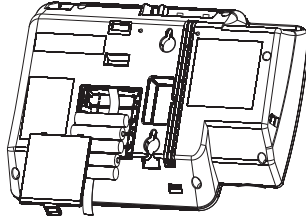
*   Insert a flat-head screw driver or similar object into the battery door latch and gently pry upward to release the battery door from the base.

*   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.

Line 2   Line 1
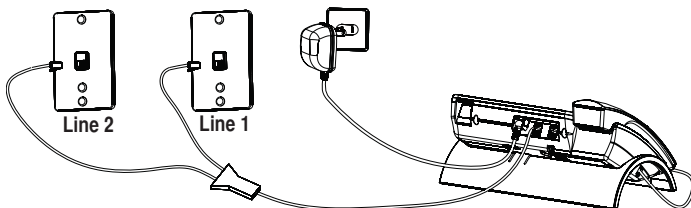
Or, you can use the 2 single telephone lines plug into the 2 jacks on the back of the telephone.
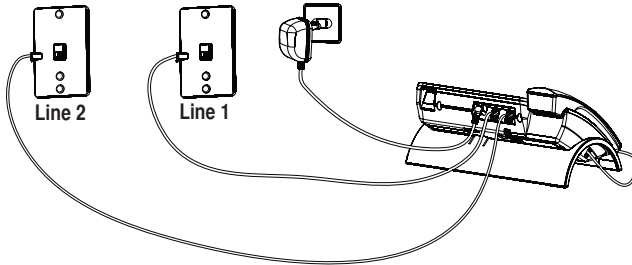
If you have Line 1 and Line 2 wired into one wall jack in your home or office, you can use one of the supplied telephone line cords to connect from the wall jack to the Line 1 + 2 jack on the back of the phone as shown below.
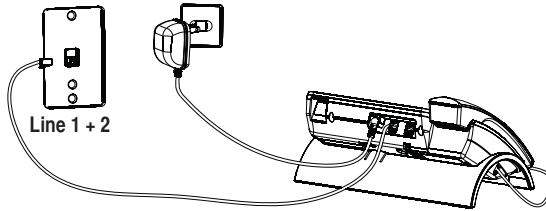
5. If you want to mount the telephone on the wall, you can plug the 2 lines such as the below drawing;

-OR-

Line 2   **Line 1**

-OR-

Line 1 & 2
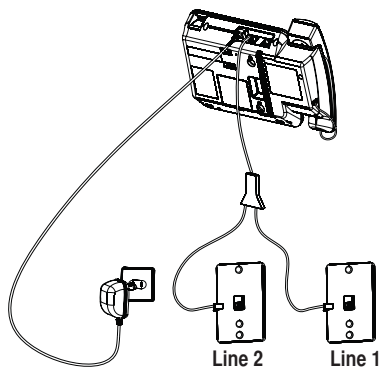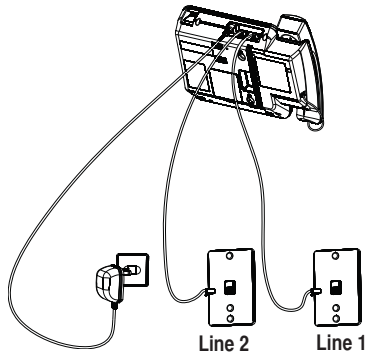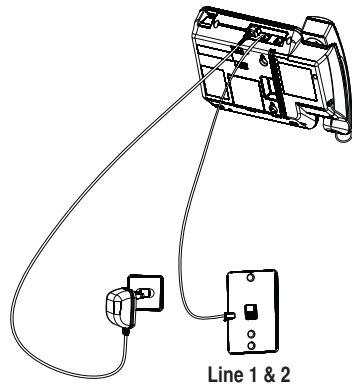
6. Connect the handset cord:

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

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 SYS., Voice Mail 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 Headset (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.

3. LCD will display last-set time (or, if the device is new or has been reset to default, the **LCD** will display 12:00AM 01/01/11)

4. Use the dial-pad to enter digits for the current time and date.

> **Note:** Use **DIR/CID** button to move the cursor and the AM/PM softkey to set the time AM or PM.

5. Press **SAVE** softkey to confirm the setting, a confirmation tone will indicate that your selection has been 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.

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.

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 toggle between L1 and L2 and press **Select** soft key to confirm, then use the **VOL** (- or +) button to scroll to Tone or Pulse.
4. Press **SELECT** Soft key to save your selection.

   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.

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 **Register HS Registering....**

3. Press and hold the **page** button on base for about 3 seconds

4. **Registering** 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 **Press REG to initiate registration** in the handset.

   NOTE: You can press the REG Soft key to enter the registation 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 base emit a confirm tone 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.

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 Talk On/Off 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.

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 I. 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 I; 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.

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 HS 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 toggle between L1 and L2 and use the **VOL** (- or +) button to scroll to your selection.The default setting is Melody 1 for Line1 and Melody 2 for Line 2.

4. Press **SELECT** Soft key to save your selection .

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 toggle between L1 and L2 and use the **VOL** (- or +) button to scroll to your selection.The default setting is *VOL 3*.

4. Press **SELECT** Soft key to save your selection.

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.

Voice Mail
From the Main Menu:

This feature is used to conveniently access the voicemail feature offered by your telephone service provider.

> *NOTE: You must subscribe to telephone service provider-offered voicemail on at least one phone line in order for this feature to operate.*

1. Make sure your phone is in idle mode. (not in Talk mode)
2. Press the **MENU** Soft key (left) to go to the main menu.
3. Press **VOL** (- or +) button to scroll to Voice Mail.
4. Press **SELECT** Soft key (right) to confirm and you may program the following items:
   Call VM
   Settings

Call VM
From the Voice Mail Menu:
1. Press **VOL** (- or +) button to scroll to Call VM.
2. Press **SELECT** Soft key
3. Use the **VOL** (- or +) button to toggle between Line 1 and Line 2 and press SELECT soft key to select.
4. The phone will dial your voicemail access number. You may proceed to access your voicemail per your service provider's instructions.

Settings
From the Voice Mail Menu:
1. Press **VOL** (- or +) button to scroll to Settings.
2. Press **SELECT** Soft key
3. Use the **VOL** (- or +) button to toggle between Line 1 and Line 2 and press **SELECT** soft key to select.
4. Use the dial pad to enter the call-in access number for your voicemail. Press Delete button to backspace and delete numbers, if necessary.
5. Press **SAVE** Soft key.
6. A confirmation tone will indicate that your selection has been 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 Line1 or Line2, press select softkey and then use **Vol**(- or +) button to select On or Off.

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 **VOL**(- or+) to select Line1 or Line2, press select softkey and then use **Vol**(- or +) button to select the direct OGA record.

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:

1. Press the **VOL** (- or +) button to scroll to the *OGA Record* .

2. Press **SELECT** Soft key.

3. Use **VOL**(- or+) to select Line1 or Line2, press select softkey and then use **Vol**(- or +) button to select the direct OGA. There are 4 kinds of OGA to select; Personal OGA, Announce Only, Work Hours, After Hours.

4. Press the **SELECT** Soft key to record. After the beep, you can start to record.

5. Press the **FINISH** Soft key to end the recording.

6. After recorded, the unit will automatically play the OGA once.

Set Outgoing Message (OGA)

From the Answering Sys Menu:

1. Press the **VOL** (- or +) button to scroll to the *Set OGA* .

2. Press **SELECT** Soft key.

3. Use **VOL**(- or+) to select Line1 or Line2, press select softkey and then use Vol(- or +) button to select the direct OGA record.

4. 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, an error tone will be emit.

NOTE: If you select the option "TIMED", the "Work Hours" OGA and "After Hours" OGA MUST berecorded 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 Yes or No Soft key for Announce Only.

   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 Yes or No Soft key for Announce Only.

   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 **VOL**(- or+) to select Line1 or Line2, press select softkey and then use **Vol**(- or +) button to select from 2 rings to 6 rings or toll saver.

4. Press the **SELECT** Soft key to save your selection.

   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 **VOL**(- or+) to select Line1 or Line2, press select softkey and then use **VOL**(- or +) button to select from 1 to 3 minutes.

4. Press the **SELECT** Soft key to save your selection.

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.

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.

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 Clear Soft key to delete the current Remode password,then use the touch-tone pad to enter your desired 3-digit security code.

4. Press **SAVE** Soft key to save the setting.

   NOTE: Use the Clear soft key or Delete button can delete the exist numbers and then enter the new password.

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 then reset the unit automatically after the base shows " please wait..." in the display for about 3 seconds.

5. If you do not want to reset, press the **NO** Soft key.

Telephone Operation

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 Line1 or Line2 Softkey to select a specific line. The Handset will activate the ear piece. Then press the **SPK** button to switch to the speakerphone mode.

2. Wait for a dial tone then dial the phone number.

3. 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.