

# A100 Amplified Cordless Telephone

User's Guide



  
**ClearSounds™**  
*It's Communication Amplified.*



# Welcome!

Thank you for purchasing the ClearSounds A100 amplified cordless telephone. We hope that you enjoy using these friendly features of your new phone.

- Large keys
- Large number calling display
- Screen and keypad backlighting
- Adjustable display contrast
- Date and time display
- Earpiece and microphone volume adjustment
- Keypad touch-tone
- Personal phonebook for 50 entries and easy entry options
- Automatic re-dialing (10 numbers)
- Pause insertion for interactive voice response systems
- Ten ring melodies with selectable volume
- Nine VIP ringtones
- Lift and answer
- Hands-free speakerphone
- Mute
- Call duration display
- Missed call notification

# Welcome!

- Caller ID list (40 entries)
- Personal ID protection
- Keypad locking
- Alarm clock with snooze function
- Out-of-base-range alert
- Eight languages
- Tone and pulse dialing modes
- Name your handset
- If available from your service provider:
  - Caller ID
  - Call waiting
  - Message waiting notification

## Contact information

Please contact us with any questions that you might have. We are happy to assist you!



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To reduce the risk of bodily injury, fire, electric shock or damage to the equipment or other property, carefully read and observe the warnings and cautions in this manual and on the equipment.

# Safety precautions

## Warnings



Warnings must be observed to prevent bodily injury.

- **WARNING:** Use the phone only in the described manner to avoid bodily injury or damage to the equipment.
- **WARNING:** Keep the phone and all of its parts and accessories out of the reach of children. Do not disassemble the phone, which contains small parts that could be a choking hazard.
- **WARNING:** Place the phone in a location away from your ear before you turn on the speakerphone, and keep the phone away from your ear while the speakerphone is on. Serious and permanent hearing damage could occur.
- **WARNING:** Do not clean the phone if it is plugged in to a charging station. This can cause a short circuit, a fire or electric shock.
- **WARNING:** Do not spill liquid on the phone. This can cause a short circuit, a fire or electric shock.
- **WARNING:** Use only rechargeable AAA NiMH batteries, and use only the supplied or recommended charging station. Other types of batteries and power accessories can damage the phone and cause personal injury.

- **WARNING:** Do not burn exhausted batteries. Burning lithium polymer batteries can explode and release toxic and corrosive fumes and gases. Do not dispose of batteries with household waste. Recycle or dispose of batteries according to regulations of your local municipality.
- **WARNING:** Do not use or store the phone in areas that are dusty, dirty, wet or contain explosive fumes, dust or chemicals. Sparks in such areas could cause explosion or fire.

## Cautions



Cautions indicate practices that could harm the phone or other objects.

- **CAUTION:** Insert batteries according to the marked polarity symbols. Do not mix an exhausted battery with a full battery.
- **CAUTION:** Use only a damp cloth to clean the unit. Do not use liquid or aerosol cleaners.
- **CAUTION:** Do not drop, knock or shake the phone. Rough handling can break internal circuit boards.
- **CAUTION:** Do not use or store the phone in an extremely hot or cold environment.

## Safety precautions

- **CAUTION:** If the phone will not be used for one month or longer, remove the batteries to prevent corrosion.
- **CAUTION:** If the phone becomes damaged, unplug the charging station from power and stop using the phone. Take the unit to qualified service personnel.
- **CAUTION:** Do not place objects on the power cord.



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# Setup

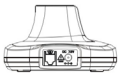
Please read all of the topics in this section, and take all of the steps to set up your new phone.

## Unpack

Ensure that all of these parts are included in your packing box. If any parts are missing or damaged, please contact your vendor or ClearSounds.



Telephone handset



Base (charging) station



Telephone cord




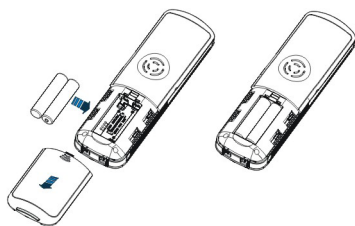
AC power adapter assembly




Two rechargeable AAA NiMH batteries

## Install the batteries

 Use only rechargeable AAA NiMH batteries. Other types of batteries can damage the phone and cause personal injury.

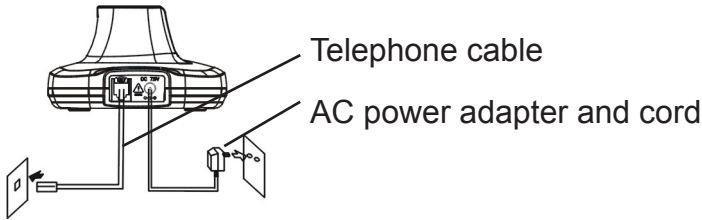


### To install the batteries

1. Push  on the battery cover, and slide back and remove the cover.
2. Insert the batteries according to the marked polarity symbols.
3. Slide the battery cover until it snaps into place.

# Setup

## Connect the cable and cord



### To connect the cable and cord

1. Connect one end of the telephone cable to the port on the base, and connect the other end to the telephone communication jack in the wall.
2. Connect one end of the AC power adapter cord to the power port on the base, and connect the adapter to the AC power outlet in the wall.

### If you subscribe to DSL telephone service




If you hear noise during conversations or if the Caller ID function does not work properly, please obtain and attach a DSL noise filter.

Attach the filter between the telephone cable and the telephone communication jack in the wall.

## Charge the batteries

Before you use the phone for the first time, fully charge the batteries for approximately fifteen hours.

Recharge the battery regularly.

**Note:** If  or  appears on the screen, the battery charge is low or depleted. If you attempt to fully recharge the batteries and the battery icon does not return to , insert fresh batteries.

### To charge the batteries



1. Place the telephone handset on the base station.

The phone turns on and the display shows Charging...

## Let's begin!

Please familiarize yourself with all of the features and settings that your new phone has to offer.


### Turn off or turn on handset power

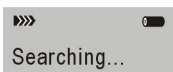
When the phone is on the base, it is turned on.

#### To turn off the handset

1. Press and hold down  until the display disappears.

#### To turn on the handset

1. Take one of these steps:
  - Place the telephone handset on the base station.
  - Press and hold down  until the display appears.



appears while the phone searches for the base.






## Place a call

**Note:** Steps one and two can be reversed, but you see large numbers on the screen if you press the alphanumeric keys first.



### To place a call

1. Enter the phone number by pressing keys on the keypad.

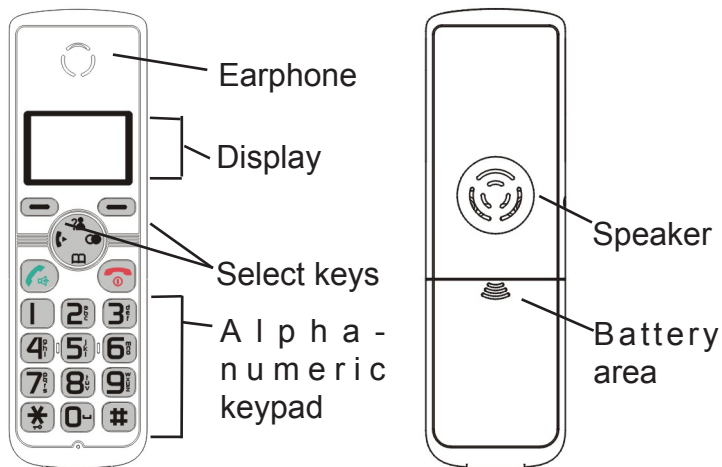
If you make a mistake, press  beneath **Erase** on the screen.

2. Press .
3. To end the call, press .

## Answer a call

1. Lift the handset from the base.
2. Press  and speak.
3. To end the call, press .

# Handset



# Display


## Backlighting

When you lift the handset from the base or when you are pressing handset buttons, the display and buttons remain lit. After a pause, the backlighting turns off.




### To turn on or turn off backlighting

1. Press .

## Home screen

The home screen is the phone display that you see when you pick up the phone from the base or when you press .

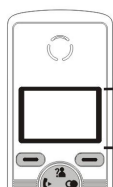
The home screen always displays these icons and messages:

- Signal strength icon (  )
- Battery strength icon (  )
- If you have assigned a name to the handset, the name
- Date and time
- The **Menu** command and the **Redial** command, which you can select by pressing the  keys beneath the commands.

# Display

## Icons

The home screen displays additional icons under certain conditions. Here are all of the display icons.



Display icons appear here.

- |      |  |   |
|------|--|---|
| ▶▶▶▶ | Signal strength                              | Blinks if the handset is out of range of the base.                        |
| 🔋    | Battery strength                             | Black indicates fully charged, and white indicates depleted.              |
| ☎    | Line in Use                                  | The phone line is engaged.  |
| 📞    | Speakerphone on                              | The handsfree speakerphone is on.   |
| ⬅    | Missed calls<br>(Caller ID service required) | One or more calls were unanswered. Flashes if the Caller ID list is full. |
| ✉    | Messages<br>(Voicemail service required)     | There are one or more voice messages.                                     |
| 🔒    | Keypad locked                                | The keypad is locked.   |
| 🕒    | Alarm clock set                              | The alarm is set to ring.   |

# Menus

## Let's navigate




Begin by taking these steps to practice basic navigation through the menus.

All instructions in this manual assume that you are beginning at the home screen.

To begin steps from the home screen, press



### Select keys

When you press  beneath a highlighted command on the screen, you select or implement the command. For example, if you press  beneath **Back**, you return to the previous page. If you press  beneath **Select**, you select the displayed menu item.

1. Press  beneath **Menu**.



The main menu appears.

# Menus



## Scroll key

When a menu list is present on the screen, you can scroll through the list by pressing the top and bottom icons on the Scroll key.

2. Press  and scroll down the list. Now press  and scroll up the list.



## Home key

No matter where you are in the menus, you can always press this key to return to the home screen.

3. Press 

The home screen appears.

# Menu map

## Menu

**CID Book**

(Caller ID)

page 57

**Phonebook**

**New**  
page 44

**Edit**  
page 48

**Delete**  
page 51

**Delete All**  
page 51

**PB Status**  
page 52

**BS Settings**

(Base)

**Terminate HS**  
page 76

**Dial Mode**  
page 42

**Flash Time**  
page 27

**Modify PIN**  
page 71

**BS Reset**  
page 74

**HS Settings**

(Handset)

**Alarm**  
page 39

**Audio Setup**  
page 33

**Ring Setup**  
page 36

**Tone Setup**  
page 35

**Language**  
page 26

**HS Name**  
page 33

**Auto Answer**  
page 59

**LCD Contrast**  
page 29

**Date & Time**  
page 30

**Select Base**  
page 76

**HS Reset**  
page 73

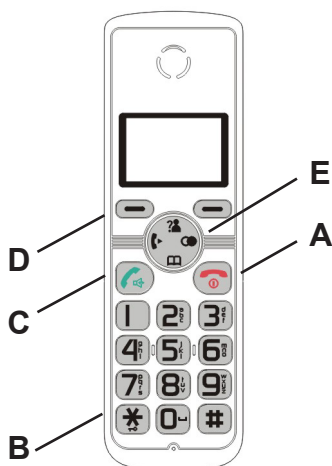
**Registration**

(Register to base)


page 75

# Keys

Most keys have several functions. Take a few minutes to explore all of the keys.






- A.  **End call key** During a call, press this key to end the call.


**Power on/off key** Press and hold this key until the phone turns on or turns off.

**Home key** No matter where you are in the menu structure, press this key to return home to the home screen.

**Backlighting key** From the home screen, press this key to turn on or off the backlighting.

- B.  **Keypad lock** To secure the keypad from accidental dialing, press and hold this key until the keypad locks. Press again to unlock it.

**Conference call** During a call, press this key to set up a conference call.

- C.  **Dial/Answer** Press this key to place a call or answer a call.

**Speakerphone** During a call, press this key to activate the speakerphone for handsfree conversation.

## Keys



### Select keys



Press a select key to implement the highlighted command that is shown directly above on the screen. The highlighted commands change as you scroll through menus.

E.



### Scroll key

The scroll key serves two purposes.

- If a menu list is present on the screen, press  to scroll up the list and press  to scroll down the list.
- If no menu list is present on the screen, press each icon to implement the following functions.



Enter the Caller ID list

During a call, increase volume



Enter the Redial list

During number storage, insert a pause



Enter the phonebook

During a call, decrease volume











Contact another A100 handset  
that is registered to your base

## Country-specific

### Change the language

You can change the displayed language of the phone. Select from English, Chinese, Dutch, French, German, Italian, Polish and Spanish.

#### To change the displayed language

1. Press the left  key.
2. Press  and scroll to the fourth list item, and then press the left  key.
3. Press  and scroll to the fifth list item, and then press the left  key.
4. Press  and scroll to the language of your choice, and then press the left  key.
5. Press .

## Flash signal











If you subscribe to call waiting service with your telephone service provider and a new call comes in during a phone conversation, you can press the Flash key to toggle between callers.

Flash timing is the signalling process that tells the phone system when a phone line is engaged. The United States (US) uses a 100 ms timing sequence, and the European Union (EU) uses a 600 ms timing sequence.

The factory default setting for flash time is Flash-1 (100 ms). If necessary, change the flash time to Flash-2 (600 ms).

## Country-specific

### To change the flash time

1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **BS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **Flash Time**, and then press  beneath **Select**.
4. Select Flash-1 or Flash-2.
  - To scroll to **Flash-1**, press  , and then press  beneath **Save**.
  - To scroll to **Flash-2**, press  , and then press  beneath **Save**.
5. Press .

# Personalize the display










Take a little time to personalize settings that work for you.

**Note:** The phone batteries must be charged to show the display screens.

## Screen contrast

You can adjust the screen contrast to optimize visibility in different environmental conditions.

### To adjust the screen contrast

1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **HS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **LCD Contrast**, and then press  beneath **Select**.
4. Press  or  and scroll to the contrast level of your choice, and then press  beneath **Save**.
5. Press .







# Personalize the display

## Date and time

The date and time that you set appears on the home screen of your handset.












If the time or time zone changes, you can adjust the time. However, if you subscribe to Caller ID service with your telephone service provider, when the next call comes through to your phone, your phone time resets automatically.

### To set the date and time formats






1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **HS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **Date & Time**, and then press  beneath **Select**.
4. Press  beneath **Select**.

Date Format is selected.










5. Select a date format.
  - To select the DD-MM (date-month) format, press  and then press  beneath **Save**.
  - To select the MM-DD (month-date) format, press  and then press  beneath **Save**.
6. Press  and scroll to **Time Format**, and then press  beneath **Select**.
7. Select a time format.
  - To select the 12-hour (a.m. and p.m.) format, press  and then press  beneath **Save**.
  - To select the 24-hour format, press  and then press  beneath **Save**.
8. Press .

### To set the date and time

1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **HS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **Date & Time**, and then press  beneath **Select**.

## Personalize the display








4. Press  and scroll to **Set Date**, and then press  beneath **Select**.
5. Press alphanumeric keys (including initial zeros) to set the date in the format that you specified, and then press  beneath **Save**.
6. Press  and scroll to **Set Time**, and then press  beneath **Select**.
7. Press alphanumeric keys (including initial zeros) to set the time in 24-hour format, even if you specified the 12-hour format. This ensures that AM or PM appears correctly on the screen. Press  beneath **Save**.
8. Press .  
Date and time appear on the home screen.

## Name your handset

You can name your handset so that you can identify it on sight. The name is shown on the home screen.

This is especially useful if you have personalized settings on the phone and you have more than one phone.

### To name your handset












1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **HS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **HS Name**, and then press  beneath **Select**.
4. Press alphanumeric keys to enter up to 12 letters. If necessary, press a key repeatedly without pause until the letter that you desire is displayed. Pause between letters.  
If you make a mistake, press **Erase**.
5. Press  beneath **Save**.
6. Press .





## Personalize audio

### Speaker and earpiece volume

You can adjust the volume levels separately for the speaker and for the earpiece, and you can select from five levels. **Note:** You can also simultaneously adjust speaker and earpiece volume during calls. For instructions, see [page 61](#).

#### To adjust speaker and earpiece volume







1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **HS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **Audio Setup**, and then press  beneath **Select**.
4. Press  beneath **Select**.  
**Speaker V.** is selected.
5. Press  or  and scroll to the volume level of your choice, and then press  beneath **Save**.
6. Press  and scroll to **Earpiece V**, and then press  beneath **Select**.

7. Press  or  and scroll to the volume level of your choice, and then press  beneath **Save**.
8. Press .





## Keypad tones

When you press a key, a tone occurs. Typically, this is a helpful feature. However under certain conditions you might prefer a silent keypad.

### To turn on or off keypad tones

1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **HS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **Tone Setup**, and then press  beneath **Select**.
4. Press  beneath **Select**.  
**Key Tone** is selected.
5. Turn key tones off or on:

## Personalize audio

- To turn off keypad tones, press  and scroll to **Off**, and then press  beneath **Save**.
- To turn on keypad tones, press  and scroll to **On**, and then press  beneath **Save**.







6. Press .


## Ring tone

Ten ringtones are available.

If more than one A100 handset is registered to the base, you can make internal calls to the other handsets, and you can specify unique ringtones from internal calls and external calls.

### To select a ringtone




1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **HS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **Ring Setup**, and then press  beneath **Select**.
4. Press  and scroll to **EXT Ring**, and then



press  beneath **Select**.

External ring is selected.

5. Press  beneath **Select**.

**Melody** is selected.

6. Press  or  and scroll to the tone of your choice, and then press  beneath **Save**.

7. (Optional) To specify a unique ringtone for internal calls, press **Back**, press  and scroll to **INT Ring**, and then press  beneath **Select**. Repeat Steps 5 and 6.

8. Press .















## Ringer volume

You can adjust the ringer volume from five levels, or you can turn off the ringtone. If you turn off the ringtone, new call information appears on the screen, but the phone does not ring.

### To adjust the ringer volume

1. Press  beneath **Menu** on the screen.


## Personalize audio


2. Press  and scroll to **HS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **Ring Setup**, and then press  beneath **Select**.
4. Press  and scroll to **EXT Ring**, and then press  beneath **Select**.  
External ring is selected
5. Press  and scroll to **Volume**, and then press  beneath **Select**.
6. Press  or  and scroll to the volume of your choice, and then press  beneath **Save**.
7. (Optional) To specify a unique ring volume for internal calls, press Back, press  and scroll to INT Ring, and then press  beneath **Select**. Repeat Steps 5 and 6.
8. Press .










## Alarm clock

You can use your ClearSounds phone to serve as an alarm clock.









When the alarm sounds, press any key to silence it. If you turn on the snooze function, the alarm rings every 11 minutes until you press .

The alarm will sound at the same time every day until you turn off the alarm clock. When the alarm clock is set to on,  appears on the home screen.

### To set or turn off the alarm clock

1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **HS Settings**, and then press  beneath **Select**.
3. Press  beneath **Select**.
4. Turn on or turn off the alarm clock.
  - To turn off the alarm clock, press  and scroll to **Off**, and then press  beneath **Select**. Press . You have completed the task.













## Personalize audio

- To set the alarm clock, press  and scroll to **On**, and then press  beneath **Select**.
5. Press alphanumeric keys (including initial zeros) to set the time in 24-hour format. This ensures that AM or PM is specified for alarming. Press  beneath **Next**.
  6. Turn the Snooze function on or off.
    - To turn on the snooze function, press  and scroll to **Snooze On**, and then press  beneath **Save**.
    - To turn off the snooze function, press  and scroll to **Snooze Off**, and then press  beneath **Save**.
  7. Press .

## Out-of-range alarming

Your handset beeps if it is out of range of the base. You can turn off or turn on this feature.

### To turn off or on out-of-range alarming

1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **HS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **Tone Setup**, and then press  beneath **Select**.
4. Press  and scroll to **Range Alarm**, and then press  beneath **Select**.
5. Turn the out-of-range alarming feature off or on:
  - To turn off out-of-range alarming, press  and scroll to **Off**, and then press  beneath **Save**.
  - To turn on out-of-range alarming, press  and scroll to **On**, and then press  beneath **Save**.
6. Press .











# Personalize audio

## Dialing mode (tone or pulse)

When you place a call, the numbers are generated either by tone or pulse. Your phone is set to the tone dialing mode by default.

If you are not sure which dialing mode is best for your service, contact your telephone service provider.

### To select a dialing mode

1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **BS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **Dial Mode**, and then press  beneath **Select**.
4. Select the dialing mode.
  - To select the Tone mode, press  and then press  beneath **Save**.
  - To select the Pulse mode, press  and then press  beneath **Save**.
5. Press .

# Your phonebook

You can build a personal phonebook so that you can easily make calls with a few key presses. You can store up to 50 entries.

## Tips for using the keypad




When you press an alphanumeric key on the keypad, the number is selected (for tasks where numbers are appropriate) or a letter is selected (for tasks where letters are appropriate).

Each key has more than one letter available, and you find a letter by continuing to press the key until you see it.







- **Case:** Without pausing, press a key repeatedly until you see the letter of your choice. The uppercase letters appear in order, and they are followed by the same letters in lower case.
- **Pause:** Pause between characters, until the new character position is highlighted.
- **Spaces:** Press 0 to enter a space.



## Your phonebook

- **Corrections:** Press  beneath **Erase** to erase the last character that you entered.
- **Special characters:** Press 0 repeatedly or 1 repeatedly until you find the special character that you seek.

	Special characters
0	? & / . , !
1	@ _ + - " ( ) %

## Store phonebook entries

1. Press  beneath **Menu**.
2. Press  and scroll to **Phonebook**, and then press  beneath **Select**.
3. Press  beneath **Select** to select **New**.  
Name? appears on the screen.
4. Press alphanumeric keys to enter the name, and then press  beneath **Next**.  
Number? appears on the screen.
5. Press alphanumeric keys to enter the number (no dashes are necessary), and then press  beneath **Next**.

6. Press  and scroll to the ringtone of your choice for this caller, and then press  beneath **Save**.

**Note:** You can associate a unique ringtone with the name. There are nine ringtones that differ from your usual tone.





7. Press .

## Store phonebook entries quickly


You can store entries faster by using telephone numbers that are already in your Redial and Caller ID lists.

### To store a phonebook entry from the Redial list

The last ten calls that were placed from the handset are stored in the Redial list. You can access the list and quickly enter a number into your phonebook.



1. Press  beneath **Redial** on the screen.
2. Press  and scroll to the number that you wish to enter, and then press  beneath **More**.
3. Press  beneath **Select**.  
Name? appears on the screen.

## Your phonebook

4. Press alphanumeric keys to enter the name, and then press  beneath **Next**.

Number? appears on the screen.

5. Press  beneath **Next**.



6. Press  and scroll to the ringtone of your choice for this caller, and then press  beneath **Save**.

**Note:** You can associate a unique ringtone with the name. There are nine ringtones that differ from your usual tone.

7. Press .










### To store a phonebook entry from the Caller ID list

You can check the Caller ID list to find calls made to your phone, and then quickly enter a call from the list into your phonebook.

1. Press  beneath **Menu**.
2. Press  beneath **Select**.














The Caller ID list appears.



3. Press  and scroll to the number that you wish to enter, and then press  beneath **More**.
4. Press  beneath **Select**.  
Name? appears on the screen.
5. If necessary, add or correct the name, and then press  beneath **Next**.  
Number? appears on the screen.
6. If it is necessary to correct the number for dialing, press  beneath **Erase** and press alphanumeric keys. For example, you might need to add an area code or a 1.
7. Press  beneath **Next**.
8. Press  and scroll to the ringtone of your choice for this caller, and then press  beneath **Save**.  
**Note:** You can associate a unique ringtone with the name. There are nine ringtones that differ from your usual tone.
9. Press .

# Your phonebook

## Edit a phonebook entry

1. Press  beneath **Menu**.
2. Press  and scroll to **Phonebook**, and then press  beneath **Select**.
3. Press  and scroll to **Edit**, and then press  beneath **Select**.
4. Press  and scroll until you find the entry that you wish to edit, and then press  beneath **Select**.
5. If a screen requires no editing, press  beneath **Next** until you find a screen that you wish to edit.
6. Edit and save the edits.
  - a. To edit the name or number, press  beneath **Erase**, and then press the alphanumeric keys to enter new information. Press  beneath **Next**.
  - b. To edit the ringtone, press  and scroll to the ringtone of your choice.
  - c. Press  beneath **Save**.
  - d. Press .

## Insert pauses in entries

Do you frequently call a number that includes interactive voice response systems? For example, numbers that request a password or numbers that step you through menu choices, such as automated banking systems. If so, pauses can be useful to you.

When you store one of these numbers in your phonebook, you can insert a pause after the dialed number and store additional digits that are required in the automated response.











For example, if you frequently call your voicemail remotely, and the automated response requires your password, you can enter into your phonebook the following: the number that you dial to retrieve your password, a pause, and then your password. When you dial that number from your phonebook, the phone does all of the work for you!

A pause in the A100 phone is 3 seconds long.

### To insert a pause while storing a phonebook entry








When you are entering the phonebook number for an interactive voice system number, take these steps:

## Your phonebook



1. Press  beneath **Menu**.
2. Press  and scroll to **Phonebook**, and then press  beneath **Select**.
3. Press  beneath **Select** to select **New**.  
Name? appears on the screen.
4. Press alphanumeric keys to enter the name, and then press  beneath **Next**.  
Number? appears on the screen.
5. Press alphanumeric keys to enter the number (no dashes are necessary).
6. Press .  
P appears on the screen.
7. Press alphanumeric keys to enter the next number in the sequence. For example, an extension number.
8. If there are more numbers to enter, repeat Steps 6-7 until all pauses and numbers are entered, and then press  beneath **Next**.
9. Press  and scroll to the ringtone of your choice, and then press  beneath **Save**.
10. Press .

## Delete phonebook entries





### To delete one phonebook entry

1. Press  beneath **Menu**.
2. Press  and scroll to **Phonebook**, and then press  beneath **Select**.
3. Press  and scroll to **Delete**, and then press  beneath **Select**.
4. Press  and scroll until you find the entry that you wish to delete, and then press  beneath **Select**.

Confirm? appears on the screen.

5. Press  beneath **Del** on the screen.
6. Press .

### To delete all phonebook entries








1. Press  beneath **Menu**.
2. Press  and scroll to **Phonebook**, and then press  beneath **Select**.
3. Press  and scroll to **Delete All**, and then

press  beneath **Select**.

**Confirm?** appears on the screen.

4. Press  beneath **Del All** on the screen.
5. Press .

## View phonebook storage status

1. Press  beneath **Menu**.
1. Press  and scroll to **Phonebook**, and then press  beneath **Select..**
2. Press  and scroll to **PB Status**, and then press  beneath **Select**.  
The number of entries/possible entries shows on the screen.
3. Press  beneath **OK**.
4. Press .


# Call

## Place a call

**Note:** Steps one and two can be reversed, but you see large numbers on the screen if you press the alphanumeric keys first.

### To place a call

1. Press the alphanumeric keys.

If you make a mistake, press  beneath **Erase** on the screen.


2. Press .

## Place a call quickly

### To call a number from your phonebook

1. Press .

The Phonebook opens.




2. Press  and scroll to the number of your choice.

3. Press  beneath **Dial** on the screen.

# Call



## To call a number that you have recently dialed (Redial)

The last ten numbers dialed from the phone are listed in the Redial list.




1. Press  beneath **Redial** on the screen.  
The last number dialed appears on the screen.
2. If necessary, press  and scroll to the number of your choice.
3. Press .

## To call a number from a list of recent callers (Caller ID)

The last 40 incoming calls made to your telephone are listed in the Caller ID list.

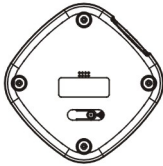
1. Press .
2. If necessary, press  and scroll to the number of your choice.
3. If it is necessary to correct the number for dialing, for example to add an area code or a 1, take these steps:




- a. Press  beneath **More**.
  - b. Press  and scroll to the number of your choice.
3. Press .

## Paging and intercom

### To locate a misplaced handset



Page button

1. On the bottom of the base, press  for approximately five seconds until you hear a tone.  
A tone sounds on every handset that is registered to the base.
2. To stop the tone, press any key on any of the phones.  
The tone stops.

# Call

## To place an internal call

You can call another A100 phone that is registered to your A100 base. Each phone is assigned a number.

1. Press  on the scroll key.



appears on the screen.

2. Press the alphanumeric key that indicates the assigned number of the handset that you are calling.

The handset rings and shows HS(your handset's number) calling on its screen.

# Answer calls

## Caller ID display

If you subscribe to Caller ID service with your telephone service provider, incoming calls display on the handset screen.

If a caller chooses to withhold information from call recipients, or if the caller's service does not provide Caller ID service in your area, the caller's name or number might not appear on your screen.

## Answer a call

1. Lift the handset from the base.

2. Press  and speak.



During the call, the length of the call is shown on the screen.

## Adjust ringer volume during ringing

You can turn off the ringer or adjust the ringer volume while the phone is ringing. The volume level that you select remains for future ringing.

## Answer calls

### To adjust ringer volume during ringing



- To increase volume, press .
- To decrease volume or turn off the ringer, press .

### Answer a second call (Call waiting)

If you subscribe to call waiting service with your telephone service provider and a new call comes in during a phone conversation, you can press the Flash key to toggle between callers.

### To answer a second call if you are conversing

When you toggle between callers, the waiting party remains on hold until he or she disconnects.

1. Tell the first caller that you will put him or her on hold.
2. Press  beneath **Flash** on the screen.  
The first caller is on hold, and R appears on the screen.
3. Answer the second call.
4. Press  beneath **Flash** on the screen.  
You are reconnected to the first caller.

To answer a second call if you are conversing on an internal call

1. Press .

The internal call ends.


2. Press .

## End a call


1. Press .

The length of the call appears briefly on the screen.











## Auto answering

By default, you answer calls by removing the handset from the base and pressing .

If you prefer to answer calls by simply removing the handset from the base, you can turn on the auto answer feature.

**Note:** If auto answer is on and you accidentally press  after removing the handset from the base, the call is disconnected.

## To turn on or turn off auto answering



1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **HS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **Auto Answer**, and then press  beneath **Select**.
4. Turn auto answering off or on.
  - To turn on auto answering, press  and scroll to **On**, and then press  beneath **Save**.
  - To turn off auto answering, press  and scroll to **Off**, and then press  beneath **Save**.
5. Press .

## During a conversation

### Adjust sound



#### To adjust the earpiece (or speakerphone) volume

During a conversation, you can choose from five volume levels.

- To increase the volume, press  repeatedly until you hear the volume that you prefer.
- To decrease the volume, press  repeatedly until you hear the volume that you prefer.

#### To mute or unmute the microphone


During a conversation, you can temporarily turn off the microphone on your phone. This is useful in circumstances where you prefer that the other person on the line not hear background noise or speaking in your environment.

- To mute the microphone, press  beneath **Mute** on the screen.
- To unmute the microphone, press  beneath **Mute** on the screen, again.





## During a conversation

### Free your hands

During a conversation, you can turn on the speakerphone and place the phone on a surface so that you can speak handsfree.

 **Warning** Place the phone in a location away from your ear before you turn on the speaker, and keep the phone away from your ear while the speaker is on. Serious and permanent hearing damage could occur.

### To turn on the speakerphone during a call

1. Press .  
 appears on the screen.
2. If necessary, adjust the volume.
  - To increase the volume, press  repeatedly until you hear the volume that you prefer.
  - To decrease the volume, press  repeatedly until you hear the volume that you prefer.

**Note:** While the speakerphone is on, do not place the handset in the cradle! The call will disconnect.



## To turn off the speakerphone during a call


1. Press .

## Transfer calls

If multiple handsets are registered to the same base, you can transfer external calls between the handsets.


**Note:** The recipient of a transferred call cannot use Call waiting if another call comes in.

### To transfer a call

1. During a conversation with an external caller, press  on the scroll key.




appears on the screen.

2. Press the alphanumeric key that indicates the assigned number of the handset that you are calling.
3. After the recipient answers the call, transfer the call or return to the external caller.
  - To transfer the call, press .

The call is transferred to the recipient, and you

## During a conversation


are disconnected from the call.

- To return to the external caller without transferring the call, press .

## Conference calls

You can set up a three-party call with an external caller and a person using an A100 handset that is also registered to your base.



### To set up a conference call

1. During a conversation with an external caller, press  on the scroll key.





appears on the screen.

2. Press the alphanumeric key that indicates the assigned number of the handset that you are calling.


3. After the recipient answers the call, start the conference or return to the external caller.
- To start the conference, press .  
The three parties are connected.
  - To return to the external caller without starting a conference call, press .

### To leave a conference call

- Press .  
The other parties remain connected until they press .

# Check missed calls



## Messages

If you subscribe to Voicemail services with your telephone service provider, when one or more messages are waiting for you,  and MSG WTG ON appear on the screen.




### To check your messages

If you are not familiar with retrieving your messages, please contact your telephone service provider for instructions.


### To temporarily de-activate message notification

You can deactivate the  notification for current messages. However, when a new message arrives,  notification resumes.

**Note:** The handset must be registered to the base for this function to be successful.

1. Press .
2. Press and hold .
3. Press .

## Missed calls


If you have missed one or more calls,  appears on the screen.


If the icon is flashing, your Caller ID list is full (40 items), so the oldest call in the list has been deleted.


### To check missed calls

1. Press .

The Caller ID list appears.

2. Press  and scroll through the calls.

 appears next to non-reviewed calls.

 appears next to reviewed calls.

3. Press .

## Maintain lists








The A100 phone stores two lists:

- **Redial list** contains the last ten numbers that were called from your phone.
- **Caller ID list** contains a record of the last 40 callers who called your phone.

### Delete entries from the Redial list







The last ten calls that were placed from the handset are stored in the Redial list. The oldest call is automatically removed when the list is full. You can remove calls manually if you wish.

#### To delete one call from the Redial list

1. Press  or press  beneath **Redial** on the screen.
2. Press  beneath **More** on the screen.
3. Press  and scroll to **Delete**, and then press  beneath **Select**.
4. Press  and scroll to the call that you wish to delete, and then press  beneath **Select**.  
`Confirm?` appears on the screen.
5. Press **Del**.


6. Press .

### To delete all calls from the Redial list








1. Press  or press  beneath **Redial** on the screen.
2. Press  beneath **More** on the screen.
3. Press  and scroll to **Delete All**, and then press  beneath **Select**.  
Confirm? appears on the screen.
4. Press **Del All**.
5. Press .

### Delete entries from the Caller ID list






Your phone stores a record of the last 40 calls made to your telephone. When the 41st call comes in, the oldest call in the list is deleted.

If a call was missed and the list is full,  flashes on the screen. The flashing indicates that the oldest call is deleted.

## To delete one call from the Caller ID list

1. Press  beneath **Menu**.
2. Press  beneath **Select**.  
The CID list appears.
3. Press  and scroll to the call that you wish to delete, and then press  beneath **More**.
4. Press  and scroll to **Delete**, and then press  beneath **Select**.  
*Confirm?* appears on the screen.
5. Press **Del**.
6. Press .

## To delete all calls from the Caller ID list


1. Press  beneath **Menu**.
2. Press  beneath **Select**.  
The CID list appears.
3. Press  beneath **More**.
4. Press  and scroll to **Delete All**, and then press  beneath **Select**.  
*Confirm?* appears on the screen.



# Security

5. Press **Del All**.
6. Press .

## Keypad locking


If you turn on this feature, all of the keys are locked. However, you can press  to answer calls, and during the call, the keys are unlocked.

If you try to press a key when the keys are locked, a tone sounds and **HS Locked** appears on the home screen.

### To lock the keypad

- Press and hold  until  $\rightarrow 0$  appears on the home screen.

### To unlock the keypad

- Press and hold  until  $\rightarrow 0$  no longer appears on the home screen.

## Your personal ID number (PIN)

To implement certain tasks (such as resetting factory defaults or registering a handset to a base), you are prompted to enter a personal identification








# Security

number (PIN). The factory default PIN is 0000.



You can continue to use the factory default PIN, or you can change it if you prefer a personal number.

**Note:** Carefully consider whether it is practical to change the PIN. If you cannot recall your PIN, you cannot perform tasks that require a PIN.

## To change your PIN

1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **BS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **Modify PIN**, and then press  beneath **Select**.  
PIN? appears on the screen.
4. Press alphanumeric keys to enter the current PIN number , and then press  beneath **Next**.
5. Press alphanumeric keys to enter the new PIN number , and then press  beneath **Next**.  
Repeat appears on the screen.

## Restore factory defaults

6. Press alphanumeric keys to re-enter the new PIN number , and then press  beneath **Save**.
7. Press .






The factory default settings are the settings that your phone had when you first took it out of the box, before you personalized any settings.

## Restore handset default settings

You can reset the handset to the factory default settings. Most of the items in the HS Settings menu are reset, including Alarm, Audio Setup, Ring Setup, Tone Setup, Language, HS Name, Auto Answer and Date & Time. Contrast is not restored during reset.


### To restore handset default settings

This task requires your PIN number. The factory default PIN number is 0000.

1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **HS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **HS Reset**, and then press  beneath **Select**.

## Restore factory defaults

PIN? appears on the screen.

4. Press alphanumeric keys to enter the current PIN number, and then press  beneath **Reset**.






HS **Reset** appears on the screen. The screen will briefly go blank, and then it will search for the base and return to the home screen.

## Restore base default settings

When you restore base default settings, you reset dial mode, flash time and the personal identification number (PIN) to the factory default settings.


### To restore base default settings


This task requires your PIN number. The factory default PIN number is 0000.

1. Press  beneath **Menu** on the screen.
2. Press  and scroll to **BS Settings**, and then press  beneath **Select**.
3. Press  and scroll to **BS Reset**, and then press  beneath **Select**.

PIN? appears on the screen.

# Troubleshooting

4. Press alphanumeric keys to enter the current PIN number, and then press  beneath **Reset**.
5. Wait for the screen to display `Searching`, and then it will return to the home screen.

Symptom	Confirm
Phone is non-operational.	<ul style="list-style-type: none"> <li>• Power adapter is in the wall outlet.</li> <li>• Cords and cables are secure.</li> <li>• Batteries are properly inserted (remove and re-insert).</li> <li>• Batteries are not depleted (check screen icon).</li> <li>• Handset is on (press and hold )</li> </ul>
Phone has no dial tone.	<ul style="list-style-type: none"> <li>• Power adapter is in the wall outlet.</li> <li>• Cords and cables are secure.</li> </ul>

## Troubleshooting

Handset has a short battery life.	<ul style="list-style-type: none"> <li>• The charge contacts on the bottom of the handset and on the base are unobstructed and clean. (To clean, disconnect from wall power and use only a dry cloth).</li> <li>• Only rechargeable AAA NiMH batteries are installed.</li> </ul>
	<ul style="list-style-type: none"> <li>• Consistently short battery life means the batteries are depleted and they must be replaced.</li> </ul>
There is no Caller ID information on the screen.	<ul style="list-style-type: none"> <li>• Have you subscribed to a Caller ID service with your service provider?</li> <li>• Some callers withhold details.</li> <li>• Check after the phone rings a few times: ID information can be delayed.</li> </ul>

## Specifications

<p>Phones continue to ring after a call is answered .</p>	<ul style="list-style-type: none"> <li>• With certain polyphonic ringtones, the ring can continue on other A100 phones for up to four seconds. If this is undesirable, change the ringtone to a simpler melody. For instructions, see <a href="#">page 36</a>.</li> </ul>
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Design and specifications are subject to change without notice.

Frequency Range	1.92~1.93 GHz
Digital communication	DECT 6.0
Channels	60 Duplex channels
Carrier Power	<100 mW
Modulation	GFSK
Frequency Stability	< ± 50 KHz
Charging time	15 hours
Ambient temperature	Normal: 15 ~ 35 Extreme: 0 ~ 40
Humidity	0%~90%

## Warranty

Dimensions (in)	Base: 5.2 x 5.2 x 2.7 Handset: 6.3 x 1.9 x 1.1
Power Supply	Base input: 7.5 V, 300 mA Handset input: Ni-MH: 1.2 V x 2, 600 mAh
Display	Five rows of LCD 128X64 dot matrix
Caller ID	FSK standard, DTMF signaling

The product is warranted by ClearSounds against manufacturing defects in material and workmanship under normal use for one (1) year from the date of purchase. Should you experience a problem, contact our Customer Service department or visit our website at [www.clearsounds.com](http://www.clearsounds.com).

Be sure to save your sales receipt as the proof of purchase date should you need warranty service.

In the event that this product fails to function properly due to defects in materials or workmanship within one year of the original purchase, return the unit (freight prepaid) with proof of purchase (sales receipt or packing slip, no exceptions) to ClearSounds Communications. ClearSounds Communications will either repair or replace



the unit (with a refurbished unit or unit of equal condition) and return it you (using UPS/USPS ground shipping) at no cost to you. The warranty replacement or repair will be warranted for a period of 90 days or the remainder of the original warranty period (from original purchase date), whichever is longer.

The warranty does not cover accidents, negligence or breakage to any parts. This includes shipping damage, failure to follow instructions, misuse, fire, floods, use of incompatible accessories, acts of God or failure in your phone service carrier's line service. The product must not be tampered with or taken apart by anyone who is not an authorized ClearSounds Communications® representative. Tampering with the phone will void any written or implied warranties.

If a defect covered by this warranty should occur, promptly contact a Customer Service representative by phone, or log on to [www.clearsounds.com](http://www.clearsounds.com) to obtain a Return Merchandise Authorization (RMA) number and shipping instructions before shipping the product to us. Any shipment without an RMA number will not be accepted and will be returned to you at your expense. All authorized returned products must be accompanied with proof of purchase and a brief explanation of the problem.

## Service

For out-of-warranty repairs and service, please contact our Customer Service department for instructions. The repair shall be warranted for 90 days.

**IMPORTANT: YOUR RECEIPT IS PART OF YOUR WARRANTY AND MUST BE RETAINED AND PRODUCED IN THE EVENT OF A WARRANTY CLAIM.**

Service in United States and Canada:

ClearSounds Communications

Attention: Repair Center

1743 Quincy Avenue, Suite 155

Naperville, IL 60540

USA

800-965-9043 (Toll-free)



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