Erasing Messages

You may erase messages three ways:

- To erase a single message, press the ERASE button on the base to erase a message during playback.
- To erase all reviewed messages, press and hold the ERASE button on the base until the unit beeps.
- To erase a message using the handset:
  1. Press FORMAT/answer or answer/transfer button on the handset.
  2. Press the play/stop button (2 key) on the handset.
  3. Press the erase button on the handset to erase a message during playback.

  NOTE: Erased messages cannot be restored. Be careful when pressing the erase button because if the next unheard message has started to play, it will also be erased.

Leaving a Memo

Use the memo feature to leave a message.

1. Press and hold the MEMO button. **Hold the button down until you finish recording the message.**
2. Begin speaking after you hear the beep.
3. Release the MEMO button when you are finished.

Remote Access

You may access the answering system with the cordless handset or from any tone-dial compatible telephone.

Cordless Handset

1. Press the FORMAT/answer or answer/transfer button to access the answering system.
2. Use the corresponding handset keys just like you would use the base buttons (see "Answering System Setup"). The button functions are located on the handset above each number key. For example, to play messages:

   - Press the FORMAT/answer or answer/transfer button. The display shows *ANSWERER REMOTE*.
   - Press 2 (play/stop).
   - When you are finished listening to your messages, press the FORMAT/answer or answer/transfer button again.

Screening Calls from the Handset

Use the handset to screen calls even when you can't hear the answering system.

When the answering system picks up:

1. Press the answer/transfer or answer/FORMAT button to access the answering system.
2. Listen as the caller leaves a message.
3. Press the TALK/call back button to speak to the person or press the answer/transfer or answer/FORMAT button to stop screening the call.

Memory Full

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

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

  NOTE: The unit also answers after the 10th ring if it is turned off. To access the answering system, enter your 3-digit security code after you hear the beep.

Accessing the Answering System from Another Location

You can access your answering system from any touch-tone phone by entering your 3-digit security code after you hear the outgoing announcement.

1. Dial the telephone number to which the answering system is connected to.
2. Enter the security code after you hear the tone.
3. Follow the voice menu to use the answering system's remote functions.

The remote feature lets you perform the following functions:

To	Press this Button
Review message	1
Play back messages	2
Stop message playback	2
Erase message	0 (during message playback)
Skip message	3
Turn off/on answerer	4
Review voice menu options	7

  TIP: You can bypass the outgoing announcement by pressing any numbered key on the touch-tone pad while the announcement is playing. Then, you can enter your security code to access the answering system.

Changing the Security Code

The default security code for accessing the answering system from another location is **1 2 3**. You must use the handset to change the security code. With the phone **OFF** (not in TALK mode), follow these steps:

1. Press the answer/transfer or answer/FORMAT button to display *ANSWERER REMOTE*.
2. Press the TONE*/exit button.
3. Enter the new 3-digit security code.
4. Press the TONE*/exit button again. The unit announces the new code, pauses, beeps, and then announces the menu options again.

Changing the Battery

Make sure the telephone is *OFF* (not in TALK mode) before you replace battery.

1. Remove the battery compartment door.
2. Disconnect the cord attached to the battery pack and remove the battery pack from the handset.
3. Insert the new battery pack and connect the cord to the jack inside the battery compartment.
4. Put the battery compartment door back on.
5. Place handset in the base to charge. **Allow the handset battery to properly charge (for 16 hours) prior to first use or when you install a new battery pack. If you do not properly charge the phone, battery performance will be compromised.**

  CAUTION: To reduce the risk of fire or personal injury, use only the ATLINKS USA, Inc. Nickel-Cadmium battery model 5-2459, which is compatible with this unit.

Battery Safety Precautions

- Do not burn, disassemble, mutilate, or puncture. Like other batteries of this type, toxic materials could be released which can cause injury.
- To reduce the risk of fire or personal injury, use only the **Nickel-Cadmium** battery listed in the User's Guide.
- Keep batteries out of the reach of children.
- Remove batteries if storing over 30 days.
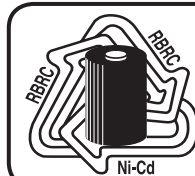
NOTE: The RBRC seal on the battery used in your ATLINKS USA, Inc. product indicates that we are participating in a program to collect and recycle Nickel Cadmium batteries throughout the United States. Please call 1-800-8-BATTERY for information or contact your local recycling center.

Display Messages

The following indicators show the status of a message or of the unit.

ANSWERER REMOTE	Indicates the answering system is being accessed remotely.
BLOCKED CALL	The person is calling from a number that has been blocked from transmission.
BLOCKED NAME	The persons name is blocked from transmission.
BLOCKED NUMBER	The person is calling from a number that has been blocked from transmission.
CALL WAITING	Indicates a call is waiting on the line.
DELETE ALL?	Prompt asking if you want to erase all Caller ID records.
DELETE CALL ID?	Prompt asking if you want to erase a Caller ID record.
DELETED	Prompt confirming the Caller ID record is erased.
EMPTY	Indicates a memory location is vacant.
END OF LIST	Indicates that there is no additional information in Caller ID memory.
ENTER NAME	Prompt telling you to enter the name for one of the 10 memory locations.
ENTER NUMBER	Prompt telling you to enter the telephone number for one of the 10 memory locations.
INCOMPLETE DATA	Caller information has been interrupted during transmission or the telephone line is excessively noisy.
LOW BATTERY	Indicates the battery needs to be charged.
NEW	Indicates call or calls have not been reviewed.
NO CALLS	Indicates no calls have been received.
NO DATA	No Caller ID information was received.
PAGING	The PAGE button has been pressed on the base.
PRESS TALK KEY	Indicates the CID number is a Direct Dial Number (DDN) and cannot be formatted.
REPT	Repeat call message. Indicates that a new call from the same number was received more than once.
TRANSFERRING	The handset is transferring a call or receiving notice to accept a transferred call.
UNKNOWN NAME/ CALLER/NUMBER	The incoming call is from an area not serviced by Caller ID or the information was not sent.