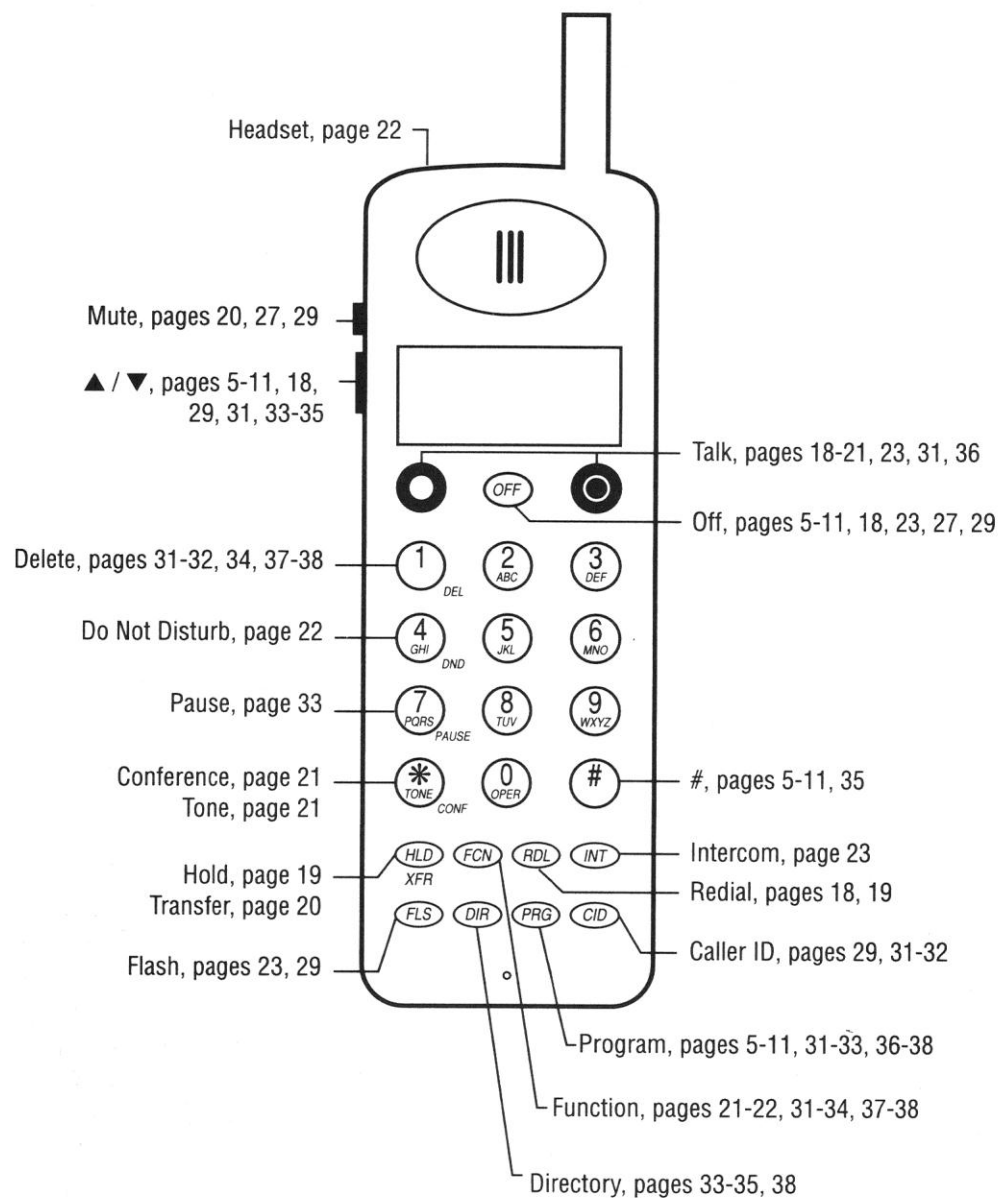# Model 3775
EASY TO USE
OWNER'S GUIDE

2-Line Executive Desk Station and 2.4 GHz Multiple-Handset Cordless Telephone System

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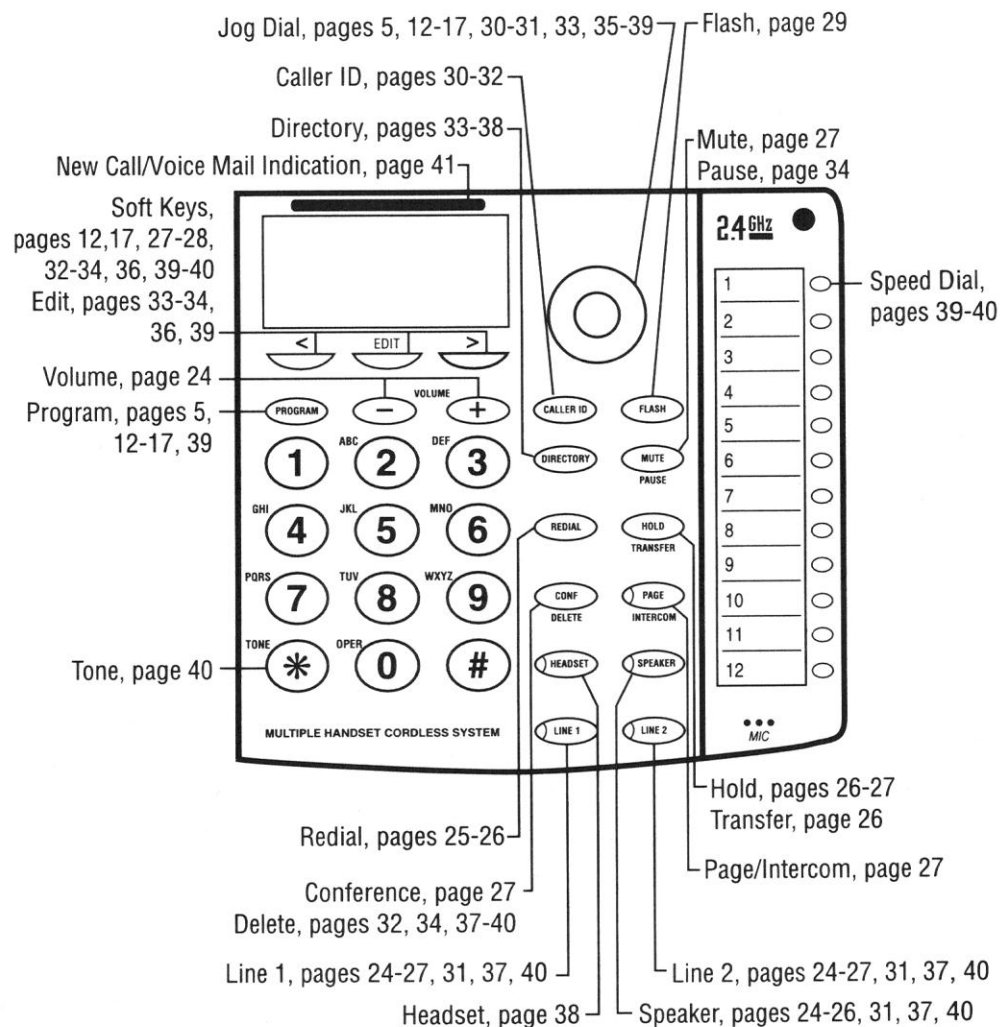
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MULTIPLE HANDSET CORDLESS SYSTEM

TABLE OF CONTENTS

INITIAL SETUP

Congratulations! You have purchased one of the most sophisticated and versatile cordless telephone systems available. To enjoy the best performance from the unit's many features, please read this Owner's Guide carefully and save it for future reference.

INTRODUCTION TO YOUR MULTI-HANDSET SYSTEM TELEPHONE

The unit is different from conventional cordless telephones. The desk station, when connected to AC power and two telephone lines, can support the operation of up to twelve handsets. You can now place a fully featured cordless handset anywhere in your home or office that you have AC power to connect the handset chargers.

Since the system and the adjunct handsets (available separately) are system telephones, you can enjoy advanced telephone features like handset to handset intercom and call transfer.

The system Directory holds up to 80 names and phone numbers, and can be accessed from any of the handsets. All of your commonly dialed numbers can be quickly retrieved for easy, one-touch dialing.

2.4 GHz FHSS (Frequency Hopping Spread Spectrum) technology offers extended range, clarity and digital security. A belt clip and headset jack (2.5 mm) provide handsfree convenience when used with an optional headset.

PACKING LIST

Please take a moment to locate and identify the components shipped with your Telephone System. Enclosed within the packaging:

- Desk Station (base unit)
- Corded Handset
- Cordless Handset
- Charging Cradle
- Desk Station AC Adapter
- Charging Cradle AC Adapter

- Belt Clip
- 2 Telephone Line Cords
- RJ14 Short cord
- NiMH Battery Pack
- Owner's Guide and Quick Reference Guide

SELECTING A LOCATION FOR THE DESK STATION

The desk station needs AC power and connection to a telephone jack(s). This location should be as central as possible in your home or office.

SELECTING A LOCATION FOR ADDITIONAL HANDSETS

Anywhere you have power will do! Avoid high humidity or high heat areas, and keep the handsets out of extended exposure to direct sunlight. Handsets can be swapped in their chargers at any time and can be placed anywhere within the extended transmission range of the desk station.

OPERATING DISTANCE/NOISE INTERFERENCE

For optimal performance, your handset's desk station should be installed as follows:

Away from electrical appliances such as a microwave oven, TV, personal computer, or another cordless phone.

In a HIGH and CENTRAL location with no obstructions nearby.
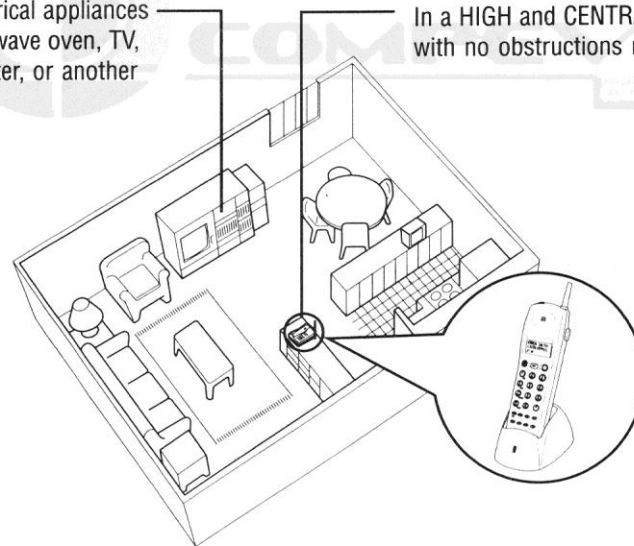
NOTE:
While using the handset:
- If you are near a microwave oven which is being used, noise may be heard at the receiver. Move away from the microwave oven and closer to the desk station.
- If more than one cordless phone is being used and your handset is near another cordless phone's desk station, noise may be heard. Move away from the other cordless phone's desk station and closer to your desk station.

INITIAL SETUP (con't.)

SYSTEM REGISTRATION (SECURITY CODE)

INSTALLING THE DESK STATION WHEN YOU HAVE TWO RJ11 (SINGLE LINE) WALL JACKS

1 Line 1 – Plug one line cord into the "LINE 1/LINE 2" jack on the back of the desk station and the other end into your line 1 RJ11 jack.

2 Line 2 – Plug one end of the second line cord into the "LINE 2" jack and the other end of the line cord into your line 2 RJ11 jack.

3 Connect the AC adapter to the back of the desk station and plug into an electrical outlet. Make sure you use the larger of the two adapters.

INSTALLING THE DESK STATION WHEN YOU HAVE ONE RJ14 (TWO-LINE) WALL JACK

1 Plug one end of a line cord into the "LINE 1/LINE 2" jack on the back of the desk station and the other end of the line cord into your RJ14 wall jack.

2 Connect the AC adapter to the back of the desk station and plug into an electrical outlet.

INSTALLING THE HANDSET BATTERY

1 Slide open the battery compartment cover and connect the NiMH battery pack as shown in the illustration below.

BLACK WIRE
RED WIRE
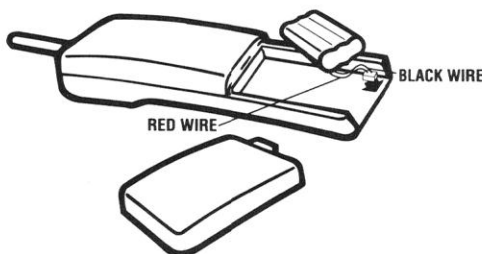
CHARGING THE BATTERY

1 Connect the AC Adapter to the back of the charging cradle and plug into an electrical outlet. Make sure you use the smaller of the two adapters.

2 Place the handset in the charging cradle. The battery will fully charge after approximately 10-12 hours.

3 Plug the AC adapter in the back of the base unit.

NOTE:
■ After establishing power to the base, it is necessary to program the security code for the base.

The desk station and all handsets must be programmed with the SAME security code (Sec. Code) in order to operate as a system.

PROGRAMMING THE HANDSET SECURITY CODE

1 Press **PRG** (Program) on the handset.

2 Press ▲ or ▼ (located on the side of the handset) until "Sec Code" displays.

3 Enter "#" to begin programming the security code.

4 Using the keypad, enter any six-digit code.

NOTE:
■ Once you choose a security code for the first handset, you must use the SAME code for each additional handset. Don't worry about forgetting the code- it can be displayed on the handset to remind you of the code when you add additional handsets.

5 Press **OFF** or **PRG** to end the programming session.

NOTE:
■ Make sure you don't confuse the System Security Code with the Handset ID number. All handsets must have the SAME System Security Code, but they must have DIFFERENT Handset ID numbers.

6 Repeat this procedure for all handsets.

PROGRAMMING THE DESK STATION SECURITY CODE

1 Press **PROGRAM**.

PROGRAM

2 Rotate the jog dial until "Security Code" displays.

3 Press the center of the jog dial.

4 Enter the SAME six digit code that you programmed into the handsets, using the keypad.

5 Press **PROGRAM** again to exit.

NOTE:
■ To change handset or base security code begin at Step 1. Previous security codes will be over-written. Security codes for the handset and base must match.

PROGRAMMING THE HANDSET WHILE CHARGING

You can begin programming the cordless handset even while it is charging. As long as the handset remains in the charging cradle while you are programming, it will continue to receive a charge.

PROGRAMMING THE HANDSET ID

Each handset must have a DIFFERENT handset ID number. If any two handsets have the same ID number, the entire system will not function properly.

1 Press **PRG**.

2 Press ▲ or ▼ until "Handset ID" displays.

3 Press "#" to begin programming the Handset ID.

4 Enter a selected 2-digit station ID number (choose any number from 11-70).

5 Press **OFF** or **PRG** to end the programming session **OR** press ▲ or ▼ to advance to another programming step.

NOTE:
■ Each handset must have a unique Handset ID.

TURNING THE RINGER ON/OFF

You can turn the Line 1 and/or Line 2 ringer on or off on each handset. This function is called DND (Do Not Disturb) on the cordless handset.

1 Press **PRG**.

2 Press ▲ or ▼ until "L1 Ring" or "L2 Ring" displays.

3 The current setting will be displayed on the second line.

4 Press "#" to toggle between "On" and "Off".

5 When the desired setting is displayed, press **OFF** or **PRG** to end the programming session **OR** press ▲ or ▼ to advance to another programming step.

RINGER TYPE PROGRAMMING

The unit allows you to select one of four ring tones for each handset. The ringer type default is set to type 1.

1 Press **PRG**.

2 Press ▲ or ▼ until "Ring Type" displays.

3 Press "#" to toggle among the Ringer Types.

4 Each time you make a selection, you will hear the corresponding ringer sound.

5 When the desired ringer type is displayed, press **OFF** or **PRG** to end the programming session **OR** press ▲ or ▼ to advance to another programming step.

PROGRAMMING THE FLASH TIME

In the unlikely event that you need to change the unit's flash duration, the unit allows you to choose from four pre-programmed settings. The default setting of 600 ms will usually not need to be changed. If the phone is being used for a Centrex service or in a country outside of North America, it is possible that you might need to change the setting. Contact your service provider for the specific requirements.

1 Press **PRG**.

2 Press ▲ or ▼ until "Flash Time" displays.

3 Press "#" to toggle among the flash time choices of 600/100/275/375ms.

4 When the desired flash time is displayed, press **OFF** or **PRG** to end the programming session **OR** press ▲ or ▼ to advance to another programming step.

NOTE:
■ Flash Time is a universal setting. When the mode is changed on any handset or the desk station, the setting is changed for the entire system.

TONE/PULSE MODE PROGRAMMING

You may program your phone to be a TONE or PULSE dialing phone. Most telephone service dial in the TONE mode.

1 Press **PRG**.

2 Press ▲ or ▼ until "Tone/Pulse" displays.

3 Press "#" to toggle between the tone and pulse modes.

4 When the desired setting is displayed, press **OFF** or **PRG** to end the programming session **OR** press ▲ or ▼ to advance to another programming step.

NOTE:
■ Tone/Pulse Mode is a universal setting. When the mode is changed on any handset or desk station, the setting is changed for the entire system.

PROGRAMMING THE HOLD REMINDER

The unit can be programmed to remind you if a call has been left on hold for extended periods of time. You can choose how often you wish to be alerted or if you wish to turn-off this feature.

1 Press **PRG**.

2 Press ▲ or ▼ until "Hold Remind" displays.

3 Press "#" to toggle among the settings. Audible hold reminder can be set at 15, 30, or 45 second intervals. The feature can be turned off.

4 When the desired setting is displayed, press **OFF** or **PRG** to end the programming session **OR** press ▲ or ▼ to advance to another programming step.

NOTE:
■ Hold Reminder for the base and each handset can be programmed independently. (See page 17.)

PROGRAMMING AREA CODE

It is only necessary to enter your area code if you choose the "Smart Dial" method for dialing from Caller ID records (see "Dialing Mode" section). The Smart dialing method will compare the area code of the Caller ID number to your local area code to determine whether to dial 7 digits or 11 digits. Smart Dialing will work in most areas of the country.
NOTE:
■ Area Code programming will ONLY display when "Smart Dial" is selected as the Dialing Method. If any other method is selected, the Area Code programming option will be hidden. Once the Area Code has been set, it will remain in the system's memory, even if the option is hidden.

To enter your area code:

1 Press **PRG**.

2 Press ▲ or ▼ until "Area Code" displays.

3 Press "#" to enter your Area Code.

4 Using the keypad, enter your 3 digit Area Code.

5 Press **OFF** or **PRG** to end the programming session **OR** press ▲ or ▼ to advance to another programming step.

NOTES:
■ Area Code is a universal setting. When the setting is changed on any handset or the desk station, the setting is changed for the entire system.
■ Once Smart Dial is set, matching area codes (your area code) will not be displayed, nor will it be transferred to or dialed from the Directory, Autodial or from Caller ID data base.

DIALING MODE

When dialing from Caller ID records, the unit can use one of the following four dialing methods:

A) **7/10/11 Digit Dialing** – For each call, the unit will prompt you to choose 7-digit, 10-digit, or 11-digit dialing, based on the local telephone company's requirements. This system is useful in areas that sometimes require the user to dial 10 or 11 digits for local dialing. When dialing from the desk station, the LCD will display your choice of 7, 10, or 11 digits. Press the appropriate soft key to initiate dialing. When dialing from a cordless handset, the LCD will display your choice of 7, 10, or 11 digits. Press "1" to initiate dialing using 7 digits, Press "2" for 10 digits, or Press "3" for 11 digits.

B) **All 11 Digit Dialing** – For each call, the unit will dial 11 digits (a "1" and the area code, followed by the 7 digit number).

C) **Smart Dialing** – For each call, the unit will look at the Caller ID phone number to see if the area code of the number matches your local area code (Note- this feature requires you to enter your area code – see "Programming Area Code"). If the area code does match, the unit will dial only 7 digits. If it does not match, the unit will dial 11 digits.

D) **Exact Dialing** – The unit will always dial the exact digits that are displayed in the Caller ID record.

PROGRAMMING DIALING MODE

1 Press **PRG**.

2 Press ▲ or ▼ until "Dialing Mode" displays.

3 Press "#" to toggle among the settings.

4 When the desired setting is displayed, press **OFF** or **PRG** to end the programming session **OR** press ▲ or ▼ to advance to another programming step.

NOTE:
■ Dialing Mode is a universal setting. When the mode is changed on any handset or the desk station, the setting is changed for the entire system.

PROGRAMMING LINE IN USE DETECTION (LIU DETECT)

The unit can be programmed to detect whether each line is properly connected, and to display when a line is being used. For most users, this feature should be programmed to "On". If you are connecting the unit to a PBX system or if you live in an area prone to line voltage irregularities, you may want to turn this feature "Off".
When LIU Detect is set to "On", line-in-use status will be displayed as follows:
On cordless handset – L1 or L2 icon will display when the line is in use.
On desk station – LINE 1 or LINE 2 button will light red when the line is in use.

To program Line In Use Detection:

1 Press **PRG**.

2 Press ▲ or ▼ until "LIU Detect" displays.

3 Press "#" to toggle between "On" and "Off".

4 When the desired setting is displayed, press **OFF** or **PRG** to end the programming session **OR** press ▲ or ▼ to advance to another programming step.

NOTE:
■ LIU Detect is a universal setting. When the mode is changed on any handset or the desk station, the setting is changed for the entire system.

PROGRAMMING RING ANSWER ON/OFF

The Ring Answer setting affects desk station operation only. Ring Answer determines whether picking up the desk station handset or pressing SPEAKER or HEADSET during an incoming call will answer the ringing call. If Ring Answer is set to "On", the ringing call will be answered. If Ring Answer is set to "Off", the ringing call will not be answered. Instead, the unit will allow you to make a call on the other line (if it is available).

For example, if Line 2 is ringing and,

Ring Answer is set to:	Picking up the handset will:
"On"	Answer the call on Line 2
"Off"	Give you a dial tone on Line 1 (if available)

To program Ring Answer:

1 Press **PRG**.

2 Press ▲ or ▼ until "Ring Answer" displays.

3 Press "#" to toggle between "On" and "Off".

4 When the desired setting is displayed, press **OFF** or **PRG** to end the programming session OR press ▲ or ▼ to advance to another programming step.

PROGRAMMING PRIME LINE

The Prime Line setting affects desk station operation only. It tells the unit which default line you would prefer to use when making calls from the desk station. This feature saves you the effort of choosing a line each time you make a call, while giving you control over which line is generally used.

The Prime Line setting determines which line is accessed first during the following situations:
1. When the desk station handset is picked up.
2. When the SPEAKER or HEADSET button is pressed.
3. When the center of the Jog dial is used to initiate a call.

If the Prime Line is already in use, the unit will then attempt to access the other line.

To program the Prime Line:

1 Press **PRG**.

2 Press ▲ or ▼ until "Prime Line" displays.

3 Press "#" to toggle between L1 and L2.

4 When the desired setting is displayed, press **OFF** or **PRG** to end the programming session OR press ▲ or ▼ to advance to another programming step.

PROGRAMMING PRIVACY ON/OFF

The Privacy feature determines whether or not multiple handsets can talk at the same time to an outside line. If the Privacy feature is turned on, additional handsets cannot intercept a call unless the call is transferred to them.

1 Press **PRG**.

2 Press ▲ or ▼ until "Privacy" displays.

3 Press "#" to toggle between On and Off.

4 When the desired setting is displayed, press **OFF** or **PRG** to end the programming session OR press ▲ or ▼ to advance to another programming step.

NOTE:
- Privacy Setting is a universal setting. When the setting is changed on any handset or the desk station, the setting is changed for the entire system.

PROGRAMMING THE RINGER LEVEL

Select between three volume levels for the handset's ringer.

1 Press **PRG**.

2 Press ▲ or ▼ until "Ring Level" displays.

3 Press "#" to toggle among the settings Low/Mid/Hi.

4 When the desired setting is displayed, press **OFF** or **PRG** to end the programming session OR press ▲ or ▼ to advance to another programming step.

RESETTING THE HANDSET

At any time, you may reset a handset to return to the factory default settings. Please note that this action will completely restore the handset to its factory programmed settings. Resetting the handset will NOT reset the universal settings or the stored information (such as Caller ID records) contained in the desk station.

1 Press **PRG**.

2 Press ▲ or ▼ until "Reset ?" displays.

3 Press **PRG** again to complete the reset. You will hear a beep to confirm that the reset process has been initiated. The LCD will display:

```
PRG OK!
Resetting
```

4 After 15 seconds, the handset will return to standby mode.

NOTE:
- Make sure to set the Handset I.D. and Security Code after resetting the handset. Each handset has the same default Handset I.D. of Station "11". If more than one handset has the same Handset I.D., the system will not function properly.

DESK STATION (BASE UNIT)

Most of the same programming options available to the cordless handsets can also be programmed from the desk station. **Please refer to the Cordless Handset Programming section (pages 6-11) for descriptions of each programming option.**

SOFTKEY OPERATION

The desk station contains an interactive LCD with three yellow buttons that act as "softkeys". These buttons can perform different functions, based on what is displayed on the LCD. For example, sometimes the LCD will display two or more options at the bottom of the display. Press the appropriate softkey below the desired option to select that option. At other times, the buttons help in editing on-screen information, allowing you to move the cursor to the left or right, or to move to the next editing option.

<   EDIT   >

DESK STATION NUMBER

The desk station is automatically assigned station number 10. This station number cannot be reassigned.

PROGRAMMING ONE TOUCH DIAL

The 12 one touch dial locations can be programmed from the programming menu or by pressing the desired location button. Please refer to the One Touch Speed Dial section (page 39) for details.

TURNING THE RINGER ON/OFF

1 Press **PROGRAM**.

2 Rotate the jog dial until "L1 Ring" or "L2 Ring" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to select "On" or "Off". Press the center of the jog dial to accept.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

TONE/PULSE MODE PROGRAMMING

1 Press **PROGRAM**.

2 Rotate the jog dial until "Tone/Pulse" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to select "Tone" or "Pulse". Press the center of the jog dial to accept.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

PROGRAMMING LINE IN USE DETECTION (LIU DETECT)

1 Press **PROGRAM**.

2 Rotate the jog dial until "LIU Detect" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to select "On" or "Off". Press the center of the jog dial to accept.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

PROGRAMMING RING ANSWER ON/OFF

1 Press **PROGRAM**.

2 Rotate the jog dial until "Ring Answer" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to select "On" or "Off". Press the center of the jog dial to accept.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

PROGRAMMING PRIVACY ON/OFF

1 Press **PROGRAM**.

2 Rotate the jog dial until "Privacy" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to select "On" or "Off". Press the center of the jog dial to accept.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

PROGRAMMING PRIME LINE

1 Press **PROGRAM**.

2 Rotate the jog dial until "Prime Line" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to select "Line 1" or "Line 2". Press the center of the jog dial to accept.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

PROGRAMMING INSTANT DIAL

The Instant Dial feature determines whether the One Touch Dial buttons will instantly dial a number or whether they require you to choose a dialing method. If Instant Dial is turned "On", each time you press a One Touch Dial button, the number will be immediately dialed. If Instant Dial is turned "Off", each time you press a One Touch Dial button, you will then need to choose a dialing method (such as picking up the desk station handset, pressing Speakerphone, etc.).

1 Press **PROGRAM**.

2 Rotate the jog dial until "Instant Dial" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to select "On" or "Off". Press the center of jog dial to accept.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

PROGRAMMING DIALING MODE

1 Press **PROGRAM**.

2 Rotate the jog dial until "Dialing Mode" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to choose among the four Dialing Mode options. Press the center of the jog dial to accept.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

PROGRAMMING AREA CODE

It is only necessary to enter your area code if you choose the "Smart Dial" for dialing from Caller ID records method (see "Dialing Mode" section on page 8). The Smart dialing method will compare the area code of the Caller ID number to your local area code to determine whether to dial 7 digits or 11 digits.
NOTE:
■ Area Code programming will ONLY display when "Smart Dial" is selected as the Dialing Method. If any other method is selected, the Area Code programming option will be hidden. Once the Area Code has been set, it will remain in the system's memory, even if the option is hidden.

To enter your area code:

1 Press **PROGRAM**.

2 Rotate the jog dial until "Area Code" displays.

3 Press the Center of the jog dial to select this programming option.

4 Enter your 3-digit area code, using the keypad.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

TIME & DATE DISPLAY

The desk station displays the current time and date. This information is updated with each incoming Caller ID record. If you wish to program the unit with time and date information, the display will show the time and date before you receive your first phone call. Otherwise, the unit will automatically set the time and date during the first call.

SETTING YEAR & DATE (optional)

1 Press **PROGRAM**.

2 Rotate the jog dial until "Year & Date" displays.

3 Press the center of the jog dial to select this programming option.

4 Rotate the jog dial to select the correct Year. Press the center of the jog dial to accept.

5 Rotate the jog dial to select the correct Month. Press the center of the jog dial to accept.

6 Rotate the jog dial to select the correct Day. Press the center of the jog dial to accept.

7 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

TIME & DATE DISPLAY

SETTING TIME OF DAY (optional)

NOTE:
- The first Caller ID will set the time and date for the unit.

1 Press **PROGRAM**.

2 Rotate the jog dial until "Time" displays.

3 Press the center of the jog dial to select this programming option.

4 Rotate the jog dial to the correct Hour. Press the center of the jog dial to accept.

5 Rotate the jog dial to the Correct Minute. Press the center of the jog dial to accept.

6 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

PROGRAMMING THE HOLD REMINDER

1 Press **PROGRAM**.

2 Rotate the jog dial until "Hold Remind" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to select the desired setting ("Off", "15", "30", or "45" seconds.) Press the Center of the jog dial to accept.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

NOTE:
- Hold Reminder is NOT a universal setting. The base and each handset can be programmed separately. (See page 7.)

PROGRAMMING THE FLASH TIME

Please note that it is usually not necessary to change the Flash Time setting (see full explanation in Handset Programming)

1 Press **PROGRAM**.

2 Rotate the jog dial until "Flash Time" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to select the desired setting. Press the center of the jog dial to accept.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

RINGER TYPE PROGRAMMING

1 Press **PROGRAM**.

2 Rotate the jog dial until "Ring Type" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to select the desired setting (Each Ringer sound will play as you rotate the jog dial). Press the center of the jog dial to accept.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

PROGRAMMING THE RINGER LEVEL

1 Press **PROGRAM**.

2 Rotate the jog dial until "Ring Level" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to select the desired setting ("Low", "Mid" or "High"). Press the center of the jog dial to accept.

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

RESETTING THE DESK STATION

At any time, you may reset the desk station to return to the factory default settings. **Please note that choosing "Yes" to this option will completely restore the desk station to its factory programmed settings. All programming, Caller ID records, Directory records, and One-touch records WILL BE ERASED!**

1 Press **PROGRAM**.

2 Rotate the jog dial until "Reset ?" displays.

3 Press the Center of the jog dial to select this programming option.

4 To reset and erase all programming, press **>** (the soft key under "Yes"). If you change your mind and do not want to reset the desk station, press **<** (the soft key under "No").

5 Press **PROGRAM** to exit programming mode **OR** rotate the jog dial to continue programming.

BASIC OPERATION - CORDLESS HANDSET

STANDBY (IDLE) MODE

The unit is in standby mode whenever it is idle and waiting for a call. In standby mode, the handset LCD will display the current ringer volume setting and the handset's station ID:

```
Ring:Low
ID:12
```

VOLUME CONTROL

There are 5 receiver volume levels.

1 Press ▲ or ▼ on the side of the handset to change the volume level of the handset during a conversation.

2 When you reach the maximum or the minimum volume settings, you will hear a beep.

3 The volume control automatically stays at the last setting after each phone call.

PLACING A CALL

1 Pick up the handset and press either **TALK** button (● for Line 1, or ○ for Line 2) .

2 Wait for a dial tone and then dial the phone number. The number will appear in the display as you dial.

```
L1        00:04
13105553345
```

3 Ten digits can be shown at one time on the display. If more than ten digits are entered, the "←" will appear to indicate that additional digits are contained in the number.

CALL TIMER

During a phone call, a timer, located at the top right corner of the LCD, will display the elapsed time of the call.

```
L1        02:47
13105553345
```

TO END A CALL

1 To hang up, press **OFF**, or return the handset to its charger.

RECEIVING A CALL

1 When the phone rings, pick up the cordless handset and press the appropriate **TALK** button (● for Line 1, or ○ for Line 2) to answer the call.

LAST NUMBER REDIAL (RDL)

The unit remembers the last number you dialed. The redial memory will hold up to 32 digits. Every time you dial a new telephone number, the redial memory is updated with the new number.

1 Press one of the TALK buttons (● or ○) and wait for a dial tone.

2 Press **RDL**.

3 The last number dialed will be displayed in the LCD and will be automatically dialed.

DISPLAY REDIALING

Display redialing allows you to view the first 11 digits of the last number dialed. This is useful if you aren't sure what number was last dialed.

1 Without pressing one of the TALK buttons, press **RDL**. The LCD will display the last number dialed.

2 Press one of the **TALK** buttons (● or ○) and the number will be automatically dialed.

NOTE:
- If you do not press one of the **TALK** buttons within 15 seconds, the unit will return to standby mode.

PLACING A CALL ON HOLD

1 During a phone conversation, press **HLD/XFR** on the handset. The LCD will display:

```
TRNF To
Hold
```

2 If you wish to transfer the call to another handset, dial the desired handset ID number.

3 If you do not transfer the call, it will remain on Hold.

AUDIBLE HOLD REMINDER

Audible Hold Reminder is designed to prevent calls from accidentally being placed on hold for a long duration of time. Audible Hold Reminder automatically alerts the station that placed the call on hold, that the call has been unattended for longer than the hold reminder time. The default hold reminder time is 30 seconds. To change the hold reminder time, see page 7.

HOLD RECALL RING

If the call on hold is not picked up for 3 minutes, all handset units will start to ring (Recall Ring) to remind all of the stations that a call is on hold.

TAKING A CALL OFF HOLD

1 Press one of the **TALK** buttons (● or ○) **OR** pick up another phone on the line (including any of the extension handsets or the desk station).

2 The call will be released from Hold.

NOTE:
- If a call has been on hold for more than 5 minutes, the unit will automatically disconnect the call.

TRANSFERRING A CALL

1 During a phone conversation, press **HLD/XFR** on the handset.

2 Dial the desired handset ID number. (Dial "10" to transfer the call to the desk station).

3 The other handset will ring to indicate the incoming transferred call.

NOTE:
■ If you do not enter a station number within 10 seconds, the display will return to standby with the call on hold.

ANSWERING A TRANSFERRED CALL

1 Pick-up the handset and press one of the **TALK** buttons.

2 The call will be transferred to the new handset, and will be released from the other handset.

TRANSFER CALL ALERT

If a transferred call is not answered within 3 minutes, all handsets will start to ring to remind all of the stations of the unanswered call. An icon will flash in the LCD to indicate the transferred line. Any handset may answer the transferred call at this time.

MUTE FUNCTION

The mute feature turns off the microphone so the other party cannot hear you. You, however, are still able to hear the other party. The mute feature automatically cancels when you let go of the Mute key.

To initiate the mute feature during a conversation,

1 Press and HOLD **MUTE**, on the side of the handset. The LCD will display:

```
Mute      00:14
```

2 To resume your conversation, release **MUTE**.

CONFERENCE CALLING

The unit allows you to hold a conversation involving an outside line and two stations or two outside lines and one station.

ONE OUTSIDE LINE / TWO STATIONS:
NOTE:
■ This operation is only possible if the "Privacy" feature is turned "Off".

1 Make or answer a call.

2 From another handset, press the **TALK** button .

TWO OUTSIDE LINES / ONE STATION:

1 Make or answer a call.

2 Place the call on hold.

3 Make or answer a call on the other line.

4 Press **FCN** and then press **CONF** (the ✱ key).

5 The conference call has been established and you may begin speaking to both parties.

TONE/PULSE MIXED DIALING

This feature is useful if your telephone service is PULSE and you need to use TONE dialing to access a special service. This feature is only needed if you have programmed the TONE/PULSE setting to PULSE mode.

1 Dial the telephone number and wait for the line to connect.

2 Press ✱ **TONE** on the handset to temporarily change from PULSE dialing to TONE dialing.

3 Dial the tone numbers (such as automated menu choices).

4 Hang up and the unit automatically returns to the PULSE mode.

DO NOT DISTURB (DND) FEATURE

This feature can be used to temporarily prevent interruptions during meetings or telephone conversations. When you activate the DND feature on a handset, the handset will not ring for incoming calls, transferred calls, or intercom calls.

1 From standby mode, press **FCN** and then press **DND** (the "**4**" key).

```
Ring: DND
ID: 11
```

NOTE:
- DND is not a universal setting. The base and each handset can be programmed separately (see page 7).

2 To cancel the DND mode, press **FCN** and press **DND** again.

OUT OF RANGE WARNING

The unit has an operating range which can vary, depending on conditions such as climate, altitude, and the type of obstacles between the handset and the base. If you move out of the base unit's operating range, the LCD will display "Out of Range" and you will hear a double beep warning tone. Move closer to the desk station to deactivate the warning. If you remain out of range for too long, the unit will place the call on hold. Go back into range and pick up the held call.

HANDSET LOW BATTERY INDICATOR

When the battery pack needs recharging, the low battery icon will be displayed. You may also notice a reduction in the quality of your cordless handset communications. Return the handset to the charging station as soon as possible, whenever the low battery icon is on.

```
Ring: Mid
ID: 11
```

To avoid a low battery condition, it is recommended that you keep the handset in its charging station whenever it is not in use.

USING A HEADSET

Each handset can be used with any standard 2.5 mm. headset for handsfree operation.

1 Plug the headset into the headset jack on the top of the phone (remove the rubber plug if it is covering the hole).

2 Calls can now be made using the headset.

3 To return to using the handset without a headset, simply unplug the headset.

INSTALLING THE BELT CLIP

1 Place one side of the belt clip into the groove on the side of the handset.

2 Snap the other side of the belt clip into the groove on the other side of the handset.

MAKING AN INTERCOM CALL

You can call from one handset to another, without tying up the outside phone line.

1 From standby mode, press **INT**.

2 Dial the desired handset number. For example, if handset 12 calls handset 15, the LCD of the calling unit will display:

```
ICM To 15
ID:12     Ring
```

ANSWERING AN INTERCOM CALL

1 The LCD will show which handset is calling.

```
ICM By 12
ID:15     Ring
```

2 Pick-up the handset and press a keypad key or one of the **TALK** buttons. The LCD will display:

```
ICM By 12
ID:15     Talk
```

The calling party's LCD will display:

```
ICM To 15
ID:12     Talk
```

3 When the conversation is over, press **OFF** to release the call.

ROOM MONITOR

You can automatically turn on the microphone of a handset to listen for activity.

1 From standby mode, press **INT**.

2 Dial the desired handset number. The handset you are calling will ring.

3 Press **INT** again. The microphone of the station you are calling will automatically turn on.

4 Exit by pressing **OFF**.

CALL WAITING

Call waiting is a subscription service offered by your local telephone company. When you are on the line and another call comes in, a beep is emitted over the line. You can continue speaking to the first caller or, by pressing **FLS** (Flash), you can toggle to speak to the second caller.

VOLUME CONTROL

The desk station has volume settings for each of the three modes: handset, speakerphone, and headset. Each mode has the following number of volume levels:

Handset: 4 levels (1-4)
Speaker: 7 levels (min., 1-5, max.)
Headset: 4 levels (1-4)

The unit will always remember the last volume level used for each of the three modes. Set the volume for each mode to a comfortable level. The next time you use that mode, the unit will automatically return to that volume level.

1 To change the volume level for each mode, press **VOLUME +** or **−** when in the mode. For example, to change the Speaker volume, press **+** or **−** while using Speakerphone.

2 The display will indicate the current mode, followed by the volume level. For example, "SPEAKER 5" indicates that you are using Speakerphone, at a volume level of "5".

PLACING A CALL USING THE DESK STATION HANDSET

1 Pick up the handset.

2 Line 1 or Line 2 will be automatically selected, based on which line is programmed as the "Prime Line". If you wish to use the other line, press the desired **LINE** button (LINE 1 or LINE 2).

3 Wait for a dial tone and then dial the phone number. The number will appear in the display as you dial.

PLACING A CALL USING SPEAKERPHONE

1 Press **LINE 1** or **LINE 2**. The speaker will automatically be activated, giving you a dial tone on the chosen line.

OR

2 Press **SPEAKER**. The speaker will be activated, giving you a dial tone on the "Prime Line". If you wish to use the other line, press the desired **LINE** button (LINE 1 or LINE 2).

3 Wait for a dial tone and then dial the phone number. The number will appear in the display as you dial.

TO END A CALL

1 To hang up, return the handset to its cradle, or press **SPEAKER** (if you are using Speakerphone).

RECEIVING A CALL USING THE DESK STATION HANDSET

1 When the phone rings, pick up the handset.

2 If the unit has been programmed to "**Ring Answer – On**", you will be immediately connected to the caller.

3 If the unit has been programmed to "**Ring Answer – Off**", you must press the **LINE** button of the ringing line to connect to the caller.

RECEIVING A CALL USING THE SPEAKERPHONE

1 When the phone rings, press the **LINE** button of the ringing line.

2 You will be immediately connected to the caller, using the speaker.

OR

1 When the phone rings, press **SPEAKER**.

2 If the unit has been programmed to "**Ring Answer – On**", you will be immediately connected to the caller.

NOTE:
- If the unit has been programmed to "**Ring Answer – Off**", you must press the **LINE** button of the ringing line to connect to the caller using the Speakerphone.

LAST NUMBER REDIAL

1 Either pick up the handset, press **SPEAKER**, or press **LINE 1** or **LINE 2**.

2 Press **REDIAL**.

3 The last number dialed will be displayed in the LCD and will be automatically dialed.

DISPLAY REDIALING

Display redialing allows you to first view the last number dialed and then to dial the number. This is useful if you aren't sure what number was last dialed.

1 Press **REDIAL**.

2 Either press the center of the jog dial, pick up the handset, press **SPEAKER**, or press **LINE 1** or **LINE 2**.

3 The displayed number will be automatically dialed.

PLACING A CALL ON HOLD

1 Press **HOLD**.

2 The LINE button will flash, to indicate that the call is on Hold.

3 The call will be disconnected automatically after 5 minutes if the held call is not picked up.

NOTE:
■ If the Hold Reminder is programmed On, an audible reminder will alert you that the call is on Hold.

TAKING A CALL OFF HOLD

1 Press the flashing **LINE** button or pick up another phone on the same line (including any of the extension handsets).

2 The call will be released from hold.

NOTE:
■ If a call has been on hold for more than 5 minutes, the unit will automatically disconnect the call.

TRANSFERRING A CALL

You can transfer a call to any handset.

1 Press **HOLD/TRANSFER**.

2 The display will read "TRNF To".

3 Enter the 2-digit station number of the handset, using the keypad.

4 The handset to which you have transferred the call will continue to ring until the call is picked up.

5 To discontinue the transfer attempt, press the **LINE** button of the transferred call.

MUTE FUNCTION

The mute function turns off the microphone so the other party cannot hear you. You, however, are still able to hear the other party. To initiate the mute feature during a conversation:

1 Press **MUTE**. The LCD will display:

`Mute      00:16`

2 To resume your conversation, press **MUTE** again.

PAGE/INTERCOM

You can make an intercom call to an individual cordless handset or you can page all of the handsets at the same time.

MAKING AN INTERCOM CALL

1 Press **PAGE/INTERCOM**.

2 Press the softkey under "ICM" (Intercom).

`Page`
`ALL  Exit  ICM`

3 Enter the desired station number.

PAGING ALL HANDSETS

1 Press **PAGE/INTERCOM**.

2 Press the softkey under "PAGE ALL".

3 Each handset will beep for about 15 seconds.

4 To turn off the page, press **OFF** from the cordless handset.

CONFERENCE CALLING

Line 1 and Line 2 can be joined in a Conference call.

1 Press **HOLD** to place the first caller on Hold.

2 Make or accept a call on the other line.

3 Press **CONF**. Line 1 and Line 2 will be joined.

4 To discontinue the Conference call, either hang up (to disconnect both lines) or press **LINE 1** or **LINE 2** to continue speaking only with the caller on that line. The other line will be disconnected.

CALLER ID

CALLER ID SUBSCRIPTION

Caller ID is a subscription service available from your telephone service provider. For the Caller ID feature to work on the unit, you must subscribe to the service.

To receive Caller ID information for a Call Waiting call, you must subscribe to **combined** Call Waiting Caller ID service from your telephone service provider. Even if you subscribe to both Caller ID and Call Waiting services separately, it is possible that you are not subscribed to the combined service.

MISSING CALLER ID DATA

If a caller chooses to partially or completely "block" Caller ID information, a message will appear on the display indicating that the name and/or phone has been blocked. The call will display as a Caller ID record, showing time and date information, and the message "PRIVATE". Other messages that might appear to indicate missing Caller ID data, are "Out of Area", "No Number" or "No Name". These messages indicate that the telephone company did not send complete Caller ID data.

VIEWING CALLER ID INFORMATION OF INCOMING CALL

During an incoming call, the name and telephone number of the caller (if available) will display on the desk station and each handset. The information will display after the first ring.

1. The handset will display the first 12 characters of the name and the first 15 characters of the phone number.

```
Washington J
13105553455
```

2. To view the remaining characters (if the name or number exceeds 15 characters in length), press **MUTE** (on the side of the handset).

```
← ennifer
```

NOTE:
- If the Caller ID record is received from outside your area code, a "1" will be added to that number.

VIEWING CALLER ID INFORMATION OF SIMULTANEOUS INCOMING CALLS

When Line 1 and Line 2 are ringing at the same time, you can view the Caller ID information of each call.

1. From the handset, press **MUTE** to toggle between the Caller ID information of Line 1 and Line 2.

2. From the desk station, press the **>** softkey to toggle between the Caller ID information of Line 1 and Line 2.

CALL WAITING CALLER ID

If you subscribe to Call Waiting Caller ID (combined service), you will receive Caller ID information (if available) from Call Waiting calls. During a phone call, you will hear a beep to indicate the presence of a Call Waiting call. Shortly afterward, the Caller ID information will appear on the handset LCD and the desk station display. You can choose to answer the call, by pressing **FLS** (on the handset), **FLASH** (on the desk station), or you can let the incoming call continue to ring.

STORED CALLER ID RECORDS

The unit can store 50 of the most recent Caller ID records. The records are stored in the desk station and can be accessed by any handset. Caller ID records are numbered sequentially, in the order in which they are received. When the 50 record memory is full, the oldest record will be deleted automatically each time a new record is received.

CALLER ID RECORDS

Press **CID** to enter the Caller ID database.

1. The LCD will display the number of CID records:

```
ALL CID:06
```

2. Press ▲ to view the most recent record.

3. The first display screen will show the name and the phone number.

```
Beck Mara
13106189910
```

4. Press **MUTE** to toggle to the second display screen, which will show the record number, the time and date of the call, and the Repeat Counter (see "Repeat Counter" section on page 30).

```
#06        *02
AUG27   16:26
```

NOTE:
- If the name or number is longer than 12 characters, press **MUTE** to view the remaining characters. Press **MUTE** again to view the record number, time and date, and repeat counter.

5. Press **MUTE** again to toggle back to the name and number display **OR** press ▲ to continue scrolling to the next most recent record. (Press ▲ to view earlier records and press ▼ to view later records).

6. Press **OFF** to exit, or wait 15 seconds and the LCD will revert back to the standby display.

VIEWING STORED CALLER ID RECORDS

FROM THE DESK STATION:

1 Press **CALLER ID** to enter the Caller ID database. The LCD will display the number of CID records.


```
All CID: 06
Turn Dial
```

2 Turn the jog dial **counter clockwise** to view the most recent record.

3 The display will show the name and phone number, the record number, the time and date of the call, and the Repeat Counter.

```
                          NEW
                         CALLS
                          06
8/27    4:26 PM  REPEAT
                  02
Beck Mara
13106189910
```

NOTE:
■ If the name or number is larger than 15 characters, an arrow will display. Press the < or > softkey to view the remaining characters.

4 Turn the jog dial counter clockwise to continue scrolling to the next most recent record.

5 Press **CALLER ID** to exit, or wait 15 seconds and the LCD will revert back to the standby display.

REPEAT COUNTER

The unit is programmed to automatically condense all calls from the same phone number within the same day as a single Caller ID record. This feature saves memory and prevents the Caller ID log from being filled with duplicate records from frequent callers. Each time that a repeat caller calls again within the same calendar date, the unit will condense the calls into one Caller ID record, listing only the time of most recent call.

The handsets include the Repeat Counter as part of the screen that displays the record number and the time and date of the call. The Repeat Counter is located in the upper right of the display, preceded by an asterisk ("✳") .

```
#06           *02
AUG27     16:26
```

The desk station displays the word "REPEAT", followed by the repeat count.

```
                          NEW
                         CALLS
                          06
8/27    4:26 PM  REPEAT
                  02
Beck Mara
13106189910
```

The Repeat Counter indicates how many times the repeat caller called that day. For example, if a Caller ID record displays a Repeat count of "3", this indicates that the caller called 3 times that day. You will never see a Repeat count of "1", because a call is not considered a Repeat until the caller has called twice. A Repeat count of "0" indicates that the Caller ID record is not a repeat call because the caller only caller one time.

DIALING A CALLER ID RECORD

FROM THE CORDLESS HANDSET:

1 Press **CID** to enter the Caller ID database.

2 Press ▲ or ▼ to scroll to the desired Caller ID record.

3 Press either of the **TALK** buttons (● or ○).

4 The unit will automatically dial the number using the selected dialing method.

FROM THE DESK STATION:

1 Press **CALLER ID** to enter the Caller ID database.

2 Turn the jog dial to scroll to the desired Caller ID record.

3 Initiate the call by pressing the center of the jog dial, lifting the handset, pressing **SPEAKER** or pressing one of the **LINE** buttons.

4 The unit will automatically dial the number using the selected Dialing Method.

CALLER ID DIALING METHOD

When dialing from Caller ID records, the unit will select the appropriate number of digits, based on the programmed "Dial Mode" (see page 8 for a description of the various dialing methods).

DELETING A CALLER ID RECORD

FROM THE CORDLESS HANDSET:

1 Locate the desired Caller ID record.

2 Press **FCN** (↑ will indicate "function" mode), and then press **DEL** ("**1**").

3 The display will ask for confirmation that you wish to delete the record.

```
DELETE  ?
```

4 Press **PRG** to permanently delete the record.

CALLER ID (con't.)

DELETING A CALLER ID RECORD

FROM THE DESK STATION:

1 Locate the desired Caller ID record.

2 Press **DELETE**.

3 The display will ask for confirmation that you wish to delete the record.

```
Delete?
No       Yes
```

4 Press the softkey under the word "Yes" to permanently delete the record.

DELETING ALL CALLER ID RECORDS

FROM THE CORDLESS HANDSET:

1 Press **CID**. The display will read "All CID".

2 Press **FCN** (↑ will indicate "function" mode), and then press **DEL** ("1").

3 The display will ask for confirmation that you wish to delete all of the records.

```
DELETE ALL ?
```

4 Press **PRG** to permanently delete all of the records.

FROM THE DESK STATION:

1 Press **CALLER ID** . The display will read "All CID".

2 Press **DELETE**.

3 The display will ask for confirmation that you wish to delete all of the records.

```
DELETE ALL ?
No          Yes
```

4 Press the softkey under the word "Yes" to permanently delete all of the records.

DIRECTORY

The unit allows you to store up to 80 names and numbers in an alphabetical phone Directory.

STORING A DIRECTORY RECORD

You may create a new Directory record or you may transfer a Caller ID record into the Directory.

CREATING A NEW DIRECTORY RECORD

FROM THE CORDLESS HANDSET:

1 Press **DIR**.

2 Press **PRG**.

3 Press the appropriate keypad button to toggle through the letters and numbers associated with that key. The upper case letters will appear first, followed by the lower case letters and the number. (For example, press the number "5" button to toggle among "J", "K", "L", "j", "k", "l", and the number "5").

4 When the desired letter appears, either wait 1-2 seconds for the cursor to automatically move to the next character OR press ▼ to manually move to the next character.

5 Press **PRG** again to begin programming the phone number.

6 Use the keypad to enter the desired phone number. Remember to include a "1" for a long distance phone number and any prefixes necessary to access an outside line (such as "9").

7 To add a 2 second pause to a Directory dialing sequence (for example, to add a delay between dialing a phone number and dialing a password or menu choice), press **FCN** and then press **PAUSE** ("7"). The letter "P" will display to indicate the placement of the pause. Add as many 2 second pauses as necessary.

8 Press **PRG** again to complete. A confirmation beep will be heard.

FROM THE DESK STATION:

1 Press **DIRECTORY**.

2 Press **EDIT** (center yellow softkey).

3 Rotate the jog dial to begin programming the first letter of the name.

OR

3 Press the appropriate keypad button to toggle through the letters and numbers associated with that key (For example- press the number "5" button to toggle among the letters "J", "K" and "L", and the number "5").

4 When the desired letter appears, either wait 1-2 seconds for the cursor to automatically move to the next character, or press **>** (right yellow button) to manually move to the next character.

5 Press **EDIT** again to begin programming the phone number.

6 Use the keypad to enter the desired phone number. Remember to include a "1" for a long distance phone number and any prefixes necessary to access an outside line (such as a "9").

7 To add a 2 second pause to a Directory dialing sequence (for example, to add a delay between dialing a phone number and dialing a password or menu choice), press **PAUSE**. The letter "P" will display to indicate the placement of the pause. Add as many 2 second pauses as necessary.

8 Press **EDIT** again to complete. A confirmation ring will be heard.

TIPS FOR EDITING DIRECTORY RECORDS

1. To move the cursor forward or backward while editing, use the ▲ or ▼ keys on the cordless handset or the yellow < or > keys on the desk station.
2. To insert a character, position the cursor to the right of the location in which you wish to add the character and type the new character.
3. To insert a space between two existing characters, position the cursor to the right of the location in which you wish to insert the space. Type "00", using the keypad, to insert the space.
4. To delete a character, position the cursor on the character and press **FCN** and then **DEL** ("**1**") on the cordless handset or **DELETE** on the desk station.

TRANSFERRING A CALLER ID RECORD TO THE DIRECTORY

You can easily create a Directory record by transferring a Caller ID record to the Directory. Records can be transferred using the handset or the desk station.

1 Locate the desired Caller ID record.

2 From the handset, press **DIR**, or from the desk station press **DIRECTORY**.

3 A new Directory record will be automatically created, using the name and number of the Caller ID record.

4 If you wish to edit the new Directory record, follow the instructions for "Editing an Existing Directory Record" on page 36.

LOCATING A DIRECTORY RECORD (BY SCROLLING)

To scroll through the alphabetical list of Directory records:

FROM THE CORDLESS HANDSET:

1 From idle mode, press **DIR**.

2 Press the ▲ or ▼ keys to scroll through the Directory listings.

FROM THE DESK STATION:

1 From idle mode, rotate the jog dial **OR** press **DIRECTORY**.

2 Rotate the jog dial to scroll through the Directory listings.

LOCATING A DIRECTORY RECORD (BY JUMPING)

To jump immediately to the Directory listings beginning with a selected letter:

FROM THE CORDLESS HANDSET:

1 From idle mode, press **DIR**.

2 Press the keypad button associated with the desired letter of the alphabet. Continue pressing the keypad button until the desired letter is displayed. For example, to display the letter "V", press the "8" key three times.

3 Press the "**#**" key to begin the search.

4 The display will jump to the first Directory listing beginning with the chosen letter. If no Directory listing begins with the chosen letter, the display will jump to the next record alphabetically.

FROM THE DESK STATION:

1 From idle mode, rotate the jog dial slightly (until "Directory" appears) **OR** press **DIRECTORY**.

2 Press the keypad button associated with the desired letter and continue pressing the button until the desired letter is displayed.

3 Press the **softkey** under the word "Search".

4 The display will jump to the first Directory listing beginning with the chosen letter. If no Directory listing begins with the chosen letter, the display will jump to the next record alphabetically.

EDITING AN EXISTING DIRECTORY RECORD

FROM THE CORDLESS HANDSET:

1 Locate the desired Directory record.

2 Press *PRG*. The existing Name will display, with the cursor flashing on the first character of the Name.

3 Follow the "Editing Tips" on page 34 to edit the Name.

4 Press *PRG* again to begin editing the Number.

5 Press *PRG* a third time to save the edited record.

FROM THE DESK STATION:

1 Locate the desired Directory record.

2 Press *EDIT*. The existing Name will display, with the cursor flashing on the first character of the Name.

3 Follow the "Editing Tips" on page 34 to edit the Name.

4 Press *EDIT* again to begin editing the Number.

5 Press *EDIT* a third time to save the edited record.

PLACING A CALL FROM THE DIRECTORY

FROM THE CORDLESS HANDSET:

1 Locate the desired Directory record.

2 Press either of the *TALK* buttons.

3 The number will be automatically dialed.

FROM THE DESK STATION:

1 Locate the desired Directory record.

2 Pick up the handset.

3 The unit will begin dialing, using the line selected as the "Prime Line" (if available - otherwise it will use the other line).

OR

1 Pick up the handset (the unit automatically will select the "Prime Line" – press the desired LINE button to choose the other line instead).

2 Press *DIRECTORY* and locate the desired record.

3 Press the center of the jog dial to initiate dialing.

FROM THE SPEAKERPHONE:

1 Locate the desired Directory record.

2 Press *SPEAKER* or press the desired *LINE* button.

3 The unit will begin dialing.

OR

1 Press *SPEAKER* or press the desired *LINE* button.

2 Press *DIRECTORY* and locate the desired record.

3 Press the center of the jog dial to initiate dialing.

DELETING A DIRECTORY RECORD

FROM THE CORDLESS HANDSET:

1 Locate the desired Directory record.

2 Press *FCN* and then press *DEL* ("*1*").

3 The display will ask for confirmation that you wish to delete the record.

```
Delete ?
```

4 Press *PRG* to permanently delete the record.

FROM THE DESK STATION:

1 Locate the desired Directory record.

2 Press *CONF/DELETE*.

3 The display will ask for confirmation that you wish to delete the record.

```
DELETE?
No        Yes
```

4 Press the softkey under the word "Yes" to permanently delete the record.

DELETING ALL DIRECTORY RECORDS

FROM THE CORDLESS HANDSET:

1 Press **DIR**. The display will read "Directory".

2 Press **FCN** and then press **DEL** ("1").

3 The display will ask for confirmation that you wish to delete all of the records.

```
Delete All ?
```

4 Press **PRG** to permanently delete all of the records.

FROM THE DESK STATION:

1 Press **DIRECTORY OR** turn the jog dial slightly until "Directory" appears on the display.

2 Press **CONF/DELETE**.

3 The display will ask for confirmation that you wish to delete all of the records.

```
Delete All ?
No        Yes
```

4 Press the softkey under the word "Yes" to permanently delete all of the records.

USING A HEADSET

You may use any standard 2.5 mm headset to communicate handsfree from the desk station. A dedicated HEADSET button on the desk station allows you to keep the headset plugged-in, and to only use it when desired.

1 Plug the headset into the headset jack on the left side of the desk station (remove the rubber plug if it is covering the hole).

2 Press **HEADSET**.

HEADSET

3 Dial the number, using the keypad.

OR

3 Find a desired Caller ID or Directory Record and press the center of the jog dial.

OR

3 Press a One Touch Speed Dial button.

4 The unit will begin dialing.

5 Press **HEADSET** again to hang up.

The unit allows you to program twelve frequently dialed numbers into the one touch speed dial locations at the desk station. With the press of a button, these numbers can be dialed instantly. You can also program CENTREX or CLASS (telephone company) features into the one touch speed dial locations.

PROGRAMMING ONE TOUCH SPEED DIAL LOCATIONS

1 Press the desired Speed Dial location (1-12).

```
1
2
```
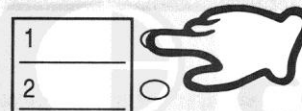
OR

1 Press **PROGRAM** and rotate the jog dial until "Directory" appears on the display. Press the center of the jog dial, then rotate the jog dial until the desired location appears.

2 Press **EDIT** (center yellow softkey).

3 Rotate the jog dial to begin programming the first letter of the name.

OR

3 Press the appropriate keypad button to toggle through the letters and numbers associated with that key (For example- press the number "5" button to toggle among the letters "J", "K" and "L", and the number "5").

4 When the desired letter appears, either wait 1-2 seconds for the cursor to automatically move to the next character, or press > (right yellow button) to manually move to the next character.

5 Press **EDIT** again to begin programming the phone number.

6 Use the keypad to enter the desired phone number. Remember to include a "1" for a long distance phone number and any prefixes necessary to access an outside line (such as a "9").

7 Press **EDIT** again to complete. A confirmation ring will be heard.

EDITING TIPS:

1. To move the cursor forward or backward while editing, press the yellow < or > keys.
2. To insert a character, position the cursor to the right of the location in which you wish to add the character and type the new character.
3. To insert a space between two characters, position the cursor to the right of the location in which you wish to insert the space. Type "00" , using the keypad, to insert the space.
4. To delete a character, position the cursor on the character and press **DELETE**.

PROGRAMMING CENTREX/ CLASS FEATURES

CENTREX features are typically numeric keys preceded by a FLASH, "*" or "#" tone. These special functions can be programmed the same way as speed dials, simple by pressing the FLASH, * or # key (as required in the programming sequence), just as if you were activating the feature directly.

For example, to program the key sequence "FLASH, * , 9", follow the normal steps to program a Speed Dial. When the unit prompts you to enter the phone number, press the FLASH button, followed by the "*" button and the "9" key. Now, each time you press that Speed Dial button, the unit will automatically initiate a hookflash ("Flash" or "Feature") and will then dial the * and the 9 to activate the corresponding CENTREX feature.

PLACING A CALL, USING ONE TOUCH SPEED DIAL

FROM THE DESK STATION HANDSET:

1 Pick up the handset.

2 Press the desired speed dial button. The number will display as the unit dials.

FROM THE SPEAKERPHONE:

1 Press **SPEAKER** or press the desired **LINE** button.

2 Press the desired speed dial button. The number will display as the unit dials.

OR
If "Instant Dial" is programmed "On":

1 Press the desired speed dial button.

2 The speakerphone automatically will be activated and the unit will begin dialing.

If "Instant Dial" is programmed "Off":

1 Press the desired speed dial button. The name and number will display on the LCD.

2 Press **SPEAKER** or press the desired **LINE** button.

DELETING A SPEED DIAL LOCATION

1 Select the desired location by pressing the one touch button.

2 Press **CONF/DELETE**.

3 The display will ask for confirmation that you wish to delete the location.

```
DELETE?
No        Yes
```

4 Press > (the softkey under the word "Yes") to permanently delete the stored location information.

If you subscribe to a messaging service from your telephone company, and that service supports FSK signaling (most do – check with your telephone company service representative to be sure), the unit will indicate when a new message is received.

When a caller leaves a message, the Voice Mail Indicator will flash and the LCD will indicate the line called. When all new messages have been played, the telephone company will send a signal to clear the indicator.

You can manually turn the Voice Mail Indicator ON or OFF. For example, if you want another user to check the voice mail after you have reviewed all message or, if the message light does not clear for any reason. If the indicator is manually turned off or on at a handset or the desk station, all other sets in the system will be changed accordingly.

MANUALLY ACTIVATING OR DEACTIVATING VMI

AT THE DESK STATION:

1 Press **PROGRAM**.

2 Rotate the jog dial until "L1 MSG Waiting" displays.

3 Press the Center of the jog dial to select this programming option.

4 Rotate the jog dial to the desired setting ("On" or Off). Press the center of the data dial to accept.

```
L1 MSG Waiting
On       [Off]
```

5 Rotate the jog dial until "L2 MSG Waiting" displays. Repeat steps 3 and 4 to program Line 2.

OR

5 Press **PROGRAM** again to exit.

AT THE HANDSET:

1 Press **PRG**.

2 Press ▲ or ▼ until "L1 MSG WAIT" or "L2 MSG WAIT" displays.

3 Press # to activate "ON" or deactivate "OFF" VMI.

4 Press ▼ to change Line 2. Repeat step 3.

OR

4 Pess **PRG** or **OFF** to exit.

"NoSvc" displays on the handset LCD

■ Make sure that the desk station is plugged in to the AC outlet.
■ Make sure that the telephone cord is properly connected to the wall jack.
■ The individual handset may not be programmed with the correct security code (See "Programming the Handset Security Code" - page 5).

Handsets keep going "off hook" by themselves (won't hang up)

■ Make sure that each handset has a DIFFERENT handset I.D.

One or more handsets don't communicate with the desk station or the other handsets

■ Make sure that each handset has the SAME security code and that the desk station also has the same security code.

Poor Sound Quality

■ The handset might be too far away from the desk station.
■ Make sure the battery is fully charged.
■ Do not use the phone near a microwave oven that is in use.
■ Another phone might be causing interference.
■ If the desk station's speakerphone is in use at the same time as a handset, keep the handset at a comfortable distance to avoid feedback. Lower the speakerphone volume.

"Out of Range" displays on the LCD

■ The handset is too far away from the desk station. Move closer to the desk station.

No Caller ID data is displayed

■ Confirm with your local telephone company that you are subscribed to Caller ID service.

No Call Waiting Caller ID data is displayed

■ Confirm with your local telephone company that you are subscribed to Call Waiting Caller ID service. Even if you have subscribed to Call Waiting and Caller ID services separately, you may need to initiate the combined Call Waiting Caller ID service.

"Private", "Unavailable", "No Name", or "Out of Area" Messages

■ All or part of the Caller ID information is not being sent by the telephone company. The information is either unavailable or is being blocked by the caller.

During a Call Waiting Call, the speaker mutes temporarily

■ This is normal operation. The speaker must be muted briefly to allow the phone to receive Call Waiting Caller ID information.

Voice Message Indication does not work

■ Contact your local telephone company to make sure that your telephone line receives FSK message signaling.

Unable to Intercom handset or more than one handset answers an intercom call.

■ Make sure all handset ID's are unique. Handset ID's can be programmed 11-70 without duplication.

Unable to "Flash" to a Call Waiting call or Centrex features do not work.

■ Check with your phone company to determine the necessary flash time in your area. Flash time is set to 600ms. Refer to page 7.

INSTALLATION INSTRUCTIONS

1. Never install telephone wiring during a lightning storm.
2. Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
3. Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
4. Use caution when installing or modifying telephone lines.

SAFETY PRECAUTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on the product.
3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this product near water: for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool.
5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious product damage.
6. Slots and openings in the cabinet and the back or bottom are provided for ventilation. To protect it from overheating, these openings must not be blocked or covered by placing the product on the bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in an enclosed environment unless proper ventilation is provided.
7. Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by animals or persons walking on it.
8. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
9. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
10. To reduce the risk of electric shock, do not disassemble this product. Take it to a qualified serviceperson when service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect re-assembly can cause electric shock when the appliance is subsequently used.
11. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
    A. When the power supply cord or plug is damaged or frayed.
    B. If liquid has been spilled into the product.
    C. If the product has been exposed to rain or water.
    D. If the product does not operate normally by following the operating instructions. Adjust only those controls that are covered by the operating instructions because improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
    E. If the product has been dropped or the cabinet has been damaged.
    F. If the product exhibits a distinct change in performance.
12. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
13. Do not use the telephone to report a gas leak while near the leak.
14. You should use ONLY the power adapter supplied with your telephone.

SAVE THESE INSTRUCTIONS

FCC REQUIREMENTS
USER INSTRUCTIONS

1. This equipment complies with Part 68 of the FCC rules. On the bottom of this equipment is a label that contains, among other information, the FCC registration number and Ringer Equivalence Number (REN) for this equipment. If requested, provide this information to your telephone company.

2. The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

3. If your telephone causes harm to the telephone network, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice is not practical, you will be notified as soon as possible. You will be advised of your right to file a complaint with the FCC.

4. Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so as to give you an opportunity to maintain uninterrupted service.

5. If there is a problem with this unit, the telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or you are sure that the equipment is not malfunctioning.

6. Repairs can only be made by the manufacturer or an authorized service agency. Unauthorized repairs void registration and warranty. Contact seller or manufacturer for details of permissible user-performed routine repairs, and where and how to have other than routine repairs made.

7. This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. (Contact your state public utility commission or corporation commission for information.)

Jacks: RJ11 and RJ14 Ringer Equivalence: See bottom/underside of the desk station unit.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures

● Reorient or relocate the receiving antenna.
● Increase the separation between the equipment and receiver.
● Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
● Consult the dealer or an experienced radio/TV technician for help.

Any changes made by the user not approved by the manufacturer can void the user's authority to operate the equipment. **This product is hearing aid compatible.**

WALL MOUNTING

The unit can easily be wall mounted by following these instructions.

1. Install two screws into the wall using the template, on this page, as a guide.

NOTE:
■ Purchase wood screws, round head, brass, size #10, 1 1/4 inch in length.

2. Thread the telephone line cords through channels on the bottom of the unit.

3. Align the wall mount bracket, with the narrow end of the wedge pointing upward, into the bottom four wall mount ports and push in to lock in place.

4. Plug the telephone line into the wall jack.

5. Hang the unit on the wall.

TEMPLATE
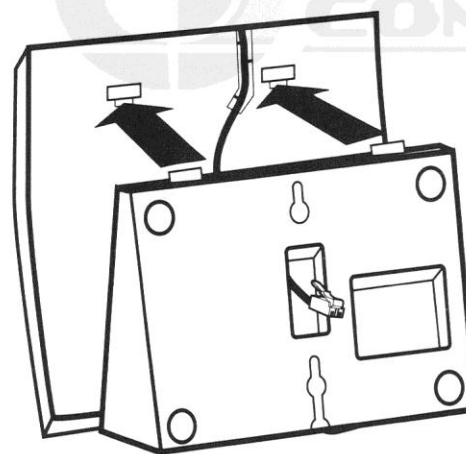
Technical Specifications

FCC Registration No: See bottom/
    underside of the unit's desk station
Frequency Control: Crystal
Operation Mode: 2.4 GHz Frequency
    Hopping Spread Spectrum
Ringer Equivalence: See bottom/
    underside of the unit's desk station
Jack: 2X RJ11
      1X RJ14

Transmitting and Receiving Frequency
    Handset and Base:
    2400 MHz - 2483.5 MHz

Security Code Combinations: 7,529,536

Power Source
    Handset: Replaceable NiMH Batteries
           DC 3.6V 700mAh
    Base Unit: DC 9V 1000 mAh

Handset Battery Life
    Standby: 48 hours
    Talk: 5 hours
    Recharging Time: 2.5 hours

The unit is hearing aid compatible.

Design and specifications are subject to change without notice.