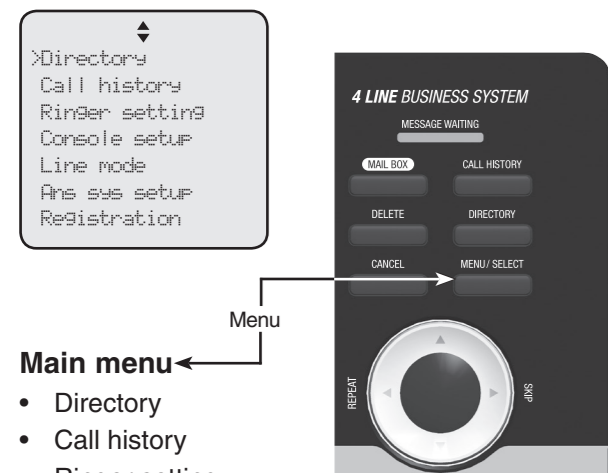


Main menu

The > symbol highlights a menu item.



Main menu

- Directory
- Call history
- Ringer setting
- Console setup
- Line mode
- Ans sys setup
- Registration
- Music on hold
- COVM
- Date and time
- Speed dial
- Dial mode
- User support
- HDST/SPK
- Factory reset
- Console info

Using menus

- Press **MENU/SELECT** to show the main menu.
- Press **▲** or **▼** to scroll through menu items.
- Press **MENU/SELECT** or press **►/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.

Basic system setup

Line mode

You can set each of the four lines to automatically respond to incoming calls in one of the four possible line modes.

- **General mailbox (Gen MB only):** The caller is prompted to leave a message in the general mailbox, which a person at any deskset or handset can review.
- **Auto attendant (Auto att):** Caller can select an extension, leave a message in the general mailbox or listen to the user-recorded directory. When the auto attendant directs a call to an extension but it is not answered, the auto attendant prompts the caller to leave a message for that extension or try another extension.
- **Announce only (Annc only):** The answering system plays an announcement only and then the call is dropped.
- **No answer:** The system does not respond to the incoming call. The call rings until the caller hangs up.

Set line mode:

1. **MENU** -> **▲** or **▼** -> **Line mode** -> **SELECT**.
2. **▲** or **▼** to choose the desired line or all lines -> **SELECT**.
3. **▲** or **▼** to choose the desired line mode -> **SELECT**.

Set date and time:

1. **MENU** -> **▲** or **▼** -> **Date and time** -> **SELECT**.
2. Enter the month, day and year using the dialing keys -> **SELECT**.
3. Enter the hour and minute using the dialing keys.
4. **▲** or **▼** to choose the **am** or **pm** -> **SELECT**.

Set ring group: Use this feature to specify which extensions ring and display the caller ID information when there is incoming call on a certain telephone line. By default, all extensions ring on all lines.

1. **MENU** -> **▲** or **▼** -> **Ringer setting** -> **SELECT**.
2. **▲** or **▼** -> **Ring group** -> **SELECT**.
3. **▲** or **▼** to review the ring groups of different lines -> **SELECT**.
4. Press the extension number you want to remove using the dialing keys, or press the number again to add it back to the ring group -> **SELECT**.

Answering system setup

Record announcement: You can record up to four 90-second announcements: one for general mailbox, two for auto attendant and one for announce only. The auto attendant announcement should contain instructions for the caller.

1. **MENU** -> **▲** or **▼** -> **Ans sys setup** -> **SELECT**.
2. **▲** or **▼** -> **Gen MB setup, Auto att setup or Annc only setup** -> **SELECT**.
3. For general mailbox: **▲** or **▼** to choose **Anncment setup** -> **SELECT**.
For auto attendant: **▲** or **▼** to choose **Daytime annc** or **Night time annc** -> **SELECT**.
For announce only: **▲** or **▼** to choose **Anncment setup** -> **SELECT**.
4. **▲** or **▼** -> **User anncment** -> **SELECT**.
 - **▲** or **▼** to choose **Change** if you have recorded an announcement before -> **SELECT**.
5. **SELECT** to start recording. Press again to stop.
6. **▲** or **▼** -> **OK** -> **SELECT**.

Record directory announcement: You can record a list of your system extensions that will play when the auto attendant answers a call and the caller presses the # (pound key) twice.

1. **MENU** -> **▲** or **▼** -> **Ans sys setup** -> **SELECT**.
2. **▲** or **▼** -> **Auto att setup** -> **SELECT**.
3. **▲** or **▼** -> **Record directory** -> **SELECT**.
 - **▲** or **▼** to choose **Change** if you have recorded a directory announcement before -> **SELECT**.
4. **SELECT** to start recording. Press again to stop.
5. **▲** or **▼** -> **OK** -> **SELECT**.

Set number of rings: You can set the number of times this console rings before the general mailbox, auto attendant or announce only mode picks up a call.

1. **MENU** -> **▲** or **▼** -> **Ans sys setup** -> **SELECT**.
2. **▲** or **▼** -> **Gen MB setup, Auto att setup or Annc only setup** -> **SELECT** twice.
3. **▲** or **▼** to choose among **2, 3, 4, 5, 6, 7** or **Toll saver** -> **SELECT**.

Message playback

1. **MAIL BOX** -> **SELECT**.
2. If you have only new or old messages, you hear the message playback immediately. If you have both new and old messages, press **▲** or **▼** to choose **New messages** or **Old messages** -> **SELECT**.

Telephone operations

Make a call: Lift the corded handset or press **◀▶ SPEAKER**. To override automatic line selection, press **LINE 1-LINE 4** for the desired line, then lift the corded handset. Wait for a dial tone, then enter the telephone number. The screen displays the elapsed time as you talk.

Answer a call: Lift the corded handset or press **◀▶ SPEAKER**.

End a call: Place the corded handset on the telephone base. If you are using the speakerphone, press **◀▶ SPEAKER** to hang up.

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 make an intercom call with someone. The first line is automatically put on hold.
3. Press **CONFERENCE** at any time to begin the conference.

Intercom calls

- **INTERCOM** -> **▲** or **▼** to choose a desired extension -> **SELECT**.

-OR-

- Press the speed dial key assigned with the desired extension number.

Paging calls

You can broadcast a message to the speakerphone of any extension deskset or handset.

1. **PAGE** -> **▲** or **▼** to choose a desired extension, a paging group or **All** -> **SELECT**.
2. Press and hold **PAGE** to broadcast your voice to the extension(s).

Call recording

- While on a call, press **MENU** twice. The screen displays **-Rec**, and the timer starts counting while recording. The recording ends when you end the call.
- To stop recording and continue the call, press **MENU** twice.

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CM18445/
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4-Line
Small Business System
Main Console

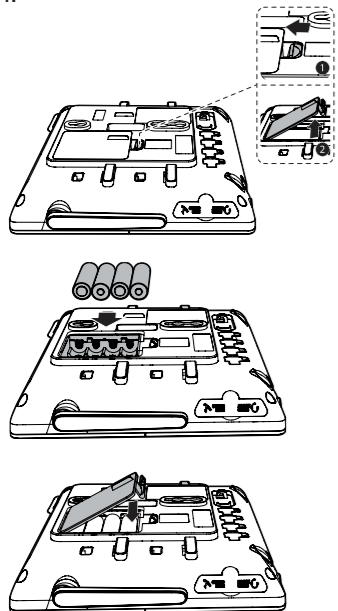


vtech[®]
Quick start guide

Console installation

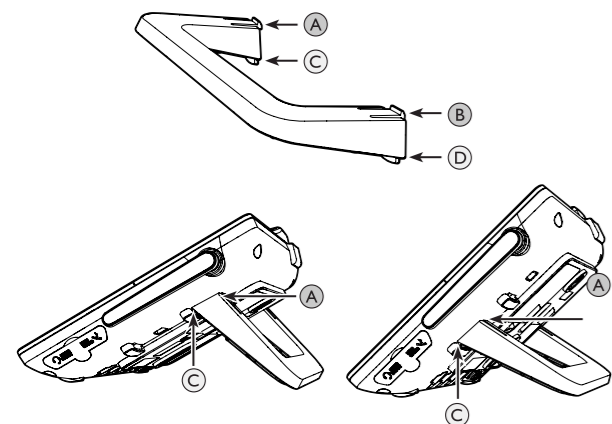
1. Install the backup batteries.

To maintain normal system operation in the event of a power failure, please purchase and install four AA alkaline batteries to this console before use. If power fails with working batteries installed, all functions work properly except for the display illumination.



2. Install the mounting bracket for tabletop use.

Insert the fixed tabs of the mounting bracket into slots C and D. Press the flexible tabs into slots A and B until they click into place.

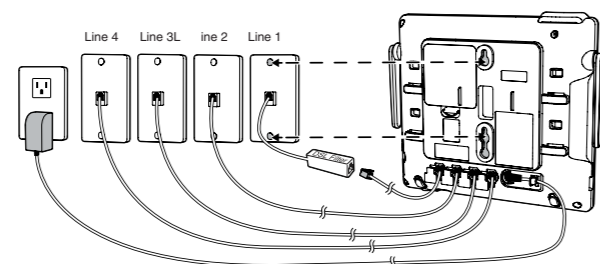


abletop position

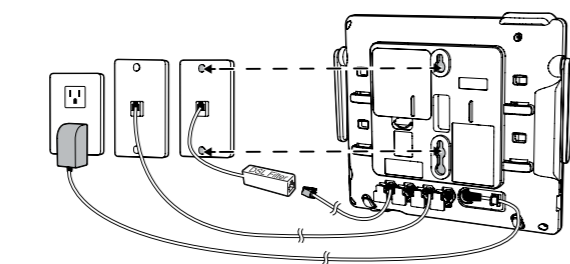
High tabletop position

3. Connect the coiled handset, telephone line cords and power cord.

Option 1: Four single-line jacks



Option 2: Two 2-line jacks



1. One end of the coiled telephone line cord has already been plugged into the handset. Make sure it is plugged in firmly. Plug the other end of the coiled handset cord into the left side of the console.
2. Plug the telephone line cords into the telephone line jacks of the console.
3. Plug the other end of the telephone line cords into the telephone wall jacks.
4. Insert the connector of the power adapter to the power jack on the back of the console.
5. Connect the plug head of the power adapter to a power outlet that is not controlled by a wall switch.

Console overview

LINE 1-LINE 4 keys

- Press to make or answer a call on the desired line.
- The indicator turns on when the 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.

HOLD

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

TRANSFER

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

CONFERENCE

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

FLASH

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

AUTO REDIAL

- Press to view the last 10 numbers dialed.

INTERCOM

- When in idle mode, press to initiate an intercom call.
- The indicator turns on when the console is on an intercom call.
- The indicator flashes slowly when the console is holding an intercom call.
- The indicator flashes quickly when there is an incoming intercom call.

MUTE

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

PAGE

- Press to begin a one-to-one or one-to-group broadcast.
- The indicator turns on when a one-to-one or one-to-group broadcast is established.

DND (do not disturb)

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

+VOL/-

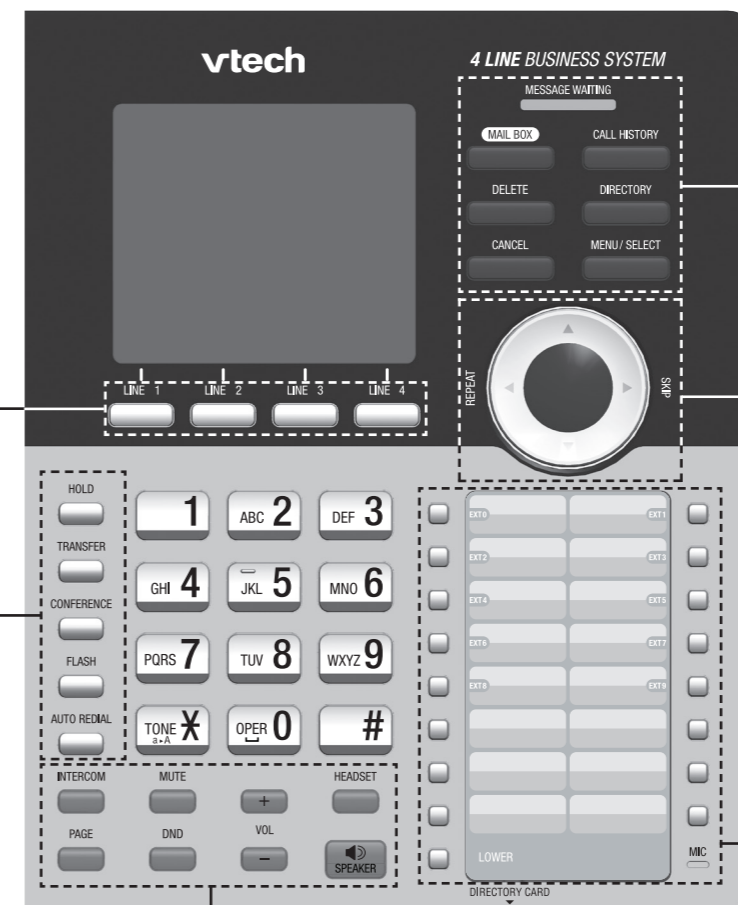
- During a call, press to adjust the listening volume.
- During message playback, press to adjust the playback volume.
- Press to adjust the ringer volume when in idle mode.

HEADSET

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

SPEAKER

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



MESSAGE WAITING indicator

- Turns on when there are new messages in the general mailbox.

MAIL BOX

When in idle mode, press to enter the general mailbox menu.

DELETE

- While playing a message, press to delete the message.
- While reviewing the call history, press to delete an individual entry.
- While predialing, press to delete digits.

CANCEL

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

CALL HISTORY

- Press to view caller ID information.

DIRECTORY

- Press to view directory information.

MENU/SELECT

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



Navigation keys

- While in menus, press ▲ or ▼ to scroll through the menus. Press ►/SKIP to enter the highlighted item or save changes, 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.

Speed dial keys

- Press to dial the desired speed dial number.

MIC

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.