What methods are available to program my telephone?

Answer
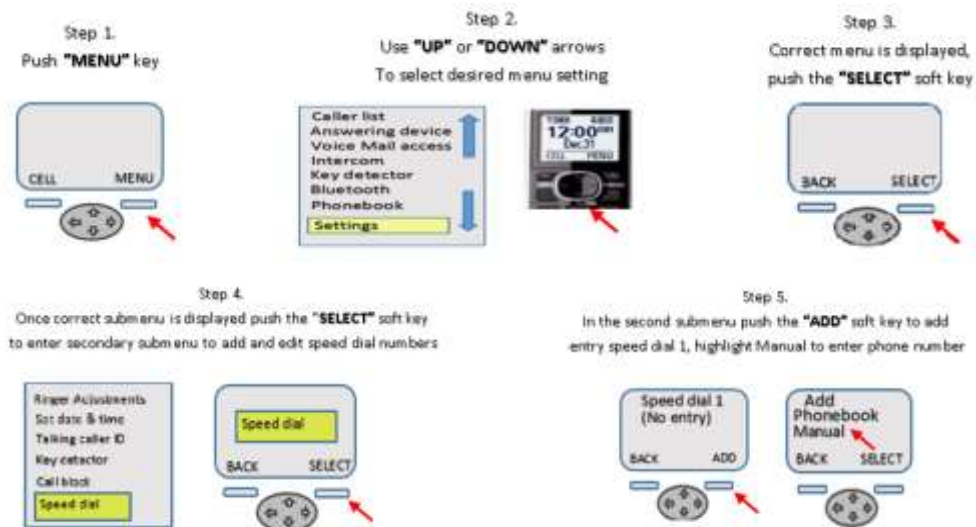
There are two basic methods available to program your phone.

Display Menu Tree Method (Older Model Phones): This method requires pressing the MENU soft key then using the navigation arrows to scroll to the various menus and sub-menus of the phone to select the desired programming feature.
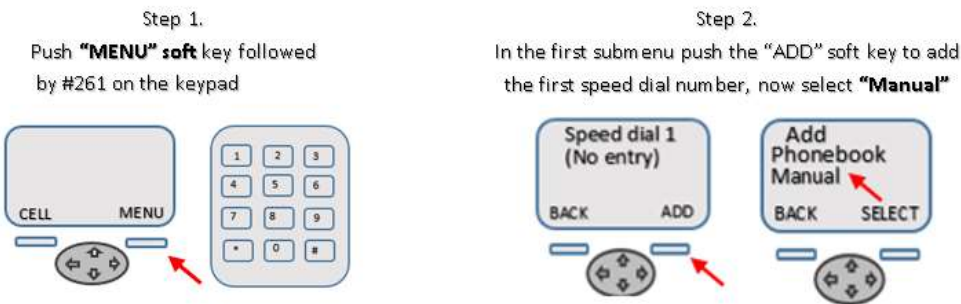
Direct Command Code Method (Newer Model Phones): This method allows access to the desired programming feature by pressing the MENU soft key, the pound sign, and a 3 or 4 digit number code found in the manual.

Below is an example of both of the programming methods:

Display Menu Tree Method:

Direct Command Code Method:

How do I view, add, block, and unblock numbers?

Answer

Scroll down to your answer or click one of the links just below:
1. Unblock Blocked Numbers
2. Block Call
3. View Blocked List
4. Add Numbers to Blocked List
5. Block a Range of Numbers

Add numbers to my blocked list of numbers:

To manually block a number:

1. Press the **[MENU] [#] [2] [1] [7]** on the handset
2. Press **[ADD]**
3. Enter the phone number you want blocked
4. Press **[SAVE]**

To store block number from caller list:

1. Press **[MENU] [#] [2] [1] [3]**
2. Scroll to the number to be blocked
3. Press **[SAVE]**

Note: If you do not want the first ring from a phone number on the call block list to sound, turn the first ring setting to "Off". Follow this procedure on the handset:

1. Press the **[MENU] [#] [1] [7] [3]**
2. Select "ON"
3. Press **[SAVE]**

**For additional information, please refer to the Operating Manual.

Question

How do I clear 'New Voicemail' or "Voice mail msg. via phone co" on my handset's display or disable voice mail?

Answer

Your telephone is alerting you that you have a new voice message from your phone company's assigned Voice mailbox. The procedure to access your voice mailbox would vary depending on the instructions of your phone company/service provider. Once you listen to your new messages, "New Voicemail" or "Voice mail msg. via phone co" should be cleared from the handset.

Note: If the handset still indicates there are new messages even after you have listened to all new messages, turn it off by pressing and holding **[#]** until the handset beeps.

If you do not have voicemail service through your telephone service provider that you are aware of:

Press **[MENU] [#] [3] [3] [2]** then press **[0]** to select **OFF** followed by SAVE to disable the Voicemail Tone Detector of the telephone.

How do I use my Answering Machine and/or my Voice Mail?

Answer

Scroll down to your specific question or click one of the links just below:

Answering Machine:
1. Record a Greeting
2. Check a Recorded Greeting
3. Change a Pre-Recorded Greeting
4. Set Number of Rings for Answering Machine Pickup
5. Setup/Change Remote Access Code
6. How to Use the Remote Access Code
7. Turn On/Off Call Screening

Voice Mail (VM)
8. Store Voice Mail Number
9. Voice Mail Tone Detect Defined
10. Use Voice Mail and Turn Off or Stop Answering Machine
11. Clear Handset Voice Mail Message
12. Check Voice Mail with Handset

How do I record a greeting message?

Answer

To record a greeting message, use one of the following three methods:

A. To record a greeting message or outgoing message, Press **[MENU] [#] [3] [0] [2]** and select **[YES]** on the handset, as soon as you hear a beep, start recording your message. To stop recording press **[STOP]** on the handset. If this method does not apply to your phone, please follow method "B" below.

B. To record a greeting message or outgoing message, Press **[MENU] [#] [3] [0] [2]** and select your desired line for the greeting, press **[SELECT]** on the handset, as soon as you hear a beep,

start recording your message. To stop recording press **[STOP]** on the handset. If this method does not apply to your phone, please follow method "C" below.

How do I edit an entry on my speed dial list?

Answer

1. Press and hold the desired dial key
2. Press **[MENU]**
3. Scroll to "Edit"
4. Press **[SELECT]**
5. Edit the name
6. Press **[OK]**
7. Edit the number
8. Press **[OK]**
9. Press **[SELECT]**

Question

How do I deregister a handset which is no longer in use?

Answer

To deregister a handset, you will need to follow the below steps:

1. Press **[MENU] [#] [1] [3] [1]**
2. Press **[▲]/[▼]** to select the handset
3. Press **[SELECT]**
4. Press **[▲]/[▼]** to select "YES"
5. Press **[SELECT]** to deregister the handset

Enter **[3] [3] [5]→[OK]** Select the handset you want to cancel by pressing the desired handset(s) number Select **[OK]→[▲]/[▼]**: "YES" →**[SELECT]**