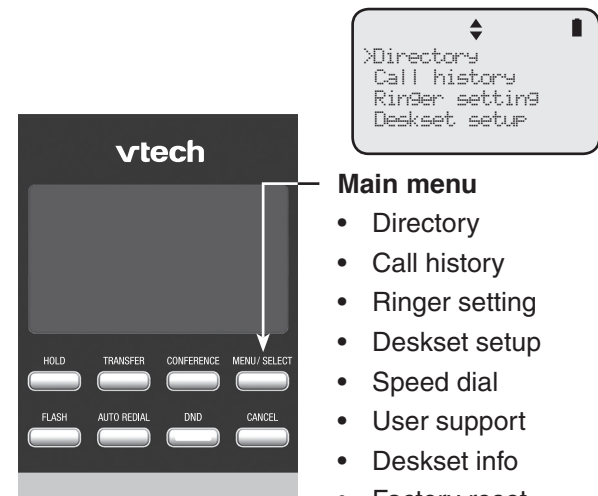


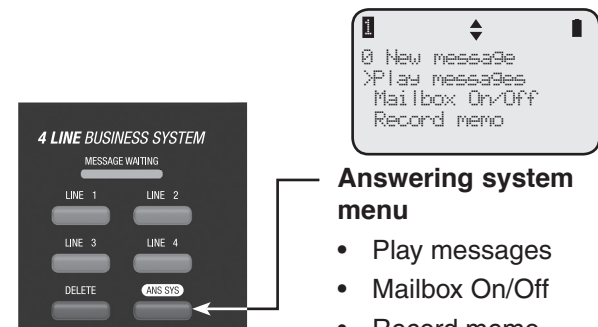
Menus

The > symbol highlights a menu item.



Main menu

- Directory
- Call history
- Ringer setting
- Deskset setup
- Speed dial
- User support
- Deskset info
- Factory reset



Answering system menu

- Play messages
- Mailbox On/Off
- Record memo
- Gen MB
- Settings
- Remaining time
- Delete all old

Using menus

- Press **MENU/SELECT** to show the main menu; or press **ANS SYS** to show the answering system menu.
- Press ▲ or ▼ to scroll through menu items.
- Press **MENU/SELECT** or ►/SKIP to select a highlighted menu item.
- Press **MENU/SELECT** to save changes.
- Press **CANCEL** to cancel an operation, exit the menu display or return to the idle screen.

Deskset basic operation

Make a call

1. Lift the handset or press **SPEAKER** ◀▶.
-OR-
To override automatic line selection, press **LINE 1-LINE 4** for the desired line, then lift the handset.
2. Wait for a dial tone, then enter the telephone number. The screen displays the elapsed time as you talk (in hours, minutes and seconds).

Answer a call

Lift the handset, or press the corresponding line key (**LINE 1-LINE 4**), **SPEAKER** ◀▶ or **HEADSET** on the deskset to answer an incoming call.

End a call

- Place the handset on the deskset to hang up.
- OR-**
- If you are using the speakerphone, press **SPEAKER** ◀▶ to hang up.

Hold

While on a call, press **HOLD**. The corresponding line key (**LINE 1-LINE 4**) indicator for the line on hold flashes slowly. After the call has been put on hold for more than three minutes, you hear a double beep every 30 seconds.

If you are using the speakerphone, the speakerphone turns off and the **SPEAKER** ◀▶ key turns off automatically after you press **HOLD**.

To release the hold, press line key (**LINE 1-LINE 4**) of the line being put on hold.

Switch between lines

1. Press the desired line key (**LINE 1-LINE 4**) of another telephone line to make or answer another call. The current call is put on hold automatically.
2. To return to the first call, press the line key (**LINE 1-LINE 4**) of the original call. The second line is put on hold automatically.

Conference calls

The system can support 6-party conference with a maximum of four outside calls and two system extensions (including the initiating party).

1. Make an intercom call with an extension.
2. Make an outside call. The intercom call is automatically put on hold.
3. Press **CONFERENCE** at any time to begin the conference.

-OR-

1. Make or answer an outside call.
2. Make or answer a call using another line, or intercom someone. The first line is automatically put on hold.
3. Press **CONFERENCE** at any time to begin the conference call.

Intercom calls

You can use the intercom feature for conversations between this deskset and other system devices.

1. Press **INTERCOM** on the deskset when it is idle.
2. Press ▲ or ▼ to scroll to a desired extension, then press **MENU/SELECT** or ►/SKIP.

Paging calls

1. Press **PAGE** on the deskset when it is idle.
2. Press ▲ or ▼ to scroll to a desired extension, then press **MENU/SELECT** or ►/SKIP.
3. Press and hold the **PAGE** key, and then speak towards the deskset. Your voice is broadcast to the desired extension.
4. Release the **PAGE** key after speaking. The destination party can reply.

Call recording

1. During a call, press **MENU/SELECT**.
2. Press **MENU/SELECT** or ►/SKIP to select **Recording**. The recording starts and the screen shows **-Rec.** Both the deskset user and the far-end party hear a beep sound.

3. The recording ends when you end the call.

-OR-

To stop recording and continue the call, press **MENU/SELECT**, and then press **MENU/SELECT** or ►/SKIP again.

The system saves the conversation into the private mailbox.

Message playback

You can play the messages in the private mailbox and the general mailbox. You can choose to play the new messages only or play old messages.

Listen to messages in private mailbox

1. While the deskset is idle, press **ANS SYS**.
2. Press **MENU/SELECT** or ►/SKIP to choose **Play messages**.
3. If you have only new messages or only old messages, the deskset plays the messages directly.

-OR-

If you have both new and old messages, press ▲ or ▼ to choose **New messages** to play the new messages only, or **Old messages** to play old messages in the private mailbox. Press **MENU/SELECT** or ►/SKIP to play the messages.

Listen to messages in general mailbox

1. While the deskset is idle, press **ANS SYS**.
2. Press ▲ or ▼ to scroll to **Gen MB**, then press **MENU/SELECT** or ►/SKIP.
3. Press **MENU/SELECT** or ►/SKIP to choose **Play messages**.
4. If you have only new messages or only old messages, the deskset plays the messages directly.

-OR-

If you have both new and old messages, press ▲ or ▼ to choose **New messages** to play the new messages only, or **Old messages** to play old messages in the general mailbox. Press **MENU/SELECT** or ►/SKIP to play the messages.

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CM18245

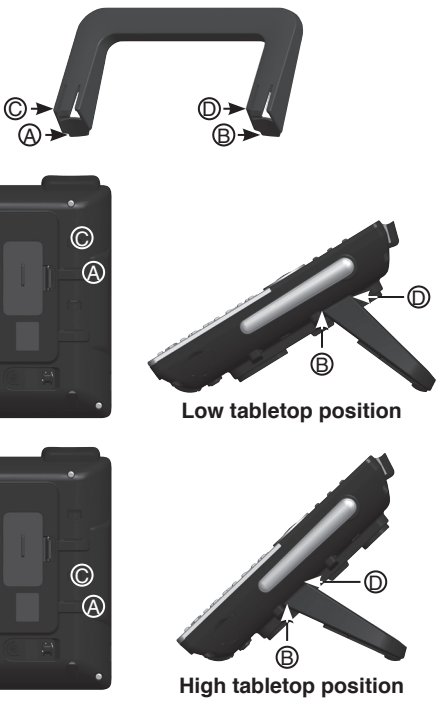
4-Line
Small Business System
Deskset



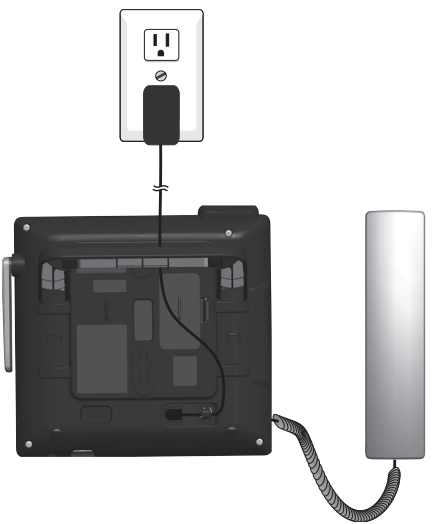
vtech[®]
Quick start guide
(Canada version)

Deskset installation

1. Install the mounting bracket for tabletop use.



2. Connect the coiled handset and the power cord to the deskset.



Add and register a deskset

You can add CM18245 desksets to the CM18445 console at any time, each new deskset must be registered with the console before use.

The desksets are assigned with available extension numbers starting from 1 in ascending order (1 to 9). You can register a maximum of nine devices to the console.

Register the deskset to the console

Start registration when the deskset shows
1) Press MENU on Console ->Registration ->Register Ext. and 2) Press # on this extension to register. alternately.

1. On the console, press **MENU/SELECT**.
2. Press **▲** or **▼** to scroll to **Registration**, then press **MENU/SELECT** or **▶/SKIP**.
3. Press **MENU/SELECT** or **▶/SKIP** to choose **Register ext.** The console shows **Registering....**
4. On the deskset, press **#**. The deskset shows **Registering....**
5. You hear a beep sound when the registration process is successful. The deskset shows **Deskset X registered.** (X represents the extension number, ranged from 1 to 9). It takes up to 60 seconds to complete the registration process.
6. Lift the handset. If you hear a dial tone, the registration was successful.

NOTE: If the registration is not successful, the deskset returns to the previous screen. Try the registration process again.

Deskset overview

HOLD

- Press to place an outside call or intercom call on hold.

FLASH

- During a call, press to answer an incoming call when you receive a call waiting alert.

TRANSFER

- Press to transfer a call to an extension.
- During message playback, press to transfer the message to an extension.

AUTO REDIAL

- Press to view the last 10 numbers dialed.

CONFERENCE

- Press to add another extension or outside line to an existing call.

DND (Do not disturb)

- Press once to turn the feature on. Press again to turn off.
- The indicator is on when the do not disturb feature is on.

MENU/SELECT

- Press to enter the menu.
- While in the menu, press to select an item or save an entry or setting.

CANCEL

- While in a menu, press to cancel an operation and exit the menu display.

INTERCOM

- When in idle mode, press to initiate an intercom call.
- The indicator is on when the deskset is on an intercom call.
- The indicator flashes showly when an intercom call is on hold.
- The indicator flashes when there is an incoming intercom call.

PAGE

- Press to begin a one-to-one or one-to-group broadcast.
- The indicator is on when deskset begins a one-to-one or one-to-group broadcast.

MUTE

- During a call, press to mute the microphone.
- The indicator is on with the microphone is muted.

HEADSET

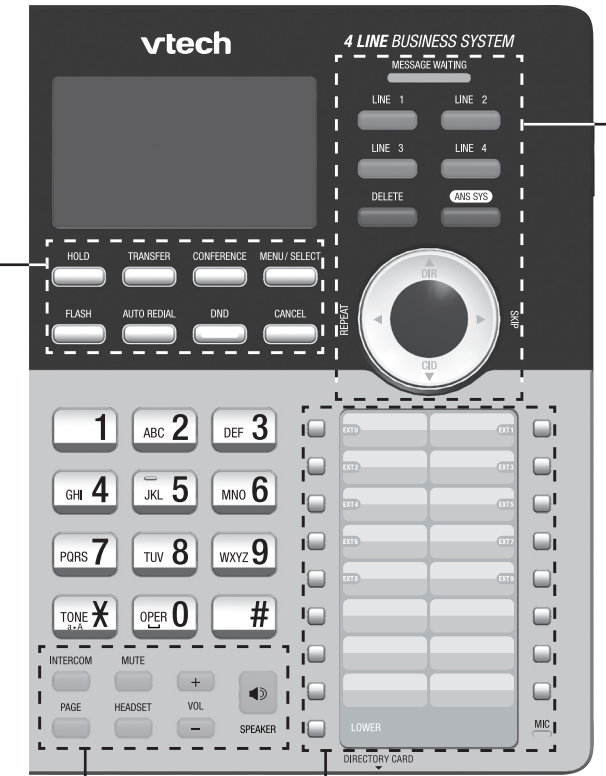
- When a corded headset is connected to the deskset, press to make, answer or hang up a call.
- The indicator is on when the corded headset is in use.

+VOL/-

- During a call, press to adjust the listening volume.
- During message playback, press to adjust the playback volume.
- Press to adjust the ringer volume when in idle mode.

SPEAKER

- Press to turn on the speakerphone. Press again to turn it off.
- The indicator is on when the speakerphone is on.



Speed dial keys

- Press to dial the desired speed dial number.

LOWER

- When assigning or dialing a speed dial number, press to switch to the lower location (the second 16 locations) of a speed dial key.

MIC

MESSAGE WAITING indicator

- The indicator is on when there are new messages in the private mailbox.

LINE 1-LINE 4 keys

- Press to make or answer a call on the desired line.
- The indicator is on when a telephone line is in use.
- The indicator flashes slowly when the telephone line is on hold.
- The indicator flashes quickly when there is an incoming call or a transfer call.

DELETE

- While playing a message, press to delete the message.
- While reviewing the caller ID information, press to delete an individual entry.
- While predialing, press to delete digits.

ANS SYS

- Press to enter the answering system menu.
- The indicator is on when the private mailbox is on.

▲/DIR

- Press to view directory information.

▼/CID

- Press to view caller ID information.

Navigation keys

- While in menus, press **▲** or **▼** to scroll through the menus, highlight items or change settings. Press **▶/SKIP** to enter the selected item, or press **◀/REPEAT** to return to the previous menu.
- While entering names or numbers, press **◀/REPEAT** or **▶/SKIP** to move the cursor to the left or right.
- While playing back messages, press **◀/REPEAT** to repeat the message, or press **▶/SKIP** to skip to the next message.