

Quick Reference Guide

Please read the Operating Instructions for full details.

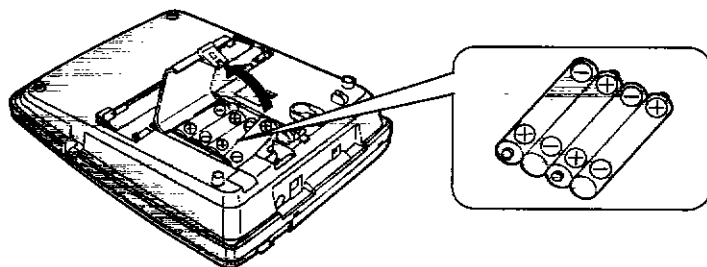
Keep this leaflet for your next use.

Check the accessories:

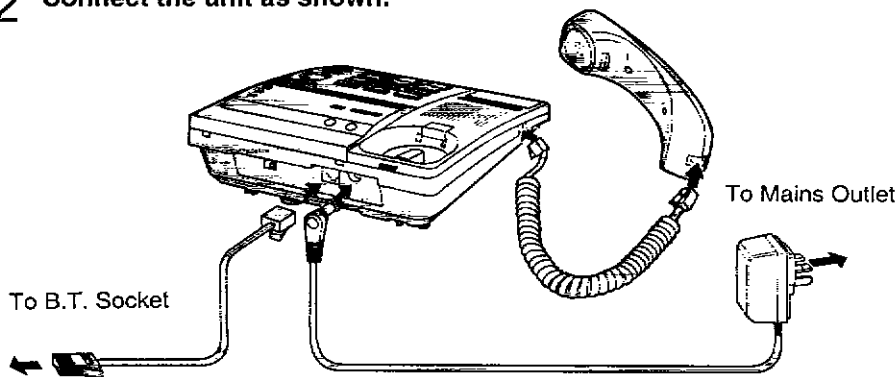
- | | |
|--|--|
| <input type="checkbox"/> Telephone Line Cord one | <input type="checkbox"/> AA size batteries four |
| <input type="checkbox"/> AC Adaptor one | <input type="checkbox"/> Wall Mounting Adaptor one |
| <input type="checkbox"/> Handset one | <input type="checkbox"/> Screws two |
| <input type="checkbox"/> Handset Cord one | <input type="checkbox"/> Washers two |

How to Set Up the Unit

- 1** Install the batteries checking the polarity (+, -) is correct.



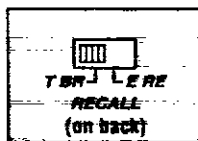
- 2** Connect the unit as shown.



The AC adaptor should remain connected at all times.

How to Operate the Unit

Set to **E RE** or **T BR**.
(depending on the PBX type. See page 16 in the Operating Instructions.)

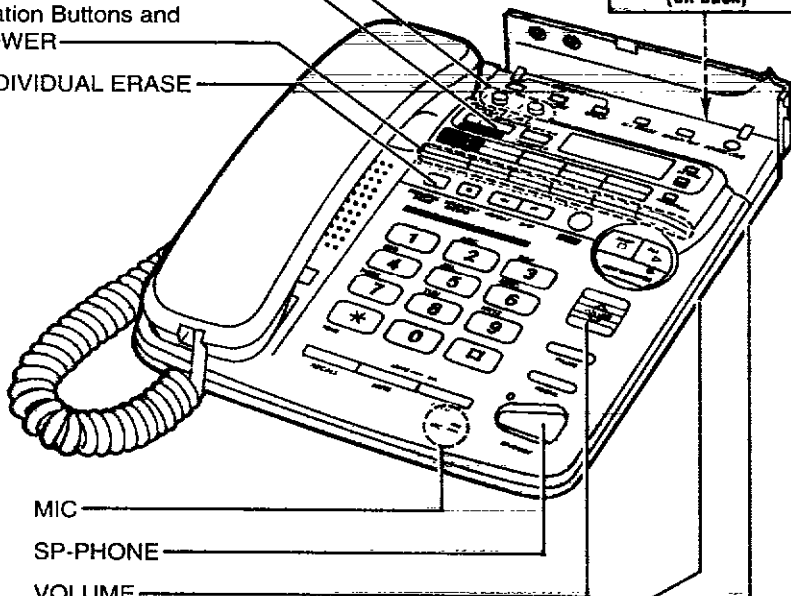


Mailbox Buttons

ANSWER ON

Station Buttons and LOWER

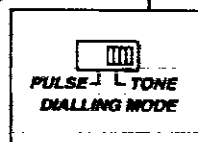
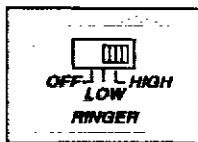
INDIVIDUAL ERASE



MIC

SP-PHONE

VOLUME



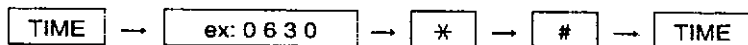
○ For programming the number of rings to answer and the caller's recording time, see pages 17-18 in the Operating Instructions.

Set to **HIGH** or **LOW**.
When set to **OFF**, the unit does not ring.

Set to **TONE**. If the telephone line has rotary service only, set to **PULSE**.
See page 16 in the Operating Instructions.

■ Setting time and day

Press the buttons as follows (Ex: Current time is 6:30pm).



Enter current time

"*" to change AM/PM
"#" to adjust the day

Mailbox feature (For privacy)

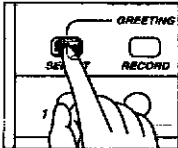
The unit has three memory locations—Common memory and two personal mailboxes. This feature is useful when you use the unit jointly with other people. Your caller can leave a message in a specific mailbox, and only the person who knows the password can retrieve it from the mailbox.

To use mailbox

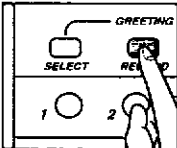
1. Record common greeting message(s) in the common memory.
2. Record personal greeting message(s) in the mailbox(es).
3. Program each mailbox password.
4. In order for callers to leave messages in a mailbox they must be informed of the mailbox number.

To record (a) common greeting message(s)

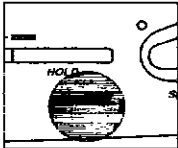
Common greeting messages are limited to 2 minutes 45 seconds. If the greeting message is kept short more time will be available for incoming messages. The total recording time is **approximately 30 minutes**.

- 

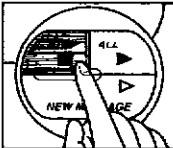
1

Open the lid, and press **GREETING SELECT** to select 1st or 2nd greeting message.
- 

2

Press **GREETING RECORD**, then release it.
- 

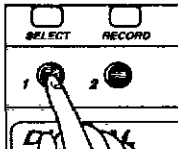
3

Speak into **MIC** (microphone) after the long beep.
- 

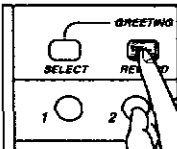
4

Press **STOP** or **GREETING RECORD** to finish recording.

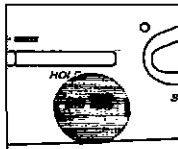
To record a personal greeting message for each mailbox

- 

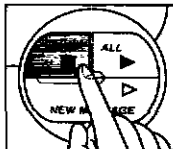
1

Open the lid, then press the **mailbox** button. The indicator lights green.
- 

2

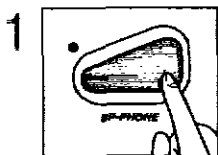
Press **GREETING RECORD**, then release it.
- 

3

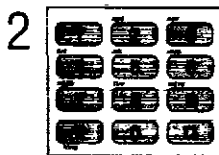
Speak into **MIC** (microphone) after the long beep.
- 

4

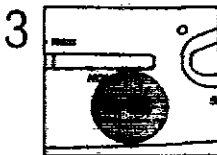
Press **STOP** or **GREETING RECORD** to finish recording.



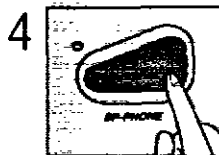
Press **SP-PHONE** or lift the handset.



Dial a phone number.



Speak into **MIC** (microphone) or lift the handset and talk.



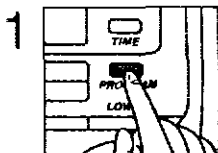
When the conversation is over, press **SP-PHONE** or replace the handset.

—To answer a call, lift the handset or press **SP-PHONE**.

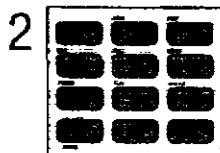
Storing phone numbers in memory

The unit has 4 station buttons. Each button consists of upper and lower memory locations. You can store 8 phone numbers (up to 16 digits each).

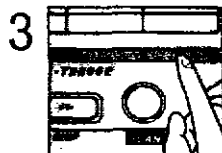
Storing into the upper memory location:



Press **PROGRAM**.

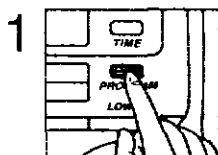


Enter a phone number.

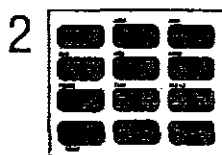


Press one of the station buttons.

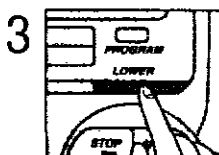
Storing into the lower memory location:



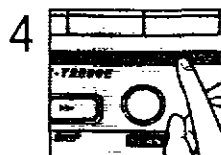
Press **PROGRAM**.



Enter a phone number.



Press **LOWER**.

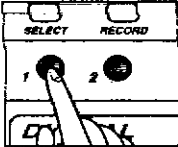


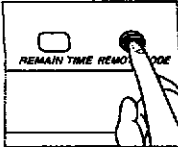
Press one of the station buttons.

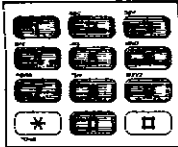
Dialling a stored number from memory

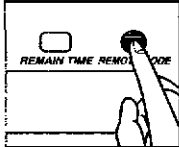
1. Lift the handset or press **SP-PHONE**.
2. **When you use the upper memory location;** press the **station button** where the phone number is stored.
When you use the lower memory location; press **LOWER**, then press the **station button** where the phone number is stored.

To program the mailbox password

- 1 

Open the lid, then press the **mailbox** button.
The indicator lights green.
- 2 

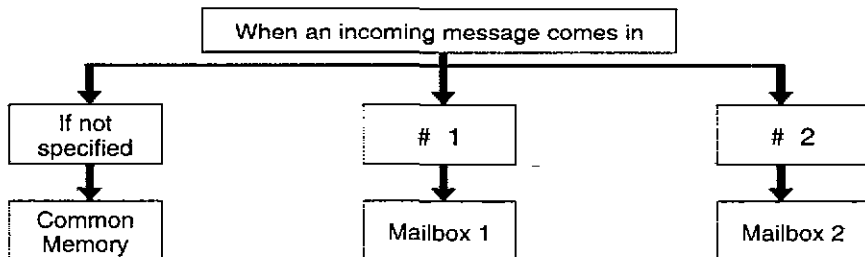
Press **REMOTE CODE**.
- 3 

Enter the desired 3-digit number (000-999).
- 4 

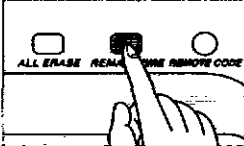
Press **REMOTE CODE**.

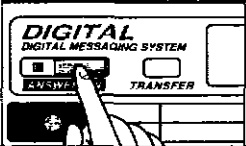
How incoming messages are recorded in each mailbox

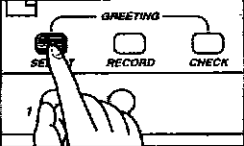
1. A caller calls your unit.
—Common greeting message is played.
2. A caller presses “#”, then presses “1 or 2 (desired mailbox no.)”.
—Personal greeting message is played, followed by a long beep.
3. After the long beep, an incoming message is recorded in a specified mailbox.



Automatic answering operation

- 1 

Open the lid, and press **REMAIN TIME** to show the time left for incoming messages.
- 2 

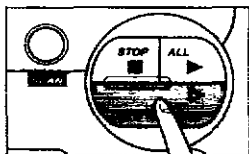
Press **ANSWER ON** to turn the answering system on.
- 3 

Press **GREETING SELECT** to select which greeting message (1st, 2nd or pre-recorded) is played back.

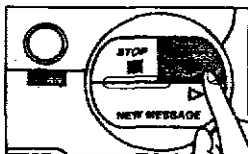
- If there is no room left in the memory to record a message, erase some or all messages. See page 5.

Listening to messages

In the common memory



OR



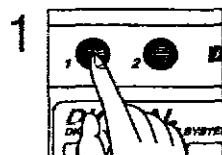
Press **NEW MESSAGE** to play back unheard messages.

Press **ALL** to play back all the messages.

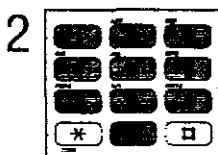


To increase the volume, press **v**.
To decrease, press **v**.

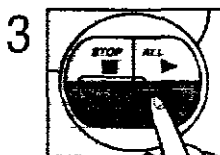
In the mailbox



Press the **mailbox** button.
The indicator lights green.



Press **mailbox password** if it is programmed.



Press **NEW MESSAGE** to play back unheard messages.

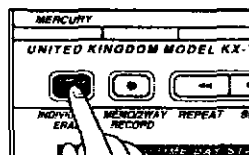
OR



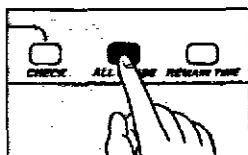
Press **ALL** to play back all the messages.

Erasing the recorded messages

In the common memory

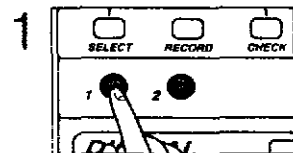


To erase a specific message, press **INDIVIDUAL ERASE** while the message you want to erase is being played.

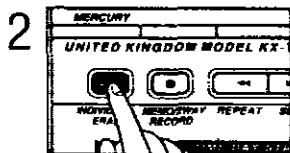


To erase all the stored messages, press **ALL ERASE**.

In the mailbox

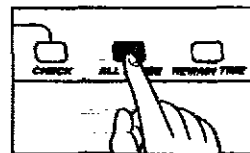


Press the **mailbox** button.
The indicator lights green.



To erase a specific message, press **INDIVIDUAL ERASE** while the message you want to erase is being played.

OR



To erase all the stored messages, press **ALL ERASE**.