

**NOTE:** Press the TONE\*/exit button once to keep the previous setting (making no changes) and return to the menu.

**NOTE:** If the selected CID record contains any information that is non-numeric, the unit will not allow this record to transfer to the internal user memory. The handset will display "UNABLE TO STORE".

## To Replace a Stored CID Record

1. Repeat steps 1 through 3 in Storing CID Records in Internal Memory. After you enter the memory location, **REPLACE MEMO?** shows in the display.
2. Press the MEMORY button again, and the new CID record replaces the old memory in that location. You will hear a confirmation tone.

## Deleting a CID Record

1. Make sure the phone is **OFF** (not in TALK mode).
2. Use the CID/VOL ( - or + ) button to display the CID record you want to delete.
3. Press CHAN/delete. The display shows **DELETE CALL ID?**
4. Press CHAN/delete again to erase the record and the next Caller ID record shows in the display. You will hear a confirmation tone.

**NOTE:** Press the TONE\*/exit key to return to the standby mode.

## Deleting All CID Records

1. Make sure the phone is **OFF** (not in TALK mode).
2. Use the CID/VOL ( - or + ) button to display any Caller ID record.
3. Press and hold the CHAN/delete button until **DELETE ALL?** shows in the display.
4. Press CHAN/delete again to erase all records. You will hear a confirmation tone. The display shows **NO CALLS**.

**NOTE:** Press the TONE\*/exit key to return to the standby mode.

## Memory

Each handset can store up to ten 24-digit numbers with up to 15-character names in memory for quick dialing. This memory feature is in addition to the CID memory log, which stores up to 40 CID records in each handset.

## Storing a Name and Number in Memory

1. Make sure the phone is **OFF** (not in TALK mode).
2. Press the MEMORY button.
3. Press the desired memory location (0 through 9) or use CID/VOL ( + or - ) to scroll to the desired memory location.

**NOTE:** If the memory location is occupied, the memory location number and stored name and telephone number shows in the display. If the memory location is empty, "EMPTY" shows in the display.

4. Press the MEMORY button again. The display shows **ENTER NAME**.

**NOTE:** If you don't want to enter the name, skip step 5.

5. Use the touch-tone pad on the handset to enter the name (up to 15 characters) and press the memory button to save. More than one letter is stored in each of the number keys. For example, to enter the name Bill Smith, press the 2 key twice for the letter B. Press the 4 key 3 times for the letter I. Press the 5 key 3 times for the letter L. Wait for one second. Press the 5 key 3 times for the second letter L. Press the 1 key to insert a space between the L and the S. Press the 7 key 4 times for the letter S; press the 6 key once for the letter M; press the 4 key 3 times for the letter I; press the 8 key for the letter T; press the 4 key twice for the letter H.

**NOTE:** If you make a mistake press the DELETE/Channel button to backspace and erase the wrong character(s) or number(s).

6. Press the MEMORY button to save the name. The display shows **ENTER TEL NUMBR**.
7. Use the touch-tone pad to enter the telephone number you want to store (up to 24 digits).

**NOTE:** The system treats PAUSES as delays or spaces in the dialing sequence.

8. Press MEMORY again to store the number. You will hear a confirmation tone.

## Storing the Last Number Dialed

1. Repeat steps 1 through 6 in Storing a Name and Number in Memory.
2. Press the REDIAL button.
3. Press the MEMORY button to store the number. You will hear a confirmation tone.

**To replace an old number with a new redial number:**

1. Repeat steps 1 through 6 in Storing a Name and Number in Memory.
2. Press the REDIAL button.
3. Press the MEMORY button, and **REPLACE MEMO?** shows in the display.
4. Press the MEMORY button again to replace the old number with the new number. You will hear a confirmation tone.

## Inserting a Pause in the Dialing Sequence of a Stored Number

If a pause is needed to wait for a dial or access tone, press the #PAUSE button to insert a delay in dialing sequence of a stored number (for example, after you dial 9 for an outside line, or to wait for a computer access tone). Pause shows in the display as a **P**, and each pause counts as one digit in the dialing sequence.

## Changing a Stored Number

1. Repeat steps 1 through 7 in Storing a Name and Number in Memory.
2. Press the MEMORY button, and **REPLACE MEMO?** shows in the display.
3. Press the MEMORY button to store the number. You will hear a confirmation tone.

## Reviewing and Deleting Stored Numbers

1. To review stored numbers, press the memory button, and use the CID/VOL ( - or + ) button to scroll to the memory location, or press the corresponding number key for a desired memory location (0-9).
2. When the data shows in the display, press the CHAN/delete button. The display shows **DELETE?**.
3. Press CHAN/delete again to delete the data. The display shows **DELETED**.

## Dialing a Stored Number

1. Make sure the phone is **ON** by pressing the TALK/call back button.
2. Press the MEMORY button.
3. Press the memory location (0-9). The number dials automatically.

- OR -

1. Make sure the phone is **OFF** (not in TALK mode).
2. Press the MEMORY button.
3. Use the touch-tone pad or the CID/VOL ( - or + ) button to scroll to the number you want to dial.
4. Press the TALK/call back button. The number dials automatically.

## Chain Dialing from Memory

Use this feature to make calls which require a sequence of numbers, such as calling card calls to a frequently called long distance number. Each part of the sequence is dialed from memory. The following example shows you how to use chain dialing to make a call through a long distance service:

| <b>The Number For</b>                  | <b>Memory Location</b> |
|--|------------------------|
| Long distance access number            | 7                      |
| Authorization code                     | 8                      |
| Frequently called long distance number | 9                      |

1. Make sure the phone is **ON** (in TALK mode).
2. Press the MEMORY button and then press 7.
3. When you hear the access tone, press the MEMORY button and then press 8.
4. At the next access tone, press the MEMORY button and then 9.

**TIP:** Wait for the access tones before pressing the next MEMORY button, or your call may not go through.

## Answering System Operation

This section discusses the buttons and features on the answering system.

### Messages Indicator

The messages indicator shows you how many messages you have received, and the indicator blinks when new messages are received. The answerer on/off button must be **ON** in order for the messages indicator to work.

**NOTE :** The answering system displays "--" when it is turned off.

### Screening Calls from the Base

1. Wait for the caller to begin leaving a message (to determine who is calling).
2. To speak to the caller, pick up the handset, and press the TALK/call back button.

The answering system automatically stops recording when you activate the handset or pick up an extension phone.

**TIP:** Make sure the volume on the base is set loud enough to hear your incoming calls.

### Message Playback

The messages indicator lets you know when you have messages. To play messages, press the PLAY/STOP button.

While a message is playing, you may do the following:

- Press the PLAY/STOP button to stop the message playback.
- Press and release the REVIEW button to restart the current message; continue to press and release the REVIEW button to go to previous messages.
- Press and release the SKIP button to go to the next message.
- Press the VOLUME ( + or - ) button to adjust the playback volume.

### Memory Full

When the answering system memory is full, the system answers after 10 rings. You should erase some messages so the answering system may record new messages.