

Telephone settings

Key tone

You can turn the key tone on or off.

1. Press **MENU/SELECT** when the handset is not in use.
2. Press ▼ or ▲ to select >**SETTINGS**, then press **MENU/SELECT**.
3. Press ▼ or ▲ to select >**KEY TONE**, then press **MENU/SELECT**.
4. Press ▼ or ▲ to choose **ON** or **OFF**.
5. Press **MENU/SELECT** to save your selection. You hear a confirmation tone.

>KEY TONE
SET DATE/TIME



KEY TONE
>ON



Set date and time

The answering system announces the date and time of each message prior to playing it. If you subscribe to caller ID service, the day, month and time are set automatically with each incoming call. However, the year must be correct so that the day of the week can be calculated from the caller ID information. Before using the answering system, set the date and time.

1. Press **MENU/SELECT** when the handset is not in use.
2. Press ▼ or ▲ to select >**SETTINGS**, then press **MENU/SELECT**.
3. Press ▼ or ▲ to select >**SET DATE/TIME**, then press **MENU/SELECT**.

>SET DATE/TIME
HOME AREA CODE



4. When the month is flashing, press ▼ or ▲ until the screen displays the correct month. Press **MENU/SELECT** to confirm.
-OR-

SET DATE
11/20/09



SET TIME
10:30 PM



- Press the dialing keys (0-9) to enter the current month (for example, if the month is March, you must enter **03**).
5. Repeat Step 4 to set the correct date and year and then press **MENU/SELECT** to advance to set the time.
 6. Repeat Step 4 until the time is set. Press ▼ or ▲ to choose **AM** or **PM**. Press **MENU/SELECT** to save your selection. You hear a confirmation tone.

note

If the date and time are not set, the system announces, “*Time and date not set*,” before each message plays.

Telephone settings

Home area code

If you dial your local calls using only seven digits (area code not required), you can program your home area code so that when you receive a call within your local area, the telephone number is automatically stored without the area code in the call log.

1. Press **MENU/SELECT** when the handset is not in use.
2. Press **▼** or **▲** to select **>SETTINGS**, then press **MENU/SELECT**.
3. Press **▲** or **▼** to select **>HOME AREA CODE**, then press **MENU/SELECT**.
4. Use the dialing keys to enter the desired home area code.
 - Press **MUTE/DELETE** to delete a digit.
 - Press and hold **MUTE/DELETE** to delete the entire entry.
5. Press **MENU/SELECT** to save the selection. You hear a confirmation tone.

note

If, in the future, your telephone service provider requires you to dial the area code when making a local call, or, if you move to a location that requires it, delete the home area code you have already programmed, following the steps above. After you have deleted the home area code, **_ _ _** will appear in the display.



```
>HOME AREA CODE
DIAL MODE
```



```
HOME AREA CODE
_____
```

Dial mode

The default dial mode is tone dialing. If you have pulse (rotary) service, you need to change the dial mode to pulse dialing before using the telephone.

1. Press **MENU/SELECT** when the handset is not in use.
2. Press **▲** or **▼** to select **>SETTINGS**, then press **MENU/SELECT**.
3. Press **▲** or **▼** to select **>DIAL MODE**, then press **MENU/SELECT**.
4. Press **▲** or **▼** to choose **TONE** or **PULSE**.
5. Press **MENU/SELECT** to save your selection. You hear a confirmation tone.



```
>DIAL MODE
LCD LANGUAGE
```



```
DIAL MODE
>TONE
```

Telephone operation

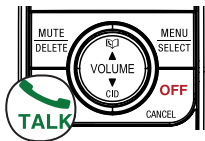
Make a call

1. Press /FLASH, then wait for a dial tone.

-OR-

Press  to use the speakerphone, then wait for a dial tone.

2. Use the dialing keys to enter the telephone number.



Predial a call

1. Use the dialing keys to enter the telephone number (up to 30 digits).
 - Press and hold **REDIAL/PAUSE** to insert a dialing pause (a **P** appears).
 - Press **MUTE/DELETE** or **OFF/CANCEL** to make corrections.
2. Press /FLASH or  to call.

Answer a call

Press /FLASH or  or any dialing key (**0-9**, **TONE~~X~~** or **#**).

End a call

Press **OFF/CANCEL** or put the handset in the telephone base or charger.

note

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

Speakerphone

During a call, press  to switch between speakerphone and normal handset use. When the speakerphone is active, the handset shows **SPEAKER** and .

Volume

During a call, press **▼/VOLUME** or **▲/VOLUME** to adjust the listening volume. When the volume reaches the minimum or maximum setting, you hear two beeps.

note

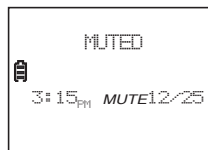
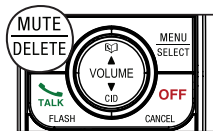
The handset earpiece volume setting and speakerphone volume setting are independent.

Telephone operation

Mute

The mute function allows you to hear the other party but the other party cannot hear you.

1. During a call, press **MUTE/DELETE** on the handset. The handset displays **MUTED** for a few seconds and **MUTE** appears until the mute function is turned off.
2. Press **MUTE/DELETE** again to resume the conversation. The handset screen temporarily shows **MICROPHONE ON**.



Call waiting

When you subscribe to call waiting service from your telephone service provider, you hear an alert tone if there is an incoming call while you are on another call.

- Press **TALK/FLASH** to put the current call on hold and take the new call.
- Press **TALK/FLASH** at any time to switch back and forth between calls.

Temporary ringer silencing

When the telephone is ringing, you can temporarily silence the ringer of the handset without disconnecting the call. The next call rings normally at the preset volume.

To silence the ringer:

When the telephone is ringing, press **OFF/CANCEL** or **MUTE/DELETE** on the handset, **RINGER MUTED** and  show on the screen.

Temporary tone dialing

If you have dial pulse (rotary) dialing service only, you can temporarily switch from dial pulse to touch-tone dialing during a call.

1. During a call, press **TONE~~X~~**.
2. Use the dialing keys to enter the number. The telephone sends touch-tone signals.
3. The telephone automatically returns to pulse dialing mode after you end the call.

Telephone operation

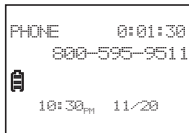
Chain dialing

Use this feature to initiate a dialing sequence from numbers stored in the directory, call log or redial while you are on a call.

Chain dialing can be useful if you wish to access other numbers (such as bank account numbers or access codes) from the directory, call log or redial list.

To access the directory while on a call:

1. Press **MENU/SELECT**.
2. Press ▼ or ▲ to scroll to **>DIRECTORY**, then press **MENU/SELECT**.
3. Press ▼ or ▲ to scroll or use the dialing keys (**0** through **9**) to find the desired entry (see **Alphabetical search** on page 26).
4. Press **MENU/SELECT** to dial the displayed number.



To access the call log while on a call:

1. Press **MENU/SELECT**.
2. Press ▼ or ▲ to scroll to **>CALL LOG**, then press **MENU/SELECT**.
3. Press ▼ or ▲ to scroll to the desired entry.
4. Press **MENU/SELECT** to dial the displayed number.



To access the redial list while on a call:

1. Press **REDIAL/PAUSE**.
2. Press ▼, ▲ or **REDIAL/PAUSE** repeatedly to scroll to the desired number.
3. Press **MENU/SELECT** to dial the displayed number.

note

- You cannot edit a directory entry or copy a call log entry into the directory while on a call.
- Press **OFF/CANCEL** to exit the directory, call log or redial list while on a call.

Telephone operation

Join a call in progress

You can use up to four system handsets at a time on an outside call. You can buy additional expansion handsets (**CS6409**) for this telephone base. You can register up to five handsets to the telephone base.

To join a call:

- When a handset is on a call, press **TALK/FLASH** or **⏏** on another handset.
- Press **OFF/CANCEL** to exit the call. The call continues until all handsets hang up.

Find handset

Use this feature to find all system handsets.

To start the paging tone:

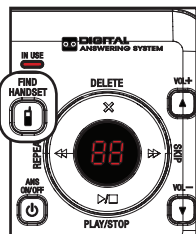
- Press **📶/FIND HANDSET** on the telephone base. All idle handsets ring and their screens show **** PAGING****.

To end the paging tone:

- Press **📶/FIND HANDSET** again on the telephone base.
- Press **TALK/FLASH**, **⏏**, or any dialing key (**0-9**, **TONEX** or **#**) on the handsets.

note

- When you press **OFF/CANCEL** or **MUTE/DELETE** on a handset, the ringer of that handset is silenced but the paging tone continues on other handsets.
- You cannot use the find handset feature while the telephone base is playing message or the answering system is being accessed remotely.



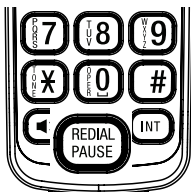
Telephone operation

Redial list

Each handset stores the last 10 telephone numbers dialed.

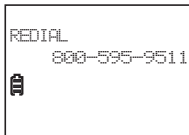
When there are already 10 redial entries, the oldest entry is deleted to make room for the new entry.

Entries are shown in reverse chronological order.



Review and dial a redial entry

1. Press **REDIAL/PAUSE** when the handset is not in use.
2. Press **▲**, **▼** or **REDIAL/PAUSE** repeatedly to browse. The handset beeps twice at the beginning or end of the list.
3. Press **TALK/FLASH** or **📞** to dial.



-OR-

1. Press **TALK/FLASH** or **📞** and then wait for a dial tone.
2. Press **REDIAL/PAUSE** and then press **▼**, **▲** or **REDIAL/PAUSE** repeatedly to browse.
3. When the desired entry displays, press **MENU/SELECT** to dial.

Store a number from the redial list to the directory

1. When the desired number in the redial list displays, press **MENU/SELECT** twice.
2. Follow Step 2 through Step 6 in **Create a new directory entry** on page 25.

Delete a redial entry

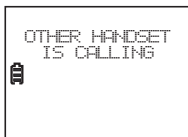
1. Press **REDIAL/PAUSE** when the handset is not in use.
2. Press **▼**, **▲** or **REDIAL/PAUSE** repeatedly to browse to the desired entry.
3. Press **MUTE/DELETE** to delete the displayed number. You hear a confirmation tone.

Telephone operation

Intercom

Use the intercom feature for conversations between two handsets.

1. Press **INT** on your handset when not in use.
 - If you have two handsets, your handset shows **CALLING OTHER HANDSET**.
 - If you have three or more handsets, your handset shows **INTERCOM TO:** Use the dialing keys to select a destination handset. Your handset shows **CALLING HANDSET X**.



2. To answer the intercom call, press **TALK/FLASH**, **INT** or any dialing key (**0-9**, **TONE** or **#**) on the destination handset. Both handsets now show **INTERCOM**.
3. To end an intercom call, press **OFF/CANCEL** or place the handset back in the telephone base or charger. Both handsets now show **INTERCOM ENDED**.



note

- You can cancel the intercom call before it is answered by pressing **OFF/CANCEL** or **INT** on the originating handset.
- If the destination handset does not answer the intercom call within 100 seconds, is in the directory or call log, or is out of range, the originating handset shows **UNABLE TO CALL. TRY AGAIN** and returns to idle mode.
- Press **OFF/CANCEL** or **MUTE/DELETE** on the destination handset to temporarily silence the intercom ringer.
- You can use a maximum of four handsets at a time. When two handsets are used on an intercom call, use two other system handsets for an outside call.
- If there is an incoming call while the originating handset shows **INTERCOM TO:**, the intercom request will be stopped and the screen will show **INCOMING CALL**.

Telephone operation

Answer an incoming call during an intercom call

When you receive an outside call during an intercom call, there is an alert tone.

- To answer the incoming outside call, press /FLASH. The intercom call ends automatically.
- To end the intercom call without answering the outside call, press OFF/CANCEL. The telephone continues to ring.

Call transfer using intercom

Use the intercom feature to transfer an outside call to another system handset.

1. During a call, press **INT**.

- If you have two handsets, the outside call is put on hold and your handset shows **CALLING OTHER HANDSET**.
- If you have three or more handsets, your handset shows **INTERCOM TO:** Use the dialing keys to enter a handset number. The outside call is put on hold and your handset shows **CALLING HANDSET X**.

The destination handset rings and its screen shows **OTHER HANDSET IS CALLING** when you have two handsets, or **HANDSET X IS CALLING** when you have three or more handsets.

2. To answer the intercom call on the destination handset, press /FLASH, , **INT** or any dialing key (**0-9**, **TONE**~~X~~ or **#**). The outside call is still on hold and both handsets now show **INTERCOM**. You can now have a private conversation with the destination handset.

INTERCOM TO:



CALLING
HANDSET X



HANDSET X IS
CALLING



INTERCOM



note

- To cancel the transfer and return to the outside call before the intercom call is answered, press OFF/CANCEL, /FLASH or **INT** on your handset.
- If the other handset is not answered within 100 seconds, is in use, on a call or is out of range, the calling handset shows **UNABLE TO CALL. TRY AGAIN** and then reconnects to the outside call.

Telephone operation

Call transfer using intercom (continued)

3. From this intercom call, you have the following options:

- You can let the destination handset join you on the outside call in a three-way conversation. Press and hold **INT** on your originating handset.
- You can transfer the call. Press **OFF/CANCEL**, or place your handset back in the telephone base or charger. Your handset shows **CALL TRANSFERRED**. The destination handset is then connected to the outside call.
- You can press **INT** to switch between the outside call (**OUTSIDE CALL** displays) and the intercom call (**INTERCOM** displays).
- The destination handset can end the intercom call by pressing **OFF/CANCEL**, or by placing the handset back in the telephone base or charger. The outside call continues with the original system handset.

Directory

About directory

The directory stores up to 50 entries with up to 30 digits for each phone number and 15 characters for each name.

- Directory entries are shared by all system handsets. Any modifications made on one handset apply to all system handsets.
- When you access the directory without records, the screen shows **DIRECTORY EMPTY**.
- When the directory is full and you try to save an entry, the screen shows **DIRECTORY FULL**.
- When you try to save an entry already stored in the directory, the screen shows **NUMBER ALREADY SAVED**.
- When the telephone number in the directory exceeds 15 digits, <* appears in front of the telephone number. Press **TONEx** to move towards the end of the telephone number or press # (pound key) to move towards the beginning of the telephone number.
- Only one handset can review the directory at a time. When a handset tries to enter the directory while another handset is already in it, **NOT AVAILABLE AT THIS TIME** appears.

DIRECTORY EMPTY



DIRECTORY FULL



NUMBER
ALREADY SAVED



Mike Smith
<*800-595-9511



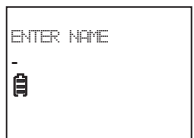
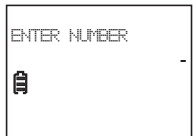
Mike Smith
800-595-9511#>



Directory

Create a new directory entry

1. Press **MENU/SELECT** when the handset is not in use.
2. Press ▼ or ▲ to select **>DIRECTORY** and then press **MENU/SELECT**.
3. Press ▼ or ▲ to select **>ADD CONTACT**, then press **MENU/SELECT**. The screen displays **ENTER NUMBER**.
4. Use the dialing keys to enter a number (up to 30 digits).
 - Press **MUTE/DELETE** to erase a digit.
 - Press and hold **MUTE/DELETE** to erase all digits.
 - Press ▼ or ▲ to move the cursor to the left or right.
 - Press and hold **REDIAL/PAUSE** to enter a dialing pause (a **P** appears).



-OR-

Copy a number from the redial list by pressing **REDIAL/PAUSE** and then press ▼, ▲ or **REDIAL/PAUSE** repeatedly to select a number. Press **MENU/SELECT** to edit the number.

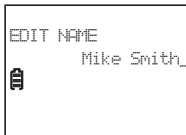
5. Press **MENU/SELECT** to move to the name. The screen shows **ENTER NAME**.
6. Use the dialing keys to enter the name (up to 15 characters). Additional key presses show other characters of that particular key. Press the key repeatedly until the desired character appears. The first character and the character after a space are automatically capitalized.
 - Press **0** to add a space.
 - Press ▼ or ▲ to move the cursor to the left or right.
 - Press **MUTE/DELETE** to erase a character.
 - Press and hold **MUTE/DELETE** to erase all characters.
7. Press **MENU/SELECT** to save. The screen displays **SAVED** and then you hear a confirmation tone.

Directory

Create a new directory entry (continued)

-OR-

1. Enter the number when the handset is not in use.
2. Press **MENU/SELECT** and the screen displays **EDIT NUMBER**.
3. Use the dialing keys to edit the number.
 - Press **MUTE/DELETE** to erase a digit.
 - Press and hold **MUTE/DELETE** to erase all digits.
 - Press **▼** or **▲** to move the cursor to the left or right.
 - Press and hold **REDIAL/PAUSE** to enter a dialing pause (a **P** appears).
4. Press **MENU/SELECT** to move to the name. The screen shows **EDIT NAME**.
5. Use the dialing keys to enter the name. Additional key presses show other characters of that particular key. Press the key repeatedly until the desired character appears. The first character and the character after a space are automatically capitalized.
 - Press **0** to add a space.
 - Press **▼** or **▲** to move the cursor to the left or right.
 - Press **MUTE/DELETE** to erase a character.
 - Press and hold **MUTE/DELETE** to erase all characters.
6. Press **MENU/SELECT** to save. The screen displays **SAVED** and then you hear a confirmation tone.



note

If you pause for too long while storing an entry, the procedure times out and you have to begin again.

Directory

Review the directory

Entries are sorted alphabetically.

1. Press  **▲** when the handset is not in use.

-OR-

Press **MENU/SELECT** when the handset is not in use. Press **▼** or **▲** to scroll to **>DIRECTORY**, then press **MENU/SELECT** twice.

2. Press **▼** or **▲** to browse.

Alphabetical search

1. Press  **▲** when the handset is not in use.

-OR-

Press **MENU/SELECT** when the handset is not in use. Press **▼** or **▲** to select **>DIRECTORY** and then press **MENU/SELECT** twice.

2. Use the dialing keys to enter the letters associated with the name. For example, if you have name entries Jenny, Kristen and Linda in your directory, press 5 (**JKL**) once to find Jenny, twice to find Kristen, or three times to find Linda. If there is no name entry matching your search, the next closest match in alphabetical order appears. If necessary, press **▼** or **▲** to browse.

Dial a directory entry

In the directory, speed dial location are indicated by their number in the bottom right hand corner of the entry.

1. Search for the desired entry in the directory (see **Review the directory** or **Alphabetical search** above).
2. When the desired entry displays, press  **/FLASH** or  to dial.



Edit a directory entry

1. Search for the desired entry in the directory (see **Review the directory** or **Alphabetical search** above).
2. Follow Step 2 to Step 6 in **Create a new directory entry** on page 25.

Directory

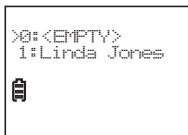
Delete a directory entry

1. Search for the desired entry in the directory (see **Review the directory** on page 26).
2. When the desired entry displays, press **MUTE/DELETE**. Then the handset displays **DELETE CONTACT?**
3. Press **MENU/SELECT** to delete the displayed entry. The handset shows **DELETING...** and then **CONTACT DELETED** with a confirmation tone. Once deleted, you cannot retrieve that entry.

Speed dial

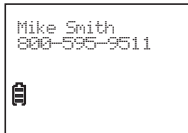
You can copy up to 10 directory entries into the speed dial locations so that you can dial these numbers using fewer keys than usual.

The speed dial memory locations are stored in the telephone base and are shared by all handsets. Changes made to the speed dial entries on one handset apply to all.



Store a speed dial entry

1. Press **MENU/SELECT** when the handset is not in use.
2. Press ▼ or ▲ to scroll to **>DIRECTORY**, then press **MENU/SELECT**.
3. Press ▼ or ▲ to scroll to **>SPEED DIAL**, then press **MENU/SELECT**.
4. Press ▼ or ▲ to choose the desired speed dial location.
5. Press **MENU/SELECT** to show the directory.
6. Press ▼ or ▲ to browse to desired entry.



-OR-

Use the alphabetical search to find the desired entry .

7. Press **MENU/SELECT** to save. The name (up to 12 characters) appears in the selected speed dial location.

note

- If the directory is empty, when you press **MENU/SELECT** in Step 5, the screen shows **DIRECTORY EMPTY**.
- If the speed dial location you selected is occupied, the new directory entry you selected replaces the old one. Take caution not to replace entries you do not wish to delete from the speed dial locations.

Directory

Dial a speed dial number

1. Press and hold a dialing key (**0** through **9**) to display the desired speed dial when the handset is not in use.
2. Press /**FLASH** or  to dial the displayed telephone number. When the speed dial location is empty, the screen shows the speed dial list. See **Store a speed dial entry** on page 27 to add a new entry.

Delete a speed dial entry

1. Press **MENU/SELECT** when the handset is not in use.
2. Press ▼ or ▲ to scroll to select >**DIRECTORY**, then press **MENU/SELECT**.
3. Press ▼ or ▲ to select >**SPEED DIAL**, then press **MENU/SELECT**.
4. Press ▼ or ▲ to choose the desired speed dial location, then press **MUTE/DELETE**. <**EMPTY**> appears and you hear a confirmation tone.

note

Deleting the speed dial entries does not affect the entries in the directory.