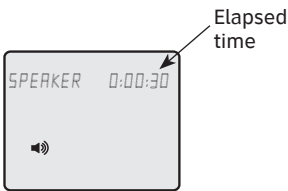


i **NOTE:** Pressing **PHONE/FLASH** to access services from your local telephone service provider will not affect the elapsed time.



Handset operation

Making a call

To make a call:

- Press **PHONE/FLASH** or **SPEAKER**, then enter the telephone number.

To end a call:

- Press **OFF/CLEAR** or return the handset in the telephone base or charger.

On-hook dialing

- Enter the telephone number, then press **PHONE/FLASH** or **SPEAKER**. Press **MUTE/REMOVE** or **OFF/CLEAR** at any time to make corrections as you are entering numbers.

The screen displays the elapsed time as you talk (in hours, minutes and seconds).

Handset speakerphone

During a call you can press **SPEAKER** to alternate between hands-free speakerphone and normal handset use. Press **OFF/CLEAR** to hang up.

i **NOTE:** If a headset is plugged into the handset, you will not be able to use the handset speakerphone.

Answering a call

To answer a call:

- Press **PHONE/FLASH** or **SPEAKER**.
- OR–
- Press any dial pad key (0-9, * or #).

To end a call:

- Press the **OFF/CLEAR** or return the handset in the telephone base or charger.



Handset operation


Auto off

A call will be terminated automatically by placing the handset in the telephone base or charger.



Last number redial

To view the dialed numbers:



- Press **REDIAL/PAUSE** to display the most recently called number (up to 32 digits).
- Press ,  or **REDIAL/PAUSE** repeatedly to view up to five recently called numbers.

The handset will beep twice at the beginning and end of the list. Press  **OFF/CLEAR** to exit.

To redial a number:

- Press  **PHONE/FLASH** or  **SPEAKER** to redial the displayed number.

–OR–

- Press  **PHONE/FLASH** or  **SPEAKER** then **REDIAL/PAUSE** to call the most recently called number (up to 32 digits).

Press **MUTE/REMOVE** to delete the displayed number from the redial memory.






Handset operation


Handset locator

The handset locator feature is useful if you misplace a handset(s).




To start the paging tone:

- Press  **HANDSET LOCATOR** at the telephone base. This starts the paging tone at the handset(s) for 60 seconds to help you locate the handset(s).



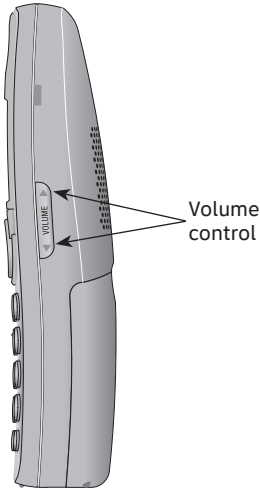
NOTE: When paging, if you press  **OFF/CLEAR** or **MUTE/REMOVE** on a handset, the ringer of the handset will be silent but the handset locator feature will not be cancelled.

To stop the paging tone:

- Press  **PHONE/FLASH**,  **SPEAKER**, or any dial pad key (0-9, *, or #) on the handset(s),
–OR–
- Press  **HANDSET LOCATOR** on the telephone base.



NOTE: The handset ringer volume also determines the level of the paging tone. If the handset ringer volume level is set to off, that handset will be silent for all calls and paging (page 19).



Options while on calls

Volume control

Press the **VOLUME ▼▲** keys on the side of the handset to adjust listening volume. Each press of the button increases or decreases the volume.



NOTES:

1. All volume settings, (normal handset, speakerphone, and headset) are independent.
2. When the volume level has reached the minimum or maximum setting, you will hear two beeps.

Call waiting

If you subscribe to call waiting service with your local telephone service provider, you will hear a beep if someone calls while you are already on a call. Press **☎PHONE/FLASH** to put your current call on hold and take the new call. You can press **☎PHONE/FLASH** at any time to switch back and forth between calls.

Multiple handset use (Not applicable to TL72108)

If a handset is already in use and you would like to join the call, press **☎PHONE/FLASH** or **🔊SPEAKER** on another system handset.

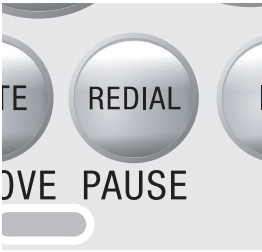
Press **🔌OFF/CLEAR** or place the handset in the telephone base or charger to exit the call. The call will not be terminated until all handsets hang up.



NOTE: A maximum of two handsets can be used at once on an outside call.

Options while on calls

Last number redial



While on a call, you can press **REDIAL/PAUSE** to review the most recently called number. To return to your call, press **REDIAL/PAUSE**. If you do not press **REDIAL/PAUSE** within two seconds, the most recently called number displayed will be dialed automatically.



NOTE: While on a call, only the most recently called number can be reviewed, and erasing the entry is not allowed. For more details about the redial memory, see page 11.

Mute



The mute function allows you to silence the microphone. You can hear the caller, but the caller will not be able to hear you.

To mute the call:

- Press **MUTE/REMOVE** to silence the microphone. When mute is on, **MUTED** will display temporarily on the handset screen and **MUTE** will be shown until mute is turned off.

To un-mute the call:

- Press **MUTE/REMOVE** again and resume speaking. When mute is turned off, **MICROPHONE ON** will display temporarily on the handset screen.



NOTE: You cannot press **OFF/CLEAR** to exit redial, directory or caller ID access without ending the call.


Temporary tone dialing

If you only have dial pulse (rotary service), you can temporarily switch to touch tone dialing during a call by pressing *. This can be useful if you need to send tone signals for access to answering systems or long-distance services.

After you hang up or press **PHONE/FLASH** (to receive a call waiting call), the phone automatically returns to dial pulse (rotary) service.

Options while on calls


Directory

While on a call, you can press **DIR** to review the directory. To clear the entry from the display, press and hold  **OFF/CLEAR**. To dial the displayed number, press **MENU/SELECT**.



NOTE: While reviewing the directory on a call, editing an entry is not allowed. For more details about the directory, see page 24.

Caller ID log

While on a call, you can press **CID** to review the caller ID log. To dial the displayed number, press **MENU/SELECT**. To clear the entry from the display, press and hold  **OFF/CLEAR**.



NOTE: While reviewing the call log on a call, storing the caller ID number in the directory is not allowed. For more details about the call log, see page 30.

Intercom

Use the intercom feature for conversation between handsets. This feature is not applicable to TL72108.



Model TL72208

1. Press **INT**. The screen will show **CALLING OTHER HANDSET**. The destination handset will ring, and its screen will show **OTHER HANDSET IS CALLING**.
2. On the ringing destination handset, press **PHONE/FLASH**, **INT**, **SPEAKER**, or any dial pad key (0-9, * or #) to answer the intercom call.

Models TL72308/TL72408

1. Press **INT**. The screen of the originating handset will show **INTERCOM TO:**.
2. Enter the handset number of the destination handset. The display will show **CALLING HANDSET X**. The destination handset will ring, and its screen will show **HANDSET X IS CALLING**.
3. On the ringing destination handset, press **PHONE/FLASH**, **INT**, **SPEAKER**, or any dial pad key (0-9, * or #) to answer the intercom call.



NOTES:

1. Before the intercom call is answered, you can cancel the intercom call by pressing **OFF/CLEAR** or **INT** on the originating handset.
2. If the destination handset is not answered within 100 seconds or if it is in the directory or call log mode, or out of range, the originating handset will show the message **UNABLE TO CALL TRY AGAIN**.
3. Pressing **OFF/CLEAR** or **MUTE/REMOVE** will temporarily silence the intercom ringer.

To end the intercom call:

- Press **OFF/CLEAR** or **INT** on either handset.
- OR-
- Place either handset in the charger or telephone base.

Intercom call transfer

Use the intercom feature to transfer an external call from one handset to another. This feature is not applicable to TL72108.



Model TL72208

1. During a conversation with an external call, press **INT**. The external call is automatically placed on hold. The handset's screen will show **CALLING OTHER HANDSET**. The destination handset will ring, and its screen will show **OTHER HANDSET IS CALLING**.
2. On the ringing destination handset, press **PHONE/FLASH**, **INT**, **SPEAKER**, or any dial pad key (0-9, * or #) to answer the intercom call. You can now talk without the external caller hearing the conversation.
3. Press **OFF/CLEAR** on the originating handset or place that handset in the telephone base or handset charger to complete the transfer. The originating handset's screen will show **CALL TRANSFERRED** and the other handset will automatically be connected to the external call.



NOTES:

1. Before the intercom call is answered, you can cancel the transfer and return to the external call by pressing **OFF/CLEAR**, **PHONE/FLASH**, or **INT** on the originating handset.
2. If the destination handset does not answer the intercom call within 100 seconds, or if the other handset is in the directory or call log mode, or out of range, the originating handset will show **UNABLE TO CALL TRY AGAIN** on its screen and will automatically return to the external call.
3. You can switch between the intercom call and the outside call by pressing **INT** on the originating handset. The display will change between **INTERCOM** and **OUTSIDE CALL** to indicate which party is active.
4. You can end the intercom call and return to the external call by pressing **PHONE/FLASH** on the originating handset.

Intercom call transfer

Models TL72308/TL72408

1. During a conversation with an external call, press **INT**. The external call is automatically placed on hold and **TRANSFER TO:** is displayed on the screen.
2. Enter the destination handset number (1, 2, 3 or 4). The originating set's screen will show **CALLING HANDSET X**. The destination handset will ring, and its screen will show **HANDSET X IS CALLING**.
3. On the ringing destination handset, press **\PHONE/FLASH, INT, \SPEAKER**, or any dial pad key (0-9, * or #) to answer the intercom call. You can now talk without the external caller hearing the conversation.
4. Press **\OFF/CLEAR** on the originating handset or place that handset in the telephone base or handset charger to complete the transfer. The originating handset's screen will show **CALL TRANSFERRED** and the other handset will automatically be connected to the external call.





NOTES:



1. Before the intercom call is answered, you can cancel the transfer and return to the external call by pressing **\OFF/CLEAR, \PHONE/FLASH, or INT**.
2. If the destination handset does not answer the intercom call within 100 seconds, or if the other handset is in the directory or call log mode, or out of range, the originating handset will show **UNABLE TO CALL TRY AGAIN** on its screen and will automatically return to the external call.
3. You can switch between the intercom call and the outside call by pressing **INT** on the originating handset. The display will change between **INTERCOM** and **OUTSIDE CALL** to indicate which party is active.
4. You can end the intercom call and return to the external call by pressing **\PHONE/FLASH** on the originating handset.

Handset settings

Using the feature menu, you can change settings to customize how the telephone works.


1. Press **MENU/SELECT** in idle mode to enter the feature menu.
2. Use  or  to scroll to the feature to be changed. When scrolling through the menu, the top menu item is always highlighted with a > symbol.
3. Press **MENU/SELECT** to select the highlighted item.







NOTE: To cancel an operation, back up to the previous menu or exit the menu display, press  **OFF/CLEAR**. Press and hold  **OFF/CLEAR** to return to idle mode.



Ringer volume

Using this menu, you can set a ring volume level (1-6), or turn the ringer off. When the ringer is turned off, the  will appear on the handset screen.

To adjust the **RINGER VOLUME:**

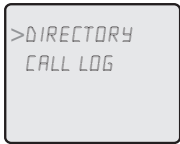
1. Press **MENU/SELECT** in idle mode to enter the feature menu.
2. Use  or  to scroll to the **>RINGER VOLUME** menu, then press **MENU/SELECT**.
3. Press  or  to sample each volume level.
4. Press **MENU/SELECT** to save your preference and return to the feature menu.

-OR-

When the handset is in idle mode, press the **VOLUME ▼▲** buttons on the right side of the handset to change ringer volume.



NOTE: The ringer volume level also determines the ringer levels of intercom calls (pages 16-18) and the paging tone when initiating the handset locator feature (page 12). If the handset ringer volume level is set to off, that handset is silenced for all incoming calls and paging.







Handset settings

Ringer tone

This feature allows you to choose one of 10 ringer tones.

To choose a ringer tone:

1. Press **MENU/SELECT** in idle mode to enter the feature menu.
2. Use  or  to scroll to the **>RINGER TONE** menu, then press **MENU/SELECT**.
3. Press  or  to sample each ringer tone.
4. Press **MENU/SELECT** to save your preference and return to the feature menu.

>DIRECTORY
CALL LOG

>RINGER TONE
KEY TONE

RINGER TONE
1

>DIRECTORY
CALL LOG





>KEY TONE
LANGUAGE

KEY TONE
ON

Key tone

The handset is factory programmed to beep with each key press. If you turn off the **KEY TONE**, there will be no beeps when keys are pressed.

To turn the **KEY TONE** on or off:





1. Press **MENU/SELECT** in idle mode to enter the feature menu.
2. Use  or  to scroll to the **>KEY TONE** menu, then press **MENU/SELECT**.
3. Press  or  to select **ON** or **OFF**.
4. Press **MENU/SELECT** to save your preference and return to the feature menu.

Handset settings

Language

In this menu, you can select the language used for all screen displays.

To select a language:

1. Press **MENU/SELECT** in idle mode to enter the feature menu.
2. Use  or  to scroll to the **>LANGUAGE** menu, then press **MENU/SELECT**.
3. Press  or  to select **ENGLISH, FRANCAIS** or **ESPANOL**.
4. Press **MENU/SELECT** to save your preference and return to the feature menu.



>DIRECTORY
CALL LOG




>LANGUAGE
CLR VOICE MAIL



LANGUAGE
ENGLISH

Handset settings

Visual message waiting (voicemail) indicator

If you subscribe to a voice mail service provided by your local telephone company, the visual message waiting indicator (VMWI) feature will provide visual indication when you have new voice mail messages - the **VOICEMAIL** light on the telephone base will flash, and **NEW VOICE MAIL** and the  icon will appear on all handset screen(s).






NOTE: This feature does not indicate new answering system messages recorded on your phone.

Clear voice mail indication


Use this feature when the telephone indicates that there is new voice mail but there is none (for example, when you have accessed your voice mail from a different telephone line while away from home). If there actually are new voice mail messages, your local telephone company will continue to send the signal to activate the visual message waiting indication.

To manually turn off the new voice mail indication:

1. Press **MENU/SELECT** in idle mode to enter the feature menu.
2. Use  or  to scroll to the **>CLR VOICE MAIL** menu, then press **MENU/SELECT**.
3. Press **MENU/SELECT** again to turn the voice mail indication off, or press  **OFF/CLEAR** to exit.



NOTES:

1. Telephone company voice mail may alert you to new messages with stutter (broken) dial tone. Contact your telephone company for more details.
2. This only turns off the displayed **NEW VOICE MAIL** message,  icon and **VOICEMAIL** light; it does not delete your voice mail message(s).

>DIRECTORY
CALL LOG





>CLR VOICE MAIL
DIAL TYPE

TURN INDICATOR
OFF?

Handset settings

Dial type


Using this function, you can choose **TONE** or **PULSE** (rotary) dialing. The factory default setting is **TONE**. Change this to **PULSE** only if you do not have touch-tone dialing service.

1. Press **MENU/SELECT** in idle mode to enter the feature menu.
2. Use  or  to scroll to the **>DIAL TYPE** menu, press **MENU/SELECT**.
3. Press the  or  to select **TONE** or **PULSE**.
4. Press **MENU/SELECT** to save your preference.




NOTE: If you have more than one handset registered, dial type change made on any one handset will apply to all.

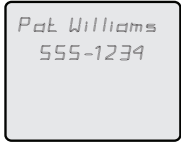
Temporary ring silencing

Press  **OFF/CLEAR** or **MUTE/REMOVE** while the telephone is ringing to silence the ringer temporarily. This will silence the ringer without disconnecting the call. The next incoming call will ring normally at the preset volume.



NOTE: If there is more than one handset in use, all handsets ring with an incoming call except those with the volume turned off. Pressing  **OFF/CLEAR** or **MUTE/REMOVE** on one handset will only silence the ringer of that particular handset but the other handset(s) will continue to ring.





Directory

Shared directory

The directory is stored in the telephone base, and is shared by all handsets. Changes made to the directory on any one handset will apply to all.



NOTE: Only one handset can review the directory or caller ID log at a time. If another handset attempts to enter the directory, the screen will display **NOT AVAILABLE AT THIS TIME**.

Memory capacity

The directory can store up to 50 entries, with a maximum of 15 alphanumeric characters (including spaces) and 30 digits. A convenient search feature can help you find and dial numbers quickly (page 28).

If all memory locations are in use, the screen will display **LIST FULL**. You will not be able to store a new number until an existing one is deleted.

Exiting the directory

Press **OFF/CLEAR** to cancel an operation, back up to the previous menu, or exit the menu display. Press and hold **OFF/CLEAR** to return to the idle mode.

If you pause for too long while creating or reviewing an entry, the procedure will time out and you will have to begin again.

New directory entries

To create and store a new directory entry





1. Press **MENU/SELECT** in idle mode to enter the feature menu.
 2. Press **MENU/SELECT** again to enter the >**DIRECTORY** menu.
 3. Press to highlight **STORE**.
 4. Press **MENU/SELECT**
 5. Enter the telephone number when prompted.
 - Use the dial pad to enter up to 30 digits.
 - Press or to move the cursor to the left or right.
 - Press **MUTE/REMOVE** to erase numbers.
 - Press and hold **REDIAL/PAUSE** to enter a three-second dialing pause.
- OR-**
- Copy a number from redial by pressing **REDIAL/PAUSE** then press or to locate the number to copy. Press **MENU/SELECT** to copy the number.
6. Press **MENU/SELECT** to save the number in the display. The display will show **ALREADY SAVED** if the number is already in the directory.

New directory entries

7. Enter the name when prompted.

- Use the dial pad to enter a name (up to 15 characters). Each time a key is pressed, the character on that key will be displayed. Additional key presses will produce other characters on that key. See the chart below.

- Press  or  to move the cursor to the left or right.
- Press **MUTE/REMOVE** to erase letters.

ENTER NAME
Pat Williams_



NOTE: The first word of every word will be capitalized. The remaining letters in a word begin with lower case letters shown in the chart to the right.

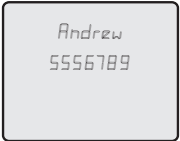
Dial Key	Characters by number of key presses								
	1	2	3	4	5	6	7	8	9
1	1	#	'	,	-	.	&		
2	A	B	C	2	a	b	c		
3	D	E	F	3	d	e	f		
4	G	H	I	4	g	h	i		
5	J	K	L	5	j	k	l		
6	M	N	O	6	m	n	o		
7	P	Q	R	S	7	p	q	r	s
8	T	U	V	8	t	u	v		
9	W	X	Y	Z	9	w	x	y	z
0	0								
*	*	?	!	/	()	@		
#	space								



8. Press **MENU/SELECT** to store your new directory entry. The name and the telephone number will then be shown on the screen. To change it later, see page 29.

Pat Williams
555-1234

Directory review

To review directory entries



1. Press **DIR** in idle mode to display the first listing in the directory. **DIRECTORY EMPTY** will be displayed if there are no directory entries.
-OR-
You can also display the first listing in the directory by first pressing **MENU/SELECT** twice, then press **MENU/SELECT** again to choose **>REVIEW**.
2. Press  or  to browse through the directory. Entries will be displayed alphabetically by the first letter in the name.

Directory search

To search by name



1. Press **DIR** in idle mode to display the first listing in the directory. **DIRECTORY EMPTY** will be displayed if there are no directory entries.
2. When a name entry is displayed, press the dial pad keys (2-9) to start a quick name search.
The directory will display the first name beginning with the first letter associated with the dial pad key, if there is an entry in the directory that begins with that letter.
3. To see other names that start with the letters on the dial pad key, keep pressing the key. The names will be shown in alphabetical order.

For example, if you have name entries **Jennifer**, **Jessie**, **Kevin** and **Linda** in your directory:

- If you press **5 (JKL)** once, you will see **Jennifer**.
- If you press **5 (JKL)** twice, you will see **Jessie**.
- If you press **5 (JKL)** three times, you will see **Kevin**.
- If you press **5 (JKL)** four times, you will see **Linda**.
- If you press **5 (JKL)** five times, you will see **Jennifer** again.



NOTES:

1. If there is no name entry matching the first letter of the key you press, you will see a name entry that matches the second letter of the key.
2. If you press a key (2-9) and there is no name entry to match those letters, the directory will show the entry that matches the next available letter in the directory.

To dial, delete or edit entries

To dial, delete or edit a directory entry (name and number), the entry must be displayed on the handset. Use directory search (pages 27-28) to display an entry.

Display dial

To dial a displayed number from the directory, press **PHONE/FLASH** or **SPEAKER**.

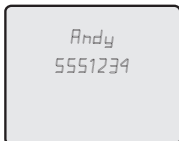
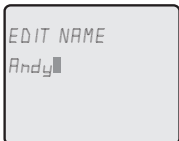
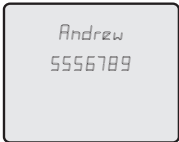
To delete an entry

When a directory entry is displayed, press **MUTE/REMOVE** to delete the displayed entry from the directory. Once deleted, an entry cannot be retrieved.

To edit an entry

When a directory entry is displayed:

1. Press **MENU/SELECT** to modify the entry. You will be prompted to **EDIT NUMBER**.
 - Press the dial pad keys to add digits.
 - Press **MUTE/REMOVE** to erase digits.
 - Press **←** or **→** to move the cursor.
 - Press and hold **REDIAL/PAUSE** to add a three-second pause if desired.
 - Press **REDIAL/PAUSE**, then **←** or **→** to scroll to a previously dialed number. Press **MENU/SELECT** to add the redial number to the entry.
2. Press **MENU/SELECT**. You will be prompted to **EDIT NAME**.
 - Press the dial pad keys to add characters (page 26).
 - Press **MUTE/REMOVE** to erase characters.
 - Press **←** or **→** to move the cursor.
3. Press **MENU/SELECT** to confirm.





Caller ID operation

Information about caller ID with call waiting

This product has a caller ID function with call waiting feature which works with service from your local telephone company.

Caller ID with call waiting lets you see the name and telephone number of the caller before answering the telephone, even while on another call.

It may be necessary to change your telephone service to use this feature. Contact your telephone company if:

- You have both caller ID and call waiting, but as separate services (you may need combined service).
- You have only caller ID service, or only call waiting service.
- You do not have any caller ID or call waiting services.

This product can be used with regular caller ID service, or this product's other features can be used without subscribing to either caller ID or combined caller ID with call waiting service.

There are fees for caller ID services. In addition, services may not be available in all areas.

Depending on your service, you may see the caller's number or the caller's name and number. This product can provide information only if both you and the caller are in areas offering caller ID service and if both telephone companies use compatible equipment. The time and date are sent by the telephone company along with the call information.



NOTE: Caller ID features will work only if both you and the caller are in areas offering caller ID service, and if both telephone companies use compatible equipment.



Caller ID operation

How the call log works

Information about the last 50 incoming calls is stored in the call log. You can review the call log to find out who has called, easily return the call, or copy the caller's name and number into your directory.

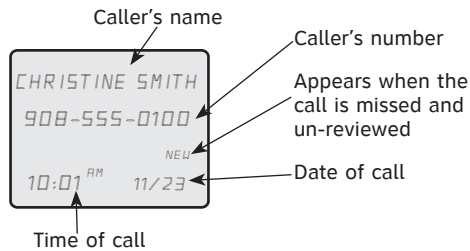
When the call log is full, the oldest entry is deleted to make room for new incoming call information.

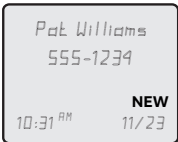
If you answer a call before the information appears on the screen, it will not be saved in the call log.

The call log is stored in the telephone base, and is shared by all handsets. Changes made at any one handset will be reflected in all.



NOTE: Only one handset can review the caller ID log or directory at a time. If another handset attempts to enter the directory or caller ID log, it will display **NOT AVAILABLE AT THIS TIME**.





Caller ID operation

Memory match

If the incoming telephone number exactly matches a telephone number in your directory, the name that appears on the screen will match the corresponding name in your directory.

For example, if Christine Smith calls, her name will appear as **Chris** if this is how you entered it into your directory.



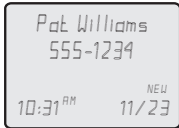
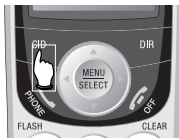
NOTE: The number shown by your caller ID will be in the format sent by the phone company. The phone company usually delivers ten-digit phone numbers (area code plus phone number). If the telephone number of the person calling does not exactly match a number in your directory, the name will appear as delivered by the phone company. For example if the phone company includes the area code and the directory number does not, the name will appear as delivered by the phone company.

Missed calls indicator

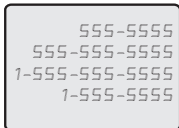
When a handset is in idle mode and has calls that have not been reviewed, its screen will show **XX MISSED CALLS**.

All entries which have not been reviewed will be counted as missed calls when the phone is idle. Each time a call log entry marked **NEW** is reviewed, the number of missed calls decreases by one.

If you have too many missed calls and you do not want to review them one by one, but you still want to keep them in the call log, you can press and hold **OFF/CLEAR** for four seconds when the handset is idle. All the entries in the caller ID log will be considered old (have been reviewed), and the missed calls counter is reset to 0.



The various dialing options are:



NOTE: If both the name and number are not provided, **UNABLE TO SAVE** will be displayed.

To review the call log

To review the call log

1. Press **CID** to review the call log. The call log displays the caller ID entries in reverse chronological order starting with the most recent call.

-OR-

You can also review the call log by pressing **MENU/SELECT**, then use or to scroll to the **>CALL LOG**, then press **MENU/SELECT**.

2. Press or to scroll through the list as shown on the left.

To dial from the call log

While reviewing a call log entry:

- Press **\PHONE/FLASH** or **SPEAKER** to call the number as it is displayed in the call log.

-OR-

- Press **#** repeatedly to see the various dialing options (you can choose to dial with or without an area code, or with or without the 1), then press **\PHONE/FLASH** or **SPEAKER** to place the call.



NOTE: You may need to change how a caller ID number will be dialed if the entry is not displayed in the correct format. Caller ID numbers may appear with an area code which may not be required for local calls, or without a 1 which may be needed for long distance calls.

Other options

- Press **MUTE/REMOVE** to delete the displayed entry from the call log.
- Press and hold **MUTE/REMOVE** to delete all entries from the call log. When asked to confirm, press **MENU/SELECT** to clear the call log of all entries, or press **OFF/CLEAR** to exit and leave all call log entries intact.
- Press **MENU/SELECT** to copy this entry into your directory. If the name or number is not provided, you will be prompted to enter them (page 26).
- Press **OFF/CLEAR** to exit the call log.

Message counter

Number of messages stored
(or during playback, message
number currently playing)



Answering system operation

Message capacity

The answering system can record up to 99 messages, depending on the length of each message. Individual messages can be up to four minutes long, and the total maximum recording time is 14 minutes. Messages will remain available for replay until you delete them.

Voice prompts

Each time you press any answering system key, the answering system uses voice prompts to guide you.



Day & time announcement

To check day & time

You can press **CLOCK** when the system is idle to hear the current day and time without changing it.

To set day & time

Before playing each message, the answering system announces the day and time the message was received.

Follow the steps below to set the year, time and day, so messages are dated correctly. Each time you press **▶▶SKIP** or **◀◀REPEAT**, the year, hour, minute or day increases or decreases by one. Press and hold **▶▶SKIP** or **◀◀REPEAT** to increase or decrease the minutes or year by increments of ten. When you hear the correct setting, press **CLOCK** to move to the next setting.

1. Press **CLOCK**, the system will announce the current clock setting, then announces "To set the clock, press **CLOCK**."
2. Press **CLOCK**, The system will announce the current year setting, then announces "To change the year, press **SKIP** or **REPEAT**, to change the hour, press **CLOCK**."
3. Press **CLOCK**, The system will announce the current hour setting, then announces "To change the hour, press **SKIP** or **REPEAT**, to change the minute, press **CLOCK**."
4. Press **CLOCK**, The system will announce the current minute setting, then announces "To change the minute, press **SKIP** or **REPEAT**, to change the day, press **CLOCK**."
5. Press **CLOCK**, The system will announce the current day setting, then announces "To change the day, press **SKIP** or **REPEAT**, press **CLOCK** when you are done".
6. Press **CLOCK**. The system announces the current clock setting.



NOTES:

1. If the clock was not set when the message was recorded, the system will announce "Time and day not set."
2. Caller ID provides the time and date. Set the year so that the day of the week can be calculated from the caller ID information. After you set the time once, it will thereafter be set automatically with incoming caller ID information. The time will be set automatically only if you subscribe to caller ID service provided by your local telephone company (page 30).

Outgoing announcements

Outgoing announcements are the messages callers hear when calls are answered by the answering system.

The telephone is pre-set with an outgoing announcement. If the telephone is set up to record messages, it answers calls with *"Hello. Please leave a message after the tone."* You can use this announcement, or replace it with your own recording.

To play your outgoing announcement

Press **ANNC.** then you will hear *"Announcement. Press **PLAY** or press **RECORD.**"* Press **▶/■ PLAY/STOP** to hear the outgoing announcement. Press **ANNC** to exit the announcement menu.

To record your outgoing announcement

Press **ANNC.** You will hear *"Announcement. Press **PLAY** or press **RECORD.**"* Then press **RECORD** and begin speaking after you hear *"Record after the tone. Press **STOP** when you are done."* Speak facing the telephone base from about nine inches away. Press **▶/■ PLAY/STOP** when you are done. Your recorded announcement will be played back. To listen to the recorded announcement again, press **▶/■ PLAY/STOP.** To re-record a new announcement, press **RECORD** then follow the above steps. Press **ANNC** to exit the announcement menu.

Elapsed time (in seconds) will be shown in the message window when recording. You can record an announcement up to 90 seconds long. Announcement shorter than two seconds long will not be recorded.

To delete your outgoing announcement

Press **ANNC.** You will hear *"Announcement. Press **PLAY** or press **RECORD.**"* Then press **▶/■ PLAY/STOP** to begin playback. Press **X DELETE** during playback to delete your announcement. Press **ANNC** to exit the announcement menu.

When your announcement is deleted, calls will be answered with the pre-set announcement described above.

Changing feature options



You can change how the answering system operates. Press **SETUP** repeatedly to hear each feature. When you hear the feature you want to modify press **▶▶SKIP** or **◀◀REPEAT** to change the setting. Press **SETUP** to confirm your selection and move to the next menu option or press **▶/■ PLAY/STOP** to confirm your selection and exit the menu.

1. **SETUP**

Press until desired feature is heard (see list at right).

2. **▶▶SKIP** or **◀◀REPEAT**

Press until desired selection is heard.

3. **SETUP**

Press to set selection and move to next menu option.

- OR -



Press to set selection and exit menu.

Feature options (Default settings underlined>)

System announces:

Feature description:

"Number of rings," current setting, then "To change the setting press **SKIP** or **REPEAT**; to continue setup, press **SETUP**." Options: 2/4/6/toll saver

Choose number of rings before the system answers a call. When toll saver is active, the system answers after two rings if you have new messages, and after four rings if you have no new messages. When retrieving messages from a long-distance call, you may disconnect your call after three rings so that long distance charges will not be charged.

"Base ringer," current setting, then "To change the setting press **SKIP** or **REPEAT**; to continue setup, press **SETUP**." Options: high/low/off

Choose base ringer volume to high or low level, or turn the base ringer off.

"Remote access code," current setting, then "To change the setting press **SKIP** or **REPEAT**; to continue setup, press **SETUP**." Options: (select two-digit code) 19

Select a two-digit number (10-99) for remote access from another telephone (page 42).



NOTE: Press and hold **▶▶SKIP** or **◀◀REPEAT** to increase or decrease the remote access code number by increments of 10.

"Message alert tone," current setting, then "To change the setting press **SKIP** or **REPEAT**; to continue setup, press **SETUP**." Options: on/off

When on, the telephone beeps every 10 seconds when there are new messages.



NOTE:

The message alert tone will beep only if all the conditions below are met:

- Answering system is on.
- Message alert tone setting is on.
- There are new messages. Pressing any telephone base key (except **HANDSET LOCATOR**) will temporarily silence the message alert tone. If you press **X DELETE** in idle mode, there will be a voice prompt to direct you to press **X DELETE** again to delete all old messages, the message alert tone will be temporarily silenced. The message alert tone will be re-activated with the next incoming message.