

# Swissvoice Xtra 3155 telephone combo (DH435)

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Please retain these instructions for future reference. These instructions are also available in other formats.

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## General description

The Swissvoice Xtra 3155 offers the combination of a desktop and a cordless phone. This phone is hearing aid compatible and offers answer machine, one-touch dialling keys, speakerphone and talking dialling keypad (numbers only).

## Items supplied with the Swissvoice Xtra 3155:

* corded phone
* handset phone
* one telephone line cable
* three AAA 500mAh NiMH rechargeable batteries for handset phone
* one coiled lead to connect handset to telephone
* AC power adaptors (one for the combo base unit and one for cordless handset charger
* photo cutting guide
* eight pieces of spare transparent photo covers
* SOS card.

## Orientation of the corded phone

### Front

On the left side of the telephone is the handset cradle. When the handset is not resting in the cradle you will notice a small button with the Audio Booster icon.

At the top edge of the telephone, you will notice a red call-indicator light. This illuminates when a call is incoming.

Below the red call indicator light there are eight square memory buttons. The one at the top left can be used as the SOS button, the other seven can have pictures inserted so a contact can be easily recognised by a person’s photo, and the number can then be dialled at the touch of a button.

**Please note:** A telephone number must be assigned to the SOS and the picture buttons before they can be used.

Below the square memory buttons there are five smaller rectangular buttons to operate the answering machine. From left to right:

1. **Rewind button:** press to repeat playing the current message from the beginning. Press twice to skip backward to the previous message
2. **Slow down button**: press to slow down the message playback
3. **Play/Stop button**: press to play the message. Press again to stop the message playback
4. **Delete button**: press to delete the message currently playing. In idle mode, long press to delete all old messages
5. **Power button**: press to turn on the answering machine. Press again to turn off the answering machine

Below these five buttons is the numeric keypad, with large, easy-to-see black buttons with white numbers and symbols. The first row of three buttons from left to right is 1, 2 and 3. The second row is 4, 5 and 6, the third row is 7, 8 and 9 and the fourth and last row is Star (\*), 0 and Hash (#).

To the right of the keypad there is a column of four buttons. From top to bottom:

1. P1: is the program key to store telephone number in one of the eight photo keys
2. P2: is another program key to record your own voice in one of the eight photo keys
3. INT: during standby mode, when pressed, it will intercom cordless handset
4. the fourth button with a speaker icon has two functions: press to make, answer or end a call through base speaker, and press to switch between the combo handset and the base speakerphone during a call. An orange LED is on during speaker mode.

To the right of the P1 button there is a small LED message light. This light will be on when the answering system is on. It will flash when there are new messages/memos in the answering system and it will flash slowly when pressing for slow message play.

Under the handset you will find the audio boost key. Press this key to enhance the clarity and loudness through earpiece of the base during a call.

**Warning:** The product may emit high volume of sound. Take extra care when you use the audio boost key. We recommend adjusting to a suitable volume by setting at the minimum volume, and then turn on audio boost key.

### Back

The back of the phone features four nonslip feet, one in each of the corners.

In between the top two feet, located near the top edge are two rectangular shaped cut-outs. These are for releasing the back section of the base to allow the phone to be wall mounted. To release, place finger and thumb inside the cut-outs and pinch together whilst lifting. This will release the back section of the phone, this can then be swung over and clicked into place on the opposite side of the base.

Within a recess on the lower right-hand side of the base, there are sockets for the telephone line cable, handset and the power cable.

### Right edge

Position the phone so the front is facing you. On the right edge are two slide-switches. The one at the top is the equalizer, to adjust the handset receiver sound frequency pitch. It has three settings; the lowest position would be bass, the middle position would be natural, and the highest position would be treble.

The slide-switch at the bottom is the ringer volume and it also offers three settings. The top of the three settings is the loudest, the middle setting is quieter, and the lowest setting is no sound. This switch would also adjust the volume of the answering machine messages.

### Left edge

On the left edge there is a button to page your handset. Long press this button for one second and it will ring for approximately 60 seconds.

On the left edge about halfway up is the paging button. Long press for one second to page your handset, it will ring for approximately 60 seconds.

## Orientation of the handset phone

Hold the handset in front of you so that the earpiece is at the top and is facing towards you. Just below the earpiece is the LCD display.

Below this there are four rectangular buttons which are the memory keys named A, B, C and D.

Below the memory keys there are two rows of buttons with three buttons each.

Top row, from left to right:

1. OK/MENU button: press to select a menu item. While in a menu, press to select an item or save an entry or setting
2. scroll up button: in menu mode, press to scroll up the menu items. In ringing mode, press to increase ringer volume of handset. While entering names or numbers in the phonebook, press to move the cursor to the left
3. phonebook button: in idle mode, press to access the phonebook.

Bottom row, from left to right:

1. calling key (green colour button): in idle/pre-dialling mode, press to make a call. During ringing, press to answer a call. During a call, press to turn on/off the speakerphone
2. scroll down button: in menu mode, press to scroll down the menu items. In idle mode, press to access the redial list. In ringing mode, press to decrease the ringer volume of handset. While entering names or numbers in the phonebook: press to move the cursor to the right
3. end call button (red colour button): during a call, press to end a call and go back to idle screen. In editing/pre-dialling mode, press to clear a character/digit. In menu/editing mode, press and hold to go back to idle screen. In ringing mode, press to suppress handset ringer.

Next is the number keypad which is made up of four rows of three buttons.

Starting at the top and moving from left to right they are:

**Row one:**

* number one
* number two (also A, B and C)
* number three (also D, E, and F).

**Row two:**

* number four (also G, H and I)
* number five (also J, K, and L)
* number six (also M, N and O).

**Row three:**

* number seven (also P, Q, R and S)
* number eight (also T, U and V)
* number nine (also W, X, Y and Z).

**Row four:**

* star. Press this key to switch between upper case and lower case while entering characters/
* number zero
* hash. During a call: press and hold this key to answer an incoming call when you receive a call waiting alert.

### Right edge

You will find the audio boost key at the top of the handset. Press this key to enhance the clarity and loudness through earpiece of the base during a call.

Below there is the volume button. During a call, press to increase the volume /decrease the volume.

### Left edge

There is only one sliding switch on the left edge of the handset. This is the sound experience key and it has three settings; the lowest position would be bass, the middle position would be natural, and the highest position would be treble.

## Getting started

### Connection of the base station

1. Your telephone must be installed in a dry place, away from heat, humidity and direct sunlight.
2. Connect the telephone cord to a network wall socket and then to the socket on the bottom of the telephone.
3. Connect the spiral cord to the base of the handset and to the socket on the base of the phone. You will hear a click when the modular plug is correctly in place.
4. The phone should be placed on a flat surface for more stability.
5. Lift the handset and listen for the dial tone.

### Connection of the charger

Plug the power adapter into a mains socket.

If you have a broadband line:

If you connect your telephone to a line with a broadband connection, you will need to insert a micro-filter between the telephone and the telephone line, otherwise you may get interference between the telephone and the broadband, which could cause problems. In a home with broadband, every telephone must have a micro-filter connected, not just the one at the telephone point that your modem is connected to. If you need more broadband micro-filters, contact your broadband supplier

### Insert a photo (or the SOS label) on one of the six memory keys

**Please note:** sighted assistance would be required.

1. Remove the transparent cover attached to the photo memory button.
2. Cut out the chosen photo using the provided photo cutting guide.
3. Put the photo on the key and replace the transparent cover on the photo.

## Using the product

### Making a call with the handset

1. Pick up the handset and press the green calling button.
2. Enter the desired number using the keypad or press one of the memory keys. To register a number on these keys, see the ‘Programming the memory keys on your handset’ section in these instructions.
3. To end the call, put the handset back on the cradle or press the red end-of-call button.

### Making a call with the base phone

1. Pick up the handset or press the handsfree key situated in the bottom right corner.
2. Enter the desired number using the keypad or press one of the photo keys or the SOS button. To register a number on these keys, see the ‘Programming the memory keys on the base corded phone’ section in these instructions.
3. To end the call, put the handset back on the base or press again the handsfree key.

### Answering a call with the base phone

1. To answer: pick up the handset or press the handsfree key to use the hands-free mode.
2. To hang up: replace the handset on the base or press the handsfree key.

### Answering a call with the handset

1. If the handset is not on the charging cradle, when the phone rings, press the green calling button.
2. To hang up: replace the handset on the base or press the red end-of-call button.

### Programming the memory keys: SOS, photos and the one-touch memory buttons.

This feature is very convenient to know who is calling you if his/her telephone number is stored and voice is recorded in one of the memory keys.

You can program a telephone number and record your voice through the handset or the combo base. This function requires a subscription to the "Number Presentation" service of your telephone company.

### Programming the memory keys on your handset

##### Input number and name

1. Press the OK button on the handset in idle mode.

2. Press scrolling up or scrolling down buttons until you can read DIRECT MEM on the display, then press OK to select.

3. Press scrolling up or scrolling down buttons to select one of the direct memory keys, A, B, C or D, then press OK.

4. Select ADD, then press OK, enter the telephone number, then enter his/her name using the numeric pad, then press OK. You hear confirmation tones.

**Note:** during entering number or name, you can correct a number or a letter by pressing the red end-of-call button; this will delete the last number or letter you introduced.

#### Record your own voice tag

1. Once you have entered the number and names and after hearing the confirmation tones, press OK.

2. The word VIEW will appear on the display. Press the scrolling up or scrolling down buttons to select VOICE TAG option on the display, then press OK.

3. Press or to select RECORD, then press OK.

4. The word RECORDING will appear on the display, now you can speak after a beep tone in front of the handset microphone area (near key 0).

5. Press OK to finish recording.

6. Your recorded voice tag will be playback automatically.

**Note:** each memory key can store up to 14 seconds recording time.

When a calling number matches one of the recorded numbers and name tags, the name you recorded will be announced.

##### Play voice tag

1. Press OK on the handset in idle mode.

2. Press the scrolling up or scrolling down buttons until you can see DIRECT MEM on the display, then press OK.

3. Press the scrolling up or scrolling down buttons to select one of the memory keys, A, B, C or D, then press OK.

4. The word VIEW will appear on the display, then press the scrolling up or scrolling down buttons until VOICE TAG appears on the display, press OK.

5. The word PLAY will appear on the display, then press OK.

6. The word PLAYING VOICE TAG will appear on the display and the recorded voice will be played back.

##### Delete voice tag

1. Repeat the steps one to four in the Play voice tag section.

2. The word PLAY will appear on the display, press the scrolling up or scrolling down buttons until DELETE appears on the display and press OK.

3. RESET TO DEFAULT will appear on the display and you will hear confirmation tones.

##### View record of photo memory

1. Press OK on the handset in idle mode.

2. Press the scrolling up or scrolling down buttons until you can see DIRECT MEM on the display, then press OK.

3. Press the scrolling up or scrolling down buttons to select one of the memory keys, A, B, C or D, then press OK.

4. When the word VIEW appears on the display, press OK.

5. The record (name and number) will appear on the display.

Press the red end-of-call button to return to the previous menu or long press the red end-of-call button to return to standby mode.

##### Edit record of photo memory

1. Press OK on the handset in idle mode.
2. Press the scrolling up or scrolling down buttons until you can see DIRECT MEM on the display, then press OK.
3. Press the scrolling up or scrolling down buttons to select one of the memory keys, A, B, C or D, then press OK.
4. When the word VIEW appears on the display, press the scrolling up or scrolling down buttons to select EDIT, then press OK,
5. Edit the number and press OK.
6. Edit name and press OK.

Press the red end-of-call button to return to the previous menu or long press the red end-of-call button to return to standby mode.

#### Programming the memory keys on the base corded phone

##### Input number

1. Press P1 once, and then press one of the photo keys.

2. Enter telephone number using the number pad, and then press P1 again to save telephone number.

##### Record your own voice tag

1. Press P2 once, and then press the photo keys you would like to record on.

2. Record your own voice after the beep, and then press P2 again to save your own voice.

### Adjust the volume

There are six levels of volume to choose from.

* During a call using the cordless handset: slide up and down the sliding switch on the right edge of the handset to select the desired volume. The current setting is shown in LCD.
* During a call using the corded telephone, slide up and down the sliding switch on the base to select the desired volume.

### Audio boost feature

Use the audio boost feature to enhance the clarity and loudness of your caller’s voice on the cordless handset and on the corded phone handset when you are listening to a message or an announcement.

#### To turn on audio boost whilst on a call or listening to a message or an announcement:

* if you are using the cordless handset, press the Audio Boost key on the right edge of handset
* if you are using the corded phone, press the Audio Boost key situated at the front of the base, under the handset.

#### To turn off audio boost:

Press the Audio Boost key again.

**Note:** the Audio Boost function will turn off automatically when a call ends.

### Equalizer feature

The equalizer feature on the handset enables you to change the quality of the handset audio to best suit your hearing.

During a call:

1. slide up and down the equalizer sliding key on the cordless handset or on the base of the corded phone
2. select Treble, Natural, or Bass.

### Redial with the cordless handset

The cordless handset stores the last 10 dialled numbers (up to 17 digits each) in the redial list. The redial entries are not shared with the corded base.

In idle mode:

1. press the scrolling down key

2. press the scrolling up or down keys repeatedly to browse the list. The handset beeps twice at the end of the list

3. when the desired entry displays, press the green calling button to dial.

During a call:

1. press the scrolling down key

2. press the scrolling up or down keys repeatedly to browse the list. The handset beeps twice at the end of the list

3. when the desired entry displays, press OK to dial.

## Phone settings

### Set the ringer melody and volume

#### To set the handset ringer.

During ringing:

1. press the scrolling up or down keys to adjust ringer volume of the handset.

In idle mode:

1. press OK on the handset in idle mode

2. press the scrolling up or down keys to select HS SETTING, then press OK

3. select RING SETUP by pressing OK

4. press the scrolling up or down keys to select EXT. RING, INT. RING or RING VOL, then press OK

5. after selection, press OK to confirm the setting. You will hear confirmation tones.

#### To set the base ringer:

1. press OK on the handset in idle mode
2. press the scrolling up or down keys to select BS SETTING, then press OK
3. select RING SETUP by pressing OK
4. press the scrolling up or down keys to select EXT. RING, INT. RING or RING VOL, then press OK
5. after selection, press OK to confirm the setting. You will hear confirmation tones.

**Notes:**

EXT. RING means ring tone for external calls. The handset has a total of 10 ring tones and the corded phone has five.

INT. RING means ring tone for internal calls. The handset has a total of 10 ring tones and the corded phone has five.

When the telephone is ringing, you can temporarily set silence for the ringer of the handset by pressing the red end of call button only without disconnecting the call. The next call rings normally at the preset volume.

### Set alert tone

You can turn on the alert tone in the cordless handset to warn you when low battery/out of range is detected and key tone can be on or off.

1. Press OK when idle.

2. Press the scrolling up or down keys to select HS SETTING, then press OK.

3. Press the scrolling up or down keys TONE SETUP then press OK.

4. Press the scrolling up or down keys KEY TONE, BATT TONE, or RANGE TONE, then press OK.

5. Press the scrolling up or down keys ON or OFF, then press OK. You will hear confirmation tones.

### Set date and time format

1. Press OK when idle.

2. Press the scrolling up or down keys to select HS SETTING, then press OK.

3. Press the scrolling up or down keys to select DATE&TIME then press OK.

4. Press the scrolling up or down keys to select DATE FORM, then press OK, select your desired date format (DD-MM-YY or MM-DD-YY).

5. Press the scrolling up or down keys to select TIME FORM, then press OK, select your desired time format (24 HR or 12HR).

6. Press OK to confirm. You will hear confirmation tones.

### Talking numbers function

You can turn on or off the talking numbers feature that can be activated when you press the dialling key on the cordless handset during pre-dialling or on the corded phone base during a call.

1. Press OK when idle.

2. Press the scrolling up or down keys to select TLK DIGITS, then press OK to select ON or OFF.

3. Press OK to confirm. You will hear confirmation tones.

### Change the Flash Time

1. Press OK when idle.
2. Press the scrolling up or down keys to select BS SETTING, then press OK.
3. Press the scrolling up or down keys to select FLASH TIME, then press OK.
4. Press the scrolling up or down keys to select your desired flash time. (Short, Medium, Long are for your selection), then press OK to confirm. You will hear a confirmation tone.

**Reset your phone**

You can reset your phone to the default settings by using the handset. After resetting, all your personal settings will be deleted and restored to default factory settings, but your phonebook and other memories remain unchanged except the redial list.

1. Press OK when idle.
2. Press the scrolling up or down keys to select HS SETTING, then press OK.
3. Press the scrolling up or down keys to select DEFAULT, then press OK. The text CONFIRMED? is displayed, then press OK to confirm. You will hear confirmation tones.

### Registration

Your handset and telephone base is pre-registered. On the LCD display of the handset you will find a symbol with vertical bars to confirm it is registered. This symbol is situated in the top left corner of the display.

* If the signal strength is strong, three bars will be displayed.
* If the signal strength is moderate, two bars will be displayed.
* If the signal strength is weak, only one vertical bar will be displayed.

If for some reason, the handset is not registered to the base station, OUT RANGE will be displayed on the handset screen and the bars will disappear.

To register your handset following the steps below.

1. Make sure the handset is out of the base and shows OUT RANGE before you begin registration.
2. Press and hold OK on the telephone base in idle mode for around five seconds until incoming call light LED bar lights on the telephone base.
3. Press OK when idle.
4. Press the scrolling up or down keys to select HS SETTING, then press OK.
5. Press the scrolling up or down keys to select REGISTER, then press OK. The word REGISTRNG appears and flashes on the screen until the handset can be registered with base.
6. If registration fails, the telephone base screen displays OUT RANGE. Please repeat the above procedure.

### Find the Handset

You can locate the handset by long pressing paging button for one second on the combo base. All the handsets registered to the base will produce the paging tone and “PAGING” is displayed on the LCD of the handsets.

You can stop the paging by pressing the call button on any handset or the paging button on the base again.

**Note:** If there is an incoming call during paging, the phone will ring with the incoming call instead of paging.

### Conference call

The cordless handset and the telephone base can join an external call at the same time.

To join a call with a cordless handset:

• press the green calling button join the call

• press the red end-of-call button or place the handset in the charger to exit the call.

To join a call with the telephone base:

• press the loudspeaker button if you are in speaker mode or take up the combo handset to join the call.

• press loudspeaker button again or put the handset back to exit the call.

### Transfer a call

During an external call, you can transfer the call from a cordless handset or the telephone base to another system device.

#### To transfer a call from a cordless handset:

During a call, press OK, then press the scrolling up or down keys to select INTERCOM, then press OK. The external call is put on hold and the cordless handset shows CALLING HS 2 (if you have more than one cordless handsets) or CALLING BASE the destination device rings.

To answer the call on the destination handset, press the green calling button, or any dialling key, or to answer the call on the base, press the loudspeaker button (in speaker mode), or pick up the receiver.

Press the red end-of-call button on the calling handset to transfer the call to the base.

#### To transfer a call from the telephone base:

During a call, press the green calling button on the cordless handset to start conference call among base and external call. Then, put down the receiver on the base or if in speaker mode, press the loudspeaker button on the base to transfer the call to the cordless handset.

### Intercom

Use the intercom feature for conversations between two cordless handsets or between cordless handset and base.

#### Intercom initiated from cordless handset:

During idle mode

1. Press the green calling button, and then press OK, then press the scrolling up or down keys to select INTERCOM, then press OK.
2. If you have two or more cordless handsets, press the scrolling up or down keys to select the desired device and then press OK.
3. The cordless handset shows CALLING HS 2, the destination device rings.
4. To answer the call on the destination handset, press the green calling button or any dialling key.
5. Alternatively, to answer the call on the base, press the loudspeaker key (while in speaker mode) or pick up the receiver.

#### Intercom initiated from base

During idle mode

1. Press the INT key to intercom the cordless handset.
2. Press the green calling button on the called cordless handset to start intercom with the base.

During a call

1. Press the INT key to intercom the cordless handset.

2. Press the green calling button on the cordless handset to start intercom with the base.

3. Press the star key on the base to start conference call.

### Answer a Call

If the handset is not on the charging cradle, when the phone rings, press the green button to answer a call.

If the handset is on the base station and if AUTO ANSWER is set to ON: when the phone rings, pick up the handset to answer a call.

To activate the auto answer mode:

1. press OK when idle
2. press the scrolling up or down keys to select HS SETTING, then press OK .
3. press the scrolling up or down keys to select AUTO ANS., then press OK
4. press the scrolling up or down keys to select ON
5. press OK to confirm. You will hear confirmation tones.

### Forced Ringer

When a call is not picked up and the same caller calls again within five minutes, the ringer level of handset and base will be automatically set to maximum.

### Eco mode

1. Press OK and the scrolling up or down keys to select HS SETTING.
2. Press OK and the scrolling up or down keys to select ECO MODE.
3. Press OK and the scrolling up or down keys to select ON or OFF.
4. Press OK to confirm. You will hear confirmation tones.

## Caller display (network dependent)

This feature is available if you have subscribed the Caller Line Identification service with your telephone service provider.

Your phone can store up to 30 received calls with date/time information in the Call List. The number will be shown on the LCD when the phone is ringing. If the number matches with one of the entries in your Private Phonebook, the caller’s name stored in the private phonebook will be displayed with the number.

If the caller number is disabled to send caller information, UNAVAIL will display. If the caller number is not provided, PRIVATE will display.

In standby, if three unanswered calls with different calling number are received, “3 NEW CALLS” will be displayed. Each time you review a call list entry marked with a star icon, the number of new calls decreases by one. When you have reviewed all the new calls, the star icon no longer shows.

If the incoming telephone number matches the last seven digits of a telephone number in your phonebook, the name that appears on the screen matches the corresponding name in your phonebook.

### View the call list

All received calls are saved in Call List with the latest call showing at the top of the list. When the call list is full, the oldest call will be replaced by a new call. The latest call log is stored only when it is same calling number.

In idle mode:

1. press OK and use the scrolling up or down keys to select CALL LOG, then press OK to review the calling number display history
2. press OK and then use the scrolling up or down keys to browse the call log
3. press OK, the word DETAILS will show on the display
4. press OK to view the details of the call log including date and time. (Date/Month and Time appears in left and right sides of lower row respectively)
5. press the red call button to return to the previous menu or long press the red call button to return to standby mode.

### Store a Call List Number into the Phonebook

1. Select a desired entry in the call list, and then press OK.
2. Press OK and the scrolling up or down keys to select ADD TO PB, and then press OK.
3. Call number will show, press OK to confirm.
4. Call name will show, if there is blank name, you can add the name.
5. Press OK to confirm. You will hear confirmation tones.

### Store a call list number into the black list

1. Select a desired entry in the call list, and then press OK.
2. Press OK and the scrolling up or down keys to select ADD TO BL, and then press OK.
3. Call number will show, press OK to confirm.
4. Call name will show, if there is blank name, you can add the name.
5. Press OK to confirm. You will hear confirmation tones.

### Delete an entry in the call list

1. Select a desired entry in the call list.
2. Press the scrolling up or down keys to select DELETE, and then press OK.
3. The word CONFIRM? will show. Press OK to confirm. You will hear confirmation tones.

### Delete all entries in the call list

1. Select a desired entry in the call list.
2. Press the scrolling up or down keys to select DELETE ALL, and then press OK.
3. The word CONFIRM? will show. Press OK. to confirm. You will hear confirmation tones.

### Call Waiting

If someone calls while you are already on a call, you will hear a tone in the handset earpiece.

#### Using handset or speaker mode from the handset

• Long press the hash key (#) on the cordless handset to put your current call on hold and take the new call.

• Long press the hash key (#) on the cordless handset to switch back and forth between calls.

#### Using handset or speaker mode from the base unit

• Long press the hash key (#) on the base unit to put your current call on hold and take the new call.

• Long press the hash key (#) on the base unit to switch back and forth between calls.

### Voice Mail (Network Dependent)

By subscription to your phone operator, you can have your calls diverted to a voicemail box when you are absent. For more details, contact your operator.

When new messages are received, the voice message waiting symbol appears on the screen. This symbol is two circles with a line across the bottom and the picture of a cloud to the right. The voice message waiting symbol disappears once you have consulted the voicemail messages.

To reset the voicemail indicator:

1. press OK to select CALL LOG
2. use the scrolling up or down keys to select Voice Mail log.
3. long press key four, and then the answering machine symbol will disappear.

## Phonebook

The phonebook stores up to 100 entries, which are shared by all devices.

### Add a new phonebook entry

In idle mode:

1. press the address book key on the handset or, press OK, then press the scrolling up or down keys to select PHONEBOOK, then press OK to select ALL, press OK
2. press OK, the word ADD will show, press OK
3. enter a telephone number, press OK
4. enter a name, then press OK. You will hear confirmation tones.

### View a phonebook entry

1. Select a desired entry in the phone book, and then press OK.
2. ADD will show, then press the scrolling up or down keys to select VIEW, press OK to review name and number of the entry.
3. Press the red call button to return to the previous menu or long press the red call button to return to standby mode.

### Search a phonebook entry

1. Follow the steps in View a phonebook entry above to enter the phonebook.
2. Enter the first character of the name to search.

### Edit a phonebook entry

1. Select a desired entry in the phone book, and then press OK.
2. ADD will show, then press the scrolling up or down keys to select EDIT, press OK to edit the number.
3. Press OK to edit the name. You will hear confirmation tones.

**Note:** during entering number or name, you can correct a number or a letter by pressing the red end of call button, then last number or letter will be removed.

### Store phonebook in speed dial

1. Select a desired entry in the phone book, and then press OK.
2. ADD will show on the screen, the scrolling up or down keys to select ADD TO SD, press OK to edit the number.
3. Press OK or the scrolling up or down keys to select KEY 1 to KEY 9.
4. Press OK to confirm. You will hear confirmation tones.

### Delete a phonebook entry

1. Select a desired entry in the phone book, and then press OK.
2. ADD will show, then press the scrolling up or down keys to select DELETE, press OK.
3. CONFIRM? will display, press OK to confirm. You will hear confirmation tones.

### Add to speed dial key

1. Select a desired entry in the phone book, and then press OK.
2. ADD will show. Press OK or the scrolling up or down keys to select ADD TO SD, press OK.
3. Press OK or the scrolling up or down keys to select KEY 1, … KEY 9, and press OK to confirm. You will hear confirmation tones.

### Status of phonebook

You can view how many phonebook records are stored out of total 100 records.

1. Press the phonebook button and press OK.
2. ADD will show, press OK or the scrolling up or down keys to select STATUS, press OK.
3. X / 100 USED will display.

## Speed dial keys (key 1 to key 9)

You can make use of key 1 to key 9 on handset or combo base as speed dial keys, by long pressing the keys to dial in idle mode or in talk mode.

### Store a speed dial entry

1. Press OK, then press the scrolling down key to select PHONEBOOK, then press OK.
2. Press the scrolling down key to select SPEED DIAL and press OK.
3. Press the scrolling up or down keys to select your choice of number KEY 1 …. KEY 9, then press OK.
4. ADD will display, then press OK.
5. Enter a number, then press OK.
6. Enter a name, then press OK. You will hear confirmation tones.
7. Press the red calling button to return to previous menu or long press the red calling button to return to standby mode.

### View a speed dial entry

1. Repeat steps 1 to 3 in the previous section.
2. VIEW will display, then press OK.
3. The record (number and name) can be viewed.
4. Press the red calling button to return previous menu or long press the red calling button to return to standby mode.

### Edit a speed dial entry

1. Repeat the step 1 to 3 in the “Store a speed dial entry” section.
2. VIEW will display, the scrolling up or down keys to select EDIT, then press OK.
3. Edit a number, then press OK.
4. Edit a name, then press OK. You will hear confirmation tones.

**Note:** during entering number or name, you can correct a number or a letter by pressing the red end of call button, then last number or letter will be removed.

### Delete a speed dial entry

1. Repeat the step 1 to 3 in the “Store a speed dial entry” section.
2. VIEW will display, then press the scrolling up or down keys to select DELETE, then press OK.
3. CONFIRM? will display, then press OK. You will hear confirmation tones.

## Black List

This function requires a subscription to the "Number Presentation" service of your telephone company.

Your phone can help you to reject the calls that are treated as blacklist which is total 100 blacklist entries. Once the blacklist call dials in, your phone will help to reject the call silently.

The blacklist call will also be recorded in the call log with the calling icon. This icon is a black shield icon with a white handset in the middle.

###  Store a black list entry

1. Press OK, press the scrolling down key to select BLACKLIST, then press OK.
2. If the entry is empty, it will show EMPTY for three seconds, then ADD will show, or if the entry is not empty, press OK. ADD will show.
3. Press OK, enter the number, press OK.
4. Enter a name, then press OK. You will hear confirmation tones.
5. Press the red calling button to return to the previous menu or long press the red calling button to return to standby mode.

### View a black list entry

1. Select an entry in blacklist, press OK.
2. ADD will show, and then press the scrolling down key to select VIEW, then press OK.
3. The record (number and name) can be viewed.

Press the red end-of-call button to return previous menu or long press the red end-of-call button to return to standby mode.

### Edit a black list entry

1. Select an entry in blacklist, press OK.
2. ADD will show, and then press the scrolling up or down keys to select EDIT, then press OK.
3. Edit a number, then press OK.
4. Edit a name, then press OK. You will hear confirmation tones.

**Note:** during entering number or name, you can correct a number or a letter by pressing the red end-of-call button , then last number or letter will be removed.

### Delete a black list entry

1. Select an entry in blacklist, press OK.
2. ADD will show, and then press the scrolling up or down keys to select DELETE, then press OK.
3. CONFIRM? will display, then press OK. You will hear confirmation tones.

### Delete all black list entries

1. Select an entry in blacklist, press OK.
2. ADD will show, and then press the scrolling up or down keys to select DELETE ALL, then press OK.
3. CONFIRM? will display, then press OK. You will hear confirmation tones.

### Status of black list entry

1. You can view how many blacklist records are stored out of total 100 records.
2. Press OK, press the scrolling down key to select BLACKLIST, then press OK.
3. Press OK, ADD will show.
4. Press the scrolling up or down keys to select to select STATUS, press OK.
5. X / 100 USED will display.

## Reminder

The reminder feature helps remind you of important events.

You can set the reminder to record your voice or use alarm sound in order to remind you only once, or in daily, Monday to Friday or Saturday to Sunday.

Once you set the reminder, the system will alarm you at the alarm time. Each reminder can be up to two minutes in length.

### Turn on alarm reminder, set time and frequency

1. Press OK when idle.
2. Press the scrolling up or down keys to select REMINDER, then press OK.
3. Press the scrolling up or down keys to select ALARM 1... ALARM 10, then press OK.
4. ON/OFF will show, then press OK to select ON.
5. Enter the time then press OK.
6. Press the scrolling up or down keys to select the frequency ONCE, DAILY, MON-FRI, SAT-SUN.
7. Press OK to confirm. You will hear confirmation tones.

### Select melody of the alarm reminder

1. Repeat step 1 to 3 in the previous section.
2. ON/OFF will show, then press the scrolling down arrow to select MELODY, press OK.
3. Press the scrolling up or down keys to select desired melody.
4. Press OK to confirm. You will hear confirmation tones.

### Rename the alarm reminder

1. Press OK when idle.
2. Press the scrolling up or down keys to select REMINDER, then press OK.
3. Press the scrolling up or down keys to select ALARM 1… ALARM 10, then press OK.
4. ON/OFF will show, then press the scrolling down key to select RENAME, press OK.
5. Change name from ALARM to the name you desire (max. 9 letters or digits).
6. Press OK to confirm. You will hear confirmation tones.

**Note:** during entering number or name, you can correct a letter by pressing the red end-of-call button, then last number or letter will be removed.

### Record voice memo of the alarm reminder

1. Press OK when idle.
2. Press the scrolling up or down keys to select REMINDER, then press OK.
3. Press the scrolling up or down keys to select ALARM 1…ALARM 10, then press OK.
4. ON/OFF will show, then press the scrolling down key to select VOICE MEMO, press OK.
5. PLAY will show, then press the scrolling down key to select RECORD, press OK to start recording.
6. RECORDING… will show. After beep sound, you can record your voice.
7. Press OK to finish your voice recording. Your voice will replay.
8. Press the red end-of-call button to return previous menu or long press the red end-of-call button to return to standby mode.

**Notes:**

* You can playback your memo voice in step five to select PLAY, then press OK. PLAYING VOICE MEMO will appear.
* You can delete your memo voice in step five to select DELETE, press OK. Then, RESET TO DEFAULT will appear after the memo is deleted.
* If no voice memo in the alarm reminder, only melody will play for two minutes at the alarm time.

## Answering machine

The total storage capacity for the outgoing message, messages and memos is approximately 30 minutes.

**Note:** Your answering system will answer a call after 14 rings even when the answering machine is turned off. This is to allow the remote access feature to work.

### Turn on/off the answering machine

If you turn the answering machine on, it answers calls and records messages.

The red message LED symbol, which is two circles with a line across the top, on the telephone base (to the right of the P1 button) is on and the rectangular cassette tape icon on the handset will be on too.

**Answer on/off through the cordless handset**

1. Press OK in idle mode.
2. Press the scrolling up or down keys to select ANS. SYS, then press OK.
3. Press the scrolling up or down keys to select TAM ON/OFF, then press OK.
4. Press the scrolling up or down keys to select ON or OFF, then press OK to save. You will hear confirmation tones.

**Answer on/off through the base unit**

Press the power key on the base to turn the answering machine on or off.

**Note:** When the answering machine is off, the red LED symbol, which is an icon with two circles with a line across the top, on the telephone base will be off and the rectangular cassette tape icon on the handset will be off too.

### Message playback

If two new voice messages are stored in the phone, “2 NEW MESSAGES” will appear and the red message LED symbol, which is an icon with two circles with a line across the top, will flash on the handset screen, the red LED cassette tape icon on the telephone base will flash.

If memory is full, MEM FULL will display in the screen.

#### Listen to new messages through the cordless handset

1. Press OK in idle mode.
2. Press the scrolling up or down keys to select ANS. SYS, then press OK.
* To play new messages, press OK to select PLAYBACK.
* Time and date of the message played will display on the screen if listened through handset.
* After end of all messages, “END OF MESSAGES” will appear.

**Options during playback:**

• press the green calling button to play the messages through the handset earpiece

• use the slider on the side of handset to adjust the speakerphone volume

• press six to skip to the next message

• press four to repeat the message currently playing or press four twice to listen to the previous message

• press two to delete the current message

• press five or the red end-of-call button to stop.

During playback, press OK to select options:

STOP

FORWARD

PREVIOUS

DELETE

#### Listen to new messages through the base

1. Press the Play/Stop button to listen to new messages through base speaker. After playback all new messages, a long beep will emit from the base.
2. To playback old messages, press the Play/Stop button again to listen.

**Options during playback**

• Slide the volume switch up or down on the side of base to adjust the speaker volume.

• Press the Rewind button to repeat the message currently playing.

• Press the Delete button to delete the current message.

• Press the Play/Stop button to stop.

• Press the Slow down button to reduce the playback speed.

### Delete old messages in the answering machine

#### Delete all old messages through the handset

1. Press OK in idle mode.
2. Press the scrolling up or down keys to select ANS. SYS, then press OK.
3. PLAYBACK will show, and then press the scrolling up or down keys to select DELETE OLD, then press OK.
4. The handset displays CONFIRM? Then press OK to confirm.
5. The handset displays DELETING... and then DELETED is shown. You will hear confirmation tones.

#### Delete a message through the base:

1. Press the Play/Stop button to listen new or old messages through base speaker.
2. Press Delete button to delete the message being listened. You hear confirmation tones.

#### Delete all old messages through the base

During idle mode, long press the Delete button to delete all old messages. You will hear confirmation tones.

### Record a memo

1. You can record a memo message for another user.
2. Press OK in idle mode to enter the main menu.
3. Press the scrolling up or down keys to select ANS. SYS, then press OK.
4. PLAYBACK will show, and then press the scrolling up or down keys to select MEMO, then press OK.
5. RECORDING shows on the screen. After the tone, speak towards the microphone.
6. Press OK when you finish recording. PLAYING MEMO… shows on the screen. Your recorded memo will be played back and then return to the previous menu.
7. When another user listens to the memo, the time and date of the memo will display on the screen if listened through the handset.

**Notes:**

* MEM FULL will display in the screen if you attempt to record a memo when the memory is full.
* Each memo can be up to four minutes in length.
* Memos shorter than two second are not recorded.

### Outgoing Message (OGM)

The telephone is preset with a greeting that answers calls with “please leave a message after the tone.” You can use this default outgoing message or replace it with your own.

#### Play your outgoing message (OGM)

1. Press OK in idle mode.
2. Press the scrolling up or down keys to select ANS. SYS, then press OK.
3. PLAYBACK will show, and then press the scrolling up or down keys to select SET TAM, then press OK.
4. CALLSCREEN will show, and then press the scrolling up or down keys to select TAM MSG, then press OK.
5. PLAY will show on the screen, then press OK, PLAYING ANNC… will show, then it will play the default outgoing message.

#### Record your own outgoing message (OGM)

1. Press OK in idle mode.
2. Press the scrolling up or down keys to select ANS. SYS, then press OK.
3. PLAYBACK will show, and then press the scrolling up or down keys to select SET TAM, then press OK.
4. CALLSCREEN will show, and then press the scrolling up or down keys to select TAM MSG, then press OK.
5. PLAY will show on the screen, then press the scrolling down key to select RECORD, and then press OK.
6. RECORDING… will show, and then you can record your outgoing message after beep tone.
7. After finishing record, press OK, PLAYING ANNC… will show, then it will playback your own outgoing message.

**Notes:**

* Your outgoing message can be up to 90 seconds in length.
* Outgoing messages shorter than two seconds are not recorded.

#### Delete your outgoing message

1. Press OK in idle mode.
2. Press the scrolling up or down keys to select ANS. SYS, then press OK.
3. PLAYBACK will show, and then press the scrolling up or down keys to select SET TAM, then press OK.
4. CALLSCREEN will show, and then press the scrolling up or down keys to select TAM MSG, then press OK.
5. PLAY will show on the screen, then press the scrolling down key to select DELETE, and then press OK.
6. RESET TO DEFAULT will show. You will hear confirmation tones.

### Answering Machine Settings

#### Set Answer Delay

You can set the number of rings before the answering machine answers and starts playing your OGM. You can set the answering machine to answer between two to 10 rings or TOLL SAVE.

With TOLL SAVE selected, the answering machine answers after two rings when you have new messages, and after four rings when you have no new messages.

1. Press OK in idle mode.
2. Press the scrolling up or down keys to select ANS. SYS, then press OK.
3. Press the scrolling up or down keys to select SET TAM, then press OK.
4. Press the scrolling up or down keys to select ANS. DELAY, then press OK.
5. Press the scrolling up or down keys to select 2, 4, 6, 8, 10 rings or TOLL SAVE, then press OK to save. You will hear confirmation tones.

#### Recording Time

1. You can set the maximum length of the recording time of the incoming messages.
2. Repeat step 1 to 3 in the previous section.
3. Press the scrolling up or down keys to select REC. TIME, then press OK.
4. Press the scrolling up or down keys to select 60s, 120s, 180s or UNLIMITED, then press OK to save. You will hear confirmation tones.

#### Call screening

When the answering machine is set to ON and when there is an incoming message, the base will start call screening if call screening is set to ON after the preset numbers of rings of answer delay. You can set the handset to screen the calls too.

At any time if you want to pick up the call, you can press the green calling button on the handset, or press the loudspeaker key on the telephone base, or pick up combo handset and the message recording will be stopped automatically. If the answering machine is in the process of recording, the message already stored will be saved.

1. Press OK in idle mode.
2. Press the scrolling up or down keys to select ANS. SYS, then press OK.
3. Press the scrolling up or down keys to select SET TAM, then press OK.
4. CALLSCREEN will display, then press OK.
5. Press the scrolling up or down keys to select between ON and OFF, then press OK to save. You will hear confirmation tones.

**Options while a message is being recorded in the telephone base:**

* slide up or down the volume switch on the side of base to adjust the speaker volume
* press OK to temporarily turn off the feature.

**Options while a message is being recorded in the cordless handset:**

* press OK to temporarily turn on the feature if it is set to off
* slide the up or down the volume switch on side of handset to adjust the speakerphone volume
* press the red end-of-call button to temporarily turn off the feature.

#### Activate remote access

You can access the answering machine remotely by dialling your fixed telephone number from any touch-tone telephone.

Your phone lets you check your messages, or otherwise operate your answering machine, by calling the answering machine when you are away from home by entering a two digit remote access PIN on a tone-dialling phone.

**To activate remote access function**

1. Press OK in idle mode.
2. Press the scrolling up or down keys to select ANS. SYS, then press OK.
3. Press the scrolling up or down keys to select SET TAM, then press OK.
4. Press the scrolling up or down keys to select REMOTE ACC, then press OK.
5. Press the scrolling up or down keys to select ON or OFF, then press OK to save. You will hear confirmation tones.

**To change the remote code**

1. Repeat step one to three as above.
2. Press the scrolling up or down keys to select CHANGE PIN, then press OK to enter a two digit number.
3. Press OK to save. You hear confirmation tones.

**To remotely access your answering machine remotely**

You can ring your phone from another tone-dialling phone to switch on or off the answering machine and listen to your messages remotely.

1. Place a call from a tone-dialling phone to your phone.
2. When the answering machine answers the calls and starts playing the outgoing message, press the star key and then two digit remote access code (00 is the preset code).
3. Then the following description will operate by pressing the following key in your tone-dialling phone.

**Key description**

Two: delete the message currently being played.

Four: repeat the current message or press twice for the previous message.

Five: play all messages.

Six: skip to the next message.

Seven: turn on the answering machine.

Nine: turn off the answering machine.

**Notes:**

* after five seconds of key inactivity, the answering machine automatically cuts off communication
* when the answering machine is turned off, the telephone answers after 14 rings, and plays the outgoing message.

### Message Alert Tone

When the message alert tone is set to ON, the telephone base beeps every 10 seconds to alert you to new messages.

The tone stops when all new messages have been reviewed.

Pressing any telephone base key temporarily silences the message alert tone.

The message alert tone plays with the next incoming message.

## Hints and Tips

If you are unable to make or receive calls, check that the telephone cord is undamaged and properly plugged in. Disconnect any additional equipment, extension cords and other phones. If the problem is resolved, the fault is with some other equipment. Test the equipment on a known working line (e.g. at a neighbour’s house). If the equipment works there, the fault is probably with your telephone line. Please report this to your network operator.

If you are still experiencing difficulties, please contact the RNIB helpline.

## How to contact RNIB

Phone: 0303 123 9999

Email: shop@rnib.org.uk

Address: RNIB, Midgate House, Midgate, Peterborough PE1 1TN

Online Shop: shop.rnib.org.uk

Email for international customers: exports@rnib.org.uk

### RNIB Technology Team

Telephone 0207 391 2280

Email tfl@rnib.org.uk

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This product is CE marked and fully complies with all applicable EU legislation.



Please do not throw items marked with this symbol in your bin. Recycle your electricals and electronic devices **free** at your local recycling centre. Search for your nearest recycling centre by visiting [www.recyclenow.com](http://www.recyclenow.com).

### Why recycle?

Unwanted electrical equipment is the UK’s fastest growing type of waste.

Many electrical items can be repaired or recycled, saving natural resources and the environment. If you do not recycle, electrical equipment will end up in landfill where hazardous substances will leak out and cause soil and water contamination – harming wildlife and human health.

RNIB are proud to support your local authority in providing local recycling facilities for electrical equipment.

To remind you that old electrical equipment can be recycled, it is now marked with the crossed-out wheeled bin symbol. Please do not throw any electrical equipment (including those marked with this symbol) in your bin.

### What is WEEE?

The Waste Electrical or Electronic Equipment (WEEE) Directive requires countries to maximise separate collection and environmentally friendly processing of these items.

### How are we helping?

In the UK, distributors including retailers must provide a system which allows all customers buying new electrical equipment the opportunity to recycle their old items free of charge. As a responsible retailer, we have met the requirements placed on us by financially supporting the national network of WEEE recycling centres established by local authorities. This is achieved through membership of the national Distributor Take-back scheme (DTS).

Date: April 2020.

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