Menus

The **>** symbol highlights a menu item.

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

Main menu
- Directory
- Call history
- Ringer setting
- Handset setup
- Speed dial
- User support
- Handset info
- Factory reset

Using menus
- Press **MENU/SELECT** to show the main menu; or press M.Box to show the answering system menu.
- Press ▲**DIR** or ▼**CID** to scroll through menu items.
- Press **MENU/SELECT** or Select to select or save changes a highlighted menu item.
- Press **OFF/CANCEL** or Back to cancel an operation, exit the menu display or return to the idle screen.

Handset basic operation

Make a call
1. Press the desired line key (**LINE 1**-**LINE 4**).
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
Press the corresponding line key (**LINE 1**-**LINE 4**) or **SPEAKER** ◄ᴑ to answer an incoming call.

End a call
Press **OFF/CANCEL** or return the handset to the charger 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 automatically when you press Hold.

To release the hold, press the corresponding line key.

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 **MENU/SELECT**, and then choose **CONFERENCE** to begin the conference call.

-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 **MENU/SELECT**, and then choose **CONFERENCE** to begin the conference call.

Intercom calls
You can use the intercom feature for conversations between the handset and other system devices.
1. Press **INT** on the handset when it is idle.
2. Press ▲**DIR** or ▼**CID** to scroll to a desired extension, then press **MENU/SELECT** or Select.

Paging calls
1. Press **PAGE** on the handset when it is idle.
2. Press ▲**DIR** or ▼**CID** to scroll to a desired extension, then press **MENU/SELECT** or Select.
3. Press and hold the **PAGE** key, and then speak towards the microphone. 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 Select to select **Recording**. The recording starts and the screen shows **-Recording call**. Both the handset 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 Select 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 handset is idle, press M.Box.
2. Press **MENU/SELECT** or Select to choose **Play messages**.

If you have only new messages or only old messages, the handset plays the messages directly.
-OR-
If you have both new and old messages, press ▲**DIR** or ▼**CID** 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 Select to play the messages.

Listen to messages in general mailbox
1. While the handset is idle, press M.Box.
2. Press ▲**DIR** or ▼**CID** to scroll to **Gen MB**, then press **MENU/SELECT** or Select.
3. Press **MENU/SELECT** or Select to choose **Play messages**.

If you have only new messages or only old messages, the handset plays the messages directly.
-OR-
If you have both new and old messages, press ▲**DIR** or ▼**CID** 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 Select to play the messages.

CM18045/ AM18047

4-Line
Small Business System
Handset

(BC)

vtech®
Quick start guide

Charger installation

Plug the power adapter into an electrical outlet not controlled by a wall switch.
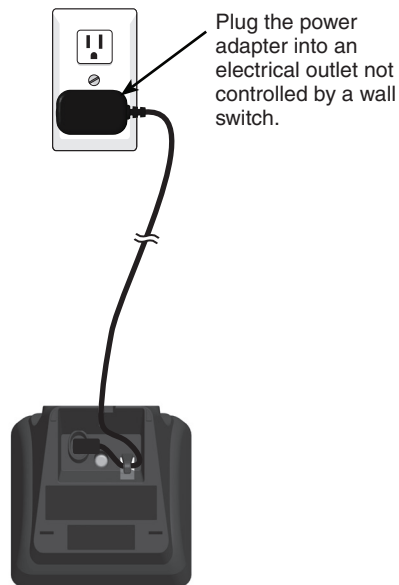
Battery installation and charging

① ②

③

The **CHARGE** light turns on.
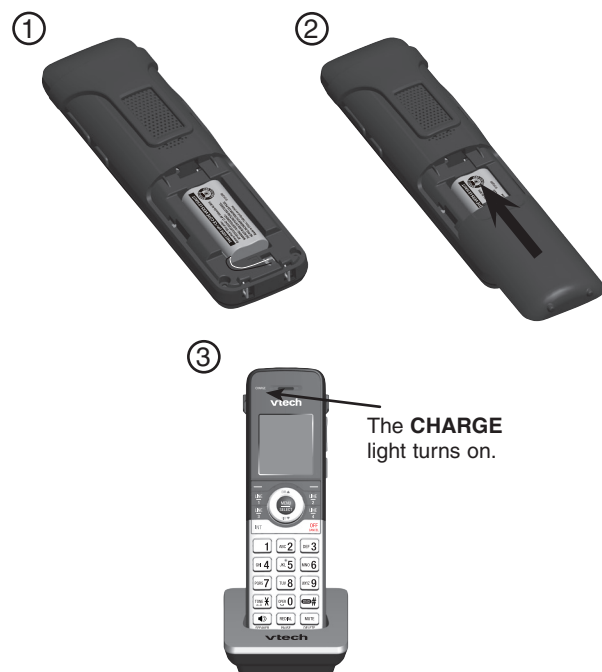
Add and register a handset

You can add CM18045/AM18047 handsets to the CM18445/AM18447 console at any time, each new handset must be registered with the console before use.

The handsets 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 handset to the console

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

1. On the console, press **MENU/SELECT**.

2. Press ▲**DIR** or ▼**CID** 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 handset, press **#**. The handset shows **Registering....**.

5. You hear a beep sound when the registration process is successful. The handset shows **Handset X registered.** (X represents the extension number, ranged from 1 to 9). It takes up to 60 seconds to complete the registration process.

6. Press a line key (**LINE 1**-**LINE 4**). If you hear a dial tone, the registration was successful.

🔌 *NOTE:* If the registration is not successful, the console returns to the previous screen. To reset the handset, remove the handset from the charger. Wait for about two minutes, then try the registration process again.

Handset overview

Charge light
• On when the handset is charging in the charger.

-/VOLUME/+
• During a call, press to adjust the listening volume.
• Press to adjust the ringer volume when in idle mode.

PAGE
• Press to begin a one-to-one or one-to-group broadcast.

Softkeys (2)
• Press to select a menu item displayed above the key.

LINE 1/LINE 2/LINE 3/LINE 4
• Press to make a call on the desired line.
• Press to answer a call.
• The indicator is 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.

DIR▲
• Press to scroll up while in menus.
• Press to show directory entries when the telephone is not in use.

MENU/SELECT
• Press to enter the menu.
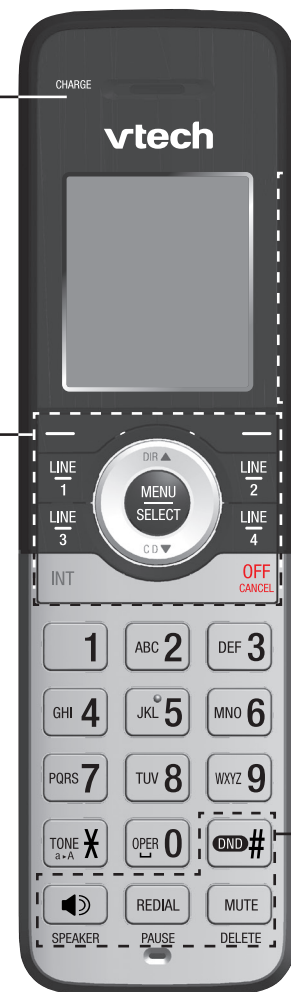• While in a menu, press to select an item or save an entry or setting.

CID▼
• Press to scroll down while in menus.
• Press to show the caller ID history when the telephone is not in use.

INT
• Press to make an intercom call when in idle.
• The indicator is on when the handset is on an intercom call.
• The indicator flashes showly when an intercom call is on hold.
• The indicator flashes quickly when there is an incoming intercom call.

OFF/CANCEL
• While using menus, press to return to idle mode.
• During a call, press to hang up.

DND (Do not disturb)
• In idle mode, press and hold to turn the feature on. Press and hold again to turn off.

◀)/SPEAKER
• Press to turn on the handset speakerphone. Press again to resume normal handset use.
• The indicator is on when the speakerphone is in use.

REDIAL/PAUSE
• Press to view the last 10 numbers dialed.

MUTE/DELETE
• During a call, press to mute the microphone.
• While predialing, press to delete digits.
• While reviewing the directory entry, press to delete an individual entry.
• While entering or editing a directory entry, press to erase a digit or character. Press and hold to erase all digits or characters.