RGAVISYSTM 4 Line Accessory Handset User's Guide



Please read this manual before operating this product for the first time.

Model H5450

Important Information Equipment Approval Information

Your telephone equipment is approved for connection to the Public Switched Telephone Network and is in compliance with parts 15 and 68, FCC Rules and Regulations and the Technical Requirements for Telephone Terminal Equipment published by ACTA.

1 Notification to the Local Telephone Company

On the bottom of this equipment is a label indicating, among other information, the US number and Ringer Equivalence Number (REN) for the equipment. You must, upon request, provide this information to your telephone company.

The REN is useful in determining the number of devices you may connect to your telephone line and still have all of these devices ring when your telephone number is called. In most (but not all) areas, the sum of the RENs of all devices connected to one line should not exceed 5. To be certain of the number of devices you may connect to your line as determined by the REN, you should contact your local telephone company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

Notes

- This equipment may not be used on coin service provided by the telephone company.
- Party lines are subject to state tariffs, and therefore, you may not be able to use your own telephone equipment if you are on a party line. Check with your local telephone company.
- Notice must be given to the telephone company upon permanent disconnection of your telephone from your line.
- If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this product does not disable your alarm
 equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

2 Rights of the Telephone Company

Should your equipment cause trouble on your line which may harm the telephone network, the telephone company shall, where practicable, notify you that temporary discontinuance of service may be required. Where prior notice is not practicable and the circumstances warrant such action, the telephone company may temporarily discontinue service immediately. In case of such temporary discontinuance, the telephone company must: (1) promptly notify you of such temporary discontinuance; (2) afford you the opportunity to correct the situation; and (3) inform you of your right to bring a complaint to the Commission pursuant to procedures set forth in Subpart E of Part 68, FCC Rules and Regulations.

The telephone company may make changes in its communications facilities, equipment, operations or procedures where such action is required in the operation of its business and not inconsistent with FCC Rules and Regulations. If these changes are expected to affect the use or performance of your telephone equipment, the telephone company must give you adequate notice, in writing, to allow you to maintain uninterrupted service.

Interference Information

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference; and (2) This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna (that is, the antenna for radio or television that is "receiving" the interference).
- Reorient or relocate and increase the separation between the telecommunications equipment and receiving antenna.
- Connect the telecommunications equipment into an outlet on a circuit different from that to which the receiving antenna is connected.

If these measures do not eliminate the interference, please consult your dealer or an experienced radio/television technician for additional suggestions. Also, the Federal Communications Commission has prepared a helpful booklet, "How To Identify and Resolve Radio/TV Interference Problems." This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20402. Please specify stock number 004-000-00345-4 when ordering copies.

Hearing Aid Compatibility

This telephone system meets FCC standards for Hearing Aid Compatibility.

US NUMBER IS LOCATED ON THE CABINET BOTTOM REN NUMBER IS LOCATED ON THE CABINET BOTTOM

Licensing

Licensed under US Patent 6,427,009.

FCC RF Radiation Exposure Statement

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with a minimum distance of 20 centimeters between the radiator and your body. This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter."

For body worn operation, this phone has been tested and meets the FCC RF exposure guidelines when used with the belt clip supplied with this product. Use of other accessories may not ensure compliance with FCC RF exposure guidelines.



Introduction



CAUTION: When using telephone equipment, there are basic safety instructions that should always be followed. Refer to the IMPORTANT SAFETY INSTRUCTIONS provided with this product and save them for future reference.

Congratulations on your purchase of the RCA H5450 Cordless Handset which is designed to be used only with the RCA 25450 Telephone System. The RCA 25450 Telephone System was built to satisfy a variety of business and residential needs. A prominent feature of the RCA 25450 is the two-way radio which gives you the flexibility to add remote handset phones anywhere there is an A/C electrical outlet.

The RCA 25450 Telephone System functions like a PBX office system. Calls are handled in a way that offer similar privacy.

This user's guide will cover the basics to get you started, explain the advanced features of the Cordless Handset, and show you how to tailor the RCA H5450 to your specific needs.

To get the most from your new phone, we suggest that you take a few minutes right now to read through this user's guide.

NOTE: The ringer timing in this system may ring in a different sequence than other types of phone systems connected to the same line(s).

IMPORTANT: In order to use all of the features of this unit, 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.

IMPORTANT: Because cordless phones operate on electricity, you should have at least one phone in your business or home that isn't cordless, in case the power goes out.

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Important Installation Information

Safety Precautions

- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch non-insulated telephone wires or terminals, unless the telephone line is disconnected from the network.
- Use caution when installing or modifying telephone lines.
- Temporarily disconnect any equipment connected to the phone such as faxes, other phones, or modems.

Installation Guidelines

- Avoid sources of noise, such as a window by a busy street, and electrical noise, such as motors, microwave ovens, and fluorescent lighting.
- Avoid heat sources, such as heating air ducts, heating appliances, radiators, and direct sunlight.
- Avoid areas of excessive moisture or extremely low temperature.
- Avoid dusty locations.
- Avoid other cordless telephones or personal computers.

INSTALLATION NOTE: Some cordless telephones operate at frequencies that may cause or receive interference with TVs, microwave ovens, and VCRs. To minimize or prevent such interference, the base of the cordless telephone should not be placed near or on top of a TV, microwave ovens, or VCR. If such interference continues, move the cordless telephone farther away from appliances. Certain other communications devices may also use the 900 MHz frequency for communication, and, if not properly set, these devices may interfere with each other and/or your new telephone. If you are concerned with interference, please refer to the owner's manual for these devices on how to properly set channels to avoid interference. Typical devices that may use the 900 MHz frequency for communication include wireless audio/video senders, wireless computer networks, multi-handset cordless telephone systems, and some long-range cordless telephone systems.

Parts Checklist

Make sure your package includes the following items:



Cordless Handset Installation

Installing the Charging Cradle and AC Adaptor

Plug the transformer end of the AC Adaptor into a standard AC electric power outlet, plug the other end into the "Power 5.5VDC In" jack on the back of the Charging Cradle.

Installing the Cordless Handset Battery

- 1. Locate the back cover and battery pack packaged separately from the Handset.
- 2. Insert the battery pack and connect the plug on the battery pack to the jack inside the compartment. Use only the supplied RCA Nickel Metal Hydride (Ni-MH) battery.

NOTE: It is important to maintain the polarity (black and red wires) to the jack inside the compartment. To ensure proper battery installation, the connector is keyed and can be inserted only one way.

- 3. Close the battery compartment by pushing the back cover up until it snaps into place.
- 4. Place the handset in the charging cradle. Charge the battery for 12 hours before the first use.

NOTE: Allow the handset battery to properly charge (for 12 hours) prior to first use or when you install a new battery pack. If you do not properly charge the phone, battery performance will be compromised.

NOTE: The Cordless Handset may feel warm to the touch after charging.





Installing the Charging Cradle Wall Mount

Choose a mounting location at least 10-1/2" clearance above the top screw hole.

- 1. Cut out the Charging Cradle Wall Mount Template. See page 71.
- 2. Hold the template against the wall and mark the mounting screw positions.
- 3. Drill holes in wall using appropriate size drill bit.
- 4. Insert anchor screws into the wall. We recommend #8 pan head screws. Allow 3/16" space between screw heads and wall.
- 5. Press the AC adapter cord in the cord channel of the wall bracket. Allow approximately 3" of cord past the end of the channel.
- 6. Insert the round connector on the AC adapter cord into the connection on the bottom of the charging cradle.
- 7. Insert the front tabs of the bracket in the square holes of the charging cradle. Swing the cradle down to snap it in place. Make sure the AC adapter cord is not pinched between the cradle and the mount.
- 8. Mount the assembly to the wall.
- 9. Plug the AC Adapter into a power outlet.
- 10. Insert the Cordless Handset into the cradle. Charge the battery for 12 hours before the first use.

Registering the Cordless Handset

Cordless handsets must be registered with the Base Unit before use. If the Cordless Handset was purchased with the Base Unit as a system, the Cordless Handset has already been registered. The ID will be displayed when the Cordless Handset is powered on. If the Cordless Handset has not been registered or the registration has been deleted, the display shows *"Please register"*.

NOTE: You must program both the Base Unit and the Cordless Handset to register the handset. Have both units ready to program as you must complete registration of the handset within 30 seconds after programming the Base Unit.

- 1. On the **Base Unit**, press the **MENU** soft button.
- 2. Press ▲ or on the Navigation button to scroll through the options until *"Registration"* appears on the display.
- 3. Press the **SELECT** soft button.
- 4. *"Register HS"* appears on the display. Have the **Cordless Handset** ready to program.
- 5. Press the **SELECT** soft button.
- 6. The display will show "Press REGISTER in HS menu options." A 30 second timer will begin at this point. If the registration process is not completed in this time, the process will be canceled.
- 7. On the **Cordless Handset**, press the **MENU** soft button.
- 9. Press the **SELECT** soft button.
- 10. "Register HS" appears on the display.







Press DERE	GISTER
in HS menu	
options	
	CANCEL

- **Registering the Cordless Handset**
- 11. Press the **SELECT** soft button.
- 12. The Cordless Handset will link to the Base Unit at this time.
- 13. When finished, the Cordless Handset display will show "Registration completed". The new ID number is shown on the first line of the Cordless Handset display.
- 14. Repeat the steps for each Cordless Handset to be registered.

Deregister Cordless Handset

You will program the Base Unit and the Cordless Handset to complete the procedure.

NOTE: Cordless Handsets must be deregistered from the Base Unit before the assigned ID can be reused.

- 1. On the **Base Unit**, press the **MENU** soft button.
- 2. Press \checkmark or \checkmark on the Navigation button to scroll through the options until "Registration" appears on the display.
- 3. Press the **SELECT** soft button.
- 4. Press \checkmark or \checkmark on the Navigation button to scroll through the options until "Deregister HS" appears on the display.
- 5. Press the **SELECT** soft button. Have the **Cordless Handset** ready to program.
- 6. The display on the **Base Unit** will show "Press DEREGISTER in HS menu options." A 30 second timer will begin at this point. If the deregistration process is not completed in this time, the process will be canceled.
- 7. On the **Cordless Handset**, press the **MENU** soft button.
- 8. Press \checkmark or \checkmark on the Navigation button to scroll through the options until "Registration" appears on the display.

Registration	ı: \$
Register HS	
SELECT	BACK

Registering the Cordless Handset

- 9. Press the **SELECT** soft button.
- 10. Press ▲ or on the Navigation button to scroll through the options until "Deregister HS" appears on the display.
- 11. Press the **SELECT** soft button.
- 12. The Cordless Handset will link to the Base Unit at this time. The Cordless Handset display will show "Deregistration completed," and return to standby.
- 13. Repeat the steps for each Cordless Handset to be deregistered.
- 10. If an invalid ID was entered, the display will show "Invalid ID" and return to the "Registration" submenu.

Registration	1: \$
Deregister I	is
SELECT	BACK

Cordless Handset Layout



Cordless Handset Charging Cradle Layout





Features

LCD display

The LCD display has a LED (Light Emitting Diode) for backlighting. The LED dims after 10 seconds of inactivity.

The first line of the display can show the Caller ID, time and date, or can show the following status icons from left to right:

RSSI (Receive Signal Strength Indicator) – During a call, the number of bars is proportional to the radio signal strength received

Line Indicators - Indicate the line number(s) being accessed or held.

Handset ID - Displays a 2-digit Handset ID

Battery Strength Indicator – Number of bars is proportional to the amount of battery time remaining. Indicates charging when in charger cradle

The second and third lines can show status, Caller ID information, message, menu selections, or editable characters.

The last line shows various left and right Soft Button functions.

End/Power Button

Press to end a call. Press for 3 seconds to turn the handset power ON or OFF.

Talk Button

Press to place a phone call, answer an incoming phone call, or make an intercom call through the receiver or headset. The receiver or headset remains in use unless the **Speaker** button is pressed.

Left and Right Soft Buttons

The function of each Soft Button changes according to what is shown in the display above it. Press to perform the function above the Soft Button.

MENU System (Adjust Settings and Registration)

Use the Menu system by pressing the **MENU** soft button to adjust sound settings, phone settings, and to register Cordless Handsets.

NOTE: You must exit the Menu System before you can make a call.

Redial Soft Button

Allows you to dial the last ten (10) numbers called. You can use the Navigation Button \checkmark or \checkmark arrows to scroll through the last 10 numbers.

Pre-Dialing

Allows you to enter a phone number before accessing a telephone line by pressing the Talk or Speaker button.

Navigation Button

Press \checkmark or \checkmark to scroll through records and menu selections on the display, adjust ringer volume during Standby Mode, and adjust the Cordless Handset receiver, Speakerphone or Headset voice volume during a call. Press \blacktriangleleft or \triangleright to move the cursor on the display during number and name editing, and to access Caller ID or Directory functions during Standby Mode.

Speaker Button

Press the **Speaker** button to activate the Speakerphone and make a call, answer an incoming call, or make an intercom call. You can toggle between the speakerphone mode and the receiver by pressing the **Talk** or **Speaker** buttons. To end a call, press the **End** button.

Arrows on Display Indicate Scrolling Available by Using Navigation Button VM box # 01 00 new 00 old Play new SELECT BACK

Headset Jack

Allows you to plug in a headset. The headset jack supports a standard 2.5 mm headset plug.

Mute

Available through the **MUTE** soft button. During a call, allows you to temporarily turn off the microphone on the Cordless Handset, headset, or speakerphone so the person on the line cannot hear you.

Flash button

Press to send a signal to a phone line to retrieve a dial tone after you end a call, or to perform the call waiting feature provided by local phone companies during a call.

Hold

Available through the **COPTION** soft button during a call. Allows you to temporarily suspend a call up to 30 minutes.

Exit Button

Returns to the Standby Mode display. Any unsaved changes will be discarded.

Voice Mail Button

Allows you to access the Voice Mail system to play new or old messages or to change your voice mail options.

Voice Mail Indicator Light

Flashes when there are unheard voice mail messages.

Intercom Button

Press to place an intercom call to an extension (Cordless Handset ID or Base Unit ID) or a Group ID.

Call Forwarding

Allows you to forward future incoming calls from your extension to an external phone number.

Call Transferring

Allows you to move a call from one extension to another.

Conference Calling

The conference call function allows a caller from the Base Unit or a Cordless Handset to add a third person to a call. The call must include at least one outside line.

Second Incoming Call

Alerts you of a new call from a different line by a tone when you are on the phone. Allows you to toggle between calls.

Caller ID

Contact your local phone company to subscribe to this feature. The phone system receives and displays Caller ID information transmitted by your local phone company. This information may include the phone number, date and time. The unit can store up to 50 calls.

Call Waiting

Contact your local phone company to subscribe to this feature. This feature allows you to see on the display who is calling when you hear a call waiting tone.

NOTE: The call waiting tone is audible only to the extension that is on the line. No other extension will hear the tone or can answer the call.

Extension Groups

This feature allows several Cordless Handset users to be called or paged at the same time as one group. The first Handset user to answer receives the call. There are four group ID numbers (91-94) available for Cordless Handset users.

NOTE: The Base Unit always belongs to all groups

For example, if several Cordless Handset users in a sales department decide to be called as a group, each Cordless Handset subscribes to the same group ID number. Outside and Intercom calls can be directed to that "sales" group ID number.

Auto Attendant recordings can also direct calls to Extension Groups. For example, you could record an Auto Attendant message to say; *"To speak with someone in sales, press 91"*.

Using Your RCA 25450 Phone System

Your RCA 25450 Cordless Handset comes ready to use unless it was purchased separately from the Base Unit. If purchased separately, it must be registered before use. See "Registering Handsets" in this manual. This section details the basic operation of the Cordless Handset, including instructions on making, receiving and ending a call, call waiting, switching between audio modes, putting a call on hold, muting, transferring a call, and using the intercom.

Making a Call

Press and hold the End button to turn on the Cordless Handset. You will hear a confirmation tone and see the display when the Handset is on. Calls can be made by pressing the Talk or Speaker buttons or plugging in a headset.

Refer to *Auto or Manual Line Selection* in this User's Guide for instructions on setting your Cordless Handset to the Auto or Manual Line Selection Mode.

Auto Line-Selection Dial

The Auto Line-Selection Dial function allows the user to dial a phone number without first choosing a line. An available line is automatically selected.

1. Press the Talk or Speaker button.

NOTE: To cancel dialing at any time, press the End button.

- 2. The display will show "Press REDIAL or dial number" or the dialing prefix if it is enabled via the phone setting menu.
- 3. Press the **REDIAL** soft button to redial the last number called, or enter the phone number using the keypad (0-9, *, #).
- 4. If the Cordless Handset can not establish a connection to the Base Unit after 15 seconds, it will show *"No connection"*. If all usable phone lines are not available, it will show *"No line is available"*. If there are usable phone lines available but all system resources are in use, the display will show *"System busy"*.

- 5. Otherwise, it will enter talk mode. The corresponding receiver, headset, or speakerphone will be turned on.
- 6. If the Cordless Handset loses the connection with the Base Unit due to interference, it will try to re-establish the connection for 10 seconds and the display will show "*Re-establishing connection ...*"
- 7. If the connection is re-established, it will enter talk mode. Otherwise, the display will show *"Connection lost"* for 5 seconds and return to the standby screen.

Manual Line-Selection Dial

The manual line-selection dial function allows the user to choose a phone line to make a call.

1. Press the Talk or Speaker button. It will show "Connecting ..."

NOTE: To cancel dialing at any time, press the End button.

- 2. If the Cordless Handset can not establish a connection to the Base Unit after 15 seconds, the display will show "*No connection*". If all usable phone lines are not available, it will show "*No line is available*". If there are usable phone lines available but system resources are busy, the display will show "*System busy*".
- 3. Otherwise, the display will show phone lines that are available at the time. Use the keypad (1–4) to select a line.
- 4. If the phone line selected is unavailable, it will show "Line (1-4) is in use".
- 5. Otherwise, it will enter talk mode and the display will show *"Press REDIAL or dial number"* or the dialing prefix if it is enabled via phone setting menu and the corresponding receiver, headset, or speakerphone will be turned on.
- 6. Press the **Redial** button to redial the last number called, or enter the phone number using the keypad (0–9, *, #).

Using Your RCA 25450 Phone System

- If the Cordless Handset loses the connection with the Base Unit due to interference, it will try to re-establish the connection for 10 seconds and show "Re-establishing connection ..."
- 8. If the connection is re-established, it will enter talk mode. Otherwise, the display will show *"Connection lost"* for 5 seconds and go back to standby screen.

Pre-Dialing

The Pre-Dialing function allows you to enter the number before accessing a phone line.

- 1. To pre-dial a number, enter the phone number using the keypad (0–9, *, #) while in Standby Mode.
- 2. Use the **CLEAR** and **DELETE** soft buttons to edit the number entered. The **DELETE** soft button erases the last digit entered. The **CLEAR** soft button erases the entire line but remains in the pre-dialing mode.
- 3. Press the Talk or Speaker button to make auto or manual line-selection dial.
- 4. If the dialing prefix function is enabled via phone setting menu, the dialing prefix will be inserted before the phone number entered.
- 5. Before the auto or manual line-selection dial is made, an incoming call takes priority and will cancel the pre-dialing.

Redial

The redial function allows the user to dial a number from the last 10 numbers dialed.

1. To redial a phone number, press the **REDIAL** soft button. The last phone number dialed will be displayed.

NOTE: *if the redial log is empty, it will return to standby display in 5 seconds after displaying "Redial log empty".*



- 2. Press ▲ or ▼ on the Navigation button to scroll through the last 10 numbers dialed.
- 3. Press the Talk, or Speaker button to make an auto or manual line-selection dial. The phone number shown will be sent.
- 4. Before the auto or manual line-selection dial is made, an incoming call takes priority and will cancel the redial.

To Delete a Number from the Redial Log

- 1. Press the **REDIAL** soft button.
- 2. Press or on the Navigation button to scroll to the number to be deleted.
- 3. Press **DELETE** soft button. Then press the **VES** soft button to delete it or press the **NO** soft button to keep it in the redial log.

To Save a Number from the Redial Log to the Directory

- 1. Press the **REDIAL** soft button.
- 2. Press or on the Navigation button to scroll to the number to be saved.
- 3. Press **SAVE** soft button.
- 4. Enter a name, and then save the number. Please refer to Directory section for detailed operation.

Receiving a Call

1. The Cordless Handset will ring and/or vibrate when a call is received. The display will show "Incoming call from line (1-4)", then Caller ID information if available. "Private" or "Unknown" may show on the display if the caller's information has been blocked by the caller or the originating phone company.

NOTE: If there is more than one incoming call and intercom call for the Cordless Handset, only the first call's information will be shown.

Using Your RCA 25450 Phone System

 Lift the Cordless Handset from the charging cradle and press the Talk button to answer. Press the Speaker button for speakerphone operation. Press the SILENT soft button to ignore the call.

NOTE: The **SILENT** soft button applies only to the current call.

- 3. To switch between handset and speakerphone: press the **Speaker** button to switch to speakerphone; press the **Talk** button to switch to handset.
- 4. To end the call, press the End button.

Ending a Call

To end a receiver call, a headset call or a speakerphone call, press the End button or place the Cordless Handset in charging cradle.

Switching Between Audio Modes

During a call, you can switch among the following audio modes: receiver call, speakerphone call and headset call.

- 1. To switch to receiver call from headset call, unplug the headset.
- 2. To switch to headset call from receiver call, plug in the headset.
- 3. To switch to receiver or headset call from speakerphone call, press Talk button.
- 4. To switch to speakerphone call, press Speaker button.

Putting Call(s) on Hold

The hold function allows the user to temporarily suspend a call up to 30 minutes. This function is also used when setting up a conference call (Please refer to Three-Way Conference Calls for details).

When a call is on hold, the extension that put the call on hold will remind the user with three short beeps every 30 seconds. And the caller will hear pre-recorded hold message every 15 seconds (Please refer to Hold Message for details).

A call on hold can only be taken off hold by the extension that originally put it on hold. The system will automatically end the call if the caller hangs up or it has been put on hold for more than 30 minutes.

- 1. To put a call on hold, press the **OPTION** soft button.
- 2. Press \checkmark or \checkmark on the Navigation button to scroll to the "Hold" option.
- 3. Press the **SELECT** soft button. The display will show the call on hold and the corresponding Line (1-4) button on Base Unit will flash (slow) red.
- 4. To take a call off hold, press the corresponding **UNHOLD** soft button.
- 5. Press or on the Navigation button to scroll to the desired line to unhold.
- 6. Press **SELECT** soft button.

NOTE: The Cordless Handset must be within the Base Unit's coverage area to resume a call. Otherwise, it will fail and the display will show "No connection".

Call Waiting

To use this feature, you must subscribe to a Caller ID with a Call Waiting Service.

When you are on the phone and you are receiving another call, you will hear a tone and the display will show who is calling. Press the **Flash** button to put the person whom you are talking to on Hold and answer the incoming call. Press the **Flash** button again to switch between calls.

Mute

The Mute function allows a user to temporarily silence the outgoing voice (turn off the microphone) during a call.

- 1. To mute the call, press the **MUTE** soft button. Mute is effective only for the current call.
- 2. To unmute the call, press the **UNMUTE** soft button.

Transferring a Call to Another Extension

The Call Transfer function allows the user to move a call from one extension to another. There are two types of call transfer: Announced and Unannounced.

Announced Call Transfer

Announced call transfer allows the user to talk to the person that will receive the transfer before actually transferring the call.

- 1. To make an announced call transfer from the Cordless Handset, press the **OPTION** soft button.
- 2. Press \checkmark or \checkmark on the Navigation button to locate the "Xfer" option.
- 3. Press the **SELECT** soft button.

NOTE: To cancel call transfer at any time, press the **CANCEL** soft button.

- 4. Enter a valid two-digit extension, or extension group using the keypad. The Cordless Handset will page the selected extension(s).
- 5. If the paging is not answered for 30 seconds, the call transfer will be cancelled, and the display will show *"Paging out"* for a few seconds.
- 6. After the paged extension (or one of the paged extensions) picks up and talks, end the call to complete the announced call transfer.

Unannounced Call Transfer

Unannounced call transfer allows the user to transfer the call without talking to the person who will receive the transfer. If an unannounced call transfer is not answered, the call will be handled by Auto Attendant if it is turned on. The call will go to Voice Mail if Voice Mail is turned on and Auto Attendant is turned off. The call will keep ringing if both Auto Attendant and Voice Mail are turned off.

- 1. To make an unannounced call transfer, press the **OPTION** soft button.
- 2. Press \checkmark or \checkmark on the Navigation button to locate the "Xfer" option.
- 3. Press the **SELECT** soft button.

NOTE: To cancel call transfer at any time, press the **CANCEL** soft button.

- 4. Enter a valid two-digit extension, or extension group using the keypad (0–9, *, #). The Cordless Handset will page the selected extension(s).
- 5. End the call to complete the unannounced call transfer.

Intercom Calls

Intercom calls allow extensions to communicate with each other internally. They can be made to a single extension, group, or the Base Unit can page all extensions.

There are two types of intercom calls between Cordless Handsets:

One is normal intercom which can be made without the presence of the Base Unit if there are no calls held by the Cordless Handset;

The other is a Base Unit assisted intercom which is made when there are calls held by the Base Unit. Base Unit assisted intercom is used to set up a conference call (Please refer to Three-Way Conference Calls for details).

Making an Intercom Call

An intercom call can be made to a specific extension, or an Extension Group. If an intercom call is made to an Extension Group, the first extension to answer will be connected.

 Press the Intercom button followed by a two-digit Cordless Handset ID (01-16) or an Extension Group ID (91–94);

NOTE: If the Cordless Handset ID entered is not registered, the user will be prompted to reenter a Cordless Handset ID.

Enter Ext #: ##

2. If it is a Base Unit assisted intercom call and system resources are busy, the display will show "System busy". Otherwise, the handset receiver or headset will be turned on.

NOTE: To cancel an intercom call at any time, press the End button.

Receiving an Intercom Call

1. When an intercom call arrives, the Cordless Handset will ring and/or vibrate. The display will show the caller's Extension ID (00–16).

NOTE: If there is more than one incoming call and intercom calls for the Cordless Handset, only the first call's information will be shown.

2. Press the **SILENT** soft button to turn off the ringer or vibrator if you wish to ignore the call.

NOTE: The **SILENT** function is valid only for the current call.

3. Press the **Talk** or **Speaker** button to answer the intercom call shown in the display.

End an Intercom Call

To end a receiver call, a headset call or a speakerphone call, press the End button or place the Cordless Handset in charging cradle.

Ignore and Override an Incoming Line or Intercom Call

Making an Outbound Line Call

During an incoming or intercom call ring, the user can ignore the call and make an outbound line call.

- 1. Press the **OPTION** soft button.
- 2. Press ▲ or on the Navigation button to scroll through the options until *"Line call"* appears on the display.



- 3. Press the **SELECT** soft button. The speakerphone will turn on and you will hear the dial tone.
- 4. Enter the telephone number and the number dialed will begin to ring..

Making an Outbound Intercom Call

During an incoming or intercom call ring, the user can ignore the call and make an outbound intercom call.

- 1. Press the **OPTION** soft button.
- 2. Press ▲ or ▼ on the Navigation button until "Intercom" appears on the display.
- 3. Press the **SELECT** soft button. The display will prompt you for the extension number.
- 4. Enter an extension number (01-16) to page the extension.
- 5. If the page is answered, this becomes an intercom call.

Voice Mail (VM)

Every Cordless Handset connected to the system has its own voice mailbox. Each Cordless Handset has a mailbox number that is the same as it's ID/extension number. The system can hold up to 100 minutes of messages with each message having a limit of sixty-four 64 seconds.

NOTE: The default password is "0000". Use this password when setting up voice mail for the first time, or after the password has been reset by the administrator.

Configure VM

Reset Extension Password(s)

This feature allows the user to reset any extension password to it's default "0000" password using the Base Unit. This feature is useful if an extension password has become unknown.

Refer to the Base Unit/Cordless Handset User's Guide for information on resetting extension passwords.

Voice Mail Box Management Options

VM box management allows the user to manage their extension password and customize their mailbox greeting.

Change Extension Password

- 1. Press the Voice Mail button.
- 2. Enter your two-digit Cordless Handset ID followed by your four-digit password when prompted.
- 3. Press ▲ or on the Navigation button to scroll through the options until "VM box option" appears on the display.
- 4. Press the **SELECT** soft button.
- 5. "Change password" appears on the display.
- 6. Press the **SELECT** soft button.
- 7. Enter new four-digit password.
- 8. Re-enter password to verify.
- 9. If the passwords match, a confirmation tone will sound. The password is now changed and the system will return to the VM box option screen.
- 10. If the passwords do not match, the display will show *"Invalid password Please re-enter."* Re-enter password or press the **CANCEL** soft button to exit.

Enter VM box #
and password:
**####
BACK





Play greeting

- 1. Press the Voice Mail button.
- 2. Enter your two-digit Cordless Handset ID followed by your four-digit password when prompted.
- 3. Press \checkmark or \checkmark on the Navigation button to scroll through the options until "VM box option" appears on the display.
- 4. Press the **SELECT** soft button.
- 5. To play recorded mailbox greeting, press \checkmark or \checkmark on the Navigation button to scroll through the options until "Play greeting" appears on the display.
- 6. Press the **SELECT** soft button.
- 7. The handset will play the greeting. To stop playing the greeting, press the STOP soft button.
- 8. The handset will return to the VM box option screen.

Record greeting

- 1. Press the Voice Mail button.
- 2. Enter your two-digit Cordless Handset ID followed by your four-digit extension password when prompted.
- 3. Press \checkmark or \checkmark on the Navigation button to scroll through the options until "VM box option" appears on the display.
- 4. Press the **SELECT** soft button.
- 5. To record mailbox greeting, press A or on the Navigation button to scroll through the options until "Record greeting" appears on the display.



- 6. Press the **SELECT** soft button.
- 7. After a long beep, the system begins recording. Start recording your greeting. When you are finished, press the ■FINISH■ soft button.
- 8. The system plays the message recorded and returns to the VM box option screen.

Delete greeting

- 1. Press the Voice Mail button.
- Enter your two-digit Cordless Handset ID followed by your four-digit extension password when prompted.
- 3. Press ▲ or on the Navigation button to scroll through the options until "VM box option" appears on the display.
- 4. Press the **SELECT** soft button.
- 6. Press the **SELECT** soft button.
- 7. The display will prompt the user to confirm, "Delete greeting?"
- 8. To confirm, press the **YES** soft button. If the system is using the default greeting, it cannot be deleted. The display will show *"Default greeting cannot be deleted."* Only recorded greetings can be deleted.
- 9. To cancel, press the **NO** soft button. The system will return to the VM box option screen.

Voice Mail Box Management Options (Offsite)

Your voice mail personal greeting can be changed from an offsite location.

1. When calling from an offsite location, wait until the phone answers then press the "*" (star) key to access voice mail through the auto attendant.



- 2. A voice prompt will ask "Please enter the extension followed by the password."
- 3. Enter the two-digit extension followed by the four-digit extension password.
- 4. If the extension and password were entered correctly, the voice prompt will instruct, "Press one to listen to new messages, press two to listen to old messages, or press three to change your mailbox options." If the extension and password were entered incorrectly, the voice prompt will say "The password you've entered is invalid". The system will allow 2 more attempts to enter a correct password and will hang up after the third incorrect attempt.
- 5. After choosing to change the mailbox options (option three) the voice prompt will say, "Press two to listen to your personal greeting, press three to record a new personal greeting, press four to delete your personal greeting, or press the pound key (#) to return to the previous menu."

Press "2" to play the personal greeting. The personal greeting will be played or the default *"Please leave a message after the tone" will be played.* Press "3" to record a new personal greeting. The voice prompt will say, *"To record new greetings, speak clearly after the tone. When you finish recording, press the pound (#) key."* A long beep will sound. Record the message and press the pound button.

Press "4" to delete the personal greeting.

6. Press "#" to return to the previous menu.

Access Voice Mail

Several options are available when accessing voice mail including play new, play old, and VM box option.

Play New Messages

1. Press the **Voice Mail** button. The display will show *"Connecting..."* while the Cordless Handset contacts the voice mail system. If the connection fails, the display will show *"No connection"*.

Play New Messages



- 2. Voice mail can only be accessed by 2 users at a time. If voice mail is in use, the display will show "System busy".
- 3. Enter the two-digit VM box number followed by the four-digit extension password when prompted.
- 4. If the password is incorrect, the display will show "Invalid password" and exit the menu.
- 5. If the password is correct, the display will show the voice mailbox number, number of new messages, and the number of old messages.
- 6. "Play new" appears on the display.
- 7. Press the **SELECT** soft button.
- 8. The first new message will play. Press ▶ on the Navigation button to move to the next new message. If there are no more new messages, the display will remain on the last new message until it times out and returns to Standby Mode.
- 9. To replay the message from the beginning, press ◀ on the Navigation button.
- 10. To play the previous message, press • (twice) on the Navigation button.

NOTE: A confirmation tone should sound each time you press \blacktriangleleft .

- 11. To delete a new message, press the **OPTION** soft button.
- 12. "Delete" appears on the display.
- 13. Press the **SELECT** soft button to delete the message.
- 14. To view the caller ID information, press the **OPTION** soft button.
- 15. Press ▲ or on the Navigation button to scroll through the options until "View CID" appears on the display.
- 16. Press the **SELECT** soft button.






- 17. The display will show the date, time, name, and number of the caller, if available.
- 18. Press the **BACK** soft button to return to the new message option screen.
- 20. To transfer the message to another extension, press the **OPTION** soft button.
- 22. Press the **SELECT** soft button.
- 23. Enter the two-digit extension at the display prompt or press the **BACK** soft button to return to the new message option screen.
- 24. If the extension number is valid, the message will be transferred and the display will return to the new message option screen.
- 25. After moving through all messages, the display will show "00 new" (messages). Played, deleted, or transferred messages will not display. Press the **EACK** soft button to return to the "Play new" display.

Play Old Messages

- 1. Press the Voice Mail button. The display will show "Connecting..." while the Cordless Handset contacts the voice mail system. If the connection fails, the display will show "No connection".
- 2. Voice mail can only be accessed by 2 users at a time. If voice mail is in use, the display will show "System busy".
- 3. Enter the two-digit VM box number followed by the four-digit extension password when prompted.
- 4. If the password is incorrect, the display will show "Invalid password".
- 5. If the password is correct, the display will show the voice mailbox number, number of new messages, and the number of old messages.

- 6. To listen to old messages, press ▲ or on the Navigation button to scroll through the options until "*Play old*" appears on the display.
- 7. Press the **SELECT** soft button.
- 8. Press → on the Navigation button to move to the next old message. If there are no more old messages, the display will stay on the last old message until it times out and returns to Standby Mode.
- 9. To play the previous message, press • (twice) on the Navigation button.

NOTE: A confirmation tone should sound each time you press \blacktriangleleft .

- 10. To delete an old message, press the **OPTION** soft button.
- 11. "Delete" appears on the display.
- 12. Press the **SELECT** soft button to delete the message.
 - NOTE: Messages will be stored until deleted.
- 13. To view the caller ID information, press the **OPTION** soft button
- 14. Press ▲ or on the Navigation button to scroll through the options until *"View CID"* appears on the display.
- 15. Press the **SELECT** soft button.
- 16. The display will show the date, time, name, and number of the caller, if available.
- 17. Press the **BACK** soft button to return to the old message option screen.
- 18. To transfer the message, press the **OPTION** soft button.
- 19. Press ▲ or ▼ on the Navigation button to scroll through the options until *"Transfer"* appears on the display.



View Caller ID



20. Press the **SELECT** soft button.

- 21. Enter the two-digit extension at the display prompt or press the BACK soft button to return to the old message option screen.
- 22. If the extension number is valid, the message will be transferred and the display will return to the old message option screen.
- 23. After moving through all messages, the display will stay on the last old message until it times out and returns to Standby Mode. Deleted or transferred messages will not display. Press the **EACK** soft button to return to "Play old" display.

Access VM (Offsite Location)

Voice mail can be accessed from an offsite location using a touch tone phone. To access voice mail remotely the auto attendant must be on. The voice prompts may differ if the system is not using the default messages.

- 1. The auto attendant will answer the call. The voice prompt will ask *"Please enter extension number or press zero for the operator."* To access voice mail, press the *"*"* (star) button.
- 2. The voice prompt will ask "Please enter the extension followed by the password."
- 3. Enter the two-digit extension followed by the four-digit extension password.
- 4. If the extension and password were entered correctly, the voice prompt will instruct, "Press one to listen to new messages, press two to listen to old messages, or press three to change your mailbox options." If the extension and password were entered incorrectly, the voice prompt will continue to ask for the extension and password.
- 5. If there are messages stored in voice mail, the first message will play. If there are no messages, the voice prompt will say "You have no messages."

- 6. When the message has finished, the voice prompt will say, "*Press one to replay this message*." Pressing "1" will replay the message and then return to the message menu.
- 7. If there are additional messages, the voice prompt will say, "*Press two for next message*." Pressing "2" will play the next message and then return to the message menu.
- 8. If you have not deleted the previous message, the voice prompt will say, "*Press three for previous message*." Pressing "3" will play the previous message and then return to the message menu.
- 9. After playing a message, the voice prompt will say, *"Press four to delete this message."* Pressing "4" will delete the last played message. The voice prompt will say *"Message deleted"*, and then return to the message menu.

NOTE: Messages will remain in voice mail until deleted.

10. Messages can be transferred to another extension. The voice prompt will say, *"Press five to transfer this message."* After pressing "5", the voice prompt will ask *"Please enter the extension number, or press pound to cancel."*

If the extension is valid, the voice prompt will say "Message transferred" The message will be transferred to the extension and then return to the message menu. If the extension is invalid, the prompt will say "The extension you've entered is invalid," and then will repeat the choices again.

11. After playing a message, the voice prompt will say, *"Or press pound to return to previous menu."* To go back to the previous menu, press the *"#"* key.

		-		-
Advanced	Functions	Systems	and	Sattings
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Directory Keypad Character Selection		
Button	Character Order	
1	'+,.*()&1	
2	A B C 2	
3	DEF3	
4	GHI4	
5	JKL5	
6	M N O 6	
7	PQRS7	
8	TUV8	
9	W XY Z 9	
0	0	
*	Toggle case when in character editing	
##	Space when in character editing (Pause) when in number editing	





Directory

The directory stores up to 100 names and numbers. Names can have up to 16 characters. Phone number entries can have up to 25 digits.

Navigate Directory

- 1. To enter the directory, press < on the Navigation button.
- 2. The directory will display the first entry, or will show "Directory empty" if there are no entries. Press ▲ or ▼ on the Navigation button to scroll through the directory, or enter a letter from the keypad to jump to the first record in that alphabet group, then Press ▲ or ▼ on the Navigation button to reach the exact record.

Add Entry

- 1. Press ◀ on the Navigation button.
- 2. The directory will display the first entry, or will show "*Directory empty*" if there are no entries.
- 3. To add an entry, press the **ADD** soft button.
- 4. Enter the name when prompted by the display using the keypad.

NOTE: To enter a letter or number using the keypad, press the corresponding keypad number one or more times according to the order of the character on the button.

NOTE: To erase a letter on the display, press or ▶ on the Navigation button to move the cursor to the immediate right of the letter then press the **DELETE** soft button.

5. To save the name, press the **SAVE** soft button.

- 6. Enter the number when prompted by the display using the keypad.
- 7. To save the number, press the **SAVE** soft button.

Delete Entry

- 1. To enter the directory, press < on the Navigation button.
- The directory will display the first entry. Press ▲ or on the Navigation button to scroll through the directory, or enter a letter from the keypad to jump to the first record in that alphabet group, then press ▲ or on the Navigation button to reach the exact record.

NOTE: To enter a letter using the keypad, press the corresponding keypad number one or more times according to the order of the character on the button.

- 3. Press the **OPTION** soft button.
- 4. Press ▲ or on the Navigation button to locate the "Delete" option, and press the SELECT soft button.
- 5. The display will prompt for confirmation.
- 6. Press the YES soft button to delete entry.
- 7. Press the **NO** soft button to return to the directory menu.

Edit Entry

- 1. Press ◀ on the Navigation button.
- 2. The directory will display the first entry. Press ▲ or on the Navigation button to scroll through the directory, or enter a letter from the keypad to jump to the first record in that alphabet group, then press ▲ or on the Navigation button to reach the exact record.

NOTE: To enter a letter using the keypad, press the corresponding keypad number one or more times according to the order of the character on the button.

3. To edit an entry, press the **OPTION** soft button.











	\$	
Annie Sullivan		
555-562-9823		
ADD	OPTION	



- 6. Press the **SELECT** soft button.
- 7. Edit the name when prompted by the display using the keypad.

NOTE: To enter a letter or number using the keypad, press the corresponding keypad number one or more times according to the order of the character on the button.

NOTE: To erase a letter on the display, press \blacktriangleleft or \triangleright on the Navigation button to move the cursor to the immediate right of the letter then press the **DELETEM** soft button.

- 8. Press the **SAVE** soft button.
- 9. Edit the number when prompted by the display.
- 10. Press the **SAVE** soft button.

View Number

- 1. Press 4 on the Navigation button.
- The directory will display the first entry. Press ▲ or on the Navigation button to scroll through the directory, or enter a letter from the keypad to jump to the first record in that alphabet group, then press ▲ or on the Navigation button to reach the exact record.
- 3. To view the number for an entry, press the **OPTION** soft button.
- 4. Press ▲ or on the Navigation button to scroll through the options until "View number" appears on the display.
- 5. Press the **SELECT** soft button.
- 6. The display will show the phone number.
- 7. Press the **BACK** soft button to return to the directory option screen.

Clear All

- 1. To enter the directory, press < on the Navigation button.
- 2. To clear the entire directory, press the **OPTION** soft button while viewing the directory.
- 3. Press ▲ or on the Navigation button to locate the "Clear all" option, and then press SELECT.
- 4. The display will prompt for confirmation.
- 5. Select the **YES** soft button to clear the entire directory. Select the **NO** soft button to return to the directory menu.

Three-Way Conference Calls

The conference call function allows a caller from a Cordless Handset to add a third person to a call. The call must include at least one outside line. Conference calls between three extensions are not supported.

Add Extension From Cordless Handset

- 1. Press the **OPTION** soft button.
- 2. "Hold" appears on the Display.
- 3. Press the **SELECT** soft button.
- 4. To add handset or the Base Unit for a three-way conference, press the Intercom button.
- 5. Enter a handset ID or ID = 00 for the Base Unit.
- 6. After the second handset or the Base Unit answers, press the **CONF** soft button.

¥
BACK



Select line to conference Line 2 SELECT CANCEL

Select line t	to
conference	
Line 2	
SELECT	CANCEL

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- 7. The display will show "Select line to conference" and list all lines which have been placed on hold.
- 9. Press the **SELECT** to start a three-way conference.

NOTE: Any one of the two non-initiating parties can drop out of the three-way conferencing, leaving the remaining two parties still in conversation.

Add Phone Line From Cordless Handset

- 1. Press the **OPTION** soft button.
- 2. "Hold" appears on the Display.
- 3. Press the **SELECT** soft button.
- 4. To add a phone line, press the Talk or Speaker button and enter a phone number; press the **■REDIAL** soft button; or press < or > on the Navigation button to dial from Directory or Call Log.
- 5. After the second phone line answers, press the **CONF** soft button.
- 6. The display will show *"Select line to conference"* and list all lines which have been placed on hold. Press ▲ or ▼ on the Navigation button to locate the line to join the conference.
- 7. Press the **SELECT** soft button to start three-way conference.

NOTE: Any one of the two non-initiating parties can drop out of the three-way conference, leaving the remaining two parties still in conversation.

Call Log

Call Log is a list of Caller ID (CID) information for the last 50 incoming calls, starting with the most recent. Each record includes the telephone number, name (if available), and time stamp (date and time). To use this feature, you must subscribe to a Caller ID with a Call Waiting Service.

The display will show the date and time of call on the first line, followed by the name on the second line, and the phone number on the third line. An unread record will have a *"NEW"* at the end of the first line of display.

When viewing a call record, the number can be dialed, stored to the Directory, or deleted.

View Call Log

To view call log, press \blacktriangleright on the Navigation button to enter the Call Log. Press \blacktriangle or \checkmark on the Navigation button to scroll through the numbers and names when available.

Call a Displayed Number

NOTE: A number can only be dialed when the phone is in standby or on hold.

1. From a Cordless Handset, press the Talk or Speaker button.

Modify Logged Numbers

The displayed Caller ID telephone number (in most cases) will be a ten-digit number with the three-digit area code followed by the seven-digit telephone number.

Logged numbers can be modified to comply with the local dialing rules.

- 1. To enter the Call Log, press > on the Navigation button.
- 2. The display will show the date, time, name, and number with area code.

08/11 04:14	A NEW	
Brian Grelle	er	
555-471-0704		
FORMAT	OPTION	

Delete record?	
Brian Greller	
555-471-0704	
YES	N

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- 3. To display the telephone number without the "1" or area code, press the **FORMAT** soft button.
- 4. To return to displaying the telephone number with area code or prefix, press the **FORMAT** soft button once again.

For example, the number stored in the Call Log is "1-555-471-0704", pressing the FORMAT soft button once will change the displayed number to "471-0704". Pressing the FORMAT soft button a second time will change the displayed number to "555-471-0704". Pressing the FORMAT soft button a third time will display the original number "1-555-471-0704".

Save Displayed Caller ID Information into the Directory

- 1. To save displayed Caller ID information into the directory, press the **OPTION** soft button.
- 2. Press \checkmark or \checkmark on the Navigation button to move to the "Save" option.
- 3. Press the **SELECT** soft button.
- 4. The display switches to directory editing screen, where the Caller ID name and number can be changed before it is saved.
- 5. Press the **SAVE** soft button when the name is displayed correctly.
- 6. Press the **SAVE** soft button when the number is displayed correctly.

Delete Displayed Caller ID Information From the Call Log

- 1. To delete displayed Caller ID information from the Call Log, press the **COPTION** soft button.
- 2. Press \checkmark or \checkmark on the Navigation button to move to the "Delete" option.
- 3. Press the **SELECT** soft button.
- 4. Press the YES soft button to erase the displayed CID record. Press the Normal soft button to return to the Call Log menu.

Clear All Caller ID Information from the Call Log

- 1. To clear all Caller ID information from the Call Log, press the **OPTION** soft button.
- 2. Press \checkmark or \checkmark on the Navigation button to move to the "Clear all" option.
- 3. Press the **SELECT** soft button.
- Press the YES soft button to erase all CID records. Press the NO soft button to return to the call log menu.

Option:	\$
Clear all	
SELECT	BACK

Clear all Cl	D
records?	
YES	NO

Menu System

NOTE: You must exit the Menu System before you can make a call.

Many of the RCA 25450 Phone System functions (including sound, phone settings, registration, system settings and line dedicate) can be customized to meet individual user requirements. To allow for a quick startup, these functions may have default settings that are factory set when a Base Unit and Cordless Handset(s) are purchased as a system. Most of these functions are accessed by pressing the **MENU** soft button on the Base Unit or Cordless Handset.

NOTE: Some settings listed below are described in other sections of this User's Guide.

Cordless Handset MENU Soft Button: Sound Rina Volume Ring Tone Key Volume Kev Tone Phone setting Dialina Prefix Area Čodes Call Forward Group Setting Line Selection 2nd Call Alert Registration Reaister HS Deregister HS

NOTE: Procedures for Registration are included after the Connections and Setup section in this User's Guide.

NOTE: The system will exit the line dedicate function if the Exit button is pressed or a 15 second timeout is exceeded.

Sound

The phone's volumes and tones can be adjusted to the user's preferences including: Cordless Handset Receiver, Speakerphone, and Headset volumes.

Receiver, Speakerphone, or Headset Voice Volume

Adjust the voice volume of the person you are listening to on the line by pressing \checkmark or \checkmark on the Navigation button. There are 6 levels of volume. The selected volume will remain in effect for future phone calls until changed.

- 1. To increase voice volume, press the **A** on the Navigation button.
- 2. To decrease voice volume, press the **v** on the Navigation button.

Ring Volume and Vibrate Settings

Ring volume controls the ringer volume for incoming calls and pages. The volume can be adjusted by pressing \checkmark or \checkmark on the Navigation button.

- 1. Press \checkmark or \checkmark on the Navigation button to increase/decrease ringer volume.
- 2. The display will show the ring volume level and vibrate settings ("*Vibrate & High, Vibrate, High, Medium (Default), Low and Off*") and the phone will play the ring volume and/or vibrate at each volume level as the options are scrolled through. The displayed volume level will be selected if no action is taken in 5 seconds.
- 3. To accept the volume setting, press the Exit button.

Using the Menu System

- 1. Press the MENU soft button.
- 2. "Sound" appears on the display.
- 3. Press the **SELECT** soft button.
- 4. "Ring volume" appears on the display.







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- 5. Press the **SELECT** soft button.
- 6. Press ▲ or ➤ on the Navigation button to increase/decrease ringer volume and vibration settings.
- 7. The display will show the ring volume level and vibrate settings ("Vibrate & High, Vibrate, High, Medium (Default), Low and Off") and the phone will play the ring volume and/or vibrate at each volume level as the options are scrolled through. The displayed volume level will be selected if no action is taken in 5 seconds.
- 8. To accept the volume setting, press the **SELECT** soft button.

Ring Tone

The ring tone can be changed using the menu system. There are four different ring tones. The selected ring tone will remain in effect for future phone calls until changed.

- 1. Press the MENU soft button.
- 2. "Sound" appears on the display.
- 3. Press the **SELECT** soft button.
- 4. Press ▲ or on the Navigation button to scroll through the options until *"Ring tone"* appears on the display.
- 5. Press the **SELECT** soft button.
- 6. To change the ring tone, press \checkmark or \checkmark on the Navigation button.
- 7. The display will show the ring tone (1–4) and the phone will play the ring tone as the options are scrolled through.
- 8. To accept the ring tone setting, press the **SELECT** soft button.

Key Volume

The key volume controls the volume of the keypad, and can be adjusted through the menu system.

- 1. Press the MENU soft button.
- 2. "Sound" appears on the display.
- 3. Press the **SELECT** soft button.
- Press ▲ or ▼ on the Navigation button to scroll through the options until "Key volume" appears on the display.
- 5. Press the **SELECT** soft button.
- 6. To change the key volume, press \checkmark or \checkmark on the Navigation button.
- 7. The display will show the volume level ("Off, Low, Medium (Default), High").
- 8. To accept the volume setting, press the **SELECT** soft button.

Key Tone

The key tone can be changed using the menu system. There are four different key tones with key tone 1 the default. The selected key tone will remain in effect for future phone calls until changed.

- 1. Press the MENU soft button.
- 2. "Sound" appears on the display.
- 3. Press the **SELECT** soft button.
- 4. Press ▲ or on the Navigation button to scroll through the options until "Key tone" appears on the display.
- 5. Press the **SELECT** soft button.
- 6. To change the key tone, press \checkmark or \checkmark on the Navigation button.







Key tone: 1 (Default) SELECT BACK



- Advanced Functions, Systems and Settings
- 7. The display will show the key tone (1–4) and the phone will play the key tone as the options are scrolled through.
- 8. To accept the key tone setting, press the **SELECT** soft button.

Phone Settings

Dialing prefix, Area Codes, Call Forward, Group Setting, Line Selection, and 2nd Call Alert can be configured to the user's preferences.

Dialing Prefix

When turned on, the dialing prefix allows the user to enter or store up to 14 digits before calling a phone number. This function is useful when using credit and calling cards or phone services requiring access numbers.

Turn On Dialing Prefix

- 1. Press the MENU soft button.
- 2. Press ▲ or ▼ on the Navigation button to scroll through the options until *"Phone setting"* appears on the display.
- 3. Press the **SELECT** soft button.
- 4. "Dialing prefix" appears on the display.
- 5. Press the **SELECT** soft button.
- 6. To turn on the dialing prefix function scroll through the options until "On" appears on the display by pressing ▲ or on the Navigation button. The default value for the dialing prefix function is "Off".
- 7. Press the **SELECT** soft button.
- 8. Enter the dialing prefix using the keypad.
- 9. Press the **SAVE** soft button.

Turn Off Dialing Prefix

- 1. Press the MENU soft button.
- Press ▲ or on the Navigation button to scroll through the options until "Phone setting" appears on the display.
- 3. Press the **SELECT** soft button.
- 4. Press ▲ or on the Navigation button to scroll through the options until "Dialing prefix" appears on Navigation display.
- 5. Press the **SELECT** soft button.
- 7. Press the **SELECT** soft button.

Area Codes

The area code functions allow calls within local and regional area codes to be dialed without the prefix.

Edit Local Area Code (LAC)

- 1. Press the MENU soft button.
- 2. Press ▲ or ▼ on the Navigation button to scroll through the options until *"Phone setting"* appears on the display.
- 3. Press the **SELECT** soft button.
- 4. Press ▲ or on the Navigation button to scroll through the options until *"Area codes"* appears on the display.
- 5. Press the **SELECT** soft button.
- 6. "Local" appears on the display.

Phone setti	ng: \$
Dialing pref	ix
SELECT	BACK
	Phone setti Dialing pref









- 7. Press the **SELECT** soft button.
- 8. Enter the local area code using the keypad.
- 9. Press the **SAVE** soft button.

Edit Regional Area Code (RAC)

Setting Regional Area Codes helps the system determine the number format to display when a Caller ID record is received. Caller ID records matching any of the set regional area codes are displayed as 10 digits.

- 1. Press the MENU soft button.
- 2. Press ▲ or on the Navigation button to scroll through the options until *"Phone setting"* appears on the display.
- 3. Press the **SELECT** soft button.
- 4. Press ▲ or on the Navigation button to scroll through the options until *"Area codes"* appears on the display.
- 5. Press the **SELECT** soft button.
- 6. Press ▲ or on the Navigation button to scroll through the options until *"Regional"* appears on the display.
- 7. Press the **SELECT** soft button.
- 8. Up to 5 different RACs can be entered (1–5). Scroll through the options to the desired RAC.
- 9. Press the **SELECT** soft button.
- 10. The regional area code can be entered or edited using the keypad. Press the **SAVE** soft button to save the regional area codes.
- 11. To delete, press the **DELETE** soft button.

Call Forwarding

The Auto Attendant feature on the Base Unit must be on for Call Forwarding to function. Call Forwarding allows calls directed to a specific extension to be transferred to another phone number. The Cordless Handset must be able to connect with the Base Unit to change the setting. Intercom calls are not forwarded. A warning message will appear on the Cordless Handset display that all calls are being forwarded. Setting a new call forwarding phone number will automatically replace the previous number.

NOTE: Each Cordless Handset that has Call Forwarding enabled will use 2 phone lines; one for the incoming call and one for when the call is forwarded.

NOTE: The Cordless Handset must be within the Base Unit's coverage area to set up call forwarding. Otherwise, it will fail with a "No connection" message.

Enable Call Forwarding

- 1. To enable call forwarding, press the **MENU** soft button.
- 2. Press \checkmark or \checkmark on the Navigation button to locate the "Phone setting" option.
- 3. Press the **SELECT** soft button.
- 4. Press ▲ or ▼ on the Navigation button to locate the "Call forward" option.
- 5. Press the **SELECT** soft button.
- 6. Press \checkmark or \checkmark on the Navigation button to locate the "Enable" option.
- 7. Press the **SELECT** soft button.
- 8. Enter or edit a phone number using the keypad (0–9, *, #). Use the **DELETE** soft button to erase the last digit entered.
- 9. Press the **SAVE** soft button. A confirmation tone will sound. The display will show "*Calls forwarded*" after 15 seconds.

Disable Call Forwarding

- 1. To disable call forwarding, press the **MENU** soft button.
- 2. Press \checkmark or \checkmark on the Navigation button to locate the "Phone setting" option.
- 3. Press the **SELECT** soft button.
- 4. Press ▲ or ▼ on the Navigation button to locate the "Call forward" option.
- 5. Press the **SELECT** soft button.
- 6. Press \checkmark or \checkmark on the Navigation button to locate the "Disable (default)" option.
- 7. Press the **SELECT** soft button.

Extension Group Setting

The Extension Group Setting feature allows a group of Cordless Handsets to be called at the same time. The first handset to answer receives the call. For the Group setting to function, Cordless Handsets subscribe to the same Group ID number. There are 4 numbers available (91–94). A Group ID number acts similarly to an individual handset ID number; it can be called, paged, or have calls transferred to it.

A Cordless Handset's group setting(s) is individually selected and is not known to other Cordless Handsets or the Base Unit. A Cordless Handset can change group settings at any time. The Base Unit is a member of all groups. However, the Base Unit cannot assign groups to the Cordless Handsets nor can it unsubscribe a Cordless Handset from a group.

Selecting a Group ID number

- 1. Press the MENU soft button on the Cordless Handset. The display shows the Main Menu.
- 2. Press ▲ or ▼ on the Navigation button to locate the "Phone setting" option.
- 3. Press the **SELECT** soft button.

Phone setti	ng: ‡	
Group setting		
SELECT	BACK	

- 4. Press ▲ or ▼ on the Navigation button to locate the "Group setting" option.
- 5. Press the **SELECT** soft button.
- 6. The display will show a list of group(s) to which the Cordless Handset subscribes. The default list is empty.
- 7. Press the **OPTION** soft button to enter the submenu with "Subscribe" and "Unsubscribe" options.
- 8. To add a group, press ▲ or ▼ on the Navigation button and select "Subscribe".
- 9. Press the **SELECT** soft button.
- 10. The display will ask for a two-digit Group ID (91–94). Upon entering a valid Group ID, display will show the updated subscription list.
- 12. Press the **SELECT** soft button.
- 13. The display will ask for a two-digit Group ID (91–94). Upon entering a valid Group ID, display will show the updated subscription list.
- 14. Press the **BACK** soft button to return to the "*Phone setting*" menu, or press the **Exit** button to return to standby, or press the **SELECT** soft button to make more changes.

Groups	
unsubscrib	ed:
91, 93, 94	
OPTION	BACK





Auto or Manual Line Selection Settings

The Cordless Handset can be set to Auto Line Selection or Manual Line Selection.

Auto Line Selection allows the user to dial a phone number without first choosing a line. An available line is automatically selected.

Manual Line Selection allows the user to choose a phone line to make a call.

Auto Line-Selection Setting

- 1. Press the MENU soft button on the Cordless Handset.
- 3. Press the **SELECT** soft button.
- 4. Press ▲ or ▼ on the Navigation button to scroll through the options until *"Line selection"* appears on the display.
- 5. Press the **SELECT** soft button.
- 6. "Auto (default)" appears on the display.
- 7. Press the SELECT soft button. A confirmation tone will sound. The Cordless Handset is now set to the Auto Line Selection Function.

Manual Line Selection Setting

- 1. Press the MENU soft button on the Cordless Handset.
- 2. Press ▲ or on the Navigation button to scroll through the options until *"Phone setting"* appears on the display.
- 3. Press the **SELECT** soft button.
- 4. Press ▲ or ▼ on the Navigation button to scroll through the options until *"Line selection"* appears on the display.

- 5. Press the **SELECT** soft button.
- Press ▲ or ▼ on the Navigation button to scroll through the options until "Manual" appears on the display.
- 7. Press the **SELECT** soft button. A confirmation tone will sound. The Cordless Handset is now set to the Manual Line Selection Function.

Second Incoming Call (2nd Call Alert)

If a second call is received while a call is in progress, a long beep will sound if the feature is on and the display will show "Incoming call from Line (1-4)". The Caller ID information will display if available.

Configure Second Incoming Call (2nd Call Alert)

- 1. On the Base Unit, press the MENU soft button.
- 2. Press ▲ or ▼ on the Navigation button to locate "Phone settings".
- 3. Press the **SELECT** soft button.
- 4. Press ▲ or on the Navigation button to locate "2nd call alert".
- 5. Press the **SELECT** soft button.
- 6. Press ▲ or ▼ on the Navigation button to choose " on (default)" or "off".
- 7. Press the **SELECT** soft button.

Using Cordless handset for Second Incoming Call

- 1. Press the **OPTION** soft button.
- 2. "Hold" appears on the Display.
- 3. Press the **SELECT** soft button.
- 4. Or, to end the current call, press the End button.
- 5. To accept the second call, press the Talk button.



Headset and Belt Clip Operation

Connecting an Optional Headset to the Cordless Handset

- 1. Connect the headset (optional) to the HEADSET jack as shown. The handset receiver and microphone are disabled when the headset is connected.
- 2. Adjust the headset to rest comfortably on top of your head and over your ear. Move the microphone to approximately two to three inches from your mouth.
- 3. Press the Talk button to answer or place a call.
- 4. To return to normal operation, unplug the headset from the jack.

NOTE: If the headset is disconnected during use, the call will remain active until the caller hangs up, or you end the call.

Attaching the Belt Clip

- 1. Insert the sides of the belt clip into the slots on each side of the handset.
- 2. Snap the ends of the belt clip into place.

Replacing the Batteries

NOTE: A warning tone will sound 10 minutes before the battery goes dead.

Cordless Handset Battery

- 1. Make sure the telephone is OFF (not in Talk mode) before you replace the battery.
- 2. Remove the battery compartment door.
- 3. Disconnect the cord attached to the battery pack from the jack inside the battery compartment and remove the battery pack.
- 4. Insert the new battery pack and connect the plug on the battery pack to the jack inside the compartment.

NOTE: Only use the same type of Nickel Metal Hydride (Ni-MH) battery that was originally supplied

NOTE: It is important to maintain the polarity (black and red wires) to the jack inside the compartment. To ensure proper battery installation, the connector is keyed and can be inserted only one way.

- 5. Close the battery compartment by pushing the door up until it snaps into place.
- 6. Place the Cordless Handset in the charging cradle.

NOTE: Allow the Cordless Handset battery to properly charge (for 12 hours) prior to first use or when you install a new battery pack. If you do not properly charge the phone, battery performance will be compromised.

NOTE: The Cordless Handset may feel warm to the touch after charging.

Handset Memory Retention

When the battery is disconnected, the Cordless Handset has the capability to hold the user memory and Caller ID memory for up to 5 minutes.



Battery Safety Precautions

- Do not burn, disassemble, mutilate, or puncture. Like other batteries of this type, toxic materials could be released which can cause injury.
- To reduce the risk of fire or personal injury, use only the battery listed in the User's Guide.
- Keep batteries out of the reach of children.
- Remove batteries if storing over 30 days.

Other Information

Other Information

Display Messages

The following indicators show the status of a message or of the unit.

BLOCKED CALL	The person is calling from a number that has been blocked from transmission.
BLOCKED NAME	The person's name is blocked from transmission.
Delete Record?	Prompt asking if you want to erase Caller ID records or one of the ten numbers stored in the phone's outgoing memory.
Delete Entry?	Prompt to delete one Directory entry.
Clear all CID Records?	Prompt asking if you want to erase all Caller ID records.
EMPTY	Indicates a memory location is vacant.
ENTER NAME	Prompt telling you to enter the name and number for one of the sixteen memory locations.
ENTER NUMBER	Prompt telling you to enter the telephone number for one of the sixteen memory locations.
INCOMPLETE DATA	Caller information has been interrupted during transmission or the phone line is excessively noisy.
NEW	Indicates call or calls have not been reviewed.
NO CALLS	Indicates no CID records have been stored.
NO DATA	No Caller ID information was received.
PAGING	Someone has pressed the page button on the base.
TALK 00:00 VOL1	Indicates the handset earpiece is active.
UNKNOWN NAME/ CALLER/NUMBER	The incoming call is from an area not serviced by Caller ID or the information was not sent.

Other Information

Sound Signals Signal Meaning Single short beep Successful key entry Single long beep Successful operation Triple short beep Power ON (Cordless Handset) Unsuccessful key entry A long warbling tone (Cordless Handset) Signals an incoming call One long beep **Confirmation** Tone One long beep and two short beeps every minute Low battery warning

Troubleshooting Tips

Caller ID

No display

- Make sure the battery is properly charged for 12 hours.
- Make sure the battery is properly installed and connected.
- Replace the battery. Make sure the charging cradle is connected to a nonswitched electrical outlet.
- Disconnect the charging cradle from the electrical outlet and plug it back in.
- Make sure you are subscribed to Caller ID service from your local telephone company.

Caller ID error message

• The unit displays this message if it detects anything other than valid Caller ID information during the silent period after the first ring. This message indicates the presence of noise on the line.

Telephone

No dial tone

- Check or repeat installation steps.
- The handset or headset may be out of range. Move closer to the base.
- Make sure the battery is properly charged (for 12 hours).
- Make sure the battery pack is installed correctly.
- Did the handset beep when you pressed the Talk button? Did the display indicator turn on? The battery may need to be charged.

Handset does not ring

- Make sure the ringer volume setting is ON in the MENU system.
- You may have too many extension phones on your line. Try unplugging some phones.
- See solutions for "No dial tone."

You experience static, noise, or fading in and out

- Handset or headset may be out of range. Move closer to the base.
- Relocate the base.
- Charge the battery.
- Make sure the base is not plugged into an outlet with another household appliance.

Unit beeps

- See solutions for "No dial tone."
- Replace the battery.

Memory dialing

- Make sure you have correctly programed the memory keys.
- Make sure to follow proper dialing sequence.
- Make sure the tone/pulse setting is programmed correctly.
- If you had a power outage or replaced the battery, reprogram the numbers into memory.

Troubleshooting Tips

General Product Care

To keep your telephone in good working order, follow these guidelines:

- Avoid putting the phone near heating appliances and devices that generate electrical noise (for example, motors or fluorescent lighting).
- DO NOT expose to direct sunlight or moisture.
- · Avoid dropping and other rough treatment.
- Clean with a soft cloth.
- Never use a strong cleaning agent or abrasive powder because this will damage the finish.
- Retain the original packaging in case you need to ship the phone at a later date.

Causes of Poor Reception

- Aluminum siding.
- Foil backing on insulation.
- Heating ducts and other metal construction that 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 an AC outlet with other electronic devices.
- Baby monitor is using the same frequency.
- Handset or headset battery is low.
- You're out of range of the base.

Interference Information

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference; and (2) This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna (that is, the antenna for radio or television that is "receiving" the interference).
- Reorient or relocate and increase the separation between the telecommunications equipment and receiving antenna.
- Connect the telecommunications equipment into an outlet on a circuit different from that to which the receiving antenna is connected.
- Consult the dealer or an experienced radio/TV technician for help.

If these measures do not eliminate the interference, please consult your dealer or an experienced radio/television technician for additional suggestions. Also, the Federal Communications Commission has prepared a helpful booklet, "How To Identify and Resolve Radio/TV Interference Problems." This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20402. Please specify stock number 004-000-00345-4 when ordering copies.

Service

If trouble is experienced with this equipment, for repair or 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 request that you disconnect the equipment until the problem is resolved.

This product may be serviced only by the manufacturer or its authorized service agents. Changes or modifications not expressly approved by ATLINKS USA, Inc. could void the user's authority to operate this product. For instructions on how to obtain service, refer to the warranty included in this guide or call customer service at **1-800-511-3180**.

Or refer inquiries to: Thomson Inc. Manager, Consumer Relations P O Box 1976 Indianapolis, IN 46206

Attach your sales receipt to the 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. (The warranty period for rental units begins with the first rental or 45 days from date of shipment to the rental firm, whichever comes first.)

What we will do:

Provide you with a new or, at our option, a refurbished unit. The exchange unit is under warranty for the remainder of the original product's warranty period.

How you get service:

- Properly pack your unit. Include any cables, etc., which were originally provided with the product. We recommend using the original carton and packing materials.
- "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, must be presented to obtain warranty
 service." For rental firms, proof of first rental is also required. Also print your name and address and a description of the defect. Send via standard UPS or its equivalent to:

Thomson Inc. 11721 B Alameda Ave. Socorro, Texas 79927

- Pay any charges billed to you by the Exchange Center for service not covered by the warranty.
- Insure your shipment for loss or damage. ATLINKS accepts no liability in case of damage or loss.
- A new or refurbished unit will be shipped to you freight prepaid.

What your warranty does not cover:

- Customer instruction. (Your Owner's Manual provides information regarding operating instructions and user controls. Any additional information, should be obtained from your dealer.)
- · Installation and setup service adjustments.
- Batteries.
- Damage from misuse or neglect.
- Products which have been modified or incorporated into other products.
- · Products purchased or serviced outside the USA.
- Acts of nature, such as but not limited to lightning damage.

Product Registration:

Please complete and mail the Product Registration Card packed with your unit. It will make it easier to contact you should it ever be necessary. The return of the card is not
required for warranty coverage.

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 ATLINKS USA, 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. ATLINKS USA, 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 INDIANA. 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:

• This warranty does not apply. Contact your dealer for warranty information.
Wall Mounting Bracket Template for Cordless Handset



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Replacement battery (NiMH for Cordless Handset) 5-2699



AC Power Adaptor (Cordless Handset) 5–2697



DESCRIPTION	MODEL NO.
AC power adaptor (for Cordless Handset)	5-2697
Belt clip (for Cordless Handset)	5-2696
Replacement battery (NiMH for Cordless Handset)	5-2699

To place order, have your Visa, MasterCard, or Discover Card ready and call toll-free 1-800-338-0376.

A shipping and handling fee will be charged upon ordering.

It is required by law to collect appropriate sales tax for each individual state, country, and locality to which the merchandise is being sent. Items are subject to availability.

Please do not send any products to the Indianapolis address listed in this manual or on the carton. This will only add delays in service for your product.

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