Motorola ML1100
4-Line Wireless Desk Phone
Accessory

Quick Start Guide
Transfer & Intercom

Transferring a Call to Another Station

1. While on an active call, press X-fer softkey.
2. A list of the extensions on your system will appear on the display. Using ▲ and ▼ of the navigation button, choose the destination extension for your call and press Select softkey.
3. Selecting an extension will initiate an intercom call to that extension. If you do not wish to attend the transfer, you may hang up now and the call transfer will be completed. For an attended transfer, wait until the other party has answered, then press Conf softkey when you are ready to include all parties. When you hang up, their call will continue.

Making an Intercom Call

Each extension on your system will appear next to a corresponding Programmable Feature Key (PFK). To call that extension using the intercom, simply press the PFK next to their name. The phone will immediately begin the call in speakerphone mode. To switch to handset, lift the handset from the cradle. To switch to headset mode, press 🗣️.
Easy to Navigate Menus

1. Press **Menu** softkey to access the feature and setup menus.
2. Using **VOL+** and **VOL-** of the navigation button to change your selection on the menu.
3. Press **Select** softkey to enter menus or make selections.
4. Press **Back** softkey to return to a previous menu or **Home** softkey to return to the idle screen.
Connecting Your System

Once you have unboxed and plugged in your Motorola ML1100 phone it will be ready to register to the Motorola ML1000 base.

1. On your Motorola ML1000 base, press **Menu** softkey.

2. Using the navigation button, move the indicator to **Add/Remove Phones**. Press **Select** softkey.

3. Select **Register Phone** option and press **Select** softkey. This will put the Motorola ML1000 base in registration mode as it searches for another phone to register.

4. On your Motorola ML1100 wireless deskphone, press **REG** softkey. It will also enter registration mode and search for the base.

   If your Motorola ML1100 does not display the **Press “REG” To Initiate Registration** message on the display when you plug it in, the **Register Phone** option is available in the **Add/Remove Phones** menu.

5. If registration is successful, both phones will beep and display **Registration Complete!** If registration is not successful, move the phones closer together and try again.
Base Layout

A  Extension Status Indicators  H  Mute
B  Extension / Programmable Feature Keys  I  Headset Button / Indicator
C  Answering System Button / Indicator  J  Volume Up
D  3 Softkeys  K  Volume Down
E  Line Buttons / Indicators  L  Hold
F  Navigation Button  M  Speakerphone
G  Do Not Disturb (DND)
Digital Answering System

Recording a Greeting
1. To set up and personalize, press Menu softkey.
2. Using the navigation button, move the indicator to Answering System. Press Select softkey.
3. Choose either General Greeting or Announce Only to record a greeting for your mailbox and press Select softkey.
4. Move the indicator to Record Greeting or Record Announce Only and press Select softkey.
5. Record your greeting. Press Save softkey. The greeting will play back for you and automatically save. If you are not satisfied, simply select Record Greeting option again and re-record. This greeting will only be heard by calls to your extension.

Playing Messages
1. To check your messages, press Ans Sys.
2. Select Play Messages option and press Select softkey.