



USER'S MANUAL
Part 2

Deluxe Tapeless Digital Answering System with Mailboxes 1725

*Fold open this manual for information
about this product's installation
and operation. Please also read
Part 1 - Important Product Information.*

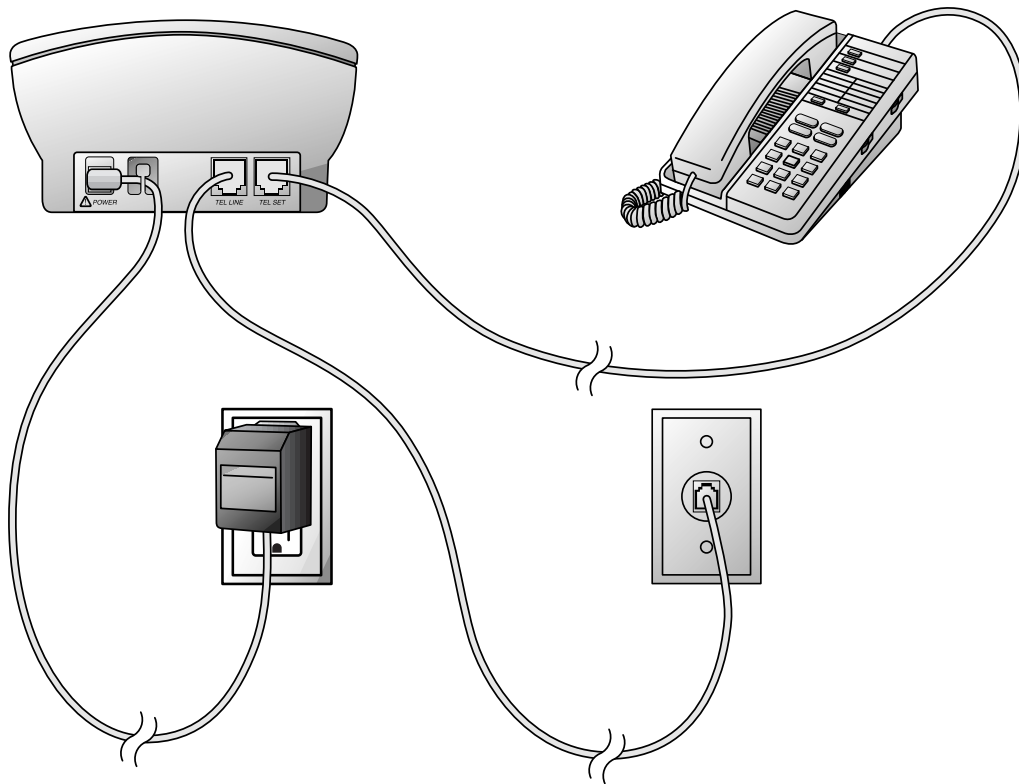


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INSTALLATION



1 Connect the line cord.

Plug one end of the telephone line cord into the jack labeled **TEL LINE** on the back of the system. Plug the other end into a phone wall jack.

2 Connect the telephone.

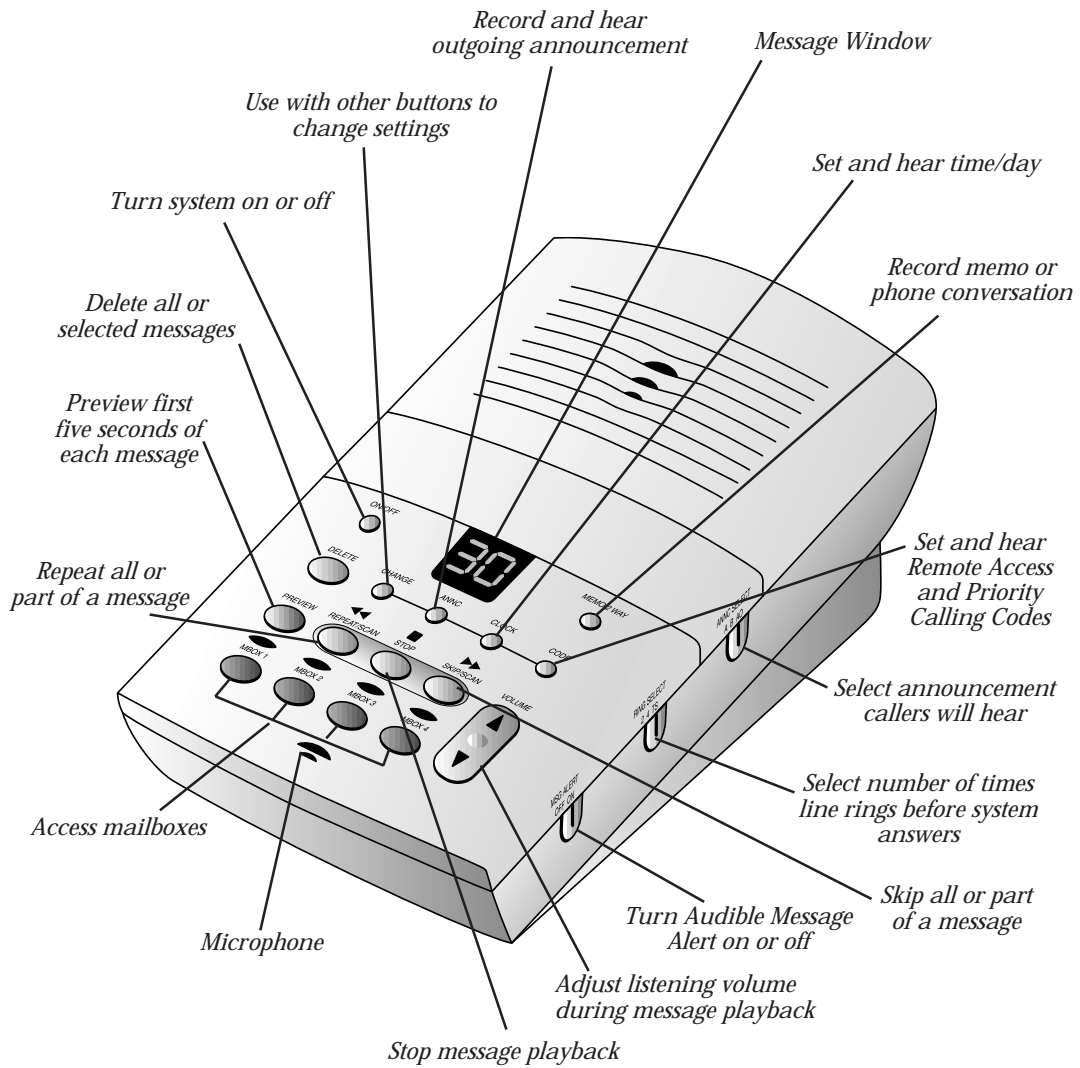
***NOTE:** If you do not want to connect a telephone, skip to Step 3.*

Plug the line cord from the telephone into the jack labeled **TEL SET** on the back of the system.

3 Connect the power cord.

Plug the power cord into the jack labeled **△POWER** on the back of the system. Plug the power cord into an electrical outlet not controlled by a wall switch. Fit the power cord behind the strain relief tab. (When you connect the system to power, the Message Window flashes **CL** to indicate that you need to set the clock. See "Setting the Clock" in the OPERATION section of this manual.)

OPERATION



OPERATION

Setting the Clock

You'll need to set the clock so it can record the day and time each message is received.

- 1 Press and release **CHANGE**. The Message Window displays **CH**.
- 2 Press and release **CLOCK**. The current day setting is announced.
- 3 To change the day setting, hold down **SKIP/SCAN** or **REPEAT/SCAN** until the correct day is announced. Then release the button.
- 4 Press and release **CLOCK**. The current hour setting is announced.
- 5 To change the hour setting, hold down **SKIP/SCAN** or **REPEAT/SCAN** until the correct hour is announced. Then release the button.
- 6 Press and release **CLOCK**. The current minutes setting is announced.
- 7 To change the minutes setting, hold down **SKIP/SCAN** or **REPEAT/SCAN** until the correct minutes setting is announced. Then release the button.
- 8 Press and release **CLOCK**. The new day and time are announced.

To check the clock, press and release **CLOCK**.

About Mailboxes

This answering system offers you four voice mailboxes, providing a convenient way to share an answering system with other members of your household or business. Callers using a touch tone phone can select in which mailbox their messages will be recorded by pressing 1, 2, 3, or 4 after the system answers the call. Those not using a touch tone phone, or those who do not press 1, 2, 3, or 4, can still leave a message, which is automatically recorded in Mailbox 1.

Announcement Options

Before using this answering system, you should record an announcement (up to three minutes long) that callers will hear when the system answers a call. When you record this announcement, make sure you indicate who has been assigned each mailbox, and that callers should press 1, 2, 3, or 4 to access the appropriate mailbox.

For example,

"Hello. You've reached Meadowlark Nursery. To leave a message for Ms. Arbor, press 2. To leave a message for Ms. Brooks, press 3. To leave a message for Mr. Cardinal, press 4. If you don't have a touch tone phone, wait for the tone."

You can record up to three different announcements — **A**, **B**, and **AO**. Announcements **A** and **B** are used when you want the system to record callers' messages. Announcement **AO** (Announcement Only) is used when you want to give information to callers. (Some businesses use this announcement to advise callers of their hours of operation.) By setting the **ANNC SELECT** switch to **A**, **B**, or **AO**, you decide which announcement your callers will hear when the system answers a call.

If you choose not to record an announcement for **A** or **B**, the system answers with a prerecorded announcement: *"Hello. Please leave a message after the tone."* The system does not have a prerecorded announcement for **AO**.

Recording Your Announcement

A total of about 24 minutes of recording time is available for announcements and messages. Each announcement can be up to three minutes long; however, shorter announcements leave more recording time for messages. For best results, record your announcement in a quiet environment, without "background" noise.

- 1 Move the **ANNC SELECT** switch, located on the right side of the system, to the announcement you want to record.
- 2 Press and release **CHANGE**. The Message Window displays **CH**.
- 3 Press and release **ANNC**. The system beeps. Speak toward the microphone normally, from about nine inches away. While you are recording, the Message Window displays the elapsed time of your recording.
- 4 Press **STOP** when you are finished. The system automatically plays back your announcement.

OPERATION

Reviewing Your Announcement

- 1 Set the **ANNC SELECT** switch to **A**, **B**, or **AO**.
- 2 Press and release **[ANNC]**.

Turning the System On/Off

Use **[ON/OFF]** to turn the system on and off. When the system is off, the Message Window is blank.

Volume Control

Use the **[VOLUME]** button to adjust the volume of the system's speaker. Press the top arrow to increase volume. Press the bottom arrow to decrease volume.

Answering Calls

When **ANNC SELECT** is set to **A** or **B**, and the system answers a call, the caller hears the announcement you recorded, followed by a beep. During the announcement, callers can press 1, 2, 3, or 4 to select a mailbox, or they can wait for the beep to leave a message in Mailbox 1. After the beep, the system begins recording your caller's message. A caller can leave a message up to three minutes long. If the message is longer than three minutes, or if the caller is silent for more than seven seconds, or if the system runs out of memory, the system beeps once and hangs up.

If **ANNC SELECT** is set to **AO**, callers hear your announcement. If a caller doesn't enter a mailbox number before the announcement ends, the system plays to the end of the announcement, then hangs up.

Frequent callers can skip over your announcement by pressing **#**.

Ring Select/Toll Saver

Use the **RING SELECT** switch on the right side of the system to select how many times the line will ring before the system answers a call. Set to **2** for two rings, set to **4** for four rings, or set to **TS** for Toll Saver. When you set the system to **TS**, the system answers after four rings when you have no new messages, and after two rings when you have new messages.

Message Window

The Message Window displays the number of messages that have been recorded. If the Message Window displays **F**, then the memory is full and you'll need to delete messages before new ones can be recorded. If the Message Window displays **AO**, the system is set to Announcement Only.

Mailbox Lights

There are four MBOX (mailbox) lights that indicate whether you have messages in a particular mailbox. The MBOX light for a mailbox blinks when you have new messages in that mailbox, and remains steady when you have messages that you've already played. The MBOX light is off when there are no messages in the mailbox.

Audible Message Alert

If you want the system to beep once every 15 seconds to notify you that new messages have been received, set the **MSG ALERT** switch, located on the right side of the system, to **ON**.

Call Screening/Intercept

Set the system to answer calls, and set the volume control so you can hear the caller's message.

If you decide to take the call, lift the handset of any telephone on the same line. The system stops recording and resets to answer calls.

NOTE: *If the announcement does not stop right away, press and release **[STOP]**, or press the switchhook or **[FLASH]** on an extension.*

OPERATION

Listening to Your Messages

As the system plays back messages in a mailbox, the Message Window displays the number of the message playing. Before playing each message, the system announces the day and time the message was received. After playing the last message, the system announces “End of messages.”

Play all messages — Press and release the appropriate **MBOX** button. If you have no messages, the system announces “No messages.”

Play new messages only — Hold down the appropriate **MBOX** button for about two seconds, until the system begins playing. If you have no new messages, the system announces “No new messages.”

Repeat entire message — Press and release **REPEAT/SCAN**.

Repeat part of message — Hold down **REPEAT/SCAN** for a few seconds, then release it to resume playing. The system beeps while the button is held down.

Skip to next message — Press and release **SKIP/SCAN**.

Skip part of a message — Hold down **SKIP/SCAN** for a few seconds, then release it to resume playing. The system beeps while the button is held down.

Stop message playback — Press and release **STOP**.

Previewing Messages

You can use this feature to “preview” the first five seconds of each message in a mailbox.

- 1 Press **PREVIEW**. The mailbox lights flash and the message window displays **Pr**.
- 2 Either press and release (to preview all messages) or hold down (to preview new messages only) **MBOX 1**, **MBOX 2**, **MBOX 3** or **MBOX 4**.
- 3 **To listen to an entire message**, press **PREVIEW** while the message is playing. The system is now in regular playback mode, and plays all messages completely.
- 4 You can press **STOP** at any time to exit previewing.

NOTE: Day and time are not announced during message previewing.

Saving Messages

The system saves your messages automatically if you do not delete them. The system can save about 24 minutes of messages, including your announcement, for up to a total of 99 messages. When memory is full, you must delete some or all messages before new messages can be recorded.

Moving a Message to Another Mailbox

You can move a message from one mailbox to another. The message is saved as a new message in the mailbox to which it's been added, and is deleted from the original mailbox.

- 1 While the message you want to move is playing, press **CHANGE**. The system stops playback, the Message Window displays **CP** (for copy), and the mailbox lights flash.
- 2 Press the **MBOX** button where you want to move the message. The system beeps twice and resumes playing messages in the original mailbox.

Deleting Messages

Delete all messages in a mailbox — Press and release **DELETE**, then press the **MBOX** button of the mailbox you want to clear. The system announces “Messages deleted.” If you haven't listened to all of the messages, the system beeps five times, and does not delete messages.

Delete selected messages — Press and release **DELETE** while the message you want to delete is being played. The system beeps once, and continues with the next message. If you want to check a message before you delete it, you can press **REPEAT/SCAN** to replay a message before deleting it.

When the system reaches the end of the last message, the messages not deleted are renumbered, and the Message Window displays the total number of messages remaining in memory.

OPERATION

Recording a Memo

You can record a memo to be stored as an incoming message. The memo can be up to three minutes long, and will be played back with other messages.

- 1 Press and release **MEMO/2 WAY**. All four mailbox lights blink rapidly. The Message Window should display 1–. If it displays 2–, press **MEMO/2 WAY** again.
- 2 Press an **MBOX** button to select a mailbox for the memo. After the beep, speak toward the microphone.
- 3 To stop recording, press **STOP**.

Recording a Phone Conversation

You can record a phone conversation up to three minutes long. You can listen to the recording as you do any other messages.

***NOTE:** This unit does not sound warning beeps to let the other party know that the call is being recorded. To ensure that you are in compliance with any state and federal regulations that concern recording a telephone call, you should start the recording process and then inform the caller that you are recording the call.*

- 1 Press and release **MEMO/2 WAY** at any time during a phone conversation. All four mailbox lights blink rapidly. The Message Window should display 2–. If it shows 1–, press and release **MEMO/2 WAY** again.
- 2 Press an **MBOX** button to select where the conversation will be recorded. The system beeps and begins recording.
- 3 To stop recording, press **STOP**.

Priority Call Signal

When a caller enters the Priority Calling Code from a touch tone phone, the system beeps loudly to alert you that you have a priority call. You'll need to provide select callers with the Priority Calling Code (preset to 999), in order for them to use this feature.

- 1 *Your caller* dials your telephone number from a touch tone phone.
- 2 When the announcement begins to play, your caller can enter the Priority Calling Code.

- 3 The system beeps three times, then pauses. This continues for up to 30 seconds, unless you answer the phone. The beeps are audible on both ends of the call.
- 4 If you do not answer, your caller can enter a mailbox number (1, 2, 3, or 4), and leave a message in a mailbox.

Changing the Priority Calling Code

The Priority Calling Code is preset to 999. You can use this code, or change it to another three-digit number from 500–999. **DO NOT** pick the same number as that assigned to the Remote Access Code. You can view the current Priority Calling Code by holding down **CODE**.

- 1 Press **CHANGE**. The Message Window displays **CH**.
- 2 Hold down **CODE** for at least two seconds. The system announces "First digit."
- 3 Press **SKIP/SCAN** or **REPEAT/SCAN** to change the digit.
- 4 When the Message Window displays the desired first digit, press **CODE**. The system announces "Second digit."
- 5 Press **SKIP/SCAN** or **REPEAT/SCAN** to change the digit.
- 6 When the Message Window displays the desired second digit, press **CODE**. The system announces "Third digit."
- 7 Press **SKIP/SCAN** or **REPEAT/SCAN** to change the digit.
- 8 When the Message Window displays the desired third digit, press **CODE**. The system announces the new Priority Calling Code.

When Memory is Full

The system can record approximately 24 minutes of messages (including the time for your announcement), or a maximum of 99 messages. When memory is full, or 99 messages have been recorded, the Message Window flashes **F**. Delete messages to make room for new ones.

When memory is full, the system answers calls after 10 rings, and sounds two beeps instead of your announcement.

OPERATION

Changing the Remote Access Code

The Remote Access Code is preset to 500. You can change the Remote Access Code to any three-digit number from 500–999. **DO NOT** pick the same number as that assigned to the Priority Calling Code.

- 1 Press **CHANGE**. The Message Window displays **CH**.
- 2 Hold down **CODE** for at least two seconds. The system announces “First digit.”
- 3 Press **SKIP/SCAN** or **REPEAT/SCAN** to change the digit.
- 4 When the Message Window displays the desired first digit, press **CODE**. The system announces “Second digit.”
- 5 Press **SKIP/SCAN** or **REPEAT/SCAN** to change the digit.
- 6 When the Message Window displays the desired second digit, press **CODE**. The system announces “Third digit.”
- 7 Press **SKIP/SCAN** or **REPEAT/SCAN** to change the digit.
- 8 When the Message Window displays the desired third digit, press **CODE**. The system announces the new Remote Access Code.

REMOTE OPERATION

Remote Access Code

You can use many features of this answering system remotely from a touch tone phone. Most features can be accessed only after you enter a Remote Access Code, preset to 500. You can view the Remote Access Code by tapping `CODE`.

Connect with the Answering System

- 1 Dial your telephone number from a touch tone phone.
- 2 When the system answers, enter your Remote Access Code.
- 3 The two-beep signal lets you know the system is ready to accept a remote command.

Playing Messages

- 1 **Connect with the answering system.**
- 2 After the two beeps, wait four seconds, and the system plays back messages in Mailbox 1
— **OR** —
Press and release `7`, then enter a Mailbox number (`7`, `2`, `3`, or `4`) to play all messages in that mailbox
— **OR** —
Press and release `2`, then enter a mailbox number (`7`, `2`, `3`, or `4`) to play only new messages in that mailbox. (If there are no new messages, the system announces “No new messages.”)
- 3 **To repeat a message** — Press and release `4` while the message is playing.
To repeat part of a message — Hold down `4`. To resume playing, release `4`.
To skip a message — Press and release `6` while the message is playing.
To skip part of a message — Hold down `6`. To resume playing, release `6`.
To stop message playback — Press `5`.
To save messages, hang up.

Deleting Messages

- 1 **Connect with the answering system.**
- 2 **To delete selected message** — Press and release `3` while the message is playing.
To delete all messages in a mailbox — After you have listened to all messages and heard the two beeps, press `3`, and then the mailbox number.

Playing Messages in Another Mailbox

After playing messages in one mailbox, the system announces “End of messages,” and beeps twice. You can then press `7` (all messages) or `2` (new messages only) and enter the number of another mailbox (`7`, `2`, `3`, or `4`).

Recording a New Announcement

- 1 **Connect with the answering system.**
- 2 Press `7`, `*`.
- 3 Speak after the beep, then press `5` to stop recording. The system replays your new announcement.
- 4 **To review your announcement** — Press `7`, `7`.

Record a Memo

- 1 **Connect with the answering system.**
- 2 Press `#`, then enter the number of the mailbox where you want the memo recorded, and begin speaking after the beep.
- 3 Press `5` when you are finished.

Room Monitor with Intercom

You can call the answering system and listen to any activity in the room.

- 1 **Connect with the answering system.**
- 2 Press `9`, `7` to listen for 30 seconds.
- 3 If you wish, you can press `7` while the monitor is active to speak to someone in the room (for up to 30 seconds).
- 4 Press `7` again during intercom operation to return to listening only.
- 5 Press `5` at any time to exit Room Monitor with Intercom.

REMOTE OPERATION

Ending Remote Access Call

Press **✖**, **9**. The system announces “The machine will now hang up,” and disconnects from the line.

Changing Your Remote Access Code

- 1 Connect with the answering system.**
- Press and release **9**, **9**. The system beeps once.
- Enter your new Remote Access Code (any number between 500 and 999 except for the Priority Calling Code).
- If a valid code is entered, the system announces the new Remote Access Code. If an invalid code is entered, the system beeps five times rapidly, then beeps twice. Repeat Steps 2 and 3.

Turn System Off

- 1 Connect with the answering system.**
- Press **8**, **8**, then hang up.

Turn System On

When the system is off, it answers after 10 rings and beeps twice.

- Press **0** to turn the system on.
- The system beeps twice and is ready to answer calls and record messages. If the system beeps five times, the memory is full.

Memory Full

If the system answers after 10 rings and beeps twice instead of playing your announcement, the system is off, memory is full, or the **AO** announcement is selected but not recorded.

- Enter your Remote Access Code after the two-beep signal.
- Press **7**, **7** to check your announcement. If you hear no announcement, press **7**, **✖** to record a new announcement.
- Listen to messages, and delete some or all of them.
- Press **0** to make sure your system is on before you hang up.

Voice Help Menu

The Voice Help Menu allows you to use several system features from a remote location even when you cannot remember the touch tone commands. All you need to know is your Remote Access Code, and the system will prompt you. As soon as you hear the command you need, press the appropriate buttons.

IN CASE OF DIFFICULTY

If this answering system does not work properly, try the following suggestions. If you're still having difficulty, call 1 800 222-3111.

Message Window Is Blank

- Make sure the power cord is securely connected to both the answering system and an electrical outlet not controlled by a wall switch.
- Press **ON/OFF** to make sure the system is on.

Messages Are Incomplete

- The system can accept messages up to three minutes long. If a caller leaves a very long message, part of it might be lost when the system disconnects the call after three minutes.
- If the caller pauses for more than seven seconds, the system stops recording and disconnects the call.
- If the system's memory fills up during a message, the system stops recording and disconnects the call.

System Does Not Answer After Correct Number Of Rings

- If the **RING SELECT** switch is set to **TS** (Toll Saver), the number of rings changes from four to two when you have new messages waiting.
- In some cases, the system might be affected by the ringing system used by the local telephone company.
- If the system's memory is full, or the system is off, the system answers after 10 rings.

System Does Not Respond To Remote Commands

- Make sure you are calling from a touch tone phone. When you dial a number, you should hear tones. If you hear clicks instead, the phone is not a touch tone telephone.
- The answering system may not detect the Remote Access Code while your announcement is playing. Try waiting until the announcement is over before entering the code.
- There may be noise interference on the phone line you are using. Press dial buttons firmly.
- Make sure you are entering your Remote Access Code correctly.
- You might be calling from a phone that sends tones too short for your answering system to detect.

Power Failure Recovery

If the system is disconnected from AC power it will not operate. Your announcement and messages are retained in memory during a power failure, but you will need to reset the clock. The Remote Access Code might revert to its original setting.

CL Appears in the Message Window

You need to reset the clock.

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Tapeless Digital Answering System 1725

Remote Commands

To connect with your answering system:

- 1 Dial your telephone number from a touch tone phone.
- 2 When the system answers, enter your Remote Access Code. The system announces the number of messages and beeps twice.
- 3 Wait four seconds for the system to play back all messages in Mailbox 1

— OR —

Enter a remote command from inside this card. If you do not enter a command, the Voice Help Menu will prompt you after message playback.

fold



Tapeless Digital Answering System 1725

Remote Commands

To connect with your answering system:

- 1 Dial your telephone number from a touch tone phone.
- 2 When the system answers, enter your Remote Access Code. The system announces the number of messages and beeps twice.
- 3 Wait four seconds for the system to play back all messages in Mailbox 1

— OR —

Enter a remote command from inside this card. If you do not enter a command, the Voice Help Menu will prompt you after message playback.

COMMAND

Play all messages in a mailbox

Play only new messages
in a mailbox

Repeat message

Skip message

Delete all messages in a mailbox

Delete selected message
in a mailbox

Record announcement

Review announcement

Record memo

Room monitor

Stop

End remote access call

Change Remote Access Code

Turn system off

Turn system on

PRESS[1], then enter mailbox
number[2], then enter mailbox
number[4] while message is
playing[6] while message is
playing[3], then enter mailbox
number[3] while message is
playing[7], [x], speak, press [5] to
stop

[7], [1]

[#], enter mailbox
number, speak, press [5]
to stop

[9], [1]

[5], press [1] to resume
playing

[x], [9]

[9], [9]

[8], [8] then hang up

[0]

COMMAND

Play all messages in a mailbox

Play only new messages
in a mailbox

Repeat message

Skip message

Delete all messages in a mailbox

Delete selected message
in a mailbox

Record announcement

Review announcement

Record memo

Room monitor

Stop

End remote access call

Change Remote Access Code

Turn system off

Turn system on

PRESS[1], then enter mailbox
number[2], then enter mailbox
number[4] while message is
playing[6] while message is
playing[3], then enter mailbox
number[3] while message is
playing[7], [x], speak, press [5] to
stop

[7], [1]

[#], enter mailbox
number, speak, press [5]
to stop

[9], [1]

[5], press [1] to resume
playing

[x], [9]

[9], [9]

[8], [8] then hang up

[0]