

Make sure that the unit is in the standby mode.

1. Press the up or down arrow button to find the desired Caller ID record.
2. Press the COPY soft key to save displayed Caller ID record to the directory. The next Caller ID record shows in the display.

NOTE: If the display shows MEMORY FULL press the EXIT soft key to erase stored items from the directory.

3. To return to the standby mode, press the EXIT soft key.

NOTE: If Caller ID information is not displayed with the telephone number, the caller's information cannot be saved to the directory.

DELETING CALLER LIST INFORMATION

You may use the base and cordless handsets to delete some or all of Caller List entries.

NOTE: If you find it necessary to dial all local calls with the area code included, press the CLEAR soft key and then press the SAVE soft key in the local area code menu. The display shows “—.”

TO DELETE A SPECIFIC CALL RECORD FROM THE CALLER LIST

Make sure that the base unit/cordless handset is in the standby mode.

1. Press the up or down arrow button to find the desired Caller ID record.
2. Press the DELETE soft key.
3. Press the ONE soft key.

TO DELETE ALL ENTRIES IN THE CALLER LIST

Make sure that the base unit/cordless handset is in the standby mode.

1. Press the up or down arrow button to find the desired Caller ID record.
2. Press the DELETE soft key.
3. Press the ALL soft key.

DIRECTORY FEATURES

You may use the base and cordless handsets to store names and telephone numbers. The telephone stores up to 99 records (up to 15 characters each for the name and 24 digits for the telephone number).

STORING NAMES AND NUMBERS IN THE DIRECTORY

Make sure that the base/cordless handset is in the standby mode.

1. Press the DIRECTORY button.

```
DIR
TOTAL20
DIRECTORY
NEW   EXIT   FIND
```

2. Press the NEW soft key.

```
DIR
TOTAL20
ENTER NAME
SAVE  EXIT  CLEAR
```

NOTE: If the display shows MEMORY FULL, you may delete other stored items from the directory.

3. Use the number pad to enter a name up to 15 characters long.
4. Press the up or down arrow button to move the cursor to the incorrect character, press the CLEAR soft key to delete the incorrect character. Then enter the correct character.

NOTE: Each time you press the CLEAR soft key a character is deleted.

5. If a name is not required, go to step 7.
6. Press the SAVE soft key. *SAVED* shows in the display and the unit returns to the next edit mode.
7. Enter a phone number up to 24 digits.
8. Press the up or down arrow button to move the cursor to the incorrect number, press the CLEAR soft key to delete the incorrect character, and then enter the correct number.

NOTE: Each time you press the CLEAR soft key a number is deleted.

NOTE: If a pause is required for dialing purposes, press the PAUSE button.

9. Press the SAVE soft key. *SAVED* shows in the display and the unit moves to the next edit mode.
10. To store additional numbers, repeat from step three.
11. To return to the standby mode, press the EXIT soft key.

SELECTING CHARACTERS TO ENTER NAMES

Use the number pad to enter other characters, letters, and symbols. The other characters, letters, and symbols are printed on the number pad. Pressing a button selects a character as shown below.

Number of items key is pressed

Keys	1	2	3	4	5	6	7	8
1	Space	&	'	<	>	*	.	1
2	A	B	C	2				
3	D	E	F	3				
4	G	H	I	4				
5	J	K	L	5				
6	M	N	O	6				
7	P	Q	R	S	7			
8	T	U	V	8				
9	W	X	Y	Z	9			
*	*							
0	0							
#	#							

For example, to enter in "TOM JONES:"

- | | |
|---|-----------|
| 1. Press the number 8 button. | T |
| 2. Press the number 6 button three times. | TO |
| 3. Press? button and then press the 9 button. | TOM |
| 4. Press the ? Button two times, and then press the 5 button. | TOM J |
| 5. Press the 6 button three times. | TOM JO |
| 6. Press the ? button, and then press the 6 button two times. | TOM JON |
| 7. Press the 3 button two times. | TOM JONE |
| 8. Press the 7 button four times. | TOM JONES |

EDITING AN ITEM IN THE DIRECTORY

Make sure that the base unit/cordless handset is in the standby mode.

1. Press the DIRECTORY button.
2. Press the up or down arrow button to find desired record.
3. Press the EDIT soft key.
4. Edit the name using the up or down arrow button, the CLEAR soft key, and the 12 key on the number pad.

5. Press the SAVE soft key.
6. Edit the number using the up or down arrow button, the CLEAR soft key, and the 12 key on the number pad.
7. Press the SAVE soft key.

REVIEWING NAMES AND NUMBERS IN THE DIRECTORY USING THE ARROW BUTTON

Make sure that the base unit/cordless handset is in the standby mode.

1. Press the DIRECTORY button.
2. Press the up or down arrow button to find desired record.
3. To return to the standby mode, press the EXIT soft key.

QUICK REVIEW USING THE ALPHA NUMERIC BUTTON

Make sure that the base unit/cordless handset is in the standby mode.

1. Press the DIRECTORY button.
2. Press the alphanumeric button for first character of name.
3. Press the FIND soft key.
4. Subsequently press the up or down arrow button to scroll through the names (names are stored alphabetically).

REVIEW BY INDEX

Make sure that the base unit/cordless handset is in the standby mode.

1. Press the directory index number. (Example: 01)
2. Press the DIRECTORY button. The number 01 name stored in the directory shows in the display.

DIALING FROM THE DIRECTORY WITH THE SPEAKERPHONE

Make sure that the base unit is in the standby mode.

1. Review the directory contents to find the desired record.
2. Press the SPEAKER or LINE button. The telephone number in the display is automatically dialed.

WITH THE CORDED HANDSET

Make sure that the base unit is in the standby mode.

1. To find desired item, review the directory.
2. Lift the handset. The telephone number in the display is automatically dialed.

WITH THE HEADSET

Make sure that the base unit is in the standby mode.

1. To find desired record, review the directory.
2. Press the HEADSET button. The telephone number in the display is automatically dialed.

NOTE: The headset must be properly inserted into the jack on the base otherwise the headset button cannot be pressed.

WITH THE CORDLESS HANDSET

Make sure that the base unit is in the standby mode.

1. To find desired record, review the directory.
2. Press the FORMAT button.
3. Press the LINE button. The telephone number in the display is automatically dialed.

DELETING AN ITEM IN THE DIRECTORY

Make sure that the base unit/cordless handset is in the standby mode.

1. To find desired record, review the directory.
2. Press the DELETE soft key.
3. Press the YES soft key.

NOTE: If you press the NO soft key, the record shows in the display.

4. To delete other items, start again from step 1.
5. To return to the standby mode, press the EXIT soft key.

DIRECT MEMORY FEATURES

The base has five direct memory keys. There are a total of 10 direct memories. To access memories 1 to 5, press the direct memory button. To access memories 6 to 10, press the LOWER button and the direct memory button.

STORING NAMES AND NUMBERS IN THE DIRECT MEMORY

Make sure that the base is in the standby mode.

1. Press the direct memory button.
2. If memory is empty, EMPTY shows in the display.

EMPTY ^{#1}
EXIT EDIT

3. Press the EDIT soft key.

ENTER NAME #1
SAVE EXIT CLEAR

4. Use the number pad to enter a name up to 15 characters long.
5. Press the up or down arrow button to move the cursor to the incorrect character, press the CLEAR soft key to delete the incorrect character, and then enter the correct character.

NOTE: Each time you press the CLEAR soft key a character is deleted.

6. If a name is not required, go to step 7.
7. Press the SAVE soft key. *SAVED* shows in the display.
8. Enter a phone number up to 24 digits.

ENTER NAME #1
SAVE EXIT CLEAR

9. Press the up or down arrow button to move the cursor to the incorrect number, press the CLEAR soft key to delete the incorrect character, and then enter the correct number.

NOTE: Each time you press the CLEAR soft key a number is deleted.

10. If a pause is required for dialing, press the PAUSE button.
11. Press the SAVE soft key. *SAVED* shows in the display.
12. To store other records, repeat from step one.
13. To return to the standby mode, press the EXIT soft key.

EDITING THE DIRECT MEMORY

Make sure that the base unit is in the standby mode.

1. Press the direct memory button.
2. Press the EDIT soft key.
3. Edit the name using up or down arrow button, then press CLEAR soft key, and press the 12 key from the number pad.
4. Press the SAVE soft key.
5. Edit the number using the up or down arrow button, press the CLEAR soft key, and press the 12 key from the number pad.
6. Press the SAVE soft key.

DIALING FROM THE DIRECT MEMORY

PRE-DIALING FROM THE DIRECT MEMORY

Make sure that the base unit is in the standby mode.

1. Press the direct memory button.
2. To dial a telephone number, follow the examples below. The telephone number in the display is dialed automatically.
 - If using the speakerphone, press the SPEAKER or LINE button.
 - If using the corded handset, lift the handset.
 - If using the headset, press the HEADSET button.

NOTE: The headset must be properly inserted into the jack on the base otherwise the headset button cannot be pressed.

POST-DIALING FROM THE DIRECT MEMORY

1. To post-dial, follow the examples below:
 - If using the speakerphone, press the SPEAKER or LINE button.
 - If using the corded handset, lift the handset.
 - If using the headset, press the HEADSET button.

NOTE: The headset must be properly inserted into the jack on the base otherwise the headset button cannot be pressed.

2. Press the direct memory button.

DELETING THE DIRECT MEMORY

Make sure that the base is in the standby mode.

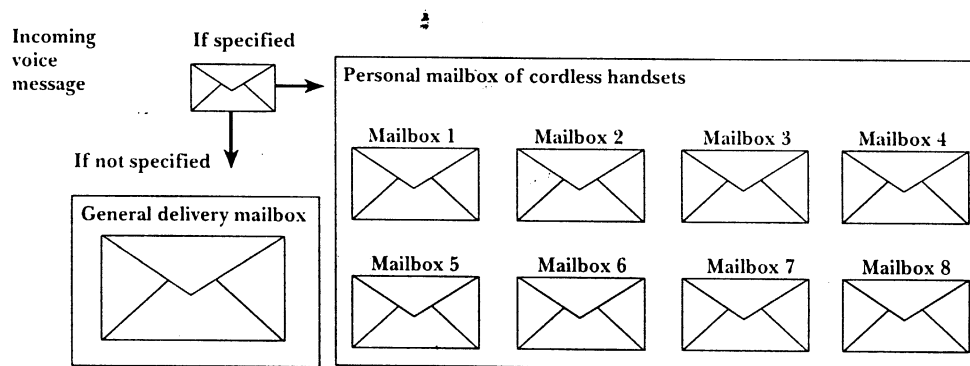
1. Press the DELETE soft key.
2. Press the YES soft key. *EMPTY* show in the display.

NOTE: If you press the NO soft key, the unit displays the direct memory.

VOICE MAIL SYSTEM

The Voice Mail System allows you to receive and deliver voice messages using mailboxes. The unit has one general delivery mailbox and a maximum of eight personal mailboxes, which are assigned to the registered cordless handsets. The mailbox numbers are the same as the cordless handset extension numbers.

The Voice Mail System works with the Automated Attendant System and routes incoming calls to specified mailboxes and allows a caller to leave a message. If a caller does not specify a mailbox, the call is routed to the general delivery mailbox. You may set either the Automated Attendant System or the Answering System to either line.



The maximum number of personal mailboxes available is equal to the number of registered handsets. Base and handset users may use the Voice Mail System by accessing their mailboxes. Each cordless handset user may only access his/her own mailbox. The general delivery mailbox is managed by the base operator, and the base operator may monitor incoming calls recorded in the general delivery mailbox. Cordless handset users may also access the general delivery mailbox.

The following functions are possible with the voice mail system:

- Listening to messages left in a mailbox.
- Transferring messages left in a mailbox to other mailboxes.
- Memo recording to other mailboxes.
- Remote access from any touch tone telephone.

All messages (greeting, incoming, etc.) are stored in digital memory. The total recording time is about 48 minutes (about 96 minutes in the STANDARD QUALITY mode). The maximum recording time for each caller is two minutes. A maximum of 255 messages (including greeting messages) may be recorded.

HOW TO USE THE MAILBOX PASSWORD

You should assign a four-digit password (0000-9999) to each mailbox to prevent unauthorized persons from remotely accessing mailboxes and listening to messages. The factory preset general delivery mailbox password is "0000." The preset password for each mailbox is a four-digit number using the mailbox number. (Ex. "1111" for Mailbox 1, "2222" for Mailbox 2) Each password must be unique. You can also stop unauthorized access to personal mailboxes through the cordless handset by using a password. If required on your handset, turn the password to ON. Once the handset password is activated, the V-MAIL soft key is deactivated and access to the mailbox is prohibited unless the password is entered. Your cordless handset comes from the factory preset to the OFF position. You must store the general delivery mailbox password on the base and store each personal mailbox password on individual handsets.

CHECKING THE PASSWORD ON THE BASE

Make sure the unit is in standby mode.

1. Press the MENU soft key.
2. Press the up or down arrow button to move the cursor to VOICE MAIL.
3. Press the SELECT soft key.
4. Press the up or down arrow button to select PASSWORD.
5. Press the SELECT soft key. The password shows on the display.
6. To move back to standby mode, press the EXIT soft key.

CHECKING THE PASSWORD ON THE CORDLESS HANDSET

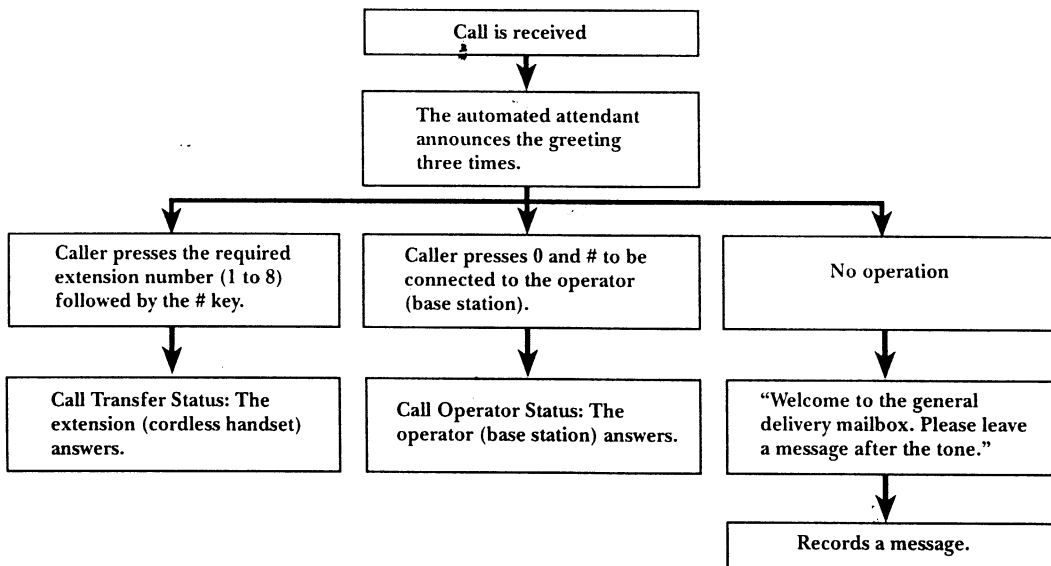
Make sure the unit is in standby mode.

1. Press the MENU soft key.
2. Press the up or down arrow button to move the cursor to MAILBOX.
3. Press the SELECT soft key.
4. Press the up or down arrow button to select PASSWORD.
5. Press the SELECT soft key. The password shows on the display.
6. To move back to standby mode, press the EXIT soft key.

AUTOMATED ATTENDANT SYSTEM

HOW THE AUTOMATED ATTENDANT SYSTEM WORKS

The Automated Attendant System is a flexible communication tool that enhances your productivity by improving your call management. The automated attendant answers incoming calls and then routes the caller to the base or the desired cordless handset. The base plays the role of operator with the cordless handsets as the extensions. The extension numbers are the same as the handset numbers. Callers can reach desired mailboxes using this system to leave messages. You may set the Automated Attendant System to either line to suit your needs.



CALLING THE AUTOMATED ATTENDANT

When a call is received on the line in which the Automated Attendant System is assigned, the caller hears a recorded greeting. You may use your personal greeting or the pre-recorded system message.

AUTOMATED ATTENDANT SYSTEM

NOTE: Caller who are not familiar with the voice mail operation, or who are calling from rotary telephones are transferred to the general delivery mailbox where they can leave messages.

SETTING THE AUTOMATED ATTENDANT SYSTEM

The Automated Attendant System may be set to either line. You may record up to two personal greetings for each line. You have 35 seconds to record a greeting. We recommend you record brief messages to leave more time for the new messages. If you do not record a personal greeting, the following pre-recorded greeting message is used: *"Hello, this is Automated Attendant System, Please enter your party's extension, followed by #. If you do not know the extension number, press "01". If you are using a rotary telephone, stay on the line."*

TURNING ON THE AUTOMATED ATTENDANT SYSTEM AND SELECTING THE PRE-RECORDED GREETING

Make sure the base is in standby mode.

1. Choose either L1 or L2.

NOTE: If the line's ANSWER ON indicator is turned on, press the ANSWER button to turn it off.

2. Press the line's ANSWER button.
3. Press the up or down arrow button to move the cursor to AUTO ATTENDANT.

```
L1          #1TOTAL2
_AUTO ATTENDANT  _
AUTO ANSWER      _
SELECT  EXIT
```

4. Press the SELECT soft key. The line's auto attendant icon shows in the display.
5. Press the up or down arrow button to move the cursor to GREETING.

```
          L1
L1          #2TOTAL2
#OF RINGS      _
_GREETING      _
SELECT  EXIT  SKIP
```

6. Press the SELECT soft key.

NOTE: If you press the SKIP soft key, the unit moves to the menu of the previous layer.

7. Press the up or down arrow button to move the cursor to PRERECORDED. The prerecorded greeting plays.

```
          L1
L1          #1TOTAL3
_PRECORDED      _
PERSONAL 1      _
SAVE      EXIT  SKIP
```

NOTE: To play the prerecorded greeting again, press the up arrow button.

L1		
L1	#1TOTAL3	
_PRERECORDED		-
_PERSONAL 1		-
SAVE	EXIT	STOP

8. To stop the prerecorded greeting during play back, press the STOP soft key.

NOTE: You may adjust the speaker volume by pressing the up or down arrow button.

9. Press the SAVE soft key. *SAVED* shows in the display and the unit returns to the next item on the previous menu.

TURNING ON THE AUTOMATED ATTENDANT SYSTEM AND RECORDING A PERSONAL GREETING

Make sure the base is in standby mode.

1. Choose either line one or line two.

NOTE: If the line's ANSWER ON indicator is turned on, press the ANSWER button to turn it off.

2. Press the line's ANSWER button.

3. Press the up or down arrow button to move the cursor to AUTO ATTENDANT.

L1		
L1	#1TOTAL2	
_AUTO ATTENDANT		-
AUTO ANSWER		-
SELECT	EXIT	

4. Press the SELECT soft key. The line's auto attendant icon shows in the display.

5. Press the up or down arrow button to move the cursor to GREETING.

L1		
L1	#2TOTAL2	
#OF RINGS		-
_GREETING		-
SELECT	EXIT	SKIP

6. Press the SELECT soft key.

NOTE: If you press the SKIP soft key, the unit moves to the menu of previous layer.

7. Press the up or down arrow button to move the cursor to either PERSONAL 1 or PERSONAL 2.

L1		
L1	#2TOTAL3	
PRERECORDED		-
_PERSONAL 1		-
SAVE	EXIT	RECORD

NOTE: If you select "PERSONAL 1" greeting will play.

8. If there is no personal 1 greeting, the unit announces, "You have no greeting". If a personal 1 greeting exists and you want to play it again, press the up button.

L1		
L1	#2	TOTAL3
PRERECORDED		-
_PERSONAL 1		-
SAVE	EXIT	STOP

9. To stop the personal 1 greeting during play back, pres the STOP soft key.

NOTE: You may adjust the speaker volume by pressing the up or down arrow button.

10. Press the RECORD soft key to record or change the personal greeting.

11. The unit announces, "Please begin speaking after the tone." Begin recording your personal 1 greeting.

L1		
L1	#2	TOTAL3
PRERECORDED		-
_PERSONAL 1		-
SAVE	EXIT	FINISH

NOTE: For maximum recording quality, speak clearly, about eight inches (20 cm) away from the MIC (microphone). You will have up to 35 seconds to record your personal 1 greeting.

12. If the recording time exceeds 35 seconds, the unit stops recording and plays the recorded greeting automatically.

13. The minimum length of a greeting is 5 seconds. If you press the FINISH soft key within five seconds of recording, the previous greeting remains unchanged.

14. To finish recording your personal 1 greeting, press the FINISH soft key. The recorded personal 1 greeting. automatically plays.

L1		
L1	#2	TOTAL3
PRERECORDED		-
_PERSONAL 1		-
SAVE	EXIT	RECORD

15. Press the SAVE soft key. *SAVED* shows in the display and the unit returns to the next item on the previous menu.

NOTE: You may go to in the standby mode any time by pressing the EXIT soft key.

Greeting message sample:

"Thank you for calling (your company name and / or number). For Mr. Smith, press 1 followed by the # sign. For Mr. Jones, press 2 followed by the #."

TO SELECT OR CHANGE THE RECORDED GREETING

Make sure the unit is in standby mode.

NOTE: If the line's ANSWER ON indicator is turned on, press the ANSWER button to turn it off.

1. Press the line's ANSWER button.

```
L1          #1 TOTAL2
 _AUTO ATTENDANT  -
 AUTO ANSWER      -
 SELECT  EXIT
```

2. Press the up or down arrow button to move the cursor to AUTO ATTENDANT.
3. Press the SELECT soft key. The line's Auto Attendant icon shows in the display.
4. Press the up or down arrow button to move the cursor to GREETING.

```
L1
 L1          #2 TOTAL2
 #OF RINGS    -
 _GREETING    -
 SELECT  EXIT  SKIP
```

5. Press the SELECT soft key.

NOTE: If you press the SKIP soft key, the unit moves to the menu of previous layer.

6. Press the up or down arrow button to move the cursor to PERSONAL 1 or PERSONAL 2.

```
L1
 L1          #3 TOTAL3
 _PERSONAL2    -
 SAVE  EXIT  RECORD
```

7. If you select PERSONAL 2, the personal 2. greeting plays.
8. To play the personal 2 greeting again, press the up button.

```
L1
 L1          #3 TOTAL3
 _PERSONAL2    -
 SAVE  EXIT  STOP
```

9. To stop the personal 2 greeting during play back, press the STOP soft key.

NOTE: You may adjust the speaker volume by pressing the up or down arrow button.

10. If you do not want to change the personal 2 greeting, press the SAVE soft key. *SAVED* shows in the display and the unit returns to the next item on the previous menu.

NOTE: You may go to in the standby mode any time by pressing the EXIT soft key.

SETTING THE NUMBER OF AUTO ATTENDANT RINGS

Make sure the base is in standby mode.

NOTE: If the line's ANSWER ON indicator is turned on, press the ANSWER button to turn it off.

1. Press the line's ANSWER button.
2. Press the up or down arrow button to move the cursor to AUTO ATTENDANT.

```
L1          #1TOTAL2
_AUTO ATTENDANT  -
AUTO ANSWER     -
SELECT  EXIT
```

3. Press the SELECT soft key. The line's Auto Attendant icon shows in the display.
4. Press the up or down arrow button to move the cursor to # OF RINGS.

```
L1
L1          #1TOTAL2
_# OF RINGS  -
GREETING    -
SELECT  EXIT  SKIP
```

5. Press the SELECT soft key.

NOTE: If you press the SKIP soft key, the unit moves to the next menu of previous layer.

6. Press the up or down arrow button to move the cursor to either 3 RINGS or 5 RINGS.

```
L1
L1          #1TOTAL2
_3RINGS     -
5RINGS      -
SAVE  EXIT  RECORD
```

7. Press the SELECT soft key. *SAVED* shows in the display and the unit returns to the next item on the previous menu.

TURNING OFF THE AUTOMATED ATTENDANT SYSTEM

Press the line's ANSWER button. The ANSWER ON indicator and the line's Auto Attendant icon turns off.

SETTING UP THE HANDSET ANSWER MODE

If you are out of the office or unavailable to answer calls, turn on your handset mailbox to receive messages from incoming callers. Incoming calls are answered with your pre-selected greeting and callers may leave messages in your mailbox. Your phone's factory default is set to mailbox OFF. If you want to answer your calls directly, leave the mailbox in the OFF position.

Make sure the cordless handset is in standby mode.

1. Press the MENU soft key.
2. Press the up or down arrow button to move to MAILBOX.
3. Press the SELECT soft key.

```

#1 TOTAL3
_ON/OFF      -
GREETING    -
SELECT  EXIT  SKIP

```

4. Use the up or down arrow button to select ON/OFF.

```

#1 TOTAL2
_MAILBOX ON  -
MAILBOX OFF  -
SELECT  EXIT  SKIP

```

5. If you select MAILBOX ON, the next menu displays.
6. If you select MAILBOX OFF, the unit moves to the menu of previous layer.
7. Use the up or down arrow button select 3 RINGS or 5 RINGS.

```

#1 TOTAL2
_3RINGS     -
5RINGS      -
SAVE   EXIT  SKIP

```

8. Press the SAVE soft key. *SAVED* shows in the display and the unit returns to the next item on the previous menu.

RECORDING A PERSONAL GREETING FOR THE HANDSET

If the handset mailbox is ON, callers hear the following prerecorded greeting: *"Sorry, no one is available to answer the call. Please leave a message after the tone."* You may also record your own personal greeting. You have 35 seconds to record a personal greeting. We recommend you record a brief greeting to leave more time for recording new messages.

Make sure the cordless handset is in standby mode.

1. Press the MENU soft key.
2. Press the up or down arrow button to move the cursor to MAILBOX.
3. Press the SELECT soft key.
4. Use the up or down arrow button to select GREETING.

```

#2 TOTAL3
ON/OFF      -
_GREETING   -
SELECT  EXIT  SKIP

```


5. Press the up or down arrow button to move the cursor to PERSONAL.
6. If you select PERSONAL your personal greeting plays.

```

#2 TOTAL2
PRERECORDED -
_PERSONAL -
SAVE EXIT RECORD

```

NOTE: If there is no personal greeting, the unit announces, in You have no greeting. In

7. If you want to play the personal greeting again, press the up button.

```

#2 TOTAL2
PRERECORDED -
_PERSONAL -
SAVE EXIT STOP

```

8. To stop listening to the personal greeting during playback, press the STOP soft key.

NOTE: You may adjust the speaker volume by pressing the up or down button.

9. Press the RECORD soft key to record or change the greeting. The unit announces, "Please begin speaking after the tone." and starts recording.

```

#2 TOTAL2
PRERECORDED -
_PERSONAL -
SAVE EXIT FINISH

```

NOTE: To maximize recording quality, speak clearly, about eight inches (20 cm) away from the MIC (microphone). You will have up to 35 seconds to record your personal 1 greeting.

10. If the recording time exceeds 35 seconds, the unit stops recording and plays the recorded greeting automatically.
11. The minimum length of a greeting is 5 seconds. If you press the FINISH soft key within five seconds of recording, the previous greeting remains unchanged.
12. To finish recording your personal 1 greeting, press the FINISH soft key. The recorded personal 1 greeting, automatically plays.

```

L1
L1 #2 TOTAL3
PRERECORDED -
_PERSONAL 1 -
SAVE EXIT RECORD

```

13. Press the SAVE soft key. SAVED shows in the display and the unit returns to the next item on the previous menu.

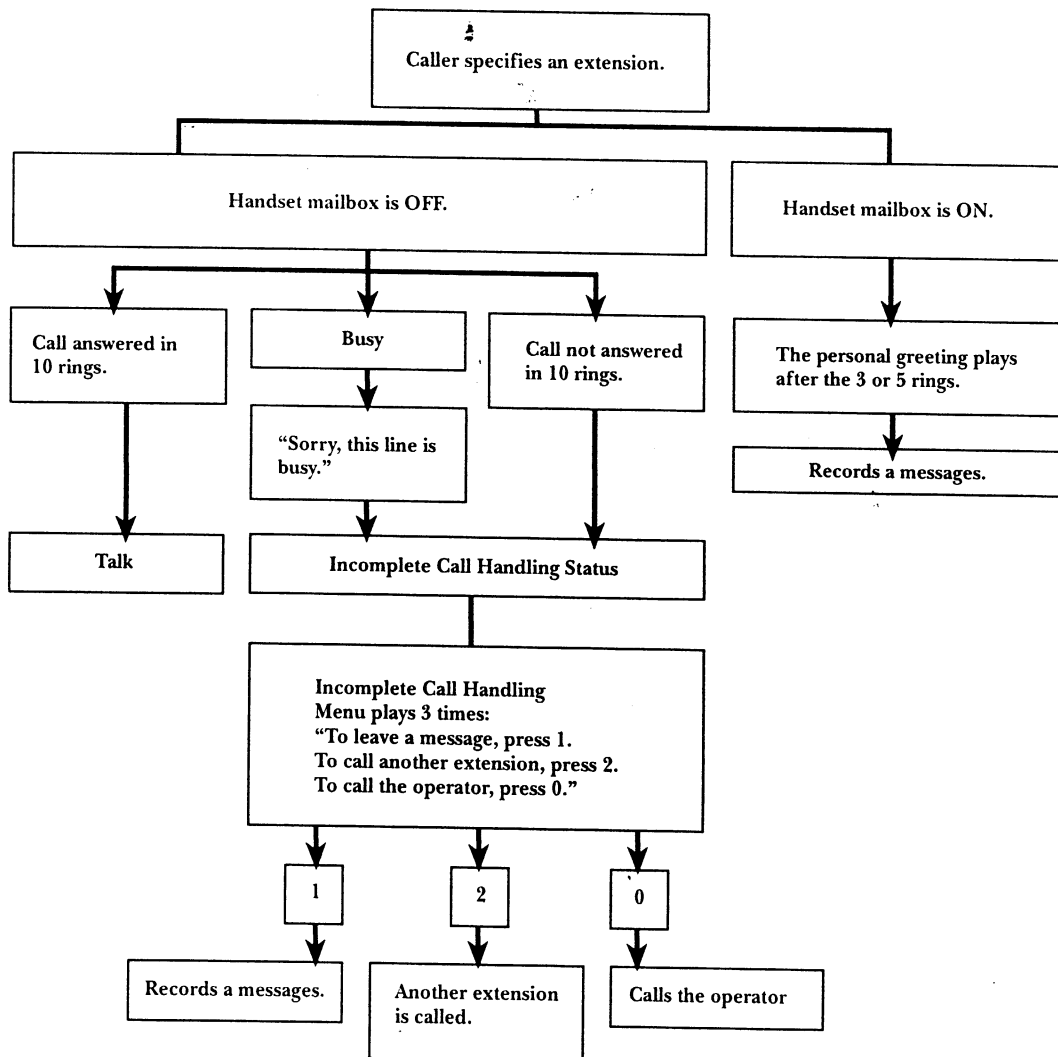
NOTE: You may go to in the standby mode any time by pressing the EXIT soft key.

Greeting message sample:

"Hello, this is (your name). Sorry I cannot take your call. Please leave a message after the tone."

TRANSFERRING CALLS

When a caller specifies an extension by pressing the extension number (1 to 8) followed by the # key, the call is connected to that extension, and the extension may answer the call. If the extension is busy or does not answer, a list of options (Incomplete Call Handling Menu) is played for the caller. If the handset mailbox is turned ON, the caller may leave a message in the mailbox. If a caller presses an invalid extension number, the system announces, *"Sorry this number is not assigned."* The caller may call the operator, another extension, or leave a message in the general delivery mailbox.



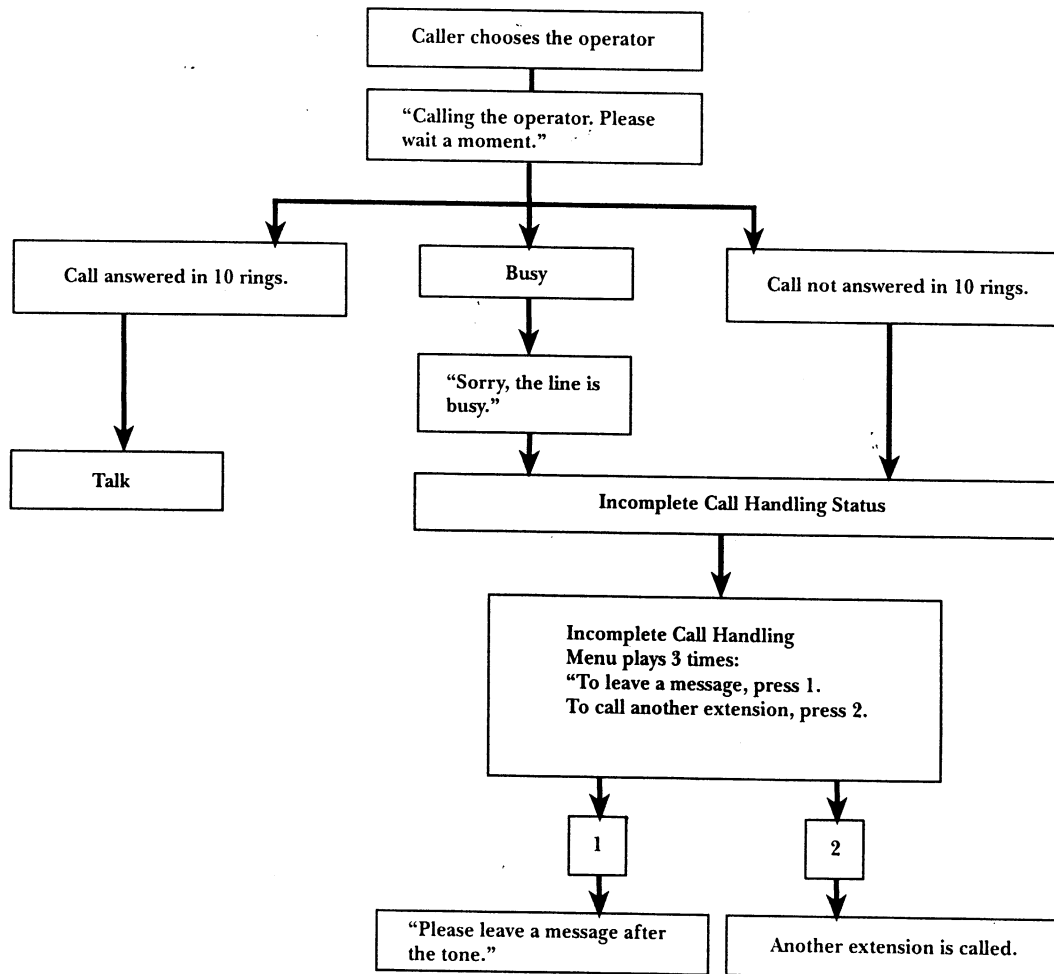
NOTE: If memory is full, the caller hears beeps and "Sorry, memory is fully is played." The caller may call another extension or the operator.

CALLING THE OPERATOR

When a caller specifies the operator by pressing 0 followed by the # key, the call is connected to the operator (base). If the operator is busy with another call or does not answer, a list of options (Incomplete Call Handling Menu) announced. The caller may leave a message in the general delivery mailbox or call another extension.

The operator (base) is responsible for answering and handling transferred calls.

NOTE: If memory is full, the caller hears three beeps and "Sorry, memory is full." is announced. The caller may call another extension after the Incomplete Call Handling Menu is announced.



ANSWERING SYSTEM

SETTING UP THE ANSWERING SYSTEM

The Answering System may be connected to either line one or line two and answers calls with a prerecorded greeting. You may select the number of rings, from three (factory default) to five rings, the telephone produces before the Answering System answers a call. You may record up to two greetings, and you will have up to 35 seconds to record a personal greeting. If you do not record a personal greeting, the following pre-recorded greeting is used:

"Sorry, no one is available to answer the call. Please leave a message after the tone."

TURNING ON THE ANSWERING SYSTEM AND SELECTING THE PRE-RECORDED GREETING

Make sure the base is in standby mode.

NOTE: If the line's ANSWER ON indicator is turned on, press the ANSWER button to turn it off.

1. Press the line's ANSWER button.
2. Press the up or down button to move the cursor to AUTO ANSWER.

```
L1          #2TOTAL2
AUTO ATTENDANT  -
 _AUTO ANSWER  -
SELECT      EXIT
```

3. Press the SELECT soft key.
4. Press the up or down arrow button to move the cursor to GREETING.

```
L1          #2TOTAL2
#OF RINGS      -
 _GREETING     -
SELECT      EXIT  SKIP
```

5. Press the SELECT soft key.

NOTE: If you press the SKIP soft key, the unit moves to the next menu of previous layer.

6. Press the up or down arrow button to move the cursor to PRERECORDED.

```
L1          #1TOTAL3
 _PRERECORDED  -
PERSONAL 1     -
SAVE          EXIT  SKIP
```

7. If you select PRERECORDED the prerecorded message plays.
8. If you want to play the prerecorded greeting again, press the up button.

L1	#1	TOTAL3
_	PRERECORDED	-
	PERSONAL 1	-
SAVE	EXIT	STOP

9. To stop the prerecorded greeting during play back, press the STOP soft key.

NOTE: You may adjust the speaker volume by pressing the up or down arrow button.

10. Press the SAVE soft key. *SAVED* shows in the display and the unit returns to the next item on the previous menu.

TOLL SAVER

When using a touch tone telephone and you call a line to which the Answering System is assigned, if the unit answers on the 3rd ring, there is at least one new message in the general delivery mailbox. If the unit answers on the 5th ring, there are no new messages. Hang up when you hear the 4th ring to prevent the toll charge for the call.

TURNING ON THE ANSWERING SYSTEM AND RECORDING A GREETING

We recommend you record a brief greeting to leave more time for recording new messages.

Make sure that the base unit is in the standby mode.

NOTE: If the line's ANSWER ON indicator is turned on, press the ANSWER button to turn it off.

1. Press the line's ANSWER button.
2. Press the up or down arrow button to move the cursor to AUTO ANSWER.

L1	#2	TOTAL2
	AUTO ATTENDANT	-
_	AUTO ANSWER	-
SELECT	EXIT	

3. Press the SELECT soft key.
4. Press the up or down arrow button to move the cursor to GREETING.

L1	#2	TOTAL3
	#OF RINGS	-
_	GREETINGS	-
SELECT	EXIT	SKIP

5. Press the SELECT soft key.
6. If you press the SKIP soft key, the unit moves to the menu of the previous layer.
7. Press the up or down arrow button to move the cursor to PERSONAL 1 or PERSONAL 2.

L1	#2	TOTAL3	
PRERECORDED			-
_PERSONAL 1			-
SAVE	EXIT	RECORD	

8. If you select PERSONAL 1 the PERSONAL 1 greeting plays.

NOTE: If there is no personal greeting, the unit announces, "You have no greeting."

	#2	TOTAL3	
PRERECORDED			-
_PERSONAL			-
SAVE	EXIT	STOP	

NOTE: If you want to play the personal greeting again, press the up button.

L1	#2	TOTAL3	
PRERECORDED			-
_PERSONAL 1			-
SAVE	EXIT	FINISH	

9. To stop listening to the personal greeting during playback, press the STOP soft key.

NOTE: You may adjust the speaker volume by pressing the up or down button.

10. Press the RECORD soft key to record or change the greeting. The unit announces, "Please begin speaking after the tone" and starts recording.

L1	#2	TOTAL3	
PRERECORDED			-
_PERSONAL 1			-
SAVE	EXIT	RECORD	

NOTE: To maximize recording quality, speak clearly, about eight inches (20 cm) away from the MIC (microphone). You will have up to 35 seconds to record your personal 1 greeting.

11. If the recording time exceeds 35 seconds, the unit stops recording and plays the recorded greeting automatically.

12. The minimum greeting length is five seconds. If you press the FINISH soft key within five seconds of recording, the previous greeting remains unchanged.
13. To finish recording your personal 1 greeting, press the FINISH soft key. The recorded personal 1 greeting automatically plays.

L1	#2TOTAL3	
PRERECORDED		-
_PERSONAL 1		-
SAVE	EXIT	STOP

14. Press the SAVE soft key. SAVED shows in the display and the unit moves to standby mode.

NOTE: You may go to in the standby mode any time by pressing the EXIT soft key.

SELECTING OR CHANGING THE RECORDED GREETING

Make sure the base is in standby mode.

Greeting sample:

"Thank you for calling (your company name and / or number). Sorry, we cannot take your call. Please leave a message after the tone."

NOTE: If the line's ANSWER ON indicator is turned on, press the ANSWER button to turn it off.

1. Press the line's ANSWER button.
2. Press the up or down arrow button to move the cursor to AUTO ANSWER.

L1	#2TOTAL2	
AUTO ATTENDANT		-
_AUTO ANSWER		-
SAVE	EXIT	

3. Press the SELECT soft key.
4. Press the up or down arrow button to move the cursor to GREETING.

L1	#2TOTAL2	
#OF RINGS		-
_GREETING		-
SELECT	EXIT	SKIP

5. Press the SELECT soft key.
6. If you press the SKIP soft key, the unit moves to the menu of the previous layer.

7. Press the up or down arrow button to move the cursor to PERSONAL 1 or PERSONAL 2.

```
L1          #3TOTAL3
_PERSONAL 2  _
SAVE      EXIT   RECORD
```

8. If you select PERSONAL 2 the PERSONAL 2 greeting plays.

NOTE: If you want to hear the PERSONAL 2 greeting again, press the up button.

```
L1          #3TOTAL3
_PERSONAL 2  _
SAVE      EXIT   STOP
```

9. To stop listening to the personal greeting during playback, press the STOP soft key.

NOTE: You may adjust the speaker volume by pressing the up or down arrow button.

10. If you do not want to change greeting, press the SAVE soft key. *SAVED* shows in the display and the unit returns to the next item on the previous menu.

NOTE: You may go to in the standby mode any time by pressing the EXIT soft key.

SETTING THE NUMBER OF RINGS TO ANSWER FOR THE AUTO ATTENDANT

Make sure that the base unit is in the standby mode.

NOTE: If the line's ANSWER ON indicator is turned on, press the ANSWER button to turn it off.

1. Press the line's ANSWER button.
2. Press up or down arrow button to move the cursor to AUTO ANSWER.

```
L1          #2TOTAL2
AUTO ATTENDANT  _
_AUTO ANSWER    _
SELECT      EXIT
```

3. Press the SELECT soft key.
4. Press the up or down arrow button to move the cursor to # OF RING.
5. Press the SELECT soft key.

NOTE: If you press the SKIP soft key, the unit goes to the next menu of previous layer.

6. Press the up or down arrow button to move the cursor to 3 RINGS, 5 RINGS, or TOLL SAVER.

```
L1
L1      #1 TOTAL2
_3 RINGS  -
5 RINGS  -
SELECT  EXIT  RECORD
```

7. Press the SELECT soft key. *SAVED* shows in the display and the unit returns to the next item on the previous menu.

TURNING OFF THE ANSWERING SYSTEM

Press the line's ANSWER button. The ANSWER ON indicator light turns off.

LISTENING TO MESSAGES WITH THE BASE

If the voice mail icon in the display is turned ON, you have messages in the general delivery mailbox. The operator (base user) is responsible for coordinating the following aspects of the general delivery mailbox:

- Playing the messages and transferring them to the appropriate mailboxes.
- Erasing unnecessary messages to lengthen remaining recording time for new messages.

```
CID
11:10AM 2/22 NEW10 TOTAL20
SUNDAY
3 NEW MESSAGES
MENU      V-MAIL
```

IMPORTANT: This unit is equipped with a Flash Memory Message Backup system. Messages are stored indefinitely on a "flash memory" IC chip and are not be affected by power failures. All messages are saved until you erase them.

LISTENING TO NEW MESSAGES

Make sure the base is in standby mode.

1. Press the V-MAIL soft key.
2. If there is a new message, the unit announces, *"This is general delivery mailbox. You have three new messages"*, and plays the new messages. The message number is announced ("message one") and also shows in the display before the message plays.

```
L1
MESSAGE #1
ERASE  STOP  TRNSFR
```

3. To repeat this message, press the up arrow button.
4. To play the next message, press the down arrow button.
5. To erase this message, press the ERASE soft key.
6. When the ONE/ALL soft key shows on the display, press the ONE soft key.
7. To transfer this message, press the TRNSF soft key.
8. To stop playing a message, press the STOP soft key. The unit goes into standby mode, and the day and time is announced (*"Monday four forty eight PM"*) after each message is played.

NOTE: The unit generates a tone after the day and time plays.

9. The unit announces *"End of message"* after the last message plays and the unit goes into standby mode.

LISTENING TO OLD MESSAGES

Make sure the base is in standby mode.

1. Press the V-MAIL soft key.
2. If there is an old message in the general delivery mailbox, the unit announces, *"This is general delivery mailbox. You have three old messages."* and plays the old messages.
3. The message number is announced (in message one) and *MESSAGE ONE* shows on the display.

L1		
MESSAGE #1		
ERASE	STOP	TRNSFR

4. To repeat this message, press the up button.
5. To play the next message, press the down button.
6. To erase this message, press the ERASE soft key.
7. When the ONE/ALL soft key appears on the display, press the ONE soft key.
8. To transfer this message, press the TRNSFR soft key.
9. To stop playing this message, press the STOP soft key. The unit goes into standby mode, and day and time is announced (in *Monday, four-forty-eight, PM*) after each message plays.

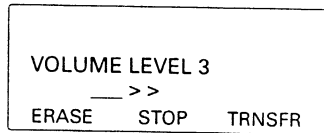
NOTE: The unit generates a tone after the day and time plays.

10. The unit announces *"End of message"* after the last message plays and goes into standby mode.

ADJUSTING THE SPEAKER VOLUME

There are five listening levels to choose from. Press the up or down arrow button during message play back to adjust the volume level.

NOTE: Each time you press the up or down arrow button, the volume level changes.



LISTENING TO MAILBOX MESSAGES FROM THE BASE

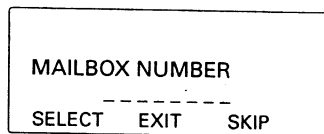
Make sure the base is in standby mode.

1. Press the V-MAIL soft key.
2. As the message plays, press the INT/TRSF button.
3. Enter your intercom number and the unit announces, *"Please enter password."*
4. Enter your password. (Example: 1). The unit announces *"Mailbox one. You have three new (old) message,"* and plays the messages.

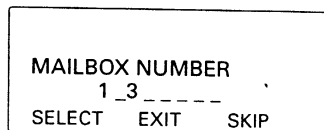
TRANSFERRING A MESSAGE

You may transfer any message left in the general delivery mailbox to another mailbox. Make sure the base is in standby mode.

1. Press the V-MAIL soft key.
2. As the message plays, press the INT/TRSF button. The unit announces, *"Please enter the destination mailbox number."*



3. Press the mailbox number you want to transfer to. The unit announces the mailbox number. (Example: Mailbox one, Mailbox three)
4. If you press a non-registered number, the unit announces *"Incorrect mailbox number."*

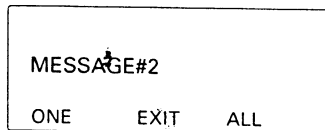


5. Press the SELECT soft key. The unit announces, "Message was transferred to mailbox one, mailbox three." The next message shows in the display and plays continuously.

ERASING A MESSAGE

If memory is full, MEMORY FULL shows in the display, and no new messages may be recorded. We recommend you erase any unnecessary messages after each playback. Make sure the base is in standby mode.

1. Press the V-MAIL soft key.
2. As the message plays, press the ERASE soft key.




3. If you press the ONE soft key, the unit announces, "Erasing message two" and plays the next message."
4. If you press the ALL soft key, the unit announces, "Erasing all messages", and goes into standby mode."

NOTE: New messages may not be erased.

LISTENING TO MESSAGES WITH THE CORDLESS HANDSET

You may access your handset mailbox and listen to messages, transfer messages to other mailboxes, or erase unnecessary messages with your cordless handset. You may also access the general delivery mailbox.

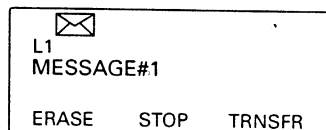
If  shows in the display, you have new messages in your mailbox.

During message playback,  shows in the display.

LISTENING TO NEW MESSAGES

Make sure the handset is in standby mode.

1. Press the V-MAIL soft key.
2. If you have a new message, the unit announces, "Mailbox one. You have three new messages." and plays the new messages. The message number is announced ("message one") and MESSAGE #1 shows on the display before the message plays.



3. To repeat this message, press the up button.
4. To play the next message, press the down button.
5. To erase this message, press the ERASE soft key. The *ONE/ALL* soft key shows on the display.
6. Press the ONE soft key.
7. To transfer this message, press the TRNSFR soft key.
8. To stop playing this message, press the STOP soft key. The unit goes into standby mode. Day and time is announced ("*Monday, four-forty-eight PM*") after each message plays.

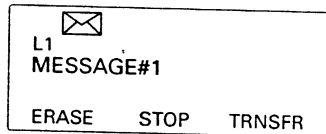
NOTE: The unit generates a tone after the day and time plays.

9. The unit announces, "*End of message*" after the last message plays and goes into standby mode.

LISTENING TO OLD MESSAGES

Make sure the handset is in standby mode.

1. Press the V-MAIL soft key.
2. The message number is announced ("*message one*") and *MESSAGE #1* shows on the display before the message plays.



3. To repeat this message, press the up button.
4. To play the next message, press the down button.
5. To erase this message, press the ERASE soft key. The *ONE/ALL* soft key shows in the display.
6. Press the ONE soft key.
7. To transfer this message, press the TRNSFR soft key.
8. To stop playing this message, press the STOP soft key. The unit goes into standby mode. Day and time is announced ("*Monday, four-forty-eight PM*") after each message plays.

NOTE: The unit generates a tone after the day and time plays.

9. The unit announces "*End of message*" after last message playing and goes to in the standby mode.

ADJUSTING THE SPEAKER VOLUME

There are five listening levels to choose from. Press the up or down arrow button during message play back. Each time you press the up or down arrow button, the volume level changes.

```
VOLUME LEVEL 3
  _ >>
ERASE  STOP  TRNSFR
```

LISTENING TO GENERAL MAILBOX MESSAGES FROM THE HANDSET

Make sure the cordless handset is in standby mode.

1. Press the V-MAIL soft key.
2. As the message plays, press the INT/TRSF button. The unit announces, *"This is general delivery mailbox. You have three new/old messages"* and plays the messages.

TRANSFERRING MESSAGES

You may transfer any message left in the general delivery mailbox to another mailbox.

Make sure the handset is in standby mode.

1. Press the V-MAIL soft key.
2. As the message plays, press the INT/TRSF button. The unit announces, *"Please enter the destination mailbox number."*

```
MAILBOX NUMBER
-----
SELECT  EXIT  SKIP
```

3. Press the mailbox number you want to transfer to. The unit announces the mailbox number.

(Example: *Mailbox one, Mailbox three*)

4. If you press a non- registered number, the unit announces *"Incorrect mailbox number."*

```
MAILBOX NUMBER
  1_3_-----
SELECT  EXIT  SKIP
```

5. Press the SELECT soft key. The unit announces, *"Message was transferred to mailbox one, mailbox three."* The next message shows in the display and plays continuously.

ERASING A MESSAGE

If the memory is full, *MEMORY FULL* shows in the display, and no new messages may be recorded. We recommend you erase unnecessary messages after each playback.

Make sure the handset is in standby mode.

1. Press V-MAIL soft key.
2. As the message plays, press the ERASE soft key.

MESSAGE #2
↓
ONE EXIT ALL

3. If you press the ONE soft key, the unit announces, *"Erasing message two"* and plays the next message.
4. If you press the ALL soft key, the unit announces, *"Erasing all messages"*, and goes into standby mode.

NOTE: New messages cannot be erased.

MEMO RECORDING

You may record a memo, up to two minutes long, on the base unit or cordless handset.

WITH THE BASE

Make sure the base/cordless handset is in standby mode.

MAILBOX NUMBER

SELECT EXIT

1. Press the MEMO button. The unit announces, *"Please enter the destination mailbox number."*
2. Enter the mailbox number you want the memo delivered to.

MAILBOX NUMBER
1_3-----
SELECT EXIT CLEAR

NOTE: If you press an unregistered mailbox number, the unit announces, *"Incorrect mailbox number."*

3. Press the SELECT soft key. The unit announces, *"Please begin speaking after the tone."* and then records after the tone. The unit shows the length of recording time in the display.

NOTE: If you do not press a mailbox number within five seconds, the unit announces, *"Please begin speaking after the tone."* and records to general delivery mailbox instead.

01
MEMO RECODING
EXIT FINISH

4. To stop recording the memo, press the FINISH soft key. The unit automatically plays the memo message.

NOTE: If you do not press the FINISH soft key within two minutes, the unit automatically plays the memo message.

MEMO PLAYBACK
SAVE EXIT STOP

5. If you want to play the memo again, press the up button.

MEMO RECODED
SAVE EXIT RECORD

6. Press the SAVE soft key. *SAVED* shows in the display and the memo message is saved to the selected mailbox. The unit goes into standby mode.
7. If you want to change the memo message, press the RECORD soft key and rerecord a memo message.

WITH THE CORDLESS HANDSET

Make sure the handset is in standby mode.

1. Press the MEMO button. The unit announces, *"Please enter the destination mailbox number."*

MAILBOX NUMBER

SELECT EXIT

2. Enter the destination mailbox number.

MAILBOX NUMBER
0_3_-----
SELECT EXIT CLEAR

3. If you press an unregistered mailbox number, the unit announces, "Incorrect mailbox number."
4. Press the SELECT soft key. The unit announces, "Please begin speaking after the tone." and records after the tone. The unit shows the length of recording time in the display.

NOTE: If you do not press a mailbox number within five seconds, the unit announces, "Please begin speaking after the tone." and records to general delivery mailbox instead.

01
MEMO RECORDING
EXIT FINISH

5. To stop recording the memo, press the FINISH soft key. The unit automatically plays back the memo message.

NOTE: If you do not press the FINISH soft key within two minutes, the unit automatically plays the memo message.

MEMO PLAYBACK
SAVE EXIT STOP

6. If you want to play the memo again, press the up button.

MEMO RECODED
SAVE EXIT RECORD

7. Press the SAVE soft key. *SAVED* shows on the display, and the memo message is saved to the selected mailbox. The unit goes into standby mode.
8. If you want to change the memo message, press the RECORD soft key and re-record a memo message.

REMOTE OPERATION FROM A TOUCH TONE PHONE

You may access the Voice Mail System from any touch phone if the Automated Attendant System or the Answering System is activated for either line. You may listen to messages recorded in your mailbox and the general delivery mailbox. You may also transfer the messages and record memo messages to other mailboxes.

ACCESSING THE VOICE MAIL SYSTEM

1. Call the telephone number for the line in which the Automated Attendant System or the Answering System is assigned.
2. Press * and enter your mailbox's four-digit password during or after the greeting. The unit announces, *"Mailbox (No.) or this is general delivery mailbox. You have two new (or two old or no) message(s). Please enter instruction code number or zero for help."*

NOTE: Remote control time out is 10 seconds.

3. Enter the instruction code number.
4. Hang up the handset to end remote operation.

LISTENING TO THE HELP MENU

To hear the voice mail help menu, press 0 after accessing the voice mail system.

VOICE MAIL HELP MENU

The unit announces, *"Press two to play messages. While playing messages, press one to repeat or three to skip. While playing messages, press four to stop. Press five to leave a memo, press five again to stop taking message. Press six to play greeting. Press seven to record greeting, press seven again to stop taking message. Press eight to erase message. Press nine to transfer message. Press # to change mailbox. Please enter instruction code number or zero for help."*

LISTENING TO MESSAGES

1. Press the two key after accessing the voice mail system.
2. If there are new messages, the unit announces, *"You have two new messages."* and plays the messages.
3. If there are old messages only, the unit announces, *"You have two old messages."* and plays the messages.
4. After playing all the messages, the unit announces, *"Please enter instruction code number or zero for help."* and waits 10 seconds for the next command.
5. If you are finished using remote control, simply hang up.

REPEATING OR SKIPPING MESSAGES

While playing messages, press the one key to repeat a message, or press the three key to skip a message.

STOPPING MESSAGES FROM PLAYING

1. As a message plays, press the four key to stop playing the message. The unit announces, *"Please enter instruction code number or zero for help."* and waits 10 seconds for the next command.
2. If you are finished using remote control, simply hang up.

RECORDING MEMOS

1. Press the five key after accessing the voice mail system. The unit announces, *"Please enter the destination mailbox number."* And waits five seconds.
2. Enter the destination mailbox numbers using the corresponding dialing buttons (0, 1 to 8).

NOTE: For the general delivery mailbox, enter 0.

3. Press # within five seconds. The unit announces, *"Please begin speaking after the tone."* and records a memo to the selected mailbox.

NOTE: If you do not enter a mailbox number or # sign within five seconds, the unit announces, *"Please begin speaking after the tone."* and records the memo to your own mailbox.

4. To stop recording, press 5 again. The unit announces, *"Please enter instruction code number or zero for help."* and waits 10 seconds for next the command.
5. If you do not enter anything within five minutes, the unit automatically stops recording and announces, *"Please enter instruction code number or zero for help."* and waits 10 seconds for next the command.
6. If you are finished using remote control, simply hang up.

PLAYING THE GREETING

1. Press the six key after accessing the voice mail system. The unit plays the selected greeting and announces, *"Please enter instruction code number or zero for help."* and waits 10 seconds for the next command.
2. If you are finished using remote control, simply hang up.

RECORDING THE GREETING

1. Press the seven key after accessing the voice mail system. The unit announces, *"Please begin speaking after the tone."* and records your greeting after the tone.
2. When finished, press the seven key again. The unit stops recording and plays a recorded greeting, then announces, *"Please enter instruction code number or zero for help."* and waits 10 seconds for next the command.

3. If you do not press the seven key again within 35 seconds, the unit automatically stops recording and plays a recorded greeting. The unit announces, *"Please enter instruction code number or zero for help."* and waits 10 seconds for the next command.

NOTE: If the unit is set to play a prerecorded greeting, the personal 1 greeting automatically becomes the new greeting.

4. To finish remote control, hang up.

ERASING SELECTED MESSAGES

1. While playing messages, press the eight key. The unit announces, *"Erasing message No"* and plays the next message.
2. If you are finished using remote control, simply hang up.

ERASING ALL MESSAGES

1. Press the eight key after accessing the voice mail system. The unit announces, *"Press 8 again to erase all message"* and waits five seconds.
2. Press the eight key again to erase all messages. The unit announces, *"Erasing all messages. Please enter instruction code number or zero for help."* and waits 10 seconds for the next command.
3. If you are finished using remote control, simply hang up.

TRANSFERRING MESSAGES

1. While playing messages, press 9. The unit announces, *"Please enter the destination mailbox number."* and waits five seconds.
2. Enter the destination mailbox numbers using the corresponding dialing buttons (0, 1 to 8).

NOTE: For the general delivery mailbox, enter 0.

3. Press the # key within five seconds. The unit announces, *"The message was transferred to mailbox No."* and plays the next message.

CHANGING MAILBOXES

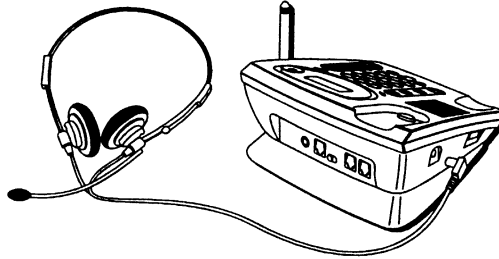
1. Press the * key after accessing the voice mail system. The unit announces, *"Please enter the password."* and waits five seconds.
2. Enter the four-digit password. The unit announces, *"Mailbox No. or This is general delivery mailbox. You have two new (or two old or no) message(s). Please enter instruction code number or zero for help."*

HEADSET AND BELT CLIP OPERATION

CONNECTING AN OPTIONAL HEADSET TO THE BASE

For hands free conversation:

- Connect the optional headset to the HEADSET jack on the base as shown below.
- Adjust the headset to rest comfortably on top of your head and over your ear.
- Move the microphone to approximately two to three inches from your mouth.
- Press the HEADSET button to answer or place a call.



NOTE: The headset must be properly inserted into the jack on the base otherwise the headset button cannot be pressed.

CONNECTING AN OPTIONAL HEADSET TO THE CORDLESS HANDSET

For hands free conversation:

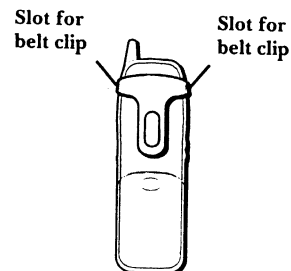
- Connect the optional headset to the HEADSET jack as shown below. The handset receiver and microphone are disabled when the headset is connected.
- Adjust the headset to rest comfortably on top of your head and over your ear.
- Move the microphone to approximately 2 to 3 inches from your mouth.
- Press the LINE button to answer or place a call before using the headset.



CONNECTING THE BELT CLIP TO THE HANDSET

There are two slots, one on each side of the cordless handset.

Attach the belt clip by inserting the sides of the belt clip into the slots. Snap the ends of the belt clip into place.



CALLER ID DISPLAY MESSAGES

The following messages show the status of a Caller ID message or the unit.

INCOMPLETE	Caller information has been interrupted during transmission or the phone is excessively noisy.
ENTER NAME	Prompt telling you to enter name in one of the directory or the direct memory locations.
ENTER NUMBER	Prompt telling you to enter number in one the directory or the direct memory locations.
DELETE ALL?	Prompt asking you if you want to erase all Caller ID records.
DELETE?	Prompt asking you if you want to erase the current Caller ID record or directory location that is shown on the display.
END OF LIST	Indicates that there is no additional information in Caller ID memory.
NEW	Indicates new Caller ID count.
TOTAL	Indicates all Caller ID count.
UNKNOWN CALLER	The incoming call is from an area not serviced by Caller ID or the information was not sent.
BLOCKED CALL	The person is calling from a number that has been blocked from transmission.
NO DATA	No Caller ID information was received.
LONG DISTANCE	Indicates long distance Caller ID.

TROUBLESHOOTING TIPS

BASE UNIT

<i>Problem</i>	<i>Solution</i>
The unit does not work.	Ensure the power supply is plugged in at both ends. Remove the power adapter plug and reconnect.
The unit does not ring.	Check whether telephone line cord inserted to the phone jack properly. Check whether the ringer volume is set to OFF. Select LOW, MIDDLE, HIGH. *If two cordless handsets are in use, the unit may not ring. The handset users will hear incoming call tone.
The line indicators do not work properly.	Check whether telephone line cord is properly inserted to the phone jack.
You cannot dial out	Check whether telephone line cord is inserted in the phone jack properly.
You cannot program certain functions	Check to see if the unit is standby mode.
You cannot make a call even there is a free line.	If two cordless handsets are in use, you may not be able to make a call. Wait until a handset in-use icon goes out.
<i>Problem</i>	<i>Solution</i>
You can not page a cordless handset.	If five cordless handsets are in use, you can not page. Wait until a handset in-use icon goes out. The handset is too far from the base unit. The handset is in use. Wait until a handset in-use icon goes out.
You cannot store a name and phone number in the directory.	Check to see if the unit is standby mode. Do not pause for over 60 seconds while programming.
While programming or searching, the unit starts to ring and stops the program./search hanging up.	To answer the call, lift the handset, press SPEAKER button or the flashing line button. Start the process again from the beginning after

The caller's information is displayed	Other telephone equipment connected to your unit may be interfering. Disconnect it and try again. Other electrical appliances connected to the same outlet may be interfering with the Caller ID information. Telephone line noise may be affecting the Caller ID information.
The display goes to the standby mode with viewing the Caller List or directory.	Do not pause for over 60 seconds while searching.
When a second call is received on the same line, the unit does not display the new caller's information	If another call is received on the same line while: <ul style="list-style-type: none"> • The Automated Attendant System or Answering System is responding to a call, or • The caller is placed on hold, the caller information will not be displayed.
You cannot redial the last number dialed.	If the last number dialed was more than 32 digits long, the number will not be redialed.
You cannot have a conversation using headset jack	Make sure that the headset is plugged into the properly.

CORDLESS HANDSET

<i>Problem</i>	<i>Solution</i>
The handset does not work	Fully charge the handset battery. Clean the charge contacts and recharge the cordless handset. Ensure the battery is properly installed and try again. The handset has not been registered to the base unit. Register the handset.
No link to base with error tone.	You are too far away from the base. Move closer to the base and try again.
Static, sound cuts in/out, Fades, interference from other electrical units.	Move the cordless handset and the base way from other electrical appliances. Move closer to the base.
The unit does not ring.	The ringer volume is set to OFF. Select Low, Middle, or Hi.
The display is blank	Fully charge the handset battery.

You cannot program function items, such as the line selection.	Make sure that the handset is in standby mode. Do not pause for over 60 seconds while programming.
You cannot page another cordless handset or the base.	If five other cordless handsets are in use, you may not be able to page. Try again later. The handset is too far away from the base unit. The base or the handset is in use. Try again later.
You cannot store a name and phone number in the directory.	Make sure that the handset is in standby mode. Do not pause for over 60 seconds while programming.
While programming or searching, the unit starts to ring and stops the program./search	To answer the call, lift the handset , press SPEAKER button or the flashing line button. Start the process again from the beginning after hanging up.
<i>Problem</i>	<i>Solution</i>
The caller's information is not displayed	Other telephone equipment may be interfering with your phone. Disconnect it and try again. Other electrical appliances connected to the same outlet may be interfering with the Caller ID information. Move the cordless handset away from other electrical appliances. Telephone line noise may be affecting the Caller ID information.
The display goes to the standby mode while viewing the Caller List or directory.	Do not pause for over 60 seconds while searching.
You cannot register the cordless handset at the base.	Fully charge the battery.
When a second call is received on the same line, the unit does not display the new caller's information	If another call is received on the same line while: <ul style="list-style-type: none"> • The Automated Attendant System or Answering System is responding to a call, or • A call is place on hold, the caller information will not be displayed.
You cannot redial the last number dialed.	If the last number dialed was more than 32 digits long, the number will not be redialed.

You cannot have a conversation using the headset.	Make sure that the headset is properly plugged into the headset jack.
The handset battery low icon displays	Fully charge the battery.
You charged the battery fully, but the low icon still displays.	Clean the charge contacts and recharge the battery handset battery, or install a new handset battery.
VOICE MAIL SYSTEM/AUTOMATED ATTENDANT SYSTEM/ANSWERING SYSTEM	
<i>Problem</i>	<i>Solution</i>
The Automated Attendant System or Answering System is on, but incoming messages are not recorded.	The remaining recording time or the number of messages which can still be recorded is 0. Erase unnecessary messages.
The base unit display shows "MEMORY FULL" and no new message are recorded.	The remaining recording time or the number of messages which can still be recorded is 0. Erase unnecessary messages.
You cannot access your mailbox.	Make sure that the base/cordless handset is in standby mode. If two cordless handset or the base and a handset are in use, you may not be able to access the mailbox. Try again later. If the Automated Attendant System or Answering System is responding to two calls on separate lines, you cannot access the mailbox. Try again later. You are too far from the base. Walk closer to the base. If "ENTER PASSWORD" is displayed, password is on. Enter the mailbox password.
You cannot access a mailbox from tone phone.	Make sure you press * and enter the correct a touch password. The Automated Attendant System or Answering System may not respond if the tones are too short to activate the unit. Press each button firmly.
While recording a greeting message, starts to ring and stops recording.	To answer the call, press the LINE button. The unit recording will stop. Start from the beginning after hanging up.
During playback, incoming call are heard.	To answer the call, press the line button. To tones resume playback play the message again after hanging up.

CAUSES OF POOR RECEPTION

- Aluminum siding.
- Foil backing on insulation.
- Heating ducts and other metal construction can shield radio signals.
- You're too close to appliances such as microwaves, stoves, computers, etc.
- Atmospheric conditions, such as string storms.
- Base is installed in the basement or lower floor of the house.
- Base is plugged into an AC outlet with other electronic devices.
- Baby monitor is using the same frequency.
- Handset battery is low.
- You're out of range of the base.

GENERAL PRODUCT CARE

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

- Avoid putting the phone near heating appliances and devices that generate electrical noise (for example, motors or fluorescent lamps).
- DO NOT expose to direct sunlight or moisture.
- Avoid dropping the phone, and other rough treatment to the phone.
- Clean the phone with a soft cloth.
- Never use a strong cleaning agent or abrasive powder because this 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.

SERVICE

This product may be serviced only by the manufacturer or its authorized service agents. Changes or modifications not expressly approved by ATLINKS USA, Inc. could void the user's authority to operate this product. For instructions on how to obtain service, refer to the warranty included in this guide of call customer service at 1-800-448-0329. Or refer inquiries to:

ATLINKS USA, Inc.
Manager, Consumer Relations
P O Box 1976
Indianapolis, IN 46206

Attach your sales receipt to the 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 _____

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LIMITED WARRANTY

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 or, at our option, a refurbished 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:

ATLINKS USA, Inc.
c/o Thomson multimedia Inc.
11721 B Alameda Ave.
Socorro, Texas 79927

- Pay any charges billed to you by the Exchange Center for service not covered by the warranty.
- Insure your shipment for loss or damage. ATLINKS accepts no liability in case of damage or loss.
- A new or refurbished 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 complete and mail the Product Registration Card packed with your unit. It will make it easier to contact you should it ever be necessary. The return of the card is not required for warranty coverage.

Limitation of Warranty:

- THE WARRANTY STATED ABOVE IS THE ONLY WARRANTY APPLICABLE TO THIS PRODUCT. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED (INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) ARE HEREBY DISCLAIMED. NO VERBAL OR WRITTEN INFORMATION GIVEN BY ATLINKS USA, 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. ATLINKS USA, 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 EXPRESS OR IMPLIED WARRANTY ON THIS PRODUCT. THIS DISCLAIMER OF WARRANTIES AND LIMITED WARRANTY ARE GOVERNED BY THE LAWS OF THE STATE OF INDIANA. 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.