User Manual (Part 2)

2.4 GHz Cordless Speakerphone E2520

with Caller ID & Call Waiting
You must install and charge the batteries before using the telephone. See page 7 for easy instructions.

For customer service or product information, visit our web site at www.telephones.att.com or call 1-800-222-3111.

Please also read Important Product Information Enclosed in product package.

Add new handsets to make your phone more versatile (see page 27)

Your telephone can accommodate up to eight cordless handsets. You can add new handsets (Model E250, sold separately) at any time. Up to four handsets at a time can be used.

The handset provided with your telephone is automatically registered as Handset 1. Additional handsets will be assigned numbers in the order they are registered (2, 3, 4, etc.) up to a maximum of eight handsets.
User Manual (Part 2)
2.4 GHz Cordless Speakerphone E2520

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**Handset**

**Softkeys**
Press a softkey to select a menu item displayed just above the key.

**Phone/Flash**
Press to begin a call, then dial a number. (see page 10)
During a call, press to hang up. (see page 10)
While using menus, press to cancel an operation, back up to the previous menu, or exit the menu display. (see page 14)

**Speaker**
Press to activate handset speakerphone. Press again to switch call back to earpiece. (see page 10)

**Xfer/Intercom**
Press to transfer a call or initiate an intercom conversation. (see pages 10 & 13)

**Sound Select**
Press to customize the sound at the earpiece for clear conversations. (see page 12)

**Quick reference guide**

**Screen menus**

**Main Menu**
- Calls Log ..................See page 22
- Handset Settings .......See menu
- Set Time ..................See page 15
- Clock Mode ...........See page 15
- Register .................See page 27
- Base settings from handset ...........
  ................................See menu

**Handset Settings**
- Ringer Volume .........See page 14
- Ringer Melody ........See page 14
- Low Batt Tone ........See page 14
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**Base Settings from handset**
- Tone/Pulse .......... See page 16
- Ringer Melody ......See page 17
Getting Started

Quick reference guide

Base/Speakerphone

Swivel antenna fully upright for best results.

Telephone function keys

Telephone function keys (see pages 11-13)

INTERCOM ............Press to transfer a call or initiate an intercom conversation.
HOLD ....................Press to hold a call, press again to release hold.
MUTE .....................Press to silence microphone; press again to resume.
VOLUME ..................Press to adjust speakerphone listening volume.
SPEAKERPHONE .......Press to turn speakerphone on or off (answer or end a call).
REDIAL .................Press to redial the last number.
FLASH ....................During a call, press to receive an incoming call, if Call Waiting is activated.

Getting Started

Parts checklist

Remember to save your sales receipt and original packaging in case you ever need to ship your telephone for warranty service. Check to make sure the telephone package includes the following:

- Telephone base
- Telephone handset
- Power adapter
- Batteries
- Telephone line cord
- Wall mount bracket
- Belt clip
Getting Started

Before you begin

About Caller Identification

Caller ID with Call Waiting features in this telephone let you see who’s calling before you answer the phone, even when you’re on another call. These features require services provided by your local telephone company.

Contact your telephone service provider if:

• You have both Caller ID and Call Waiting, but as separate services (you may need combined service);
• You have only Caller ID service, or only Call Waiting service;
• You don’t subscribe to any Caller ID or Call Waiting services.

You can use this phone with regular Caller ID service, and you can use its other features without subscribing to either Caller ID or combined Caller ID with Call Waiting service. There may be fees for these services, and they may not be available in all areas.

Caller ID features will work only if both you and the caller are in areas offering Caller ID service, and if both telephone companies use compatible equipment.

See Caller ID Operation, beginning on page 22, for more details about how these features work.

Telephone operating range

This cordless telephone operates with the maximum power allowed by the Federal Communications Commission (FCC). Even so, this handset and base can communicate over only a certain distance — which can vary with the locations of the base and handset, the weather, and the construction of your home or office. For best performance, keep the base antenna fully upright.

If you receive a call while you are out of range, the handset might not ring — or if it does ring, the call might not connect when you press PHONE. Move closer to the base, then press PHONE to answer the call.

If you move out of range during a phone conversation, you might hear noise or interference. To improve reception, move closer to the base.

If you move out of range without pressing OFF, your phone will be left “off the hook.” To hang up properly, walk back toward the telephone base, periodically pressing OFF until the call is disconnected.
Getting Started

**Telephone base installation**

Install the speakerphone base as shown below. Choose a location away from electronic equipment, such as personal computers, television sets or microwave ovens. Avoid excessive heat, cold, dust or moisture.

*NOTE:* Use only the power cord supplied with this product. If you need a replacement, call 1–800–222–3111.

Be sure to use an electrical outlet not controlled by a wall switch.
Getting Started

Battery installation & charging

After installation, place the handset in the base and allow the batteries to charge for 8 hours before use. You can keep batteries charged by returning the handset to the base after each use. When battery power is fully depleted, a full recharge takes about 6 hours.

Press coin into slot on base of handset to release latch, then remove battery cover.

Insert supplied batteries.

Place handset in base to charge for 8 hours before first use. Rotate antenna to fully upright position.

Low battery indicator
Return handset to base to recharge when this symbol flashes. (Handset will beep when battery is low.)

To replace battery cover
Insert top tab first.

Press down to click in place.

Caution: Use only the supplied NiCd battery or AT&T model 2AA NiMH replacement battery (SKU 26820). Do not use alkaline batteries.

DID YOU KNOW?
Optional spare batteries can be kept charged in the base, for quick replacement when handset batteries become depleted (see page 28).
Getting Started

Wall mounting

The speakerphone base can be installed on any standard wall-phone outlet as shown below. Choose a location away from electronic equipment, such as personal computers, television sets or microwave ovens. Avoid excessive heat, cold, dust or moisture.

Connect cords as shown, then press and slide down firmly so base is held securely on outlet mounting pegs. Clip wall-mount bracket securely into notches on underside of base.

Plug telephone line cord into telephone jack.

Plug power cord transformer into electrical outlet.

Place handset in base to charge for 8 hours before first use.

Rotate antenna to fully upright position.
Getting Started

Belt clip & optional headset

Install belt clip as shown below if desired.

For hands-free telephone conversations, you can use any industry standard 2.5 mm headset (purchased separately). For best results use an AT&T 2.5 mm headset.

Snap belt clip into notches on side of handset. Rotate and pull to remove.

Plug 2.5 mm headset into jack on side of handset (beneath small rubber cap).
Telephone Operation

Basic handset operation

Making and answering calls
To answer a call, press PHONE or any dial pad button. To make a call, press PHONE, then dial a number. Press OFF or place the handset in the base to hang up.
To preview numbers before dialing, enter numbers first, then press PHONE to dial. Press CLEAR at any time to make corrections as you are entering numbers. Press PAUSE to enter a 3-second dialing pause.

Hands-free speakerphone calls
To answer a call, press SPEAKER. To make a call, press SPEAKER, then dial a number. During a call you can press SPEAKER to toggle between hands-free speakerphone and normal handset use. Press OFF or place the handset in the base to hang up.

Last number redial
Press REDIAL to display the last 10 numbers called (up to 32 digits each). Use the \^V buttons to select a number, then press PHONE to dial. Press SELECT then ERASE to delete this number from the redial memory, or SAVE to copy the number into your phonebook.

Hold and mute
Press HOLD to place a call on hold. Press PHONE (or SPEAKER) to resume the call.
Press MUTE to silence the microphone. You will be able to hear, but your caller will not be able to hear you until you press MUTE again to resume speaking.

Call transfer
During a conversation you can transfer the call to the base speakerphone or to another handset.
Press XFER to display a list of sets. Use the \^V buttons to highlight the set you want, then press OK to transfer the call to the remote set.
The call will be placed on hold. Press PHONE or SPEAKERPHONE at the remote set to resume the call.
Telephone Operation

**Basic base operation**

**Making and answering calls**

To answer an incoming call, press **SPEAKERPHONE**. To make a call, press **SPEAKERPHONE**, then dial a number. Press **SPEAKERPHONE** again to hang up.

**Hold and mute**

Press **HOLD** to place a call on hold. Press **SPEAKERPHONE** to resume the call.

Press **MUTE** to silence the microphone. You will be able to hear, but your caller will not be able to hear you until you press **MUTE** again to resume speaking.

**Call transfer**

During a conversation you can transfer the call to a handset.

Press **INTERCOM** then the handset number (dial pad key 1 for Handset 1, dial pad key 2 for Handset 2, etc.) to transfer the call to the remote set.

The call will be placed on hold. Press **PHONE** at the remote set to resume the call.
Telephone Operation

Options while on calls

To adjust volume or sound quality
Press VOLUME buttons on the handset or the base to adjust listening volume. Each button press raises or lowers volume by one level.

During a handset call you can press SOUND SELECT to change the sound quality heard through the earpiece. You can choose Natural Audio, Bass Boost, Mid Boost or Treble Boost. Each button press changes to the next tone type.

Call waiting
If you have Call Waiting service, you will hear a beep if someone calls while you are already on a call. Press FLASH to put your current call on hold and take the new call. You can press FLASH at any time to switch back and forth between calls.

Ring silencing
To silence the ringer, press OFF at the handset (or MUTE at the base) while the phone is ringing. You can still answer.

3-way conference calls
During an outside call, you can use both the handset and base (or two local handsets) to allow a three-way conversation.

While a call is in progress, others can press PHONE or SPEAKERPHONE to join the conference call. Others can press OFF (or SPEAKERPHONE) to drop out of the conference call, but the call will not be terminated until all sets hang up.

Temporary tone dialing
If you have dial pulse (rotary) service, you can switch to touch tone dialing during a call by pressing Tone. This can be useful if you need to send tone signals for access to answering systems or long-distance services.
Telephone Operation

Intercom calls

The intercom allows conversation between the handset and base, or between handsets if you have registered additional handsets for use with your system.

At a handset, press the INTERCOM button. Scroll down to select a station, or select GLOBAL PAGE to page all stations. Press OK to page the selected station.

At a base, press INTERCOM to page all stations, or press INTERCOM, then press dial keys (1-8) to page the corresponding handset.

At a handset, press INTERCOM to answer an intercom page. At the base, the phone will ring once, then answer the intercom page automatically.

When your intercom call is finished, press INTERCOM at the handset (or INTERCOM or SPEAKERPHONE at the base) to end the call.

Handling incoming calls

The phone will beep if you receive an outside call during an intercom conversation.

- At the handset, press PHONE to terminate the intercom call and answer the incoming call.
- At the base, press SPEAKERPHONE to terminate the intercom call and answer the incoming call.
Telephone Operation

Handset settings

Ringer volume
At this menu you can set a default ring volume level (1-4), or turn the ringer off. Press the buttons to hear an example of each level. Press OK to save your selection.

Ringer melody
This feature allows you to choose one of eight incoming call melodies. Press the buttons to hear an example of each. Press OK to save your selection.

Low battery tone
The handset is factory programmed to alert you with a tone when the battery is low and needs recharging. Use the ON or OFF menu buttons to turn this feature on or off. Press OK to save your selection.

Out-of-range tone
The handset is factory programmed to alert you with a tone when the handset is too far from the base. Use the ON or OFF menu buttons to turn this feature on or off. Press OK to save your selection.

Keypad tone
The handset is factory programmed to beep at each key press. Use the ON or OFF menu buttons to turn this feature on or off. Press OK to save your selection.

Contrast
At this menu you can adjust screen contrast to one of 16 levels. Use the buttons to select the level you prefer. Press OK to save your selection.

Language
At this menu you can select the language used in all menus and screen displays. Use the buttons to select English, Spanish or French. Press OK to save your selection.
Handset clock settings

To set time

Follow steps at left to set the handset clock time. Use the keypad to enter four digits (i.e., 09:15), then press AM/PM to toggle the display between AM and PM. When the correct time is displayed, press SAVE.

NOTE: You can choose to set the time manually, or you can allow it to be set automatically with incoming Caller ID information. The time will be set automatically only if you subscribe to Caller ID service provided by your local telephone company (see page 5).

To turn clock on or off

The handset time display is optional. To turn it on or off, select MENU, press V until CLOCK MODE is highlighted, then press OK.

Press ON or OFF buttons to enable or disable the clock display, then press OK.
Base settings from handset

Base Settings Menu in Handset

This menu allows the user to set Tone/Pulse and Ringer Melody on the base by handset.

Tone/Pulse

You can choose Tone or Pulse dialing for the base and all registered handsets. The factory default setting is TONE. Change this to PULSE only if you do not have touch-tone dialing service.

At the handset: Follow the steps at the left to use handsets to select between Tone or Pulse.

At the base: Press * button three times to enter programming mode. You will hear a happy tone. The IN USE and SPARE BATTERY lights will flash. Press 0 to select between Tone or Pulse. If you select Tone, the IN USE light will turn on. If you select Pulse, the IN USE light will turn off. Press # to confirm your selection.
Telephone Operation

**Base settings from handset**

**Base ringer volume**

At this menu you can set a default ring volume level (1-6), or turn the ringer off. Press * button three times to enter programming mode at the base. You will hear a happy tone. The **IN USE** and **SPARE BATTERY** lights will flash. Press **VOLUME** buttons to hear an example of each volume level, then press # to select the one you prefer.

**Base ringer melody**

Base ringer melody can be set by the base or by any registered handsets. This feature allows you to choose one of eight incoming call melodies.

At the handset: Follow the steps at the left to use handsets to choose one of eight incoming call melodies for the base.

At the base: Press * button three times to enter programming mode. You will hear a happy tone. The **IN USE** and **SPARE BATTERY** lights will flash. Press key pad keys 1-8 to hear an example of each ringer tone, then press # to select the one you prefer.
Phonebook

Memory capacity

The phonebook can store up to 50 entries. Each entry can contain a number up to 32 digits, and a name up to 16 letters long. A convenient search feature can help you find and dial numbers quickly (see page 20).

Timeouts and error tones

If you pause for too long while making an entry the procedure will time out and you will have to begin again.

If all memory locations are in use, an error tone will sound when you attempt to enter a new number. This means the memory is full, and you will not be able to store a new number until you delete an existing one.
Phonebooks

New phonebook entries

To enter a number

Use the dial pad to enter up to 32 digits. When the number is complete, press MEM.

- Press CLEAR to erase numbers if you make a mistake.
- Press PAUSE to enter a 3-second dialing pause.

To enter a name

Press dial pad buttons once for the first letter, twice for the second, three times for the third. Continue for lower-case letters. To enter a number, continue pressing the button until the number appears.

- Press once to enter “A” (4 times for “a”).
- Press twice to enter “B” (5 times for “b”).
- Press 3 times to enter “C” (6 times for “c”).
- Press 7 times to enter “2”.

The cursor moves to the right when you press another dial pad button or the button.

- Press CLEAR to erase letters if you make a mistake.
- Press repeatedly to enter an ampersand (&), apostrophe (’), comma (,), period (.), or digit (1).

Storing the entry

Press SAVE to store your new phonebook entry. To change it later, see page 21.
Phonebooks

Phonebook search

You can use the up/down arrows to browse through the phonebook, or search to find a specific entry. You can press OFF at any time to exit the directory.

To browse through the directory

To browse, press ▲ or ▼ to scroll through all entries one by one.

To search alphabetically

To shorten your search, press FIND, then use the telephone dial pad to enter the first letter of a name. When you press FIND, the first name beginning with that letter will be displayed.

Press dial pad buttons once for the first letter, twice for the second, three times for the third, as shown on the previous page.

For example, press 5 (JKL) once to find Jack, twice to find Kevin, or three times to find Linda.

To call a displayed number

When you find the entry you want, press PHONE (or SPEAKER) to dial, or press EDIT to modify the entry (see next page).

Shortcut

Press * at any time while a phonebook entry is displayed to jump immediately to the Search menu.
Phonebooks

To dial, edit or delete entries

To dial a number

When any phonebook entry is displayed, press PHONE (or SPEAKER) to dial the displayed number.

To delete an entry

Press EDIT, then DEL to display options:

- To delete only the displayed entry, press THIS.
- To delete all entries in the phonebook, press ALL.

To confirm your choice, press YES at the confirmation screen, and all entries will be deleted.

Once deleted, entries cannot be recovered.

To edit a listing

Press EDIT twice to modify the entry. You can change the name or number by following the steps on page 19.
Caller ID Logs

How Caller ID works

If you subscribe to Caller ID service provided by your local phone company, information about each caller will be displayed after the first ring.

Your call log holds up to 50 entries. Each entry can contain a number up to 16 digits, and a name up to 16 letters long. You can review the call log to find out who has called, return the call without dialing, or copy the caller’s name and number into your phonebook.

Each log entry is numbered (number 01 is always the most recent). When the call log is full, the oldest entry is deleted to make room for new incoming call information.

If you answer a call before the information appears on the screen, it will not be saved in your call log.

About names

If the telephone number of the person calling matches a number in your phonebook, the name that appears on screen will match the name as you entered it into your phonebook. (Example: If “Christine Smith” calls, her name will appear as “Chris” if this is how you entered it into your phonebook.)
**Caller ID Logs**

**To review your call log**

The most recent call is displayed first. Use the arrow buttons to scroll through the list as shown at left.

**To return a call**

Press **PHONE** (or **SPEAKER**) to call the person currently displayed (see next page for important dialing options).

**Other options**

Press **CID** to display other options:

- **DEL**: Press to delete. Press **THIS** to delete the displayed entry. Press **ALL**, then **YES** to delete all entries in the call log.
- **OPT#**: Press to view dialing options (see next page).
- **SAVE**: Press to copy the displayed name and number into your phonebook (see page 19).
Caller ID Logs

To dial a call log entry

When any Caller ID screen is displayed, press PHONE (or SPEAKER) to dial the number exactly as it appears on the screen.

Dialing options

Caller ID numbers may appear with an area code that may not be required for local calls. If the number displayed is not in the correct format, you can change how it is dialed.

Select CID, then OPT # to see a list of dialing options. Press ▼ or ▲ to highlight the option you want, then press DIAL.
Appendix

Display screen status icons

**Handset status icons**

- **Phone in use (external call).**
- **Phone in use (intercom call); flashes when handset is being paged.**
- **Battery power level (see below).**
- **Ringer off.**
- **Phone in use (external or intercom call); 1-8 = handsets, 0 = base.**
- **Microphone is muted.**
- **Call is on hold.**
- **Handset is not yet registered, or searching for base.**
- **The battery is not rechargeable.**

**Battery power levels**

- **Battery fully charged.**
- **Approximately half power remaining.**
- **Battery power is low; should be recharged soon.**
- **(flashing) Battery power is very low and must be recharged.**
Appendix

Alert tones and indicator lights

Alert tones

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<th>Description</th>
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<td>“Beep-Beep-Beep-Beep-Beep”</td>
<td>Handset battery is low. Place handset in base to charge the battery.</td>
</tr>
<tr>
<td>“Beep” (Single beep)</td>
<td>Handset registration or programming command successfully completed.</td>
</tr>
<tr>
<td>“Beeeeeeeep” (1 long beep)</td>
<td>The handset is out of range. Move closer to the base.</td>
</tr>
<tr>
<td>“Beeeeeeeep” (1 long beep)</td>
<td>Error tone (current operation has been unsuccessful; try again).</td>
</tr>
</tbody>
</table>

Indicator lights

- **NEW MESSAGES**: Flashes when new messages are waiting.
- **MUTE**: On when base microphone is muted.
- **SPEAKER**: On when speakerphone is in use.
- **IN USE**: On when the phone is off hook. Flashes when a parallel set is in use. Flashes following ringing cadence during ringing.
- **SPARE BATTERY**: On when spare batteries in the base are in charging mode. Flashes when alkaline batteries are detected.
- **CHARGING**: On when the handset batteries are charging in the base cradle.
Appendix

Adding new handsets

Your telephone can accommodate up to eight cordless handsets. You can add new handsets (Model E250, sold separately) at any time, but each must be registered with the base before use.

Before using a new handset, you must register it with the base. During registration, you must enter the 15-digit ID number of the telephone base. The Base ID is located on the bottom of the base unit.

Follow the instructions provided with your new handset to register it for use with your telephone.

The handset provided with your telephone is automatically registered as Handset 1. Additional handsets will be assigned numbers in the order they are registered (2, 3, 4, etc.) up to a maximum of eight.

Handset 1

Handset 2

Handset 3
Appendix

Charging spare batteries

Optional spare batteries (sold separately) can be kept charged in the base, for quick replacement when handset batteries become depleted. For best results, use AT&T AA rechargeable batteries (SKU 26820).

In the event of a power failure, the charged batteries in the base will allow you to make and receive calls from the cordless handset for up to 2.5 hours.

Spare batteries require at least 24 hours to reach full charge.

Caution: Use only the supplied NiCd battery (80-5469-00-00) or AT&T model 2AA NiMH replacement battery (SKU 26820). Do not use alkaline batteries.
Appendix

In case of difficulty

If you have difficulty with your phone, please try the suggestions below. For Customer Service, visit our web site at www.telephones.att.com, or call 1–800–222–3111.

"Warning! Use Rechargeable Batteries Only" is displayed on screen

- Non-rechargeable batteries have been installed. They must be removed immediately and replaced with rechargeable NiMH batteries (see page 7).
- Rechargeable batteries have been installed but may be old or need to be replaced. Remove and re-install the batteries and use normally until fully discharged then let them fully recharge in the handset or base.
- If the above measures do not correct the problem, your batteries should be replaced (see page 7).

Telephone does not work at all

- Make sure batteries are installed and charged correctly (see page 7).
- Make sure the AC adapter is plugged into an outlet not controlled by a wall switch.
- Make sure the telephone line cord is plugged firmly into the base unit and the modular jack.
- Make sure the base antenna is fully upright.
- If these suggestions do not work, unplug the base, remove and re-insert the batteries, then place the handset in the base to re-initialize.

Phone does not ring

- Make sure the ringer is on (see pages 14).
- Make sure the telephone line cord and AC adapter are plugged in properly (see page 6).
- Make sure the base antenna is fully upright.
- Move the handset closer to the base.
- You might have too many extension phones on your telephone line to allow all of them to ring. Try unplugging some of them.

If you hear noise or interference during a call

- Make sure the base antenna is fully upright.
- You may be out of range. Move closer to the base.
- Appliances plugged into the same circuit as the base can cause interference. Try moving the appliance or base to another outlet.
- The layout of your home or office might be limiting the operating range. Try moving the base to another location, preferably on an upper floor.
- If the buttons don’t work, try placing the handset in the base for at least 15 seconds.
- Disconnect the base from the modular jack and plug in a corded telephone. If calls are still not clear, the problem is probably in your wiring or local service. Call your local telephone service company.

If you lose a call while using the handset

- You were probably out of range. Move closer to the base. Before placing another call, set the handset in the base for at least 15 seconds.
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<td><strong>E</strong></td>
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<th>Value</th>
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<tbody>
<tr>
<td>RF Frequency Band (Handset to Base)</td>
<td>2400 MHz — 2483.5 MHz</td>
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<tr>
<td>RF Frequency Band (Base to Handset)</td>
<td>2400 MHz — 2483.5 MHz</td>
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<tr>
<td>Channels</td>
<td>95</td>
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<tr>
<td>Channel Spacing</td>
<td>864 KHz</td>
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<tr>
<td>Output Power</td>
<td>3 dBm</td>
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<tr>
<td>Operating Temperature</td>
<td>32°F — 122°F</td>
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<tr>
<td></td>
<td>0°C — 50°C</td>
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<tr>
<td>Base Unit Voltage (AC Voltage, 60Hz)</td>
<td>96 — 127 Vrms</td>
</tr>
<tr>
<td>Base Unit Voltage (AC Adapter Output)</td>
<td>7 Vdc @ 900 mA</td>
</tr>
<tr>
<td>Handset Voltage</td>
<td>2 x 1.2V @ 800 mA</td>
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</tbody>
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