

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.

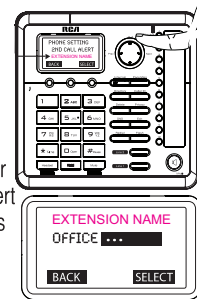
From the Phone Setting Menu:

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*.

Extension/Wireless Unit Name (only applicable for EXT/Wireless mode)

From the Phone Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Extension name*.
2. Press **SELECT** Soft key. The default name is *EXTENSION*.
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 **Prev/Next** button to move the cursor forward or backward, and then use the **Delete** button to backspace and delete one character at a time.

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

Update Device List (only applicable for Main/Wired mode)

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 EXT List*.
2. Press **SELECT** Soft key.
3. The Device List containing the names of each device registered to the **MAIN/WIRED** phone will be updated on all devices registered to that phone.

Display Setting

1. Make sure your phone is **OFF** (not in Talk mode).
2. Press the **MENU** soft key 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.

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

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** soft key 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:

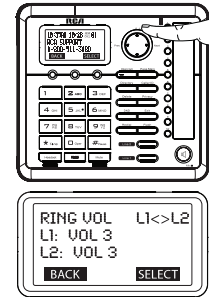
1. Press the **VOL** (- or +) button to scroll to the *Ring Tone*.
2. Press **SELECT** Soft key.
3. Use the **VOL** (- or +) button to scroll to your selection and use the **Prev** or **Next** button to toggle between L 1 and L 2. The default setting is *Melody 1* for Line 1 and *Melody 2* for Line 2.
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 Setting Menu:

1. Press the **VOL** (- or +) button to scroll to the *Ring VOL*.
2. Press **SELECT** Soft key.
3. Use the **VOL** (- or +) button to scroll to your selection and use the **Prev** or **Next** 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 Setting 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**.

Voice Mail (only applicable for Main/Wired unit).

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.

NOTE: Voice mail is accessible from both the MAIN/WIRED phone and any EXTENSION/WIRELESS phones, however, the initial set up of voicemail must be done on the MAIN/WIRED phone.

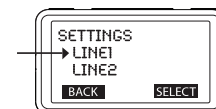
1. Make sure your phone is in idle mode. (not in Talk mode)
2. Press the **MENU** Soft key (left) to go to the main menu.
3. Press **VOL** (- or +) button to scroll to Voice Mail.
4. Press **SELECT** Soft key (right) to confirm and you may program the following items:

Call VM and 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 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 to save and the screen displays **Saved**.



Telephone Operation

Making Calls with the Corded Handset

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

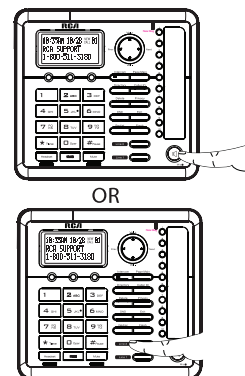
1. Press the **speaker** button, the unit will pick the available line for you. If both lines are available, Line 1 will be used first.

-OR-

Press **line 1** or **line 2** button 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.

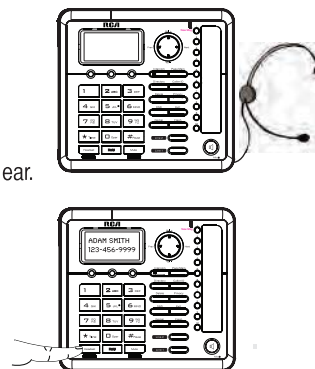


Making Calls with the RCA Wireless Headset

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 unit.
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. Press the **headset** button on the phone and the first available line will be selected. If both lines are available, Line 1 will be used.
5. Wait for a dial tone, and then dial the phone number.
6. Press **headset** button when finished.



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, Spk button, **Headset** button, or **line1** or **line 2** button to take a line, or pick up the corded handset and then the telephone number will be dialed out.

Answering a Call

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).

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.

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** 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** 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 **flash** button and your original call is put on hold.
- To switch between the two calls, press the **flash** 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 **Spk** button (speakerphone mode), or press the headset button(headset mode), or pick up the corded handset 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**, 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.

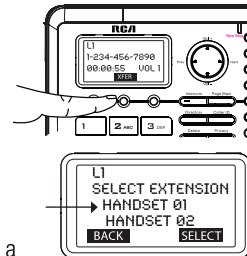
NOTE: A name must be input otherwise the record cannot be stored.

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 extension you want to transfer to, and then press the **SELECT** Soft key.
3. The unit will intercom the selected extension. 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 **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 automatically picks up the call again.
 - b) The initiating unit hang up, it will show "TRANSFERRED BACK FROM XXXX" and ring, 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 **speaker** button (both base and handset) or leave the corded handset 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.

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 **Prev** or **Next** 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. 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 button 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. 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, use **vol** (- or +) to select the desired handset or base you want, and then press the select **Soft** key.
2. The selected handset or base will emit a page tone. The user can press the **Speaker** button 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 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 extensions):

1. Once both Line 1 and 2 are on hold, press the **intercom** button and then select the desired extension to intercom.
2. The selected handset or base will emit a page tone. The user can press the **Speaker** button 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

One-Touch/Memory Log

1. 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 **extension 01**, #2 represents **extension 02**, etc. The Intercom paging ring will be emitted.

-OR-

Press the **intercom** button, and all the extensions 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 cancel intercom call, press the **STOP** Soft key.

NOTE: If the receiving station does not answer within 1 minute and 40 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.

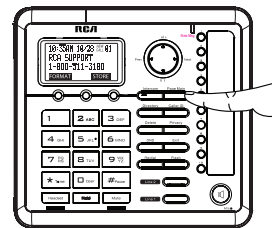
The call can be answered by lifting the corded handset or by pressing the **Speaker** or **headset** buttons. The headset must be already connected.

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. The handset screen displays **Paging from Main**.
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.



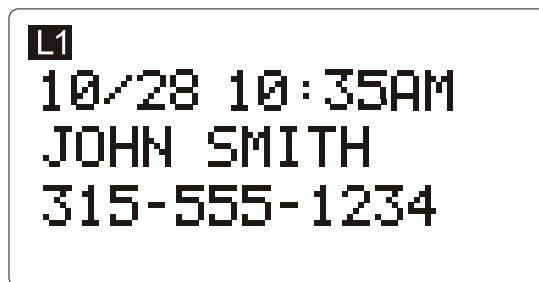
Auto Standby

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)

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.



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 shows on the display while ringing.

Reviewing CID Records

- Press **Caller ID** 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.

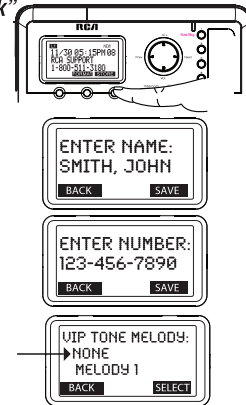
1. While viewing a CID record, press the **STORE** Soft key.
2. The name shows in the display. You can edit it. After editing, press the **SAVE** Soft key.

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 **Complete!**

NOTE: If **NONE** is selected, calls from this number will use the default ringtone selected for this phone.

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 ?**.
2. Press **YES** Soft key to confirm. **All 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 **Spk** button or the **line 1** or **line 2** button.

If You Programmed Your Local Area Code

1. Use the **Caller ID** 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>
7-digits:	7-digit telephone number	(i.e.555-5555)
10-digits:	3-digit area code +7-digit telephone number	(i.e.425-555-5555)
11-digits:	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 **Spk**, or **headset** button or pick up the corded handset.

If You Did Not Program Your Local Area Code

- Use the **Caller ID** button to display the number you want to dial. You will only see 10-digit numbers (i.e. 234-555-1234).
- Press **Spk, headset** button or select a Line to dial back or pick up the corded handset. 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

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). 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 **Directory** 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 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

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 **Directory** 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 **Directory** button.
2. Press the **One-Touch/Memory Log** button (1-10).
3. Press the **EDIT** soft key to change the name or number stored in this One-Touch dialing button. For more help on how to input the name and number, please see "Storing Record in One-Touch Dialing" on page 32.

NOTE: The left and right (Prev & Next) 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 **Directory** 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.