DECT 6.0 CORDLESS TELEPHONE

Model number:
30521/30522
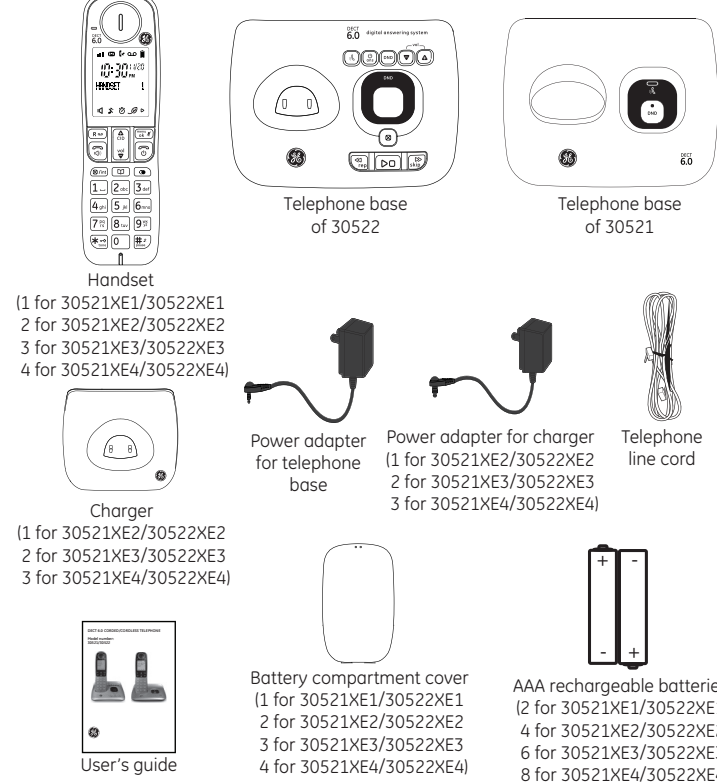
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Introduction

⚠ **CAUTION:** When using telephone equipment, there are basic safety instructions that should always be followed. Refer to the **Important safety instructions** section in this user's guide for more information.

IMPORTANT: Since cordless phones operate on electricity, you are suggested to have at least one phone in your home that is not cordless, in case of power outage.
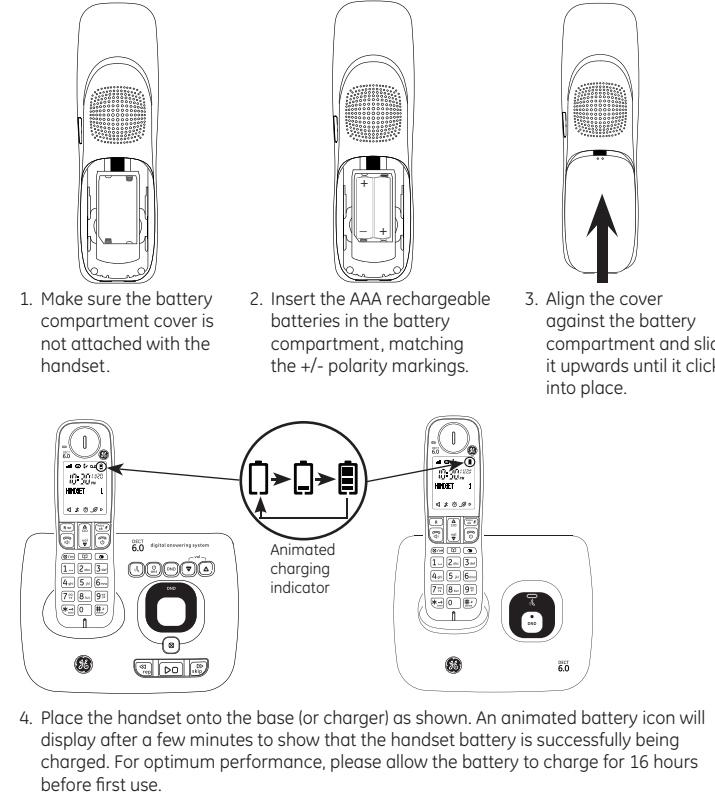
Parts Checklist
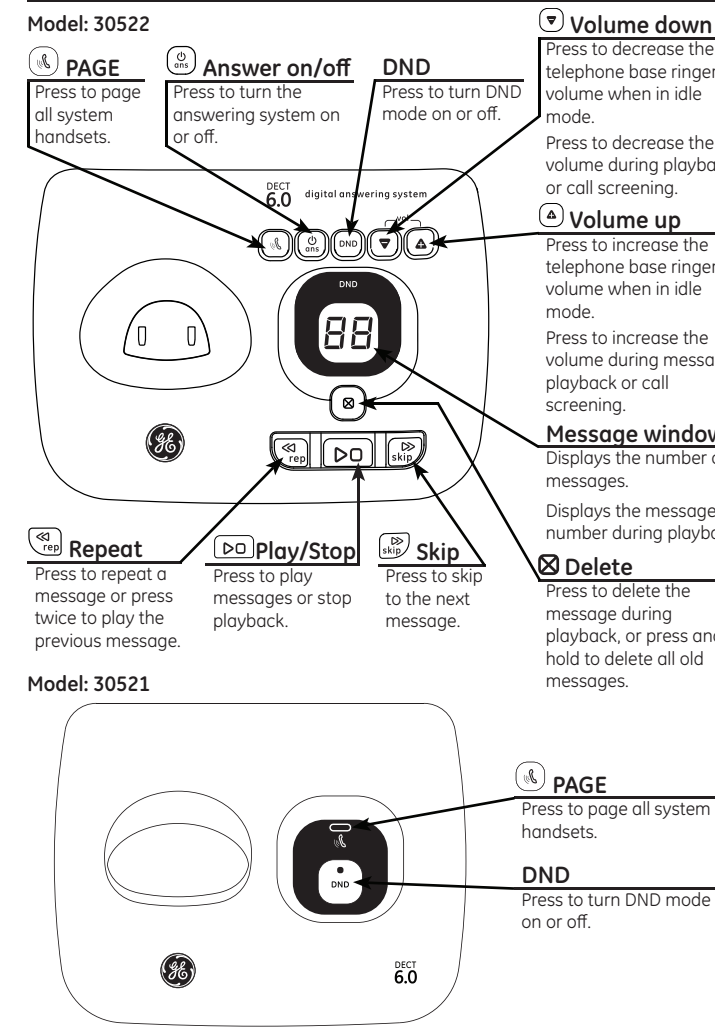
Make sure your package includes the items shown below.

Handset
(1 for 30521XE1/30522XE1
2 for 30521XE2/30522XE2
3 for 30521XE3/30522XE3
4 for 30521XE4/30522XE4)

Telephone base of 30522

Telephone base of 30521

Power adapter for telephone base

Power adapter for charger (1 for 30521XE1/30522XE1 2 for 30521XE2/30522XE2 3 for 30521XE3/30522XE3 4 for 30521XE4/30522XE4)

Telephone line cord

Charger
(1 for 30521XE1/30522XE2
2 for 30521XE2/30522XE2
3 for 30521XE4/30522XE4)

Battery compartment cover
(1 for 30521XE1/30522XE1
2 for 30521XE2/30522XE2
3 for 30521XE3/30522XE3
4 for 30521XE4/30522XE4)

AAA rechargeable batteries
(2 for 30521XE1/30522XE1
2 for 30521XE2/30522XE2
4 for 30521XE3/30522XE3
6 for 30521XE3/30522XE3
4 for 30521XE4/30522XE4
8 for 30521XE4/30522XE4)

User's guide

Battery installation

For optimum battery performance, charge the battery for 16 hours before first use.

1. Make sure the battery compartment cover is not attached with the handset.
2. Insert the AAA rechargeable batteries in the battery compartment, matching the +/- polarity markings.
3. Align the cover against the battery compartment and slide it upwards until it clicks into place.

4. Place the handset onto the base (or charger) as shown. An animated battery icon will display after a few minutes to show that the handset battery is successfully being charged. For optimum performance, please allow the battery to charge for 16 hours before first use.

⚠ **CAUTION:**
1. To reduce the risk of fire or personal injury, use only the CCT Tech Global Limited approved model (400mAh 1.2V Ni-MH) which is compatible with this unit.
2. If the handset will not be used for an extended period of time, unplug the battery and remove it from the handset to prevent possible leakage.

Animated charging indicator

Telephone base and charger installation

1. Plug the smaller end of the power adapter into the power jack at the bottom of the telephone base.
2. Plug one end of the telephone line into the jack at the bottom of the telephone base.
3. Plug the other end of the telephone line into a telephone wall jack.
4. Plug the larger end of the power adapter into an electrical outlet not controlled by a wall switch.

If you have DSL high speed internet service, a DSL filter is required (not included). Contact your DSL service provider for more information about DSL filter.

Telephone base installation

Charger installation (For models with additional handsets)

Wall plate

Telephone jack requirements

To use this phone, you need a RJ11C type modular telephone jack, which might look like the one pictured here, installed in your home. If you do not have a modular jack, call your local phone company to find out how to have one installed.

Modular telephone line jack

⚠ **CAUTION:**
1. Use only the power adaptor that came with this unit. (Telephone base: 6Vdc/500mA, charger: 6Vdc/150mA). Using other power adapters may damage the unit. Contact your local distributor if you need to order replacement GE or other power adapters.
2. To prevent fire or electrical shock hazard, do not expose this product to rain or moisture.

Wall mount installation (optional)

The telephone comes ready for desktop use. If you want to mount your telephone on the wall, you will need to purchase an optional wall mount bracket, contact your local distributor if you need to order one.

1. Make sure the telephone line cord is unplugged from the modular jack and the power adapter cord is unplugged from the electrical outlet before installation.
2. Thread the power cord through the center cut out of the wall bracket as shown below.
3. Plug the power adapter cord into the jack on the back of the telephone base. Align the tabs at the top of the wall bracket with the recessed slots on the back of the base unit. Align the lower tabs of the wall bracket with the slots on the bottom of the base. Slide the wall bracket upwards until it locks into place. Be sure the power cord is threaded through the center opening and securely plugged in. Route the power cord through either slot at the bottom of the wall mount bracket.
4. Plug one end of the telephone line cord into the jack on the back of the telephone base.
5. Route the telephone line cord through the open slot at the bottom of the wall mount bracket, leaving about 8 inches from the slot to the end of the cord as shown. Plug the line cord into the jack on the wall plate. Align the holes on the mounting bracket with the mounting studs of the wall plate and slide the bracket down until it locks securely.
6. Plug the power adapter into an electrical outlet. Be sure to avoid using an electrical outlet that is controlled by a wall switch. The handset may now be placed in the base for charging.
7. Neatly tie the excess telephone line cord with a twist tie so it is held close to the bottom of the base unit.

Telephone base layout

Model: 30522

ⓘ **PAGE**
Press to page all system handsets.

Answer on/off
Press to turn the answering system on or off.

DND
Press to turn DND mode on or off.

▼ **Volume down**
Press to decrease the telephone base ringer volume when in idle mode.
Press to decrease the volume during playback or call screening.

▲ **Volume up**
Press to increase the telephone base ringer volume when in idle mode.
Press to increase the volume during message playback or call screening.

Message window
Displays the number of messages.
Displays the message number during playback.

Repeat
Press to repeat a message or press to play the previous message.

Play/Stop
Press to play messages or stop playback.

Skip
Press to skip to the next message.

Delete
Press to delete the message during playback, or press and hold to delete all old messages.

Model: 30521

ⓘ **PAGE**
Press to page all system handsets.

DND
Press to turn DND mode on or off.

Handset layout

CID/volume up
- Press to review the call log when the telephone is not in use.
- While in menu, press to scroll up.
- During a call, press to increase the incoming volume.

R (flash)
- During a call, press to answer an incoming call if you receive a call waiting alert (if you have subscribed to the call waiting feature from your service provider).
- Press to access message playback when in idle mode (for model 30522 only).

talk/speaker
- Press to make or answer a call.
- Press to switch to speakerphone during a call or message playback.
- During a call, press to switch between speakerphone and normal handset use.

int
- Press to delete the last number or letter entered.
- Press to initiate an intercom call or transfer a call.

off/cancel
- During a call, press to hang up.
- During programming, press to cancel and exit without making changes.
- Press and hold to turn the handset on or off.

menu/ok/mute
- Press to show menu.
- Press to select an item, or to save an entry or setting.
- Press to mute a call, press again to resume conversation.

volume down
- While in menu, press to scroll down.
- During a call, press to decrease the incoming volume.

redial
- Press to review redial list.

Phonebook
- Press to review the phonebook when the telephone is not in use.

#/pause/ringer off
- Press and hold to turn the ringer off.
- Press and hold to add a pause during dialing or entering numbers into phonebook.

＊/tone
- During a call, press to send touch-tone signals temporarily.
- Press and hold to lock and unlock the dial key pad.

Battery charging

The following table summarizes the battery charge indicators and what actions need to be taken.

Battery indicators	Battery status	Action
Battery icon is scrolling.	Battery is charging.	Keep the handset in the telephone base or charger when not in use.
Battery icon is on steadily.	Battery is completely charged.	The handset is ready for use. It will take approximately 2 hours for the battery icon to indicate a full charge even if the handset is only removed from the telephone base or charger for a short time and replaced. This is a normal operation and does not indicate a battery issue.
Battery icon is empty and the screen shows **LOW BATTERY**	Battery is low.	Place the handset in the telephone base or charger to charge without interruption (at least 30 minutes) before use.
The screen is blank.	Battery has no power while the handset is out of the telephone base or charger.	Place the handset in the telephone base or charger for at least 16 hours without interruption. See troubleshooting for help if the screen remains blank after charging.

Screen display icon

Item	Meaning
📶	• Displays when the telephone base is within reception range. • Flashes when the telephone base is out of range.
(battery)	• Scrolls to indicate battery charging when handset is in the telephone base or charger. • Flashes and empty when battery level is low.
🔊	• Speakerphone is in use.
📞	• Displays when there are new calls.
✉	• Displays when there is a new voice mail message. (Available only if you have subscribed to voice mail service from your telephone service provider.)
🌿	• Energy saving mode is activated.
⏰	• Displays when the alarm is set.
♪	• Displays when the ringer is turned off.
☎ (for model 30522 only)	• Displays when answering system is on. • Flashes when there are new messages.

Main Menu

Main Menu	Sub-menu 1	Sub-menu 2
PLAY MESSAGES (for model 30522 only)		
ANS SYSTEM (for model 30522 only)	ANSWER ON/OFF	
	ANNOUNCEMENT	
	DELETE ALL OLD	
	SETTINGS	RING DELAY
		REMOTE CODE
PHONEBOOK	ADD NEW	
		EDIT CONTACT
		DELETE CONTACT
		DELETE ALL
BLOCK LIST	ADD NEW	
		EDIT CONTACT
		DELETE CONTACT
		DELETE ALL
PROGRAM DND	OFF	
	ONE TIME	
	DAILY	
CLOCK & ALARM	SET DATE/TIME	
	SET FORMAT	TIME FORMAT
		DATE FORMAT
	ALARM	
	ALARM TONE	
SETTINGS	LANGUAGE	
	EQUALIZER	
	ENERGY SAVE	
HANDSET TONES	RINGER VOLUME	
	RING MELODY	
	KEY BEEP	
BASE TONES	BASE MELODY	
	BASE VOLUME	
ADV SETTING	REGISTER	
	DEREGISTER	
	RESET	
	AREA CODE	
	RECALL TIME	
	DIAL MODE	

Initial settings

Dialing mode

To change the dialing mode:
1. ꜰ.
2. ▲/▼: ADV SETTING -> ꜰ.
3. ▲/▼: DIAL MODE -> ꜰ.
4. ▲/▼: Select the desired setting -> ꜰ.

Area code

If you program your area code, the caller ID history displays the telephone numbers with the area code filtered.

To set the area code:
1. ꜰ.
2. ▲/▼: ADV SETTING -> ꜰ.
3. ▲/▼: AREA CODE -> ꜰ.
4. Enter your area code -> ꜰ.

Reset

This feature allows you to restore all system settings, except the answering system messages and phonebook, to default settings. This feature could be useful, for example, if you have forgotten the security code to access the answering system remotely.
1. ꜰ.
2. ▲/▼: ADV SETTING -> ꜰ.
3. ▲/▼: RESET -> ꜰ.
4. ꜰ.

NOTE: All settings under the **ANS SYSTEM, BLOCK LIST, PROGRAM DND, CLOCK & ALARM, SETTINGS, HANDSET TONES, BASE TONES and ADV SETTING** menus in the handset will be restored to default settings, the redial list and call log will also be cleared.

Recall time

This setting allows you to choose between **SHORT, MEDIUM** or **LONG** to accommodate the setting of your telephone service provider for using customer calling service, such as call waiting.

To change the recall time:
1. ꜰ.
2. ▲/▼: ADV SETTING -> ꜰ.
3. ▲/▼: RECALL TIME -> ꜰ.
4. ▲/▼: Select the desired setting -> ꜰ.

Registering a handset

The telephone system can support up to a total of 5 cordless handsets. Handsets that were included with your main base are pre-registered.

To add or re-register a handset:
1. Press and hold ⓘ on the base for 5 seconds until a beep sounds.
2. ꜰ when handset displays **REGISTER YOUR HANDSET.**
3. Enter the **PIN** (default: **0000**) -> ꜰ.

A beep sounds on the handset when the registration is successful.

NOTES:
1. An error tone will sound if the registration is not successful.
2. This product is compatible with model 30520 accessory handsets only.

Deregistering a handset

1. ꜰ.
2. ▲/▼: ADV SETTING -> ꜰ.
3. ▲/▼: DEREGISTER -> ꜰ.
4. Enter the PIN (default: 0000) -> ꜰ.
5. ▲/▼: Select the desired handset -> ꜰ.

Handset settings

Ringer volume

You can set the handset ringer volume from level 1 to level 5 or turn the ringer off.
1. ꜰ.
2. ▲/▼: HANDSET TONES -> ꜰ.
3. ▲/▼: RING VOLUME -> ꜰ.
4. ▲/▼: Select the desired setting -> ꜰ.

NOTE: Press and hold the #/ key to switch the ringer between on and off when the handset is in idle mode. the ♪ icon displays on the screen when ringer off feature is activated
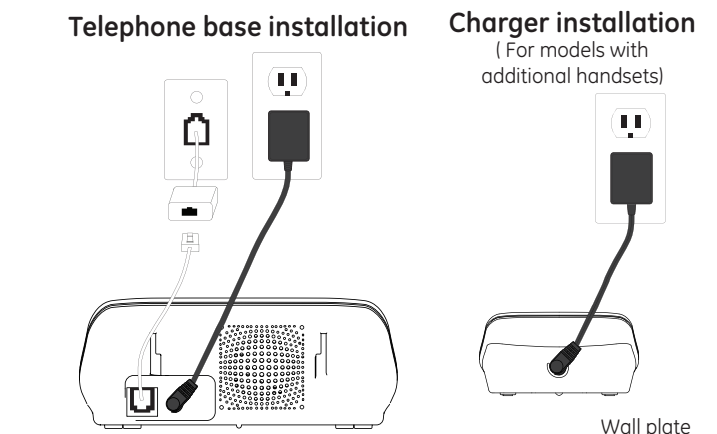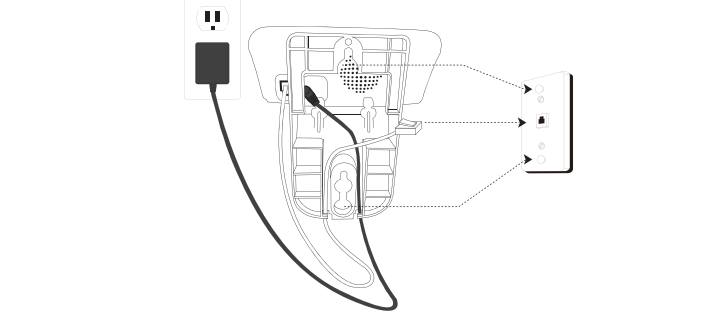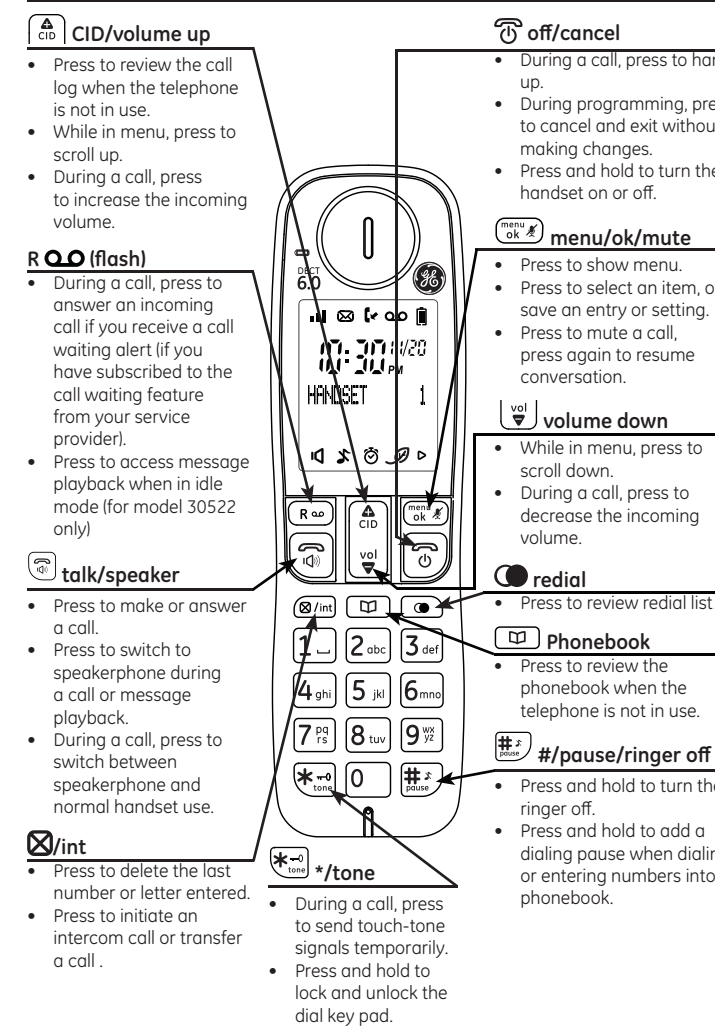
Ringer melody

You can select from 10 ringer tones.
1. ꜰ.
2. ▲/▼: HANDSET TONES -> ꜰ.
3. ▲/▼: RING MELODY -> ꜰ.
4. ▲/▼: Select the desired setting -> ꜰ.

Base settings

Base ringer melody

You can select from 5 ringer tones.
1. ꜰ.
2. ▲/▼: BASE TONES -> ꜰ.
3. ▲/▼: BASE MELODY -> ꜰ.
4. ▲/▼: select the desired setting -> ꜰ.

Base ringer volume

You can set the telephone base ringer volume from level 1 to level 5 or turn the ringer off.
1. ꜰ.
2. ▲/▼: BASE TONES -> ꜰ.
3. ▲/▼: BASE VOLUME -> ꜰ.
4. ▲/▼: select the desired setting (LEVEL 1 to 5 or OFF) -> ꜰ.

Clock and alarm

Date and time

You can set the date and time of the telephone system as follows.
1. ꜰ.
2. ▲/▼: CLOCK & ALARM -> ꜰ.
3. ▲/▼: again: SET DATE/TIME.
4. Enter the current month, day and year.
5. ꜰ.
6. Enter the current hour and minute. ▲/▼: select AM or PM -> ꜰ.

Time format

The display format of time can either be selected as 12 hour or 24 hour. To change your setting:
1. ꜰ.
2. ▲/▼: CLOCK & ALARM -> ꜰ.
3. ▲/▼: SET FORMAT -> ꜰ.
4. ▲/▼: again -> TIME FORMAT.
5. ▲/▼: select the desired setting (LEVEL 1 to 5 or OFF) -> ꜰ.

Date format

The display format of date can either be selected as Month/Day or Day/Month. To change your setting:
1. ꜰ.
2. ▲/▼: CLOCK & ALARM -> ꜰ.
3. ▲/▼: SET FORMAT -> ꜰ.
4. ▲/▼: DATE FORMAT -> ꜰ.
5. ▲/▼: select the desired setting (MM/DD or DD/MM) -> ꜰ.

Alarm

The alarm can be programmed to sound once or daily for one minute. The alarm setting is independent to each handset.
1. ꜰ.
2. ▲/▼: CLOCK & ALARM -> ꜰ.
3. ▲/▼: ALARM -> ꜰ.
4. ▲/▼: select the desired alarm option -> ꜰ.
   OFF: Turn alarm off (settings completed).
   ONE TIME: The alarm sounds once at the set time.
   DAILY: The alarm sounds daily at the set time.
5. Enter the desired hour and minute -> ▲/▼: select AM or PM.
6. ꜰ.

Alarm tone

You can select from 3 alarm melodies.
1. ꜰ.
2. ▲/▼: CLOCK & ALARM -> ꜰ.
3. ▲/▼: ALARM TONE -> ꜰ.
4. ▲/▼: select the desired alarm tone -> ꜰ.

Block list

You can program telephone numbers into the block list so that the telephone silences when a call is received from one of the blocked numbers. The handset shows **BLOCK LIST** when the programmed numbers call and will not record the number in the caller ID history.

To add a new entry
1. ꜰ.
2. ▲/▼: BLOCK LIST -> ꜰ.
3. ▲/▼: ADD NEW -> ꜰ.
4. Enter the desired number -> ꜰ.

To view the list
1. ꜰ.
2. ▲/▼: BLOCK LIST -> ꜰ.
3. ▲/▼: to browse through the block list.

To edit an entry
1. ꜰ.
2. ▲/▼: BLOCK LIST -> ꜰ.
3. ▲/▼: select the desired entry -> ꜰ.
4. ▲/▼: EDIT CONTACT -> ꜰ twice.
5. Edit the number by using the #/int key to erase and backspace, then enter new numbers using the dial pad keys and press ꜰ.

To delete an entry
1. ꜰ.
2. ▲/▼: BLOCK LIST -> ꜰ.
3. ▲/▼: select the desired entry -> ꜰ.
4. ▲/▼: DELETE CONTACT -> ꜰ 3 times to confirm.

To delete all entries
1. ꜰ.
2. ▲/▼: BLOCK LIST -> ꜰ.
3. ▲/▼: select any entry -> ꜰ.
4. ▲/▼: DELETE ALL -> ꜰ twice to confirm.

Key tone

The handset can be programmed to emit a tone with each key press. To change the key tone setting:
1. ꜰ.
2. ▲/▼: HANDSET TONES -> ꜰ.
3. ▲/▼: KEY BEEP -> ꜰ.
4. ▲/▼: ON or OFF -> ꜰ.

Display language

To change the display language:
1. ꜰ.
2. ▲/▼: SETTINGS -> ꜰ.
3. ▲/▼: LANGUAGE -> ꜰ.
4. ▲/▼: select the desired setting -> ꜰ.

Equalizer

This feature allows you to change the balance of the audio of the handset to best suit your hearing.
1. ꜰ.
2. ▲/▼: SETTINGS -> ꜰ.
3. ▲/▼: EQUALIZER -> ꜰ.
4. ▲/▼: select from NATURAL, BASS or TREBLE.
5. ꜰ.

Energy save

This feature enables the handset to operate in energy saving mode. With this feature turned on, the handset will automatically turn the handset backlight off.
1. ꜰ.
2. ▲/▼: SETTINGS -> ꜰ.
3. ▲/▼: ENERGY SAVE -> ꜰ.
4. ▲/▼: ON or OFF -> ꜰ.

NOTE: When **ENERGY SAVE** is turned on, the 🌿 icon shows on the handset screen.

Do not disturb

When **DO NOT DISTURB (DND)** mode is activated, all incoming calls will be silent. This feature only silences the ringer, the incoming number, if you have subscribed to the caller ID service from your telephone service provider, will be recorded in the caller ID history as normal.

Global DND

When global DND is activated, all system handsets and the telephone base will be silent when there is an incoming call. Press the DND button on the telephone base to turn this feature on or off.

Handset DND

You can program individual handset to silence during predetermined time frames. This setting is independent to each handset and only silences the ringer of the handset programmed.

To program the DND time for individual handset
1. ꜰ.
2. ▲/▼: PROGRAM DND -> ꜰ.
3. ▲/▼: select the desired option -> ꜰ.
   ONE TIME: The telephone silences once during the set time.
   DAILY: The telephone silences daily during the set time.
   OFF: Turn DND off (settings completed).
4. Enter the desired start time. ▲/▼: select AM or PM -> ꜰ.
5. Enter the desired stop time. ▲/▼: select AM or PM -> ꜰ.

NOTES: When global DND is turned on, individual handset will continue to be in DND mode even after the set DND time on the handset ends.

Telephone operation

Make a call

Make a call
1. Press ☎.
2. Dial the phone number after you hear the dial tone.

Predial a call
1. Dial the phone number using the dial pad keys. If you make an error while dialing, you can press int to erase the last digit entered.
2. Press ☎.

Answer a call

Press ☎ to answer an incoming call.
When there is an incoming call, the screen and dial pad backlight will be on.
NOTE: The screen shows the elapsed time as you talk (in hours, minutes and seconds).

End a call

Press ☎ or place the handset in the telephone base or charger to end a call.

Speakerphone

Anytime during a call, press ☎ to switch between speakerphone and normal handset use. When the speakerphone is active, the handset screen shows 🔊.
NOTE: Using the speakerphone will drain the battery faster than the normal handset use.

Volume control

You can adjust the volume of the handset or speakerphone anytime during a call.
On the handset, press ▲ to increase or ▼ to decrease the volume.
NOTE: Only the listening volume can be adjusted.

Make a call using the redial memory

The last ten telephone numbers previously dialed are stored in the redial list (up to 20 digits each).
1. Press 🔁.
2. ▲/▼: select the desired phone number -> ☎ to dial.

Save a number from the redial list to the phonebook

1. [▢].
2. [▲]/[▼], select the desired phone number -> [OK ✏].
3. [▲]/[▼], SAVE NUMBER -> [OK ✏].
4. Enter the name by using the dial pad and then press [OK ✏].
5. Edit the number by using the dial pad if necessary, and then press [OK ✏].

Delete number from the redial list

1. [▢].
2. [▲]/[▼], select the desired phone number -> [OK ✏].
3. [▲]/[▼], DELETE -> [OK ✏] twice to delete the selected number.
   OR
   [▲]/[▼], DELETE ALL -> [OK ✏] twice to delete all numbers.

Mute

The mute function allows you to turn off the microphone while on a call. You can hear the other party but the other party cannot hear you.

1. Press [🔇] during a call.
2. Press [🔇] again to resume conversation.

NOTE: The screen shows MUTE ON when mute feature is activated.

Call waiting or call waiting with caller ID service

To use call waiting, you must subscribe to call waiting service from your telephone service provider. This feature allows you to receive calls while you are already talking on the phone. You will hear a call waiting alert tone when there is a second incoming call. If you subscribe to both caller ID and call waiting with caller ID services, the second caller's information is displayed after you hear the call waiting alert tone.

1. Press R ⚲ to answer the second incoming call.
2. Press R ⚲ to switch between calls.

Voice mail service

The ✉ icon flashes on the screen when you have received a new voice mail message from your service provider.

IMPORTANT: Voice mail service is different from the answering system. In order to use the voice mail service, you must subscribe to it from your telephone service provider.

Using multiple handsets

The system allows a maximum of two handsets to have a conversation with an outside call at a time. If a handset is already on a call and you would like to join the call, press [☎] on another handset.

The call will not be terminated until both handsets hang up.

To initiate an intercom during a call

You can intercom with another system handset during a call, or invite another system handset to join.

1. Press ☎/int during a call.
   - If your telephone system has only two handsets registered, the intercom call will be automatically directed to the other system handset.
   - If your telephone system has more than two handsets registered, you will need to enter the handset number you want to intercom to by using the dial pad **1-5**.
   The call is placed on hold while the intercom is established with the other handset.
2. Press [☎] to answer the intercom on the other handset.

NOTE: The intercom call can be canceled before it is answered by pressing ✕/int on the originating handset.

1. You can choose from one of the following options for this intercom call.
   - Press and hold ✕/int to connect both handsets to the call.
   - Press ✕/int on the originating handset to alternate between the intercom and the call.
   - Press [☎] on either handset to terminate the intercom on that handset. The call will continue on the other handset.

Push to talk (PTT) (only applicable for models with multiple handset)

You can directly broadcast messages to the speakerphone of any registered handset in the system.

To initiate a PTT:

1. Press the PTT button on the right side of the handset.
   - If your telephone system has only two handsets registered, the broadcast will be automatically directed to the other system handset.
   - If your telephone system has more than two handsets registered, enter the handset number you want to intercom to. Press [▲]/[▼] to select the handset you want to broadcast the message, or select ALL HANDSET to broadcast to all handsets and then press [OK ✏].
2. PRESS AND HOLD (PTT) TO TALK shows on the screen when the connection is set between the initiating handset and the destination handset.
3. Press and hold the PTT button on either handset to start the broadcast.

NOTE: Connection set between handsets lasts for 30 minutes after it is established, or 30 minutes after the last broadcast. You will need to perform the above operation again if you want to initiate a PTT to another system handset or after the 30-minute time out.

To view/call a phonebook record

Records are stored alphabetically in the phone book. To search the phonebook:

1. [▲]/[▼].

NOTE: You can also access the phonebook by pressing [MENU] and selecting PHONEBOOK.

2. [▲]/[▼].
3. [OK ✏] to call the displayed entry.

To search a phonebook entry alphabetically

1. [▲]/[▼].
2. Press [▲]/[▼] to scroll to any entry.
3. Press the dial pad key (0-9) that corresponds to the first letter of the entry you are looking for. The closest match in alphabetical order will appear. You can then press [▲]/[▼] to view the next entry.
4. [▲]/[▼] to view the phone number.
   -OR-
   [☎] to call the displayed entry.

Chain dialing

This feature allows you to initiate a dialing sequence from numbers stored in the phonebook while you are on a call. This feature is useful if you wish to access another numbers (such as bank account information or access code) from the phonebook.

To access a number in the phonebook while on a call:

1. [▲].
2. [▲]/[▼] to locate the desired entry.
3. [☎] to dial the number.

Edit a phonebook entry

1. [▲].
2. [▲]/[▼] to locate a desired entry -> [OK ✏].
3. [▲]/[▼], EDIT CONTACT -> [OK ✏] twice.
4. Edit the name by using the ✕/int key to erase and backspace, then enter new characters using the dial pad keys and press [OK ✏].
5. Edit the number by using the ✕/int key to erase and backspace, then enter new numbers using the dial pad keys and press [OK ✏].

Delete a phonebook entry

1. [▲].
2. [▲]/[▼] to locate the desired entry -> [OK ✏].
3. [▲]/[▼], DELETE CONTACT.
4. [OK ✏] 3 times to delete the selected entry.

Handset locator

You can locate a misplaced handset by paging it.

1. Press [🔔] on the telephone base. All registered handsets beep for one minute.
2. Press [🔔] on the telephone base or press [☎] on any handset to stop paging.

Intercom (only applicable for models with multiple handset)

The system allows an intercom call between two handsets registered to the same telephone base.

To initiate an intercom call:

1. Press ✕/int.
   - If your telephone system has only two handsets registered, the intercom call will be automatically directed to the other system handset.
   - If your telephone system has more than two handsets registered, enter the handset number you want to call by using the dial pad **1-5**.
2. Press [☎] to answer the intercom call on the other handset.
3. To end the intercom call, press [☎].

NOTES:
1) The intercom call can be canceled before it is answered by pressing ✕ or ✕/int on the originating handset.
2) If the handset being called does not answer within one minute, the paging will be canceled.

To answer an incoming call during intercom

You will hear an alert tone when you receive an incoming call during intercom.

- Press [☎] to answer the incoming call and end the intercom.
- Press ✕/int to answer the incoming call and put the intercom on hold. Press ✕/int to switch between the intercom and the incoming call.
- Press and hold ✕/int to conference with both the incoming call and the intercom.

Phonebook

Add a phonebook record

1. [▲]/[▼], PHONEBOOK -> [OK ✏].
2. [▲]/[▼] -> ADD NEW.
3. [OK ✏] -> ADD NEW.
4. Enter the name (max. 14 character). Press the key to the corresponding character to display the correct letter. See the character table for more information.
5. [OK ✏].
6. Enter the number (max. 20 digits). If you need a pause between digits, press and hold the [▲]/[▼] until a P appears in the display. This will insert a 3-second pause in the dialing sequence.
7. [OK ✏].

NOTES:
1. The phonebook is shared by all handsets. Changes made to the phonebook on any one handset apply to all.
2. The directory can store up to 100 entries with up to 20 digits for each telephone number and 14 characters for each name.

Character table

Use the dial pad and the chart below to enter a name (up to 14 characters). Each press of a particular key displays the character in the following order:

Dial pad key	Character by number of key presses						
	1	2	3	4	5	6	
[1]	space	1	_	-	<	>	?
[2]	A	B	C	2			
[3]	D	E	F	3			
[4]	G	H	I	4			
[5]	J	K	L	5			
[6]	M	N	O	6			
[7]	P	Q	R	S	7		
[8]	T	U	V	8			
[9]	W	X	Y	Z	9		
[0]	0	-	/	][	#	∗	

NOTE: Press ✕/int to correct an error.

Delete all phonebook entries

1. [▲].
2. [▲]/[▼], select any entry -> [OK ✏].
3. [▲]/[▼], DELETE ALL.
4. [OK ✏] twice to delete all entries.

Caller ID

Using Caller ID service

IMPORTANT: To use the Caller-ID capabilities of this telephone system, you must subscribe to Caller-ID services from your service provider. Check with your telephone service provider for details. Your telephone stores caller ID memory for the 50 most recent calls. Each entry holds up to 20 digits for the telephone number and 14 characters for the name.

Review/call from the call log

As calls are received and stored, the display is updated to let you know new calls have been received. To scroll through the caller ID records:

1. [▲].
2. [▲]/[▼] to view from the most recent calls, or [▲]/[▼] to view from the oldest calls.
3. When the desired record is displayed, press [☎] to call.

Save a number to the phonebook

1. [▲]/[▼] to locate the desired record -> [OK ✏].
2. [▲]/[▼], COPY TO PHBK.
3. [OK ✏] twice.
4. Enter the name by using the dial pad keys if necessary -> [OK ✏].
5. Edit the number by using the dial pad keys if necessary -> [OK ✏].

Delete caller ID record

1. [▲].
2. [▲]/[▼] to locate the desired record -> [OK ✏].
3. [▲]/[▼], DELETE to delete the selected record -> [OK ✏] twice.
   -OR-
   [▲]/[▼], DELETE ALL to delete all records -> [OK ✏] twice.

Answering system (available for 30522 only)

Turning the answering system on or off

Using the telephone base

Press [⏻] on the telephone base to turn the answering system on or off. The [⏻] button will light when the answering system is on.

Using a handset:

1. [▲]/[▼].
2. [▲]/[▼], ANS SYSTEM -> [OK ✏].
3. [OK ✏] again: ANSWER ON/OFF.
4. [▲]/[▼], ON or OFF -> [OK ✏].

Answering system and voice mail

You telephone has a built-in answering system and voicemail indicator (if you subscribe to voicemail offered by your telephone service provider). They are independent features and each alerts you to new messages differently.

To listen to your voicemail, follow the instructions provided by your voicemail service provider.

Message capacity

The answering system can record up to 59 messages. Each message can be up to 3 minutes in length, and the total recording time is 20 minutes. When the message capacity is full, the answering system only plays the outgoing announcement but will not record any message.

Telephone base volume

Use the [▼]/[▲] button to adjust the playback volume at the telephone base to a comfortable level to beep tone will sound when the volume reaches the maximum or minimum level.)

New message indicator

When there are new messages on the answering system, the number of new messages flashes on the message window on the telephone base, the ⚫⚫ icon flashes and XM TXM MSGS displays on the handset screen.

Outgoing Announcement (OGA)

When the answering system answers a call, the pre-recorded outgoing announcement is played to the caller unless you have recorded your own outgoing announcement.

Record an outgoing announcement (OGA)

To record your OGA:

1. [▲]/[▼].
2. [▲]/[▼], ANS SYSTEM -> [OK ✏].
3. [▲]/[▼], ANNOUNCEMENT -> [OK ✏].
4. [▲]/[▼], RECORD OGA -> [OK ✏].
5. After a beep sounds, speak into the handset as you would normally during a call while recording your OGA (2 minutes maximum).
6. [OK ✏] when finished. The system will then play back the recorded message.

Delete your recorded OGA

If you want to use the pre-recorded outgoing announcement, simply delete your recorded OGA.

1. [▲]/[▼].
2. [▲]/[▼], ANS SYSTEM -> [OK ✏].
3. [▲]/[▼], ANNOUNCEMENT -> [OK ✏].
4. [▲]/[▼], DELETE -> [OK ✏].

Play the current outgoing announcement

The following steps allow you to listen to the current outgoing announcement. The answering system plays the pre-recorded outgoing message if you have not recorded your own.

To listen to the current outgoing announcement:

1. [▲]/[▼].
2. [▲]/[▼], ANS SYSTEM -> [OK ✏].
3. [▲]/[▼], ANNOUNCEMENT -> [OK ✏].
4. [▲]/[▼] again: PLAY OGA. The system announces the current outgoing announcement you are using.

Number of rings before the system answers

You can select the number of rings before the answering system answers a call.

1. [▲]/[▼].
2. [▲]/[▼], ANS SYSTEM -> [OK ✏].
3. [▲]/[▼], SETTINGS -> [OK ✏].
4. [▲]/[▼], RING DELAY.
5. [▲]/[▼], select the desired setting -> [OK ✏].

NOTE: If you select TOLL SAVER, the system answers after the second ring if there are new messages, or after the fourth ring if there is no new message. This allows you to check your system to see if there are new messages before incurring toll charges.

Security code for remote access

Your answering system allows you to program a 4-digit security code to get access to the system through any touch-tone telephone. The default security code is 0000.

To view the current remote code:

1. [▲]/[▼].
2. [▲]/[▼], ANS SYSTEM -> [OK ✏].
3. [▲]/[▼], SETTINGS -> [OK ✏].
4. [▲]/[▼], REMOTE CODE -> [OK ✏].
5. [▲]/[▼], VIEW CODE. The screen displays the current remote code.

To change the remote code:

1. [▲]/[▼].
2. [▲]/[▼], ANS SYSTEM -> [OK ✏].
3. [▲]/[▼], SETTINGS -> [OK ✏].
4. [▲]/[▼], REMOTE CODE -> [OK ✏].
5. [▲]/[▼], CHANGE CODE -> [OK ✏].
6. Use the dial key pad to enter a new 4-digit security code -> [OK ✏].
7. Enter the code again -> [OK ✏].

Call screening

When the answering system answers a call, you can listen at the telephone bose while the caller leaves a message.

At the telephone base:

The message automatically plays on the telephone base. Use the [▼]/[▲] button to adjust speaker volume.

From a cordless handset:

1. Press the [☎] button. The caller's voice will be heard while the answering system is recording the message.
2. To intercept during handset screening, press [☎] button on the handset. The answering system will automatically stop recording when you do so.

Delete all messages

Using the telephone base

Press and hold the ✕ key. A confirmation tone sounds to confirm.

Using a handset

1. [▲]/[▼].
2. [▲]/[▼], ANS SYSTEM -> [OK ✏].
3. [▲]/[▼], DELETE ALL OLD -> [OK ✏].
4. [OK ✏] twice.

Message window

The table below summarizes the messages displayed on the telephone base display:

—	When the answering system is turned off.
00 (ON steadily)	There are no messages in the answering system.
1-59 (flashing)	Total number of new messages. Current message number during message playback.
1-59 (steadily)	Total number of old messages.
F (flashing)	Memory is full.
CL (flashing)	Time is not set and there are old messages.
LA (flashing)	The telephone is being accessed remotely.
LA/1-59 (alternating)	The telephone is being accessed remotely and the alternating number indicates the total number of messages.
L0-L5 (On steadily)	Telephone base volume level when adjusting.

Troubleshooting guide

If your telephone system is not operating properly, first try this general reset procedures:

1. Unplug all power adapters from the power outlets.
2. Disconnect the telephone line cord from the base or modular jack.
3. Remove the battery compartment covers and unplug all handset battery packs.
4. After a few minutes, re-install all handset battery packs, making sure that the connectors are snug and the wires are not pinched before replacing all battery compartment covers.
5. Plug the power adapters for the base and any chargers back into their power outlets. Be sure not to use outlets that are controlled by wall switches or timers.
6. Place all handsets in the telephone base or chargers to charge without interruption for at least 30 minutes before use.
7. Plug the line cord into the telephone base or modular jack and verify dial tone.

General Performance

Problem	Cause/solution
Cannot hear a dial tone.	• Increase the volume on the handset. • Disconnect the telephone line cord from the base unit and connect it to a known working telephone. If the known working telephone operates properly, contact our customer support center for more information.
Handset does not ring.	• The ringer may be off. Increase the ringer volume. • Make sure your handset is charged.
You experience audible static, noise, or fading in and out.	• The handset may be near the end of range limit. Move the handset closer to the base unit. • If you are using a line with DSL service, make sure you have properly installed the DSL filters supplied by your service provider. • Try to relocate the base unit and use the handset away from sources of electrical interference.

Important Safety Instructions

Some of the following information may not apply to your particular product; however, when using telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on the product.
3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this product near water, for example, near a bathtub, shower or pool. Immersion of the telephone or handset in water could cause an electrical shock.
5. Slots and openings in the cabinet back or bottom are provided for ventilation, to protect it from overheating. Do not block or cover these openings. Do not block the openings by placing the product on a bed, sofa, rug, or other similar surface. Do not place this product in a built-in installation unless proper ventilation is provided.
6. Only operate this product from the type of power source indicated on the marking label. If you are not sure of the type of power supply to your home, consult your dealer or local power company.
7. Plug the adapter into an easily accessible electrical outlet near the equipment.
8. Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by persons walking on it.
9. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
10. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock.
11. Never spill liquid of any kind on the product.
12. To reduce the risk of electric shock, do not disassemble this product. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.

Message playback using the telephone base

1. Press [▷◁] on the telephone base to listen to the messages.
2. Press [▷◁] again to stop the playback.

Options during playback

Key	Operation
[▼]/[▲]	Press to adjust the listening volume.
[▷◁]	Press to playback or stop messages.
[◁◁]	Press to repeat a message. Press twice to play the previous message.
[▷▷ skip]	Press to skip to the next message.
✕	Press during playback to delete the current message. Press and hold in idle mode to delete all old messages.

Message playback using the handset

To listen to messages on a handset:

1. Press [OK ✏] twice or R ⚲ when the handset is in idle mode. Your messages will automatically be played back through the handset speakerphone. Press [☎] to listen to your messages privately through the handset.
2. The following message options are available during playback:
   - **REPEAT:** Press 1 to repeat the currently playing message.
   - **STOP:** Press 2 to pause the message currently playing, press 2 again to resume playing.
   - **SKIP:** Press 3 to listen to the next message.
   - **DEL:** Press ✕/int to delete the currently playing message.

Access the answering system remotely

To access the answering system remotely, use any touch-tone telephone.

1. Dial your phone number from any touch-tone telephone.
2. Once your answering system takes your call and you hear your outgoing announcement, press the # key.
3. Enter your security code using the numeric keypad on the touch-tone telephone. The system will start playing messages after you hear a confirmation tone.

NOTES:
1. If your answering system is off, you will hear your outgoing announcement. The system will answer your call after 10 rings.
2. If you have entered an incorrect security code, the system will ask you to enter the code again.
3. If you have forgotten the security code, you will need to reset the system. The security code will be restored to its default setting as 0000 after system reset.

Remote access commands

Touch-tone keys	Remote command
1	Replay the current or previous message.
2	Play/stop messages.
3	Skip to the next message.
4	Turn the answering system on or off.
0	Delete the current message.

Caller ID

Problem	Cause/solution
Caller-ID information is not displayed.	• You must subscribe to Caller ID service from your service provider/telephone company. • Make sure the base unit is plugged directly into a telephone modular jack. If you are using a line with DSL service, make sure you have properly installed the DSL filters supplied by your service provider.
While on a call, new Caller-ID information is not displayed.	• You must subscribe to Caller ID with Call Waiting service from your service provider/telephone company.

Answering system

Problem	Cause/solution
The unit does not record new messages.	• Make sure the answering system is on. • The message memory may be full. Some messages will need to be deleted.
Cannot access the answering system locally through a handset.	• The system may be in use by another party. • The system is busy recording a message.
Cannot operate the answering system remotely.	• You must use a touch-tone telephone for remote access. • Make sure you follow the remote access procedures in this user's guide.

General Product Care

- Avoid dropping the handset, as well as other rough treatment to the phone.
- Clean the phone only with a dry soft cloth.
- Never use cleaning agents, paint thinner, abrasive powder, alcohol, or other chemical products to clean the unit. Doing so will damage the unit.
- Retain the original packaging in case you need to ship the phone at a later date.

IF YOUR PRODUCT UTILIZES BATTERIES, THE FOLLOWING ADDITIONAL PRECAUTIONS SHOULD BE OBSERVED:

1. Use only the type and size battery(ies) specified in the user's manual.
2. Do not use this product if the battery door is removed or missing.
3. Replace batteries that appear to be swollen or have damaged wiring.

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4. Do not dispose of the battery(ies) in fire. They may explode. Check with local codes for possible special disposal instructions.
5. Do not open or mutilate the battery(ies). Released electrolyte is corrosive and may cause damage to the eyes or skin. It may be toxic if swallowed.
6. Exercise care in handling battery(ies) in order not to short out the battery(ies) with conducting materials such as rings, bracelets, and keys. The battery(ies) or conductor may overheat and cause burns.
7. Do not attempt to recharge the battery(ies) provided with or identified for use with this product that are not rechargeable. The battery(ies) may leak corrosive electrolyte or explode.
8. Do not attempt to rejuvenate the battery(ies) provided with or identified for use with this product by heating them. Sudden release of the battery(ies) electrolyte may occur causing burns or irritation to eyes or skin.
9. When replacing battery(ies), all batteries should be replaced at the same time. Mixing fresh and discharged batteries could increase internal cell pressure and rupture the discharged battery(ies). (Applies to products employing more than one separately replaceable primary battery.)
10. When inserting battery(ies) into this product, the proper polarity or direction must be observed. Reverse insertion of battery(ies) may result in leakage or explosion.
11. When inserting battery(ies) into this product, do not twist or pinch the wires or allow wires to become pinched in battery door.
12. If storing over 30 days, remove battery(ies) from this product because the battery(ies) could leak and damage the product.
13. Discard "dead" battery(ies) as soon as possible since "dead" batteries are more likely to leak in a product.
14. Do not store this product, or the battery(ies) provided with or identified for use with this product, in high-temperature areas. Batteries that are stored in a freezer or refrigerator for the purpose of extending shelf life should be protected from condensation during storage and defrosting. Batteries should be stabilized at room temperature prior to use after cold storage.
15. If your product uses rechargeable battery(ies), charge the battery(ies) only in accordance with the instructions and limitation specified in the user's guide.
16. Battery safety precautions
   - Do not burn, disassemble, mutilate, or puncture. Like other batteries of this type, toxic materials could be released which might cause injury to persons or property damage.

- To reduce the risk of fire or personal injury, use only the supplied battery or replacement battery.
- Keep batteries out of the reach of children.
- Remove batteries if storing over 30 days.

Use only the supplied rechargeable battery or replacement battery.

SAVE THESE INSTRUCTIONS

Environment

Used equipment must be disposed of in compliance with current environmental protection regulations. You should return it to you reseller or dispose of it in an approved recycling center.

Do not attempt to open the batteries as they contain chemical substances. In the event of leakage, avoid contact with the skin, eyes and mouth. In the event of contact, rinse the affected part for several minutes in running water. Clean the product with absorbent paper or a dry cloth and contact your reseller for replacement batteries.

13. Do not expose the product to extreme temperatures such as areas near a hot radiator, stove or in a hot car. Do not place product upon other consumer electronic products such as: computer monitors, stereo amplifiers, etc.
14. Do not place lighted candles, cigarettes, cigars, etc., on or near the telephone.
15. Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
16. Never install or modify telephone wiring during a lightning storm.
17. Never install jacks or telephones in wet locations.
18. Use caution when installing or modifying telephone lines to prevent electrical shock and/or fire.
19. Under the following conditions, unplug this product from the wall outlet and refer servicing to qualified service personnel:
   A. The power supply cord or plug is damaged or frayed.
   B. The product has been exposed to rain or water.
   C. The product does not operate normally by following the operating instructions.
   D. The product's cabinet has been damaged.
   E. The product exhibits a distinct change in performance.
20. Avoid using a telephone during an electrical-storm. There may be a remote risk of electric shock from lightning.
21. Do not use the telephone to report a gas leak in the vicinity of the leak.
22. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
23. Only use attachments/accessories specified by the manufacturer.
24. Unplug this apparatus during lightning storms or when unused for long periods of time.

WARNING: TO PREVENT FIRE OR ELECTRICAL FIRE OR ELECTRICAL SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR MOISTURE.

CAUTION
CAUTION: TO REDUCE THE RISK OF ELECTRIC SHOCK DO NOT REMOVE COVER (OR BACK). NO USER SERVICEABLE PARTS INSIDE. REFER SERVICING TO QUALIFIED SERVICE PERSONNEL.