Vivo Select

Single/Two Line Cordless Phone

User Guide

Speaker

Message Waiting Light

Charging Cradle

M6—M10   Guest Service Keys

M1—M5

Number Keys

Line 1
Line 2
Hold
Flash
Page
Mute
Redial
Conference
Message
Speaker
Volume +
Volume -

Battery Compartment

In Use Indicator

Charging Indicator
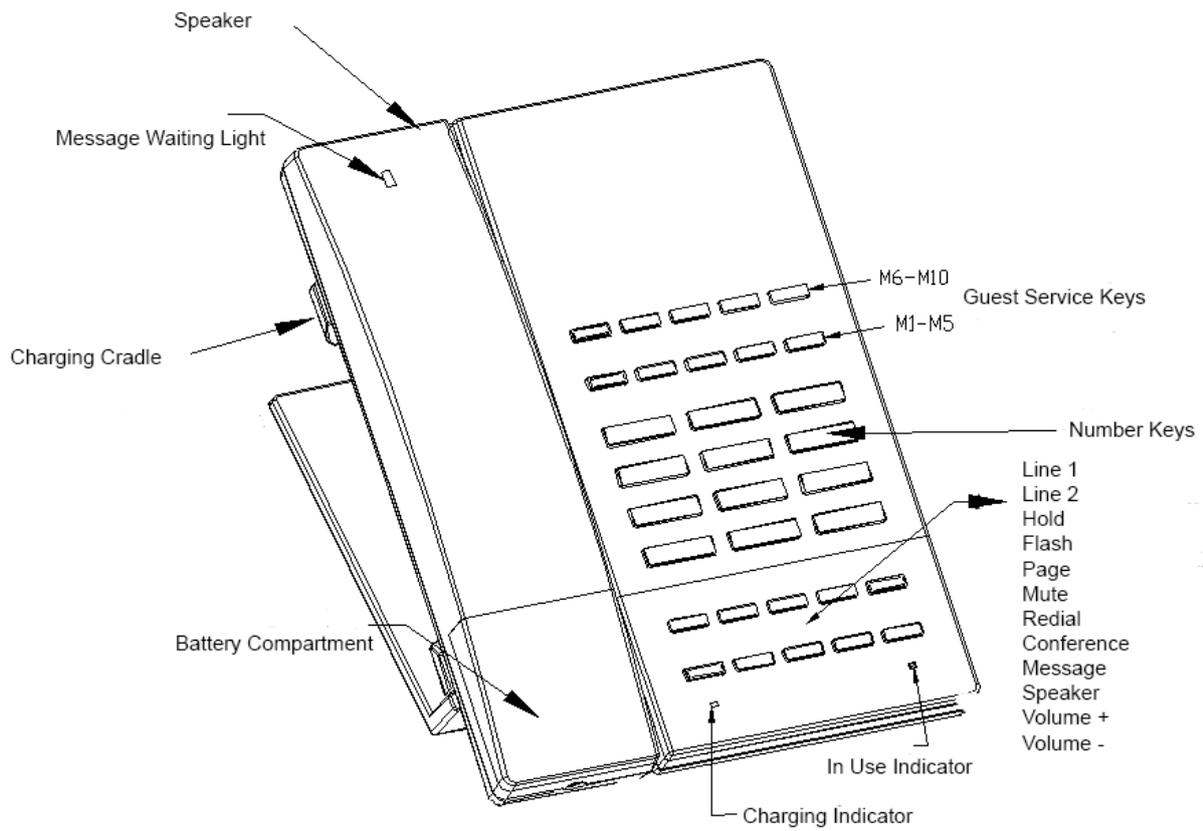
一、 **Included in the package**

    Handset

    Base Unit

    Battery Cover

    AC Adapter DC6V/500mA（USB match DC6V/500mA）

    Line Cord (with RJ11 connector)

    User Guide

    2.4V NI-MH Battery 800mAH

二、 **Installation before Use**

Insert the battery plug into the socket first (this connector goes in one way) and keep the battery flat and place into battery housing, replace the battery cover.

Put the line cord into the socket.

Plug the AC adapter into electrical outlet.

Place the cordless handset on the base unit

三、 **Charge**

It is recommended that the battery be fully charged for approximately 10~12 hours constantly before the first use for better performance. Charge the battery by plugging the handset into the base a green light (LED) will flash. When fully charged the indicator turns to steady light.

Each time the handset is replaced into the base cradle a "beep" will be heard to indicate good contact. If no sound , please check the battery connector and power supply cable are properly inserted.

Ensure that the AC adapter is plugged in

It is important to clean all charging contacts on the handset and base unit regularly. Use a pencil eraser or other contact cleaner. Do not use any liquids or solvents.

四、 **Handset/Base Registration Procedure**

When you place the handset on the base, the message indicator light on the handset and the charge light should be steadily flashing red, indicating the battery is low and needs to be charged before registering.

Automatic registration: place the handset into the base for 20 seconds and you will hear a beep sound, It means the handset is registered successfully.

Manual–registering: press the PAGE key (the key on the base) on the Base until the LED flashes red; Press and hold the * key on the Handset until you hear the sound to indicate the handset is registered successfully.

When you place the handset on the base, if the light on the base is flashing continuously, it indicates this handset was registered on another base. If you want to register this handset on this base instead of the original one, do the above

item 4 or disconnect the base power and follow the above item 2 after 20 seconds.

For the handset to register successfully you must check the following:

Ensure the handset battery has enough charge (the handset light is steady read when placing handset into base) and

is not communicating with other base.

Ensure the base is not communicating with 5 registered handsets.

Ensure there is no interference nearby.

Cancel regististration: press and hold the PAGE key on the Base until the LED flashes red; To cancel all the

registered handsets press PAGE key 7 times continuously.

五、**User Instructions**

Receiving a Call

To answer a call using the handset while it is not on the base:

Pick up the handset, press the ringing line key to receive the call. (The visual light will flash on the ringing line)

To end the call, place the handset into the base cradle, or press the illuminated line key.

To answer a call using the handset while it is resting on the base:

Pick up the handset from the base, the phone will automatically connect to the line.

To end the call, press the active line again or return handset back to the base.

To answer a call using the speakerphone:

Press SPKR or ringing line key to get through to a call automatically.

End the call by pressing the SPKR key or line key.

When SPKR and handset are in use, the in-use LED will light up steady red.

Using the handset to make a call:

Pick up the handset and select either Line 1 or Line 2*, listen for dial tone and dial the desired number directly.

*(Available for two line only)

Press the line key again or place the handset back into the base to end the call.

Use speakerphone to dial out :

Press SPKR key or line key and then press the corresponding memory key or the desired number.

Press the SPKR or line key to end the call.

Transferring call between handset and base unit

When using handset, press the base SPKR key to convert your conversation into base speakerphone.

When using speakerphone, pick up the handset from the base cradle directly or press the handset flashing line (Line1

or Line2) will convert to handset talking.

Three way conference (available for two lines only)

Two lines on hold or one line on HOLD, the other on line, press CONF to get 3 parties through.

To terminate a conference call:

① When you are talking with handset, press Line1 & Line 2 key or place the handset back on the base cradle to disconnect both parties.

②   When you are talking in SPKR, press Line1 & Line 2 key on the base or SPKR key to disconnect both parties.

Hold

To activate Hold on line

When you are on the line, press the HOLD key, the line LED will slowly flash red, indicating the call is on hold.

If a conference is active, pressing HOLD key will place the two lines on hold. The LED will slowly flash red (Available for two lines only)

To restore a call from hold

Press the line key on hold or HOLD key again will restore the call from hold. The LED will return to steady illumination in red.

If two lines on hold press CONF key to remove both line hold state to enter conference talking (Available for two line only)

If one line on hold and another line in use (available for two lines model), press the HOLD key first and then press corresponding line key to switch your conversation from one line to another.

Vol+,Vol-

Press vol+ and vol- on the handset or base to increase and reduce the voice volume when talking.

Redial

Press the REDIAL key on handset or base to dial the last number called.

Flash

The flash time can be selected from 100~1000MS. The default time is 600MS.

During a call, press FLASH key and input the number you need to transfer, the call will be transferred accordingly.

MUTE

To mute a call , press the MUTE button only, a flashing light will remind you of the mute. During this time the caller can not hear you. Press mute key again to restore the conversation.

Page

If you can't find out the handset, press the PAGE key (the PAGE key is hidden under the faceplate) on the base, an audible sound will indicate the handset location. Re-pressing PAGE key or any keys on the handset will stop the sound directly.

Message Reminder

When the visual light is flashing red on the base unit and handset, this indicates you have a new message.

Message Retrieval

When the light on the base is flashing red, pick up the message by pressing the light key or press key "1" of the handset for 3 seconds, the message will be retrieved.

When two lines both have messages, Line1 will default as the priority, repeat step 1 to retrieve the line 2 message accordingly.

If you want to listen to the message again, press "1" for 3 seconds to pick up the Line 1 message accordingly; press "2" for 3 seconds to pick up the Line 2 message accordingly; (available for two lines only)

Adjusting the Ringer Volume and Assigning the Ringing Tones

Assign a ring tone by pressing the FLASH key for 3 seconds, then dial the numerical key from 1~6 to select the desired ring tone. To adjust the ring volume press either the Vol+ or Vol- key after that press FLASH key to confirm. (On-hook state)

To adjust the Base ringer volume: select the " HI or LO " switch of the base bottom to adjust the ringer volume.

Storing a Number Into Memory Keys

On-off state using the handset to store a number into the memory keys as following instructions:

Memory key Settings:

① at on-hook mode, press "HOLD and * " enter the number "5238", the handset LED will flash

② press the desired memory location code as figure 1 (1~12 optional)

③ press" # and   *" and enter the number to be stored

④ press HOLD key to end the programming

For example: if you want to save 886 into "Service Center" , corresponding to location code 3, press " HOLD * 5238 3 # * 886 HOLD".

Low battery alert

When Line1 LED is flashing with an audible sound to indicate the handset battery is too low. You need to place the handset on the base cradle to charge it.

Out of Range alert

An audible sound will indicate handset is too far away from the base every 2 seconds while the handset is in use. Also, Line1 LED will flash at the same time.

USB charging (1.5A/5V): there is a USB charging port on the back of the phone.