ALCOM

Quality Lifestyle

STUDIO Digital Cordless Telephone

Instruction Manual

Warning

Charge the handset for 24 hours before use.

Welcome...

to your new Studio Digital Cordless Phone!

- All handsets are fully cordless for locating anywhere within range.
- 50 Name and Number phonebook.
- Caller Display shows you who's calling and see details of the last 40 callers in a Calls list.*
- Redial up to 10 of the last numbers called.
- Register up to 5 handsets to a single base and register each handset with up to 4 different bases.
- Make internal calls and transfer external calls between handsets.
- Choose from 5 different ringtones for internal and external calls as well as numbers stored in the phonebook.

* You must subscribe to your network provider's Caller Display or Call Waiting service for these features to work. A subscription fee may be payable.

Please note that this equipment is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.

This User Guide provides you with all the information you need to get the most from your phone.

Before you make your first call, you need to set up your phone. Follow the simple instructions in 'Getting Started', on the next few pages.

IMPORTANT
Only use the telephone line cord supplied.

This equipment is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.

Hearing aid?
Please note that the Studio works by sending radio signals between the base and handset.

These signals may interfere with some hearing aids, causing a humming noise.

Got everything?
- Studio handset
- Studio base
- 2 x AAA NiMH rechargeable batteries
- Power adapter for the base
- Telephone line cord

If you have purchased a Studio multiple pack you will also have the following additional items:
- Studio handset & charger
- 2 x AAA NiMH rechargeable batteries
- Power adapter for the charger

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I. Getting started

WARNING
Do not place your Studio in the bathroom or other humid areas.

1. Location

You need to place your Studio base within 2 metres of the mains power and telephone wall sockets so that the cables will reach. The socket-outlet shall be installed near the equipment and shall be easily accessible.

Make sure that it is at least 1 metre away from other electrical appliances to avoid interference. Your Studio works by sending radio signals between the handset and base. The strength of the signal depends on where you place the base. Placing it as high as possible ensures the best signal.

2. Handset range

The unit has a range of 300 metres outdoors when there is a clear line of sight between the base and handset. Any obstruction between the base and handset will reduce the range significantly. With the base indoors and the handset either indoors or outdoors, the range will normally be up to 50 metres. Thick concrete walls can severely affect the range.

3. Signal strength

The Y icon on your handset indicates that you are within range of the base. When out of range of the base, the Y icon flashes. If you are on a call, you will hear a warning beep.

The line will hang up if the handset moves out of range of the base. Move closer to the base. The handset will automatically reconnect to the base.

4. Setting up

IMPORTANT
The base station must be plugged into the mains power at all times. Do not connect the telephone line cord into the wall socket until the handset is fully charged. Use only the power adapter and telephone line cord supplied with

the product.

- **Which power adapter?**

The power adapter with a clear connecter is for the base unit and the power adapter with a red colour connecter is for the charger unit (for multi-pack only).

- **Connecting the base**

1. Plug the telephone line cord into the socket marked on the underside of the base.
2. Plug the power adapter with clear connecter into the socket marked on the underside of the base and plug the other end into the mains power wall socket. Switch on the mains power.

- **Installing and charging the handset**

1. Remove the battery cover from the back of the handset and insert the 2 x AAA NiMH rechargeble batteries supplied. Please note the '+' and '-' markings inside the battery compartment and insert in the correct direction.
2. Slide the battery cover back into place.
3. If you are charging the batteries for the first time, place the handset on the base to charge for at least 24 hours continuously.
4. When the handset is fully charged, icon will appear steadily on the display. Plug the other end of the telephone line cord (make sure that one end is already plugged into the base) into the telephone wall socket.

- **Connecting the handset and charger (for multi-pack only)**

If you have purchased a multiple pack, you will need to carry out this process for all the handsets and chargers.

1. Plug the power adapter with red connecter into the socket marked on the underside of the charger and plug the other end into the mains power wall socket.
2. Remove the battery cover from the back of the handset and insert the 2 x AAA NiMH rechargeble batteries supplied. Please note the '+' and '-' markings inside the battery compartment and insert in the correct direction.
3. Slide the battery cover back into place.
4. If you are charging the batteries for the first time, place the handset on the charger to charge for at least 24 hours continuously.
5. When the handset is fully charged, icon will appear steadily on the display. The display will show the time and handset number (e.g. 2) to indicate that it is registered to the base.

IMPORTANT
Warning! Use only approved rechargeable batteries supplied with your Studio. Please do not use alkaline or non-rechargeable batteries. It may cause permanent damage to the product and void the warranty.

5. Battery low warning

If icon flashes on the display and you hear a warning beep every minute during a call, you will need to recharge the handset before you can use it again. When charging, icon will scroll on the display. Once the battery is fully charged the icon will stop scrolling.

6. Battery performance

In ideal conditions, fully charged batteries should give about 12 hours talk time or 250 hours standby time on a single charge.

Note that new batteries do not reach their full capacity until they have been put to normal use for several days.

To keep your batteries in the best condition, leave the handset off the base for a few hours at a time.

Running the batteries right down at least once a week will help them last as long as possible.

The charge capacity of rechargeable batteries will reduce with time as they wear out, giving the handset less talk/standby time. Eventually they will need to be replaced.

After charging your handset for the first time, subsequent charging time is about 6-8 hours a day. Batteries and handset may become warm during charging. This is normal.

Note: All talk and standby times are approximate and depend on features selected and usage patterns.

7. Date and time

If you have subscribed to Caller Display Service, the date and time is set automatically for all handsets when you receive your first call. If you do not have Caller Display service, you can set the date and time manually.

- **Set the date manually**

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« DATE-TIME »** and press **Menu/Ok**.
   The display shows **« DATE SET »**.
2. Press **Menu/Ok** to select.
3. Enter the date (e.g. 12--08 for 12th of August) and press **Menu/Ok** to confirm.

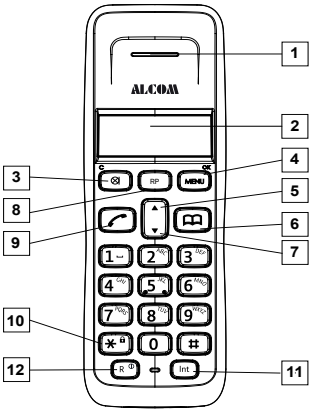
- **Set the time manually**

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« DATE-TIME »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« CLOCK SET »** and press **Menu/Ok**.
3. Enter the time in 24 hour format (e.g. 18--30 for 6.30pm) and press **Menu/Ok** to confirm.

Your Studio is now ready for use.

II. Getting to know your phone

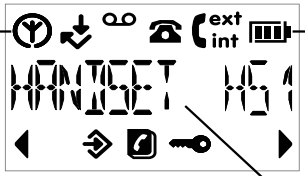
1. Overview of your handset



1	**Earpiece**	**2**	**Display** See page 10 for an overview of the display icons.
3	**Mute/Clear/Back** During a call, press to switch Secrecy on/off, page 14. In menu mode, press to return to previous menu or press and hold to return to standby. In editing mode, press to delete a character or digit, or press and hold to delete all characters or digits. When viewing the redial/calls list, press to delete the displayed entry or press and hold to delete all entries.	**4**	**Menu/Ok** Press to open the Menu, page 11. Press to select menu options and to confirm a displayed option.

5	**Calls list/Up** In standby mode, press to open the calls list, page 27. During a call, press to increase earpiece volume, page 14. When the phone is ringing, press to increase the handset ringer volume, page 19. Press to scroll through the menu options, redial list, calls list and phonebook entries.	**6**	**Phonebook/Exit** In standby mode, press to open the phonebook menu, page 17. When viewing the redial/calls list or when editing, press to exit and return to standby.
7	**Calls list/Down** In standby mode, press to open the calls list, page 27. During a call, press to decrease earpiece volume, page 14. When the phone is ringing, press to decrease the handset ringer volume, page 19. Press to scroll through the menu options, redial list, calls list and phonebook entries.	**8**	**Redial/Pause** In standby mode, press to open the redial list, page 15. Press to enter a pause when storing numbers, page 17.
9	**Talk/End** Press to make, receive and end calls, page 13.	**10**	***/Keylock** Press and hold to lock the keypad, page 16. To unlock, press any key and follow the on screen instructions.
11	**Int** Used to make internal calls and transfer calls to other Studio handsets registered to the base, page 14.	**12**	**Recall/On/Off** Use with switchboard/PABX services and some network services. When on and external call, press to get a fresh dialling tone or to access call waiting when you hear the signal. Press the key again to toggle between your two callers. Press and hold to switch the handset on/off, page 13.

2. Handset LCD Display



Eco mode
Circle around appears when Eco mode is ON

Battery status
Scrolls when charging

Time or Handset name
In standby mode, press and hold **0** to switch handset idle screen between handset name or time.

3. Display icons

ext Flashes to indicate an incoming external call

ext External call in progress

int Flashes to indicate an incoming internal call

int Internal call in progress

ext int 3-way call in progress or transfer an external call to another Studio handset registered to the base

Eco mode is ON

Flashes to indicate new voicemail messages received
Off when you have no voicemail messages **

Indicates signal strength
Flashes when handset is not registered to the base or if you go out of range

Menu is opened

Phonebook is opened

Flashes to indicate new calls list entries received*

Answered call (when viewing the Calls list)*

Unanswered call (when viewing the Calls list)*

Keypad is locked

Displayed number is longer than 12 digits

The approximate power levels of your battery are indicated as follows:

Battery is fully charged

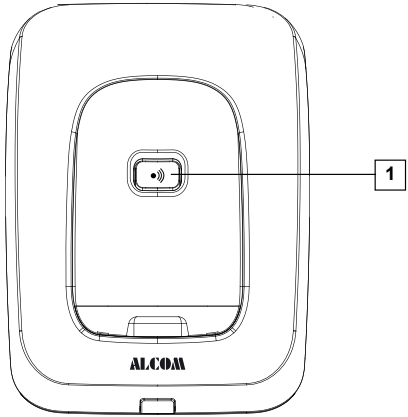
Battery is partially charged

Battery is running low
Flashes when battery is almost fully discharged

** For this feature to work, you must subscribe to Caller Display Service from your network operator. A subscription fee may be payable.*

*** This feature is dependent on your Network Service provider supporting the service.*

Overview of the base



1	**Page** In standby mode, press to ring the handset(s), page 16. Press and hold to enter registration mode when registering handsets, page 28.

4. Navigating the menus

Your Studio has an easy to use menu system. Each menu has a list of options, which you can see on the menu map on the following page.

When the handset is switched on and in standby:

1. Press **Menu/Ok** to open the main menu.
2. Then use **Calls list/Up** or **Calls list/Down** buttons to scroll through the available options.
3. Press **Menu/Ok** to select an option.
   To return to the previous menu level, press **Mute/Clear/Back**.
   To exit the menu and return to standby, press and hold **Mute/Clear/Back**.

Note: If no buttons are pressed for 30 seconds, the handset returns to standby automatically.

5. Menu map

PHONEBOOK	- ADD ENTRY - MODIFY ENTRY - DELETE ENTRY
SETUP	- BASE VOLUME - BASE MELODY - DEL HANDSET - PIN CODE - DIAL MODE - RECALL - DEFAULT - ECO MODE
HANDSET	- BEEP - INT RING VOL - EXT RING VOL - INT MELODY - EXT MELODY - AUTO ANSWER - NAME - LANGUAGE - KEYLOCK ?
DATE - TIME	- DATE SET - CLOCK SET - ALARM SET
REGISTER	- SELECT BASE - REG BASE

III. Using the phone

Note: Your handset will automatically time the duration of all external calls. The call timer will display after the first 15 seconds of your call. When the call ends, the total duration of your talk time flashes on the screen for 5 seconds.

1. Switch the handset on/off

Press and hold **Recall/On/Off** to switch the handset on or off.

2. Calls

- **Make a call**

1. Press **Talk/End**.
2. When you hear the dial tone, dial the number.

- **Preparatory dialling**

1. Dial the number first. If you make a mistake press **Mute/Clear/Back** to delete the last digit.
2. Press **Talk/End** to dial.

Note: If the number dialled matches an entry in the phonebook, the name is displayed.

- **End a call**

Press **Talk/End**, or place the handset back on the base or charger.

- **Receive a call**

When you receive an external call, the phone rings and **ext** icon flashes on the display.

1. Press **Talk/End** to answer the call, or simply lift up the handset to answer the call.

Note: If you prefer to press **Talk/End** *when you lift up the handset to answer a call, you will need to switch Auto answer off, see page 19.*

3. Adjust the earpiece volume

During a call, press **Calls list/Up** or **Calls list/Down** to increase or decrease the volume.

4. Secrecy

You can mute your handset so that you can talk to someone nearby without your caller hearing.

1. During a call, press **Mute/Clear/Back**. The display shows **« MUTE »** and your caller cannot hear you.
2. Press **Mute/Clear/Back** again to resume your call.

5. Intercom

- **Make an internal call**

If you have more than one handset registered to the base, you can make internal calls between two handsets. **int** icon is displayed to indicate an internal call.

1. Press **Int** followed by the number (1-5) of the handset you want to call.

- **Receive an internal call**

When you receive an internal call, **int** icon flashes and the handset number that is calling you is displayed.

1. Press **Talk/End** to answer the call.

- **Transfer a call**

You can transfer an external call to another handset registered to the base.

During an external call:

1. Press **Int** followed by the handset number (1-5) that you want to transfer to.
2. When the other handset answers, press **Talk/End** to complete the transfer.

Tip: If there is no answer from the other handset and you wish to return to your external caller, press **Int***. Your external call resumes automatically after 30 seconds if there is no answer.*

- **3-way conference call**

You can hold a 3-way conference call between 2 internal callers and 1 external caller.

During a call with an external caller:

1. Press **Int** followed by the handset number (1-5) that you want to establish a conference call.
2. When the other handset answers, press **#** to connect all three callers to begin the conference call. ext int icon is displayed.
3. If there is no answer from the other handset, press **Int** to return to your external caller.
4. Press **Talk/End** to end the call.

6. Redial

The last 10 entries dialled are stored in the redial list.

- **View or dial an entry**

1. Press **Redial/Pause** to open the Redial list.
2. Scroll **Calls list/Up** or **Calls list/Down** to the entry you want.
3. Press **Talk/End** to dial the displayed entry or press **Phonebook/Exit** to return to standby.

Tip: If the caller's number exactly matches an entry stored in the phonebook, the name is displayed. Press **Menu/Ok** *to see the caller's number, press* **Menu/Ok** *again to see the date and time of the call.*

- **Copy a Redial list number to the phonebook**

1. Press **Redial/Pause** to open the Redial list.
2. Scroll **Calls list/Up** or **Calls list/Down** to the entry you want.
3. Press **Menu/Ok**. The display shows **« ADD ? »**.
4. Press **Menu/Ok** again. The display shows **« NAME ? »**.
5. Enter the name and press **Menu/Ok**. The number is displayed.
6. Edit the number if necessary, then press **Menu/Ok**.
7. Press **Calls list/Up** or **Calls list/Down** to select the ringer melody you want and press **Menu/Ok**. The number is stored.

Note: See 'Entering names' and 'Writing tips' on page 17.

- **Delete an entry**

1. Press **Calls list/Up** to open the Redial list.
2. Scroll **Calls list/Up** or **Calls list/Down** to the entry you want and press **Mute/Clear/Back**. The display shows **« DELETE ? »**.
3. Press **Menu/Ok** to confirm or **Mute/Clear/Back** to cancel.

- **Delete the entire Redial list**

1. Press **Calls list/Up** to open the Redial list.
2. Press and hold **Mute/Clear/Back**. The display shows **« DELETE ALL ? »**.
3. Press **Menu/Ok** to confirm or **Mute/Clear/Back** to cancel.

7. Lock/unlock the keypad

You can lock the keypad so that it cannot be operated accidentally while carrying it around.

Note: When the keypad is locked, you can still answer incoming calls and operate the handset as normal. When the call ends, the keypad lock comes on again.

1. Press and hold ***/Keylock**. icon is displayed.
2. To unlock the keypad, press any key on your handset. The display shows **« PRESS * »**.
3. Press ***/Keylock** within 3 seconds.

8. Paging/Find handset

You can alert a handset user that they are wanted or locate a missing handset. Paging calls cannot be answered by a handset.

1. Press **Page** on the base. All handsets registered to the base will ring.
2. To stop the ringing, press **Page** on the base again or press any button on the handset.

IV. Phonebook

You can store up to 50 names and numbers in the phonebook. Names can be up to 12 characters long and numbers up to 24 digits. You can also select different ringer melodies for the phonebook entries.

If your Studio is connected to a switchboard, you may need to enter a pause in a stored number. This gives the switchboard time to find an outside line. A Pause is normally stored after the switchboard access code (e.g. 9). When storing a number, press **Redial/Pause** the display shows « **P** ».You can then continue storing the phone number.

1. Store a name and number

If you have subscribed to Caller Display Service and wish to display the name of your caller instead of the number, save the full telephone number including the area code to your phonebook.

You can store multiple entries with the same number. However, to prevent unnecessary duplicated entries, you can only store the same name once.

1. Press **Menu/Ok**. The display shows **« PHONEBOOK »**.
2. Press **Menu/Ok** to select. The display shows **« ADD ENTRY »**.
3. Press **Menu/Ok** to select. The display shows **« NAME ? »**.
4. Enter the name and press **Menu/Ok**. The display shows **« NUMBER ? »**.
5. Enter the number and press **Menu/Ok**. The display shows **« MELODY 1 »**.
6. Press **Calls list/Up** or **Calls list/Down** to select the ringer melody you want and press **Menu/Ok**. The display shows **« ADD ENTRY »**.
7. Enter the next name and number entry that you wish to store in your phonebook or press **Mute/Clear/Back** twice to return to standby.

- **Entering names**

Use the keypad letters to enter names, e.g. to store TOM:
Press **8** *once to enter T.*
Press **6** *three times to enter O.*
Press **6** *once to enter M.*

- **Writing tips**

Press **Mute/Clear/Back** *to delete the last character or digit.*

Press **Calls list/Up** *or* **Calls list/Down** *to move between characters/digits.*
Press **1** *to insert a space.*
Use **1** *twice to insert a dash.*

2. View or dial an entry

1. Press **Phonebook/Exit**. icon is displayed.
2. Scroll **Calls list/Up** or **Calls list/Down** to the entry you want.
   OR
   Enter the first letter of the name to search alphabetically. The first name that starts with this letter or the nearest letter in the alphabet will be displayed.
   Scroll **Calls list/Up** or **Calls list/Down** to the entry you want.
3. Press **Talk/End** to dial or **Mute/Clear/Back** to return to standby.

Tip: When the name is displayed, you can switch between the name and number by pressing **Menu/Ok**.

3. Edit a name and number

1. Press **Menu/Ok**. The display shows **« PHONEBOOK »**.
2. Press **Menu/Ok** to select.
3. Scroll **Calls list/Down** to **« MODIFY ENTRY »** and press **Menu/Ok**.Scroll **Calls list/Up** or **Calls list/Down** to the entry you want to edit, or search alphabetically and press **Menu/Ok**. The existing name is displayed.
4. Press **Mute/Clear/Back** to delete the name if required, then enter the new name and press **Menu/Ok**. The existing number is displayed.
5. Press **Mute/Clear/Back** to delete the number if required, then enter the new number and press **Menu/Ok**.
6. Scroll **Calls list/Up** or **Calls list/Down** to select a new ringer melody and press **Menu/Ok**. The display shows **« ADD ENTRY »**.
7. Enter the next name and number entry you wish to store in your phonebook or press **Mute/Clear/Back** twice to return to standby.

4. Delete an entry

1. Press **Menu/Ok**. The display shows **« PHONEBOOK »**.
2. Press **Menu/Ok** to select.
3. Scroll **Calls list/Down** to **« DELETE ENTRY »** and press **Menu/Ok**.
4. Scroll **Calls list/Up** or **Calls list/Down** to the entry you want to delete, or

search alphabetically and press **Menu/Ok**. The display shows **« CONFIRM ? »**. Press **Menu/Ok** to confirm or **Mute/Clear/Back** to cancel.

V. Handset settings

1. Handset ringer volume

You can adjust the ring volume and set different volume levels for your internal and external calls. Choose from 5 volume levels or Off.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« HANDSET »** and press **Menu/Ok**.
2. Press **Calls list/Up** or **Calls list/Down** to select **« INT RING VOL »** or **« EXT RING VOL »** and press **Menu/Ok**.
3. Press **Calls list/Up** or **Calls list/Down** to select the volume (1 - 5 or **« OFF »**).
4. Press **Menu/Ok** to confirm or **Mute/Clear/Back** to return to the previous menu.

Tip: When the phone is ringing, you can adjust the ringer volume by pressing **Calls list/Up** *or* **Calls list/Down**.

2. Handset ringer melody

You can set different ringer melodies for your internal and external calls. Choose from 5 different ringer melodies. You will hear a sample ring as you scroll to each ring melody.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« HANDSET »** and press **Menu/Ok**.
2. Press **Calls list/Up** or **Calls list/Down** to select **« INT MELODY »** or **« EXT MELODY »** and press **Menu/Ok**.
3. Press **Calls list/Up** or **Calls list/Down** to select the ringer melody (1 - 5).
4. Press **Menu/Ok** to confirm or **Mute/Clear/Back** to return to the previous menu.

Note: Calls from the numbers that you have stored in the phonebook will ring using the ringer melody you have set when you store the entry.

3. Auto answer

Your phone is set to answer calls by lifting the handset off the base or charger. You can switch this feature off so that calls can only be answered by pressing **Talk/End**.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« HANDSET »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« AUTO ANSWER »** and press **Menu/Ok**.

Press **Calls list/Up** or **Calls list/Down** to select **« ON »** or **« OFF »** and press **Menu/Ok** to confirm.

4. Handset name

If you are using more than one handset with your Studio base, you can set a personalized name for each handset to easily distinguish between them. A name can be up to 10 characters long.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« HANDSET »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« NAME »** and press **Menu/Ok**.
3. Press and hold **Mute/Clear/Back** to delete the current name, then enter the new handset name and press **Menu/Ok** to confirm.

Note: The handset name will only be displayed for approximately 20 seconds when no button is pressed. If you make a mistake, press **Mute/Clear/Back** *to delete the last character or digit.*

See 'Entering names' and 'Writing tips' on page 17.

5. Language

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« HANDSET »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« LANGUAGE »** and press **Menu/Ok**.
3. Press **Calls list/Up** or **Calls list/Down** to select your preferred language and press **Menu/Ok** to confirm.

6. Key beep

When you press a button on the handset keypad, you will hear a beep. You can switch these beeps on or off.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« HANDSET »** and press **Menu/Ok**. The display shows **« BEEP »**.
2. Press **Menu/Ok** to select. The display shows **« KEYTONE »**.
3. Press **Menu/Ok** to select.
4. Press **Calls list/Up** or **Calls list/Down** to select **« ON »** or **« OFF »** and press **Menu/Ok** to confirm.

7. Battery low warning beep

When the battery is almost fully discharged, you will hear a warning beep every minute during a call. You can switch these beeps on or off.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« HANDSET »** and press **Menu/Ok**. The display shows **« BEEP »**.
2. Press **Menu/Ok** to select.
3. Scroll **Calls list/Down** to **« LOW BATTERY »** and press **Menu/Ok**.
4. Press **Calls list/Up** or **Calls list/Down** to select **« ON »** or **« OFF »** and press **Menu/Ok** to confirm.

8. Out of range warning beep

If the handset goes out of range, you will hear warning beeps during a call. You can switch these beeps on or off.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« HANDSET »** and press **Menu/Ok**. The display shows **« BEEP »**.
2. Press **Menu/Ok** to select.
3. Scroll **Calls list/Down** to **« OUT RANGE »** and press **Menu/Ok**.
4. Press **Calls list/Up** or **Calls list/Down** to select **« ON »** or **« OFF »** and press **Menu/Ok** to confirm.

9. Keypad lock using the menu

You can use the menu to lock the keypad.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« HANDSET »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« KEYLOCK ? »** and press **Menu/Ok** to confirm. icon is displayed.

Tip: To unlock the keypad, press any button on the keypad, then press ****/Keylock*** *within 3 seconds.*

VI. Base settings

1. Base ringer volume

Choose from 5 volume levels or Off.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« SETUP »** and press **Menu/Ok**. The display shows **« BASE VOLUME »**.

2. Press **Menu/Ok**.
3. Press **Calls list/Up** or **Calls list/Down** to select the volume (1 - 5 or **« OFF »**).
4. Press **Menu/Ok** to confirm or **Mute/Clear/Back** to return to the previous menu.

2. Base ringer melody

Choose from 5 different base ringer melodies. You will hear a sample ring as you scroll to each ringer melody.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« SETUP »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« BASE MELODY »** and press **Menu/Ok**.
3. Press **Calls list/Up** or **Calls list/Down** to select the ringer melody (1 - 5).
4. Press **Menu/Ok** to confirm or **Mute/Clear/Back** to return to the previous menu.

3. Change base PIN code

Some functions are protected by a 4 digit PIN code which must be entered if you want to change the settings. The default PIN is 0000. You can change this to your own preferred number.

When you enter a PIN, the digits are shown as ****.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« SETUP »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« PIN CODE »** and press **Menu/Ok**.
3. Enter the 4 digit PIN code (default = 0000) and press **Menu/Ok**.
4. Enter the new 4 digit PIN code and press **Menu/Ok** to confirm.
5. Re-enter the new PIN and press **Menu/Ok** to confirm.

IMPORTANT
If you change the PIN code, please keep a record of the new number.

4. Dial mode

Your Studio is set to tone dialling. You should only need to change this if connected to an older type of switchboard/PBX which requires Pulse dialling.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« SETUP »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« DIAL MODE »** and press **Menu/Ok**.
3. Press **Calls list/Up** or **Calls list/Down** to select **« TONE DIAL »** or **« PULSE DIAL »** and press **Menu/Ok** to confirm.

5. Recall mode

Depending on your country and network operator, your Studio has the recall time set as 600 ms (RECALL 2). It is unlikely that you need to change this setting unless advised to do so.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« SETUP »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« RECALL »** and press **Menu/Ok**.
3. Press **Calls list/Up** or **Calls list/Down** to select **« RECALL 1 »** (short flash time) or **« RECALL 2 »** (long flash time) and press **Menu/Ok** to confirm.

6. Restore default settings

You can restore your Studio to its default (original) settings. All the handsets that are registered to the base will be retained.

WARNING
Resetting your phone to its default settings will delete all entries in the Phonebook and Calls list. All handset and base settings will also be reset.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« SETUP »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« DEFAULT »** and press **Menu/Ok**.
3. Enter the 4 digit PIN code (default = 0000) and press **Menu/Ok**. The display shows **« CONFIRM ? »**.
4. Press **Menu/Ok** to confirm or **Mute/Clear/Back** to return to the previous menu. Your Studio will restart automatically.

7. Emergency default

If you have lost your PIN code, you can still restore your Studio to its default settings.

1. Remove the batteries from the handset.
2. Press and hold ***/Keylock** while replacing the batteries. The display shows **« DEFAULT »**.
3. Press **Menu/Ok** to confirm. Your Studio will restart automatically.

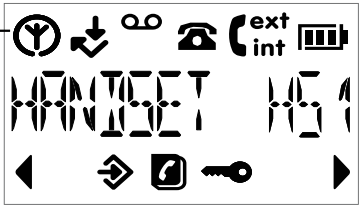
8. Eco mode

You can reduce the level of power emissions by operating your phone in Eco mode. When the ECO mode is set to ON, the base transmission power will be reduced. This feature is set to OFF by default.

To switch Eco mode on:

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« SETUP »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« ECO MODE »** and press **Menu/Ok**.
3. Press **Calls list/Up** or **Calls list/Down** to select **« ON »** or **« OFF »** and press **Menu/Ok** to confirm.

Eco mode ON



When Eco mode is switched off, the circle around ⚘ disappears.

Note: When Eco mode is set to ON, the handset range will be reduced.

9. Default settings

Low battery beeps	ON
Out of range warning beeps	ON
Key beep	ON
Auto answer	ON
Internal melody	1
Internal volume	3
External melody	3
External volume	3
Ear volume	3
Base melody	2

Base ringer volume	3
Phonebook	Empty
Calls list	Empty
Redial list	Empty
PIN code	0000
Dial mode	Tone
Recall mode	RECALL 2 (600 ms)
Eco mode	OFF
Keypad lock	OFF

VII. Clock & alarm

If you have subscribed to Caller Display Service, the date and time will be set on all your handsets whenever a call is received. You can also manually set the date and time on the individual handsets.

1. Set the date

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« DATE-TIME »** and press **Menu/Ok**. The display shows **DATE SET**.
2. Press **Menu/Ok** to select.
3. Enter the date (e.g. 12--08 for 12th of August) and press **Menu/Ok** to confirm.

2. Set the time

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« DATE-TIME »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« CLOCK SET »** and press **Menu/Ok**.
3. Enter the time in 24 hour format (e.g. 18--30 for 6.30pm) and press **Menu/Ok** to confirm.

3. Set alarm

Each handset can have a different alarm setting.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« DATE-TIME »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« ALARM SET »** and press **Menu/Ok**.
3. Press **Calls list/Up** or **Calls list/Down** to select **« ON »** or **« OFF »** and press **Menu/Ok** to confirm.
4. If you select **ON**, enter the time in 24 hour format (e.g. 07--30 for 7.30am) and press **Menu/Ok** to confirm.

4. Switch off alarm ring

When the alarm sounds, press any button to switch it off.

Note: If you are using the handset to make a call when the alarm ring is due, you will hear a beep in the earpiece.

VIII. Caller display and the Calls list

IMPORTANT
To use Caller Display, you must first subscribe to the service from your network provider. A subscription fee may be payable.

To ensure that the caller's name is displayed, make sure you have stored the full telephone number, including the area code in the phonebook.

If the caller's number is stored in the phonebook, the name assigned to it will be displayed.

If the call is a withheld call, **« WITHHELD »** will be displayed.

If the number is unavailable, **« UNAVAILABLE »** will be displayed.

If the call is from an international number, **« INTERNATIONAL »** will be displayed.

If the call is from the operator, **« OPERATOR »** will be displayed.

If the call is from a payphone, **« PAYPHONE »** will be displayed.

If the call is from a ringback request, **« RINGBACK »** will be displayed.

5. Caller Display

If you have subscribed to a Caller Display Service, you will be able to see your caller's number on your handset (provided it is not withheld) prior to answering the call. The display can show the first 12 digits or characters of the phone numbers and names.

If your caller's name and number are stored in the phonebook and a name/ number match is found, you will see the caller's name on the display instead.

6. Calls list

The Calls list stores details of your last 40 received calls, including the phone number and date and time of the call.

The Calls list also alerts you when you have unanswered calls.

The caller's details are stored in the Calls list whether or not you have answered the call. The list is shared by all handsets registered to the base. When the list is full, and a new call is received, the oldest entry will be deleted automatically.

When a new call is received in the Calls list, ☎ icon will flash on the display in standby mode to alert you. When you have viewed the new call the ☎ icon disappears.

- **View the Calls list**

1. Press **Calls list/Down** to open the Calls list. If there are no calls in the list, the display shows **« EMPTY »**.
2. Press **Calls list/Up** or **Calls list/Down** to scroll through the list.

. If the call was answered, ↙ icon is displayed as you scroll to the entry. If the call was unanswered, ↓ icon is displayed as you scroll to the entry. When you reach the end of the list, the handset will beep.

. If the caller's number exactly matches an entry stored in the phonebook, the display will show the caller's name. Press **Menu/Ok** to see the caller's number.

. If the telephone number is longer than 12 digits, ◖◗ icon is displayed. Press **Menu/Ok** to see the remaining digits.

. Press **Menu/Ok** again to see the time and date of the call.

. Press **Menu/Ok** again to access the option to store the entry in your phonebook.

- **Dial a number in the Calls list**

1. Press **Calls list/Down** to open the Calls list.
2. Scroll **Calls list/Up** or **Calls list/Down** to the entry you want.
3. Press **Talk/End** to dial the displayed entry.

- **Copy a Calls list number to the phonebook**

1. Press **Calls list/Down** to open the Calls list.
2. Scroll **Calls list/Up** or **Calls list/Down** to the entry you want.
3. Press **Menu/Ok** repeatedly until the display shows **« ADD ? »**.
4. Press **Menu/Ok** again. The display shows **« NAME ? »**.
5. Enter the name and press **Menu/Ok**. The number is displayed.
6. Edit the number if necessary, then press **Menu/Ok**.
7. Press **Calls list/Up** or **Calls list/Down** to select the ringer melody you want and press **Menu/Ok**. The number is stored.

Note: See 'Entering names' and 'Writing tips' on page 17.

- **Delete an entry**

1. Press **Calls list/Down** to open the Calls list.
2. Scroll **Calls list/Up** or **Calls list/Down** to the entry you want and press **Mute/Clear/Back**. The display shows **« DELETE ? »**.
3. Press **Menu/Ok** to confirm or **Mute/Clear/Back** to cancel.

- **Delete the entire Calls list**

1. Press **Calls list/Down** to open the Calls list.
2. Press and hold **Mute/Clear/Back**. The display shows **« DELETE ALL ? »**.
3. Press **Menu/Ok** to confirm or **Mute/Clear/Back** to cancel.

IX. Using additional handsets

You can register up to five handsets to your Studio base to extend your phone system without having to install extension sockets for each new phone.

Each Studio handset can be registered with up to four bases. You can then select the base you prefer to use.

If you have purchased a Studio multiple pack, all additional handsets come pre-registered to the base.

If you have purchased an additional handset separately, you must register it to your Studio base before it can be used.

1. Registering an additional handset

Note: Handset batteries must be fully charged before you start to register. Hold your handset close to the base during the registration process. Handsets that were supplied with your Studio base are already pre-registered.

On the base:

1. Press and hold **Page** until you hear two beeps. The base will remain in registration mode for 90 seconds.

On the handset:

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« REGISTER »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« REG BASE »** and press **Menu/Ok**.
3. Enter the base number (1 - 4). The base numbers that are already in use flash.
4. When the handset finds the base signal, the display shows **« SEARCHING...X »**, where **« X »** indicates the base identification number.

5. The display will ask for the PIN to be entered. Enter the 4 digit PIN code (default = 0000) and press **Menu/Ok**.

You will hear a beep if the registration is successful. The handset is automatically assigned an available handset number. Use this number when making internal calls.

Notes: If registration is not successful the first time, please repeat the process again in case the base registration period ran out of time. If the base is not found after a few seconds, the handset returns to standby. Try registering again.

If there are already 5 handsets registered to the base, the registration will fail. You must de-register another handset before you can register a new one.

2. Register a different make of handset to your Studio base

IMPORTANT
DECT GAP Profile only guarantees that basic calling functions will work correctly between different makes/types of handset and base. There is a possibility that certain devices such as Caller Display will not work correctly.

On the base:

1. Press and hold **Page** until you hear two beeps. The base will remain in registration mode for 90 seconds.

On the handset:

Follow the registration instructions given in your handset's user guide.

3. Select a base

If your Studio handset is registered to more than one base (e.g. one at work and one at home), you can select which base to use.

Each handset can be registered with up to four bases.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« REGISTER »** and press **Menu/Ok**. The display shows **« SELECT BASE »**.
2. Press **Menu/Ok**. All the bases that your handset has been registered to will be displayed, e.g. **« BASE 1 2 3 4 »**. The currently selected base number flashes.
3. Enter the base number that you want to use. Alternatively, press **Calls list/ Up** or **Calls list/Down** to scroll to **« AUTO »**.
4. Press **Menu/Ok** to confirm. You will hear a confirmation beep and the display will return to the previous menu.

Tip: If you select **« AUTO »***, your handset will automatically search for and*

connect to standby.

4. De-register a handset

Use one handset to de-register another. You cannot de-register the handset that you are using.

1. Press **Menu/Ok**, scroll **Calls list/Down** to **« SETUP »** and press **Menu/Ok**.
2. Scroll **Calls list/Down** to **« DEL HANDSET »** and press **Menu/Ok**.
3. Enter the 4 digit PIN code (default = 0000) and press **Menu/Ok**.
4. Enter the handset number that you want to de-register. You will hear a confirmation beep and the display will return to the previous menu.

X. Help

No dial tone

- Use only the telephone line cord supplied.
- Check that the telephone line cord is connected properly.
- Check that the mains power is connected properly and switched on.

No display

- Check that the batteries are inserted correctly and fully charged. Use only approved rechargeable batteries supplied.
- Check that the handset is switched on. Press and hold **Talk/End**.
- Reset the base by removing the batteries and disconnecting the mains power. Wait for around 15 seconds before connecting it again. Allow up to one minute for the handset and base to synchronize.

Y icon flashes

- Handset is out of range. Move closer to the base.
- Make sure that the handset is registered to the base, see page 28.
- Check that the mains power is connected properly and switched on.

Keypad does not seem to work

- Check that the keypad lock is not on, see page 16.

icon is not scrolling during charge

- Adjust the handset slightly on the base.
- Clean the charging contacts with a cloth moistened with alcohol.
- Check that the mains power is connected properly and switched on.
- The battery is full. When the handset is fully charged, icon will appear steadily on the display.

No Caller Display

- Check your subscription with your network operator, see page 26.
- The caller may have withheld their number.
- The record cannot be found in your phonebook. Check that you have the correct name/number stored in your phonebook, with the full area code.

I have forgotten my PIN!

- Restore your Studio to its default settings, see '7 Emergency default', page 23.

Cannot register a handset to the base

- You can register up to a maximum of 5 handsets to a Studio base. You must de-register a handset in order to register a new one, see page 30.
- Check that you have entered the correct PIN code (default = 0000).
- Check that you are at least one metre away from other electrical equipment to avoid interference when registering.

Handset does not ring

- The handset ringer volume may be set to Off, see page 19.

Base unit does not ring

- The base ringer volume may be set to Off, see page 21.

Noise interference on my phone or on other electrical equipment nearby

- Place your Studio at least one metre away from electrical appliances or any metal obstructions to avoid any risk of interference.

XI. General information

IMPORTANT
This equipment is not designed to make emergency telephone call when the power fails. Alternative arrangements should be made for access to emergency services. This product is intended for connection to analogue public switched telephone networks and private switchboards in Singapore and Malaysia.

Safety and Electromagnetic Interference/Compatibility information

- Use only the power supply suitable for this product range. Using an unauthorised power supply will invalidate your guarantee and may damage the telephone.
- Use only the approved rechargeable batteries supplied.
- Do not open the handset (except to replace the handset batteries) or the base. This could expose you to risk of high voltages or other risks.
- Radio signal transmitted between the handset and base may cause interference to hearing aids.
- Your product may interfere with other electrical equipment, e.g. TV and radio sets, clock/alarms and computers if placed them too close. It is recommended that you place your product at least one metre away from such appliances to minimize any risk of interference.
- All batteries can cause property damage and/or bodily injury such as burns if a conductive material such as jewellery, keys, or beaded chains touch the exposed terminals. The conductive material may complete an electrical circuit (short circuit) and become quite hot. Exercise care in handling any charged battery, particularly when placing it inside a pocket, purse, or other container with metal objects.
- Never dispose of batteries in a fire. There is a serious risk of explosion and/or the release of highly toxic chemicals.
- It is recommended that advice from a qualified expert be sought before using this product in the vicinity of emergency/intensive care medical equipment.
- Medical Devices
    - **Pacemakers:** The Advanced Medical Technology Association (AdvaMed) recommends that a minimum separation of 15 cms (6

inches) be maintained between a handheld wireless device and a pacemaker. These recommendations are consistent with those of the U.S. Food and Drug Administration.

- **Persons with pacemakers should:**
  - ALWAYS keep the handheld wireless device more than 15 cms away from their pacemaker when the handheld wireless device is turned ON.
  - Not carry the handheld wireless device in the breast pocket.
  - Use the ear opposite the pacemaker to minimize the potential for interference.
  - Turn the handheld wireless device OFF immediately if you have any reason to suspect that interference is taking place.
- **Hearing Aids**

Some digital wireless radios may interfere with some hearing aids. In the event of such interference, you may want to consult your hearing aid manufacturer to discuss alternatives.

Other Medical Devices

If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from RF energy. Your physician may be able to assist you in obtaining this information.

Cleaning

- Clean the handset and base (or charger) with a damp (not wet) cloth, or an anti-static wipe.
- Never use household polish as this will damage the product. Never use a dry cloth as this may cause static shock.

Environmental

- Do not expose to direct sunlight.
- The handset may become warm when the batteries are being charged or during prolonged periods of use. This is normal. However, we recommend that to avoid damage, do not place the product on antique/veneered wood.
- Do not place your product on carpets or other surfaces which generate fibres, or place it in locations preventing the free flow of air over its surfaces.
- Do not submerge any part of your product in water and do not use it in damp or humid conditions, such as bathrooms.

. Do not expose your product to fire, explosives or other hazardous conditions.

. There is a slight chance that your phone could be damaged by an electrical storm. We recommend that you unplug the power and telephone line cord during an electrical storm.

Product disposal instructions

- **Product disposal instructions for residential users**

When you have no further use for it, please remove any batteries and dispose of them and the product according to your local authority's recycling processes. For more information, please contact your local authority or the retailer where the product was purchased.

- **Product disposal instructions for business users**

Business users should contact their suppliers and check the terms and conditions of the purchase contract and ensure that this product is not mixed with other commercial waste for disposal.

Technical Information

How many telephones can I have?
All items of telephone equipment have a Ringer Equivalence Number (REN), which is used to calculate the number of items which may be connected to any one telephone line. Your Studio has a REN of 1. A total REN of 4 is allowed. If the total REN of 4 is exceeded, the telephones may not ring. With different telephone types, there is no guarantee of ringing, even when the REN is less than 4.

Any additional handsets and chargers that you register have a REN of 0.

Recall

You may need to use the recall function if you are connected to a switch. Contact your PABX supplier for further information.

Note: Due to continuous product development, all features and specifications are subject to change without prior notice.

For more Information on Warranty and Product Support in Singapore please call:

(65) 68412668 or Fax to (65) 68412628.

Email: support@alcom.com.sg

Website: www.alcomonline.com

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