Pre-Dialing

1. With the phone idle, manually enter the telephone number. The maximum pre-dialing number length is 32 digits, if the number is over 32 digits, it will emit an error tone. The telephone number shows in the display.

2. Press the **DIAL** Soft key (on base only), **Spk** button, **Talk** button (handset only), or **line 1** or **line 2** button to take a line, or pick up the corded handset (on the base only) and then the telephone number will be dialed out.

Answering a Call

For cordless handset:

1. Press the **Talk** button to answer the call in receiver mode,

     -OR-

2. Press the **Spk** button to answer the call in speakerphone mode,

     -OR-

3. Press the corresponding **LINE** Soft key to answer the call in receiver mode.

4. When finished, press **end** button.

For the base:

1. Pick up the corded handset,

     -OR-

2. Press the **speaker** button to answer the call in speakerphone mode,

     -OR-

3. Press the corresponding **line** button to answer the call in speakerphone mode,

     -OR-

4. Press the **headset** button on base to answer the call in headset mode.

5. Press the Talk On/Off button on the cordless headset (only applicable for RCA 25065RE1).

6. When finished, hang up the corded handset or press **Spk** button (in speakerphone) or **headset** button (in headset mode) or press the Talk On/Off button on the cordless headset (only applicable for RCA 25065RE1) to end the call.

   NOTE: If you have set the Auto Answer as On in the cordless handset, you can answer the call directly by picking up this handset from the charger, without pressing any buttons.

   NOTE: Adjust the volume by pressing the vol (- or +) button during a call.

Switching Between the Speakerphone, Handset and Headset Mode

Base

To switch to the speakerphone, press **speaker** button. The speakerphone indicator illuminates. Place the corded handset back into the cradle.

To switch to the corded handset, pick up the handset. The speakerphone or corded headset indicator will turn off.

To switch to the headset, press the **headset** button to enable the headset, and the headset indicator illuminates.

Cordless Handset

To switch to the speakerphone, press **Spk** button.

If the headset is plug in, press **Talk** button to switch to headset.

If the headset is not plug in, press **Talk** button to switch to cordless handset receiver.

Mute

To have a private, off-line conversation, use the Mute feature. The party on the other end of the line cannot hear you, but you can still hear them.

1. Press **mute** button to activate the mute feature.

   NOTE: When using the mute feature on the base, the indicator will illuminate when the mute is activated.

2. Press the **mute** button again to de-activate.

Do Not Disturb

This feature is set at individual telephones to disable (silence) an incoming ring signal, intercom ring. When there is an incoming call or an intercom call, the status indicators function as normal but the phone will not ring.

1. When the unit is idle, press the **DND/privacy** button. The last setting is displayed.

2. Use the **VOL** (- or +) button to select the duration. You may choose from 15 minutes, 30 minutes, 45 minutes, 1 hour, or 2 hours and increase the duration by 1-hour intervals up to 24 hours.

3. Press the **SELECT** Soft key to confirm. The indicator (on the base) blinks and the display shows how long the ringer will be disabled.

4. To cancel, press **DND/privacy** button again.

Flash

If you subscribe to Call Waiting Caller ID service from your local telephone company and you receive an incoming call during a call, you will hear a beep to indicate another call is waiting on the line and Caller ID information (if available) for the waiting call shows on the display.

- To connect to the waiting call, press the **menu/flash** button on the handset or the **flash** button on the base, and your original call is put on hold.

- To switch between the two calls, press the **menu/flash** (Handset) or **flash** (base) button.

Inserting a Pause in the Dialing Sequence

Press the **#pause** button twice to insert a delay in dialing sequence when a pause is needed to wait for a dial tone (for example, after you dial 9 for an outside line, or to wait for a computer access tone.) Each pause counts as one digit in the dialing sequence, and is shown as *"P"* in the display.

Redial

1. Press the **Talk** button on the cordless handset, or press the **Spk** button (speakerphone mode), or press the **headset** button (headset mode), or pick up the corded handset from the base and the first available line will go off hook. If both lines are available, Line 1 will be used.

       -OR-

   Press a **line** button to select a line.

2. Press the **redial** button. The redial number list (last 3 previously dialed numbers) is shown.

3. Use the **VOL** (- or +) button to select the number. Press the **DIAL** Soft key to dial out the number.

   NOTE: If the number you dialed is longer than 32 digitals, It will not be saved in the redial list and can't be redialed.

Reviewing the Redial Numbers

Your phone records up to three previously dialed phone numbers.

1. When the phone is idle, press the **redial** button.

2. Use the **VOL** (- or +) button to view the last three previously dialed numbers.

3. While the preferred number is displayed, press the **Spk**, **Talk**, a **line** button, or pick up the corded handset to dial the phone number.

   NOTE: If you do not select a line button, the line is automatically seized and the number is dialed accordingly.

Storing a Redial Record in Directory

1. Make sure the phone is **OFF** (not in Talk mode).

2. Press the **redial** button, then use the **VOL** (- or +) button to scroll to the desired redial number.

3. Press the **SAVE** Soft key.

4. The screen displays *Enter Name*. Input a name by pressing the keypad.

   NOTE: More than one letter is stored in each of the number keys so it requires more than one press for some letters. For example, for the letter "B" press the number 2 key twice. To add a space press the 1 key.

   NOTE: A name must be input otherwise the record cannot be stored.

5. Press the **SAVE** Soft key. The desired redial number shows in the display.

6. You can edit the telephone number by using the **delete** button and number keys.

7. Press **SAVE** Soft key to enter the VIP Tone Melody selection.

8. Use **VOL** (- or +) button to scroll to the desired ring tone melody and press **SELECT** Soft key to complete.

   NOTE: If an incoming call number matches this record the VIP Tone Melody will ring.

Transferring a Call to Another Extension

1. Press **XFER** Soft key when the phone is in Talk mode. The current call is put on hold.

2. Use **VOL** (- or +) to select the desired handset or base you want to transfer to, and then press the **SELECT** Soft key.

3. The unit will intercom ring the selected handset or base.

   Wait until the selected handset or base answers the intercom call and have a conversation and then hang up to finish the transfer or press Conference to have a 3 way conference call.

4. If the selected unit rejects the intercom call, or the call is not answered within 30 seconds, the call is transferred back to the original unit and the display will show *as below a) or b)*

Receiving a Transferred Call from Another Extension

If the unit receives a transfer call paging, *Intercom call from base/Handset X* shows in the display. Press the **Talk** button (handset only) or **speaker** button (both base and handset) or leave the corded handset on the base unit to answer the call.

If you press the **REJECT** Soft key or the call is not answered within 30 seconds , the intercom paging will be stopped and the call is transferred back to the original unit.

Ringer On/Off and Ringer Volume

1. Make sure the phone is in idle mode.

2. Press the **VOL** (- or +) button to activate the ringer volume setting. Press Line1 or Line2 button to select the direct line which you want to set, then use the **VOL** (- or +) button to scroll to your selection. The default setting is *VOL* 3.

3. Press the **SELECT** Soft key to save your selection.

   NOTE: If you choose the ringer OFF, the screen displays *L1/L2 RINGER OFF*.

Speakerphone, Handset, and Corded Headset Volume

While the phone is in use, during the desired mode, press the **VOL** (+ or -) buttons until you reach a comfortable listening level. The phone stores the setting after the last button pressed.

Hold

In Talk mode, press the **hold** button to hold the line. *Line X ON HOLD* shows in the LCD display, and the line icon will flash. On the base, the **line** button indicator will flash also.

When the line is on hold, the hold alert tone will be emitted to both the person on hold and to the user that initiated the hold.

Press the corresponding **LINE** Soft key (on handset), or the **line** button (on base) to release the hold and pick up the call again.

Conference Calls

This system can support 3-way and 4-way conference calls.

Join a call in progress:

1. While a call is in progress, another user can join that call by pressing the corresponding **line** button on the base unit or Soft key in the handset. Both parties on the original call will hear a tone to alert them someone else has joined the call.

   NOTE: If the privacy feature is On for the original call, the call cannot be joined by another user.

3-way conference call by an intercom call:

1. While on a call, press the **intercom** button, wait for timer to clear from the screen, press the **intercom** button again and then select the desired handset or base to intercom.

2. The selected handset or base will emit a page tone. The user can press the **Talk** button on the handset or the **speaker** button on the base to answer the intercom call page.

3. The originating caller can then press the **CONF** Soft key shown on the display to establish a 3-way conference between the external caller and the intercom call.

3-way conference call with two lines:

1. During a call on Line 1, press the **hold** button to put the call on hold.

2. Press the **line 2** button or Soft key on the handset to get a dial tone. Dial the number, and then talk to the other person.

3. The originating caller can then press the **CONF** Soft key shown on the display to establish a 3-way conference between the two lines.

4-way conference call (Line 1 + Line 2 + 2 extension):

1. Once the base unit or handset has both Line 1 and 2 on hold, press the **intercom** button and then select the desired handset or base to intercom.

2. The selected handset or base will emit a page tone. The user can press the **Talk** button on the handset or the **speaker** button on the base to answer the intercom call page.

3. The originating caller can then press the **CONF** Soft key shown on the display to initiate a conference. Since Line 1 and 2 are both on hold, the user will be prompted to select Line 1, Line 2 or Both to conference with. The user can then use the Soft keys to select the desired option. If the **BOTH** Soft key is selected a 4-way conference is established between the originating caller, both lines and the intercom call.

Intercom Calls

One-Touch/Memory Log

1. On the base, in idle mode, press any **One-Touch/Memory Log** button (1- 10) for the station you want to intercom with **One-Touch/Memory Log** button #1 represents handset 01, #2 represents handset 02, etc. The Intercom paging ring will be emitted.

-OR-

Press the **intercom** button, and all the registered handsets and the base except itself list in the log, use the **VOL** (- or +) key to scroll to the station you want to intercom with, and then press **SELECT** Soft key to confirm.

NOTE: To abort intercom call, press the STOP Soft key.

NOTE: If the receiving station does not answer within 30 seconds, the intercom call is cancelled. You will hear an error tone and the screen displays *Unavailable* .

Answering an Intercom Call

When you receive an Intercom call, the display shows the Caller's Name and Phone ID.

The call can be answered on the cordless handset by pressing the **Talk** or **Spk** (speaker) buttons. It can also be answered on the base unit by lifting the corded handset or by pressing the **Speaker** or **headset** buttons. The headset must be already connected.

If you do not want to answer this intercom call, press the **REJECT** Soft key.

Page

The page feature helps you locate a misplaced handset.

1. Press the **page** button on the base. The handset beeps and the Visual Indicator on the handset flashes. The handset screen displays *Paging from Base* .

2. To cancel the page, press the **page** button on the base, or press **STOP** Soft key on the base, or press **exit** key on the base, or press any key on the handset. Otherwise the paging will last for 2 minutes.
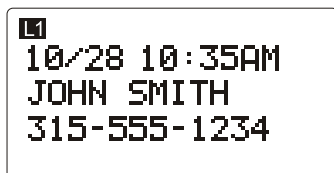
Auto Standby

If you place the handset in the cradle while the handset is off the hook (during a call), the call is automatically disconnected.
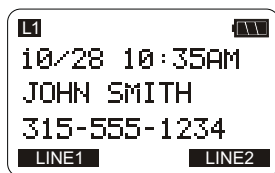
Caller ID (CID)

IMPORTANT: In order to use this unit's Caller ID features, you must subscribe to either the standard Name/Number Caller ID Service or Call Waiting Caller ID Service. To know who is calling while you are on the phone, you must subscribe to Call Waiting Caller ID Service.

When the unit receives an incoming call with CID information, the CID can be shown on the base and handsets.

```
L1
10/28 10:35AM
JOHN SMITH
315-555-1234
```

Base Display

```
L1                    ▊▊▊
10/28 10:35AM
JOHN SMITH
315-555-1234
LINE1              LINE2
```

Handset Display

Receiving and Storing CID Records

This unit receives and displays information transmitted by your local phone company. This information can include the phone number, date and time; or the name, phone number, date and time. The unit can store up to 99 records for later review. When the memory is full, a new call automatically replaces the oldest call in memory. **NEW** appears in the display for calls received that have not been reviewed. The line number for the call received is also displayed.

If two incoming calls come in at the same time, the line1 and line2 phone numbers shows on the display separately while ringing.

By pressing the **exit** key on the base unit or handset during the incoming call ringing mode, the base unit or handset will stop ringing and go back to idle mode. The base unit or handset will not ring in the subsequent ring cycles, but the line icon and handset line Soft key will keep flashing and the base Line LED and handset message LED will flash until the call is answered or the answering system picks up.

Reviewing CID Records

- Press **CID** button, and then use the **VOL** (- or +) button to scroll through the call records.

- When you scroll to the start/end of the list, the unit emit a warning tone and then scroll to the end or the start of the record.

- When reviewing the CID records, the record number is also shown to the right of the time along with the **FORMAT** and **STORE** Soft keys.

Saving a CID Record to the Phone Directory

NOTE: If you want to change the format of the CID number to 7, 10 or 11 digits and save it in the directory, press the FORMAT Soft key to format the CID number first before pressing the STORE Soft key. See the *"Dialing Back"* **section for more information on formatting a number.**

1. While viewing a CID record, press the **STORE** Soft key.

2. The name shows in the display. You can edit it. After editing, press the **SAVE** Soft key.

   NOTE: The name field cannot be left empty.

3. The number shows in the display. You can edit it. After editing, press the **SAVE** Soft key.

4. You can select the ring melody for this phone number. Use the **VOL** (- or +) button to scroll to your selection, and then press the **SELECT** Soft key to save.

   NOTE: If an incoming call number matches this record the VIP Tone Melody will ring.

Deleting a CID Record

Press the **delete** button to delete the record shown in the display. The screen displays *DELETE?*. Press the **OK** Soft key to confirm.

Deleting All Call Records

This feature allows you to clear all CID records at once.

1. While viewing a CID record, press and hold the **delete** button.
   The screen displays *Delete All ?*

2. Press **OK** Soft key to confirm. *A confirm tone emit and Empty* shows for 3 seconds.

Dialing Back

When reviewing CID records, you can dial back the numbers showing on the display by pressing the **headset** button, or the **Talk** button, or the **Spk** button or the **line 1** or **line 2** button.

If You Programmed Your Local Area Code

1. Use the **CID** button to display the number you want to dial.

2. If you see a number with 7 digits (i.e. 555-1234), then the call was received from within your area code. However, this does not guarantee the call is a local call. If you see a number with 11 digits (i.e.1-234-555-1234), then the call received was not from your area code.

3. To adjust the phone number format, use the **FORMAT** Soft key. For instance, a 7-digit local number sometimes cannot be dialed because it requires a 10-digit or 11-digit format. Use the **FORMAT** Soft key to scroll through 7, 10 and 11-digit numbers.

Number of digits	Explanation	Example
7-digits:	7-digit telephone number	(i.e.555-5555)
10-digits:	3-digit area code +7-digit telephone number	(i.e.425-555-5555)
11-digits:	long distance code 1 +3-digit area code +7-digit telephone number	(i.e. 1-425-555-5555)

4. To dial the displayed number, select a Line or press **Talk (handset only)**, **Spk**, or **headset** button or pick up the corded handset from the base**.**

If You Did Not Program Your Local Area Code

1. Use the **CID** button to display the number you want to dial. You will only see 10-digit numbers (i.e. 234-555-1234).

2. Press **Talk (handset only)**, **Spk**, **headset** button or select a Line to dial back or pick up the corded handset from the base**.** You may adjust the number format by pressing the **FORMAT** Soft key before dialing.

Call Waiting Caller ID

This feature allows you to see who is calling when you hear the call waiting beep. The caller identification information appears in the display after you hear the tone.

• Press the **flash** button to put the person to whom you're talking on hold and answer the incoming call.

   IMPORTANT: To use all the features of this unit, you must subscribe to either the standard Name/Number Caller ID Service or Caller ID with Call Waiting Service. To know who is calling while you are on the phone, you must subscribe to Caller ID with Call Waiting Service.

Directory and One-Touch Memory

You may store data in the Directory (up to 99 records) or an One-Touch /Memory Log (10 buttons located to the right of the number pad on the base). The Directory and each One-Touch /Memory Log stores up to 16 characters and 32 digits.

The records are stored by alphabetic ascending order.

Adding Directory Entries

1. Make sure the phone is **OFF** (not in Talk mode).

2. Press the **DIR** button.

3. Press the **NEW** Soft key. The screen displays *Enter Name*. Use the number pad to input a name.

    NOTE: More than one letter is stored in each of the number keys so it requires more than one press for some letters. For example, for the letter "B" press the number 2 key twice. To add a space press the 1 key.

    NOTE: The name field cannot be left empty.

4. Press **SAVE** Soft key. The screen displays *Enter Number*.

5. Use the touch-tone pad to input a telephone number.

    TIP: Press the #pause button twice to insert a pause in a number if necessary.

6. Press the **SAVE** Soft key to enter VIP tone melody selection.

    NOTE: If an incoming call number matches this record the VIP Tone Melody will ring.

7. Use **VOL** (- or +) button to scroll to the selection and press **SELECT** Soft key to complete.

    NOTE: If *Memory full* shows in the display, you should delete one or more unnecessary records and repeat above steps to continue the call record storage.

Storing a Record in the One-Touch Memory Buttons
(Only applicable for base)

1. Make sure the phone is **OFF** (not in Talk mode).

2. Press **STORE** Soft key.

3. The screen displays *Select Button Location*. Press a **One-Touch/Memory Log** button (1-10) to save the record in that memory location.

    NOTE: If there is a record stored in selected memory location. Press REPLACE Soft key to confirm overwrite or press the BACK Soft key, then repeat the step 1~3 to select a new location.

4. The screen displays *Enter Name*.

5. Use the number pad to enter a name.

NOTE: More than one letter is stored in each of the number keys so it requires more than one press for some letters. For example, for the letter "B" press the number 2 key twice. To add a space press the 1 key.

NOTE: The name field cannot be left empty.

6. Press **SAVE** Soft key. The screen displays *Enter Number*.

7. Use the number pad to input a telephone number.

TIP: Press the #pause button twice to insert a pause in a number if necessary.

8. Press the **SAVE** Soft key to save.

Reviewing Directory Records

1. Make sure the phone is **OFF** (not in Talk mode).

2. Press the **DIR** button.

3. Press the **VOL** (- or +) button to scroll through the records,

   -OR-

Press the number keys to go to the name of the records started with the corresponding character.

4. Then you can press Menu softkey and then use VOL(- or +) to select View to review the direct record.

Editing a Name or Number Stored in the One-Touch /Memory Log

1. Press the **DIR** button.

2. Press the **One-Touch/Memory Log** button (1-10).

3. Press the **EDIT** Soft key and edit the content according to the steps in the *"Storing Record in One-Touch Dialing"* in Memory section.

NOTE: The left and right (DIR & CID) navigational buttons allow the cursor to be moved. The delete button can be used to delete character or number to the left of the cursor.

Reviewing Record in One-Touch Memory

1. Make sure the phone is **OFF** (not in Talk mode).

2. Press the **DIR** button.

3. Press **One-Touch/Memory Log** button (1-10).

Editing a Directory Record

1. When reviewing the directory records, use the **VOL** (- or +) button to scroll to the desired record.

2. Press Menu soft key and then use VOL(- or +) to select Edit Entry. You may now change the name, if desired. Please refer to section *"Handset Name"* for name editing method.

3. Press **SAVE** Soft key to proceed to number change. You may now change the number, if desired.

4. Press **SAVE** Soft key to proceed to VIP Tone Melody selection. You may use **VOL** (- or +) key to scroll to the selection you desired.

NOTE: If an incoming call number matches this record the VIP Tone Melody will ring.

5. Press **SELECT** Soft key to complete.

    NOTE: Press the BACK Soft key to keep the previous setting (making no changes).

Copying a Directory Record

You can copy one directory record or the whole directory from the handset extension to the base or from the base to desired handset extension.

In the extension handset:

1. While viewing the directory record, press the **COPY** Soft key.

2. The screen displays *Copy Current Record or Entire Directory?* . Press the **CURR** Soft key to copy the current record or press the **ENTIRE** Soft key to copy the whole directory.

3. After copying is finished, the screen displays *Record Copied to Base Unit!* .

In the Base Unit:

1. While viewing the directory record, press the **COPY** Soft key.

2. The screen displays *Copy Current Record or Entire Directory?* . Press the **CURR** Soft key to copy the current record or press the **ENTIRE** Soft key to copy the whole directory .

3. The extension list will be shown. Use the **vol** (- or +) button to select the desired extension handset for the record to be copied to.

4. Press the **SELECT** Soft key. The number of directory records copied will be displayed in the base display with total number of records to be copied.

5. After copying is finished, the base screen displays *Record Copied!* , and the handset screen displays *Saved* .

Deleting a Directory Record

1. When reviewing the directory records list, use the **VOL** (- or +) button to scroll to the desired record.

2. Press the **delete** button on the phone to delete the record.

3. The screen displays *Delete?* .

4. Press the **OK** Soft key to confirm the deletion.

Deleting All Directory Records

1. Press the **DIR** button to activate the phone book record list .

2. Press and hold the **delete** button on the phone until the screen displays *DELETE ALL?* .

3. Press the **OK** Soft key to confirm the deletion.

4. The screen displays *Empty.*

Deleting a One-Touch /Memory

1. Press the **DIR** button.
2. Press the corresponding button (1-10) for the One-Touch/Memory Log you want to delete.
3. Press the **delete** button to delete.
4. Press the **OK** Soft key to confirm.

   NOTE: Press the exit button to cancel the "delete" function.

Dialing a Directory Record

Dial a directory record while in Talk (handset only) mode:

1. Make sure the phone is **ON** (in Talk mode) by pressing the **Talk Spk** button, selecting a **line** or pick up the corded handset from the base **.**
2. Press the **DIR** button to access the phone book.
3. Use the   **VOL** (- or +) button to scroll to the desired record.
4. Press the **DIAL** Soft key to dial the number.

   -OR-

Dial a directory record while reviewing it:

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press the **DIR** button to access the phone book.
3. Use the   **VOL** (- or +) button to scroll to the desired record.
4. Press the **Talk** or **Spk** button on the handset or press the **speaker line 1/2** button or pick up the corded handset on the base. The number dials automatically.

Dialing a One-Touch/Memory Record
(Only applicable for base)

while in Talk mode:

1. Make sure the phone is **ON** (in Talk mode) by pressing **Spk** button, selecting a **Line** , or pick up corded handset **.**
2. Press the **One-Touch/Memory Log** button to access the memory log.

   -OR-

while reviewing it:

1. Make sure the phone is **OFF** (not in Talk mode).
2. Press the **DIR** button to access the phone book.
3. Press the **One-Touch/Memory Log** button to select the desired record.
4. Press the **speaker** or   **line 1/2** or pick up the corded handset on the base. The number dials automatically.

Answering System Operation

There are two mailboxes in the system. One is for Line 1 and another is for Line 2.

For memo recording, you can select which mailbox is used to record the memo.

Answering System On/Off

Press and hold the base **Ans Sys** button for 2 seconds, the Base unit will show the On/Off Status menu, setting the On/off status please refer to the Answering On/Off section.The Answering a system light illuminates when the function is activated.

If the **ans sys** button indicator is flashing, pressing it will go to the Play Message display.

Otherwise, pressing the button will display Line 1 and Line 2 On/Off status for 3 seconds.

Recording Incoming Messages

The unit will answer incoming calls or routed calls after X rings (pickup delay set in Menu) and play the outgoing greeting. After hearing the greeting followed by a long beep, the caller can leave a message. If there is a new message recorded in the unit, the Answering system indicator will flash, and the envelope icon shows in the LCD.

> **NOTE: Your unit will record a message up to the maximum length of time you set as long as the caller continues speaking. To save recording capacity, your unit will automatically stop recording after 7 seconds of silence or if there is a steady dial tone for 7 seconds.**

The maximum recording time for each incoming message can be set in Menu.

Monitoring Incoming Calls

Whenever an incoming message is being recorded you can hear it through the speaker if Call Screening is On. To take the call, press Line button on base or Line softkey on handset to pick up the available line.

Memo Record

You can leave a message by pressing the **memo** button on base or selecting memo recording under handset menu.

1. Press the **memo** button on base or handset menu to enter memo record mode.

2. Press **VOL** (- or +) button to toggle between Mailbox 1 or Mailbox 2, press **SELECT** button to confirm.

3. The screen displays *Record memo after beep* .

4. After the beep, begin speaking and the screen displays *Recording* .

5. Press the **FINISH** Soft key to end the recording.

   NOTE: The maximum duration allowed for memo is the same as the message length setting in the menu.

Memo Recording (Only applicable for handset)

From the Handset Main Menu:

1. Press the **vol** (- or +) button to scroll to *Memo recording* .

2. Press **VOL** (- or +) button to toggle between Mailbox 1 or Mailbox 2, press **SELECT** button to confirm.

3. The screen displays *Record memo after beep* .

4. After the beep, begin speaking and the screen displays *Recording* .

5. Press the **FINISH** Soft key to end the recording.

Message/Memo Playback

In idle mode, press base **ans sys** button when flashing or press **play** button on handset or on base. The unit enters the message playback mode, and the status of messages for each line is displayed . Use VOL(- or +) can select Line 1 and Line 2, press **SELECT** Soft key to play the messages.

If the unit has new messages, only the new messages will be played, otherwise all messages will be played. Unit will play messages to the end.

During each message playback, it shows the current message information on the screen. If the message playback is a stored incoming message from the telephone line , it shows the message CID, including Date/Time, Name and Number. If it is a memo, only Display memo and Date/Time.

During each message playback, you can press the **CID/next** button to skip to the next message OR press the **DIR/prev** button to replay the current message. Double press the **DIR/prev** button to play the previous message.

If there are no messages, the unit will announce *"You have NO messages"*.

Erasing Messages

You may erase messages in the following ways:

To erase a message while it is playing

1. Select and play the message you want to erase.

2. Press the **delete** button. The unit will ask you to confirm the deletion.

3. Press the **OK** Soft key to confirm it.

4. The current message is erased, and the next message plays.

To erase all previously played messages in a mailbox

1. Play a message.

2. Press and hold the **delete** button for 2 seconds, the screen displays *Delete all messages in line X mailbox?*.

3. Press **OK** Soft key to delete all the old messages.

Remote Access From Remote Party

1. Dial the telephone number to which the answering system is connected.

2. Enter the security code during the outgoing announcement or after you hear the tone.

     NOTE: The default security code is *000*.

3. The following are the voice prompts for the remote menu:

    Press two (2) to play messages, press two (2) again to stop

    Press zero (0) while playing a message to erase

    Press one (1) to review the previous message

    Press three (3) to play the next message

    Press four (4) to turn On and Off the Answering System

    Press seven (7) to review menu again

4. Enter the remote commands.

5. To exit remote operation, hang up. The system will automatically disconnect the call if the user does not enter a command within 10 seconds.

    NOTE: Only the message being played can be erased in remote access mode.

Memory Full

When the answering system memory is full, the system answers after 10 rings. *"Memory full"* will be announced and waits for you to enter 3-digit security code. If you don't enter the security code within 7 seconds, the phone hangs up.

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

> NOTE: The unit also answers after the 10th ring if it is set to Answer Off. To access the answering system, enter your 3-digit security code.

Changing the Battery

⚠ CAUTION: To reduce the risk of re or personal injury, use only the Telefield NA Inc. approved Nickel-metal Hydride (Ni-MH) batt ery model T-T104 (GP, 2.4V, 550mAh), which is compatible with this unit.

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

2. Remove the battery compartment door.

3. Disconnect the battery plug from the jack inside the battery compartment and remove the battery pack from the handset.

4. Insert the new battery pack and connect the cord to the jack inside the battery compartment.

5. Put the battery compartment door back on.

6. Place handset in the handset charge cradle to charge. Allow the handset battery to properly charge (for 14 hours) prior to rst use or when you install a new battery pack. If you do not properly charge the phone, battery performance will be compromised.

Battery Safety Precautions

• Do not burn, disassemble, mutilate, or puncture. Like other batteries of this type, toxio materials could be released which can cause injury.

• To reduce the risk of fire or personal injury, use only the **Nickel-metal Hydride** battery listed in the User's Guide.

• Keep batteries out of the reach of children.

• Remove batteries if storing over 30 days.

> NOTE: The RBRC seal on the battery used in your Telefield NA Inc. product indicates that we are participating in a program to collect and recycle the rechargeable battery (or batteries).
> For more information go to the RBRC web site at www.rbrc.org or call 1-800-8-BATTERY or contact a local recycling center.

Display Messages

The following messages show the status of the phone, provides Caller ID information, or helps you set up and use your phone.

DELETE ALL? Prompt asking if you want to erase all records.

DELETE? Prompt asking if you want to erase the current record.

ENTER NAME Prompt telling you to enter a name.

ENTER NUMBER Prompt telling you to enter a telephone number.

NEW CALLS Indicates call or calls which have not been reviewed.

HANDSET NAME Prompt telling you to enter a user name for the handset.

UNAVAILABLE Indicates that the function you want to initialize cannot work at that moment or the function being worked cannot continue. The system is busy or some other higher priority function is being performed.

For example, the message playback function will be stopped when there is an incoming call.

NO LINE Indicates that the telephone line is not connected.

LINE IN USE Display on handset while the line is in use.

EMPTY Indicates there are no CID records in memory.

OUT OF RANGE Indicates handset is too far away from the base, and the handset is searching for the base.

BLOCKED Indicates the person is calling from a number which is blocked from transmission.

UNKNOWN Indicates incoming call is from an area not serviced by CID or the CID information was not sent.

INCOMPLETE DATA Indicates incorrect CID information received.

HEADSET CONNECTED Indicates that the headset is paired and connected to the phone on an active call

Handset Sound Signals

Signal	Meaning
A long warbling tone (with ringer on)	Signals an incoming call
Two short beeps (several times)	Page signal
One beep every 14 seconds	Low battery warning
One long beep after press one key	Confirm
A short warbling tone (with ringer on)	Error

Backup Battery Operation

If the power cord is not plugged into the unit, and the battery is available, the unit enters Battery Operation Mode. In this mode, the base is fully functional.

Troubleshooting Guide

Telephone Solutions

No dial tone

- Check or repeat installation steps:

  Make sure the base power cord is connected to a working electrical outlet. Make sure the telephone line cord is connected to the base and the wall jack.

- Connect another phone to the same jack. If it doesn't work, the problem might be your wiring or local service.

- The handset may be out of range of the base. Move closer to the base.

- Make sure the battery is properly charged (for 14 hours).

Dial tone is ok, but can't dial out

- Make sure the type of phone service you are subscribed to is **TONE** or **PULSE**.

Handset does not ring

- Make sure the handset ringer is set to On.

- The handset may be out of range of the base. Move closer to the base.

- You may have too many extension phones on your line. Try unplugging some extensions.

- Check for a dial tone. If no dial tone is heard, see "No dial tone".

You experience static, noise, or fading in and out

- The handset may be out of range of the base. Move closer to base.

- Make sure base is not plugged into an electrical outlet with another household appliance. If necessary, relocate the base.

- Charge the battery (for 14 hours).

Memory dialing doesn't work

- Did you follow proper dialing sequence?

Unit locks up and no communication between the base and cordless handset

- Unplug the power adaptor from the electrical outlet and the bottom of the base. Remove the handset battery. Wait for 30 seconds and plug the power adaptor back into the base and electrical outlet. Reconnect the battery and charge for 14 hours.

Out of Range... shows in the handset display

- Move the handset closer to the base.

- Make sure the base power cord is connected to a working electrical outlet.

Date/Time setting is restored to default setting

- May be caused by power failure. Set Date/Time again.

Caller ID Solutions

No Display

- Charge the battery (for 14 hours). Or replace the battery.

- Make sure the unit is connected to a non-switched electrical outlet. Disconnect the power adaptor from the base and reconnect it.

No Caller ID

- You must be subscribed to the standard Name/Number Caller ID service from your local telephone company to receive CID information.

Battery

If you experience any of the following problems, even after recharging the battery, you may need to replace the battery pack:

- Short talk time

- Poor sound quality

- Limited range

General Product Care

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

• Avoid dropping the handset, as well as other rough treatment to the phone.

• Clean the phone with a soft cloth.

• Never use strong cleaning agents, paint thinner, abrasive powder, alcohol, or other chemical products to clean the unit. Doing so will damage the finish.

• Retain the original packaging in case you need to ship the phone at a later date.

• Periodically clean the charge contacts on the handset and base with a clean pencil eraser.

Causes of Poor Reception

• Aluminum siding.

• Foil backing on insulation.

• Heating ducts and other metal construction that can shield radio signals.

• You're too close to appliances such as microwaves, stoves, computers, etc.

• Atmospheric conditions, such as strong storms.

• Base is installed in the basement or lower floor of the house.

• Base is plugged into AC outlet with other electronic devices.

• Baby monitor is using the same frequency.

• Handset battery is low.

• Make sure the hook switch pops up when the handset is lifted.

• You're out of range of the base.

• The 5 'AAA' batteries need replacing or are improperly installed or not installed at all.

• Intercom does not function correctly.

Warranty Assistance

If trouble is experienced with this equipment, for warranty information, please contact customer service at **1-800-511-3180.** If the equipment is causing harm to the telephone network, the telephone company may require that you disconnect the equipment until the problem is resolved.

Any unauthorized repairs, changes or modifications not expressly approved by Telefield NA Inc. could void the user's authority to operate this product. For instructions on how to obtain a replacement unit, refer to the warranty included in this guide or call customer service at **1-800-511-3180.**

Or refer inquiries to:

Telefield NA Inc.
4915 SW Griffith DR. #302
Beaverton, OR
97005

Attach your sales receipt to this booklet for future reference or jot down the date this product was purchased or received as a gift. This information will be valuable if service should be required during the warranty period.

Purchase Date _____

Name of Store _____

Limited Warranty

What your warranty covers:
• Defects in materials or workmanship

For how long after your purchase:
• Two years, from date of purchase

What we will do:
• Provide you with a replacement unit. The exchange unit is under warranty for the remainder of the original product's warranty period.

How you get service:
• Locate your proof of purchase in the form of a bill of sale or receipted invoice which is evidence that the product is within the warranty period. Proof of warranty eligibility is required and must be presented to obtain warranty service.
• Contact RCA Customer Care at (800) 511-3180. Our representatives will help you troubleshoot and diagnose the problem. As you may be asked to disconnect your RCA telephone from it's power source, you must call from another telephone. If the issue cannot be resolved by our Customer Care Team, you will be issued an RMA (Return Merchandise Authorization) number and be given instructions on how to submit your proof-of-purchase paperwork and where to send your defective merchandise.
• You will be responsible for shipping the defective unit back to our warranty fulfillment center at your own expense. You are responsible for damage or loss during shipment so insuring the product during return shipping is highly recommended.
• We will ship a replacement to you freight pre-paid.

What your warranty does not cover:
• Customer instruction. (Your Instruction Book provides information regarding operating instructions and user controls. Additionally, our Customer Care Center is staffed 24x7 with product experts that can assist you with any questions that may arise during setup and use of your RCA telephone.
• Installation and setup service adjustments
• Batteries
• Damage from misuse or neglect
• Products that have been modified of serviced outside the USA
• Products purchased from non-authorized retailers, dealers or resellers
• Products purchased or serviced outside the USA
• Acts of nature, such as, but not limited to lightning damage

Product Registration:
• Please register your product online at www.rca4business.com

Limitation of Warranty:

- THE WARRANTY STATED ABOVE IS THE ONLY WARRANTY APPLICABLE TO THIS PRODUCT. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED (INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) ARE HEREBY DISCLAIMED. NO VERBAL OR WRITTEN INFORMATION GIVEN BY TELEFIELD NA INC.,ITS AGENTS, OR EMPLOYEES SHALL CREATE A GUARANTY OR IN ANY WAY INCREASE THE SCOPE OF THIS WARRANTY.

- REPAIR OR REPLACEMENT AS PROVIDED UNDER THIS WARRANTY IS THE EXCLUSIVE REMEDY OF THE CONSUMER. TELEFIELD NA INC. SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT OR ARISING OUT OF ANY BREACH OF ANY EXPRESS OR IMPLIED WARRANTY ON THIS PRODUCT. THIS DISCLAIMER OF WARRANTIES AND LIMITED WARRANTY ARE GOVERNED BY THE LAWS OF THE STATE OF OREGON. EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ON THIS PRODUCT IS LIMITED TO THE APPLICABLE WARRANTY PERIOD SET FORTH ABOVE.

How state law relates to this warranty:

• Some states do not allow the exclusion nor limitation of incidental or consequential damages, or limitations on how long an implied warranty lasts so the above limitations or exclusions may not apply to you.

• This warranty gives you specific legal rights, and you also may have other rights that vary from state to state.

If you purchased your product outside the USA, Mexico or Canada:

This warranty does not apply. Contact your dealer for warranty information.

Model 25255RE2
T0008003 (REV 07 DOM E)
14-20
Printed in China

25255RE2 Spanish Instruction Book available at www.rca4business.com