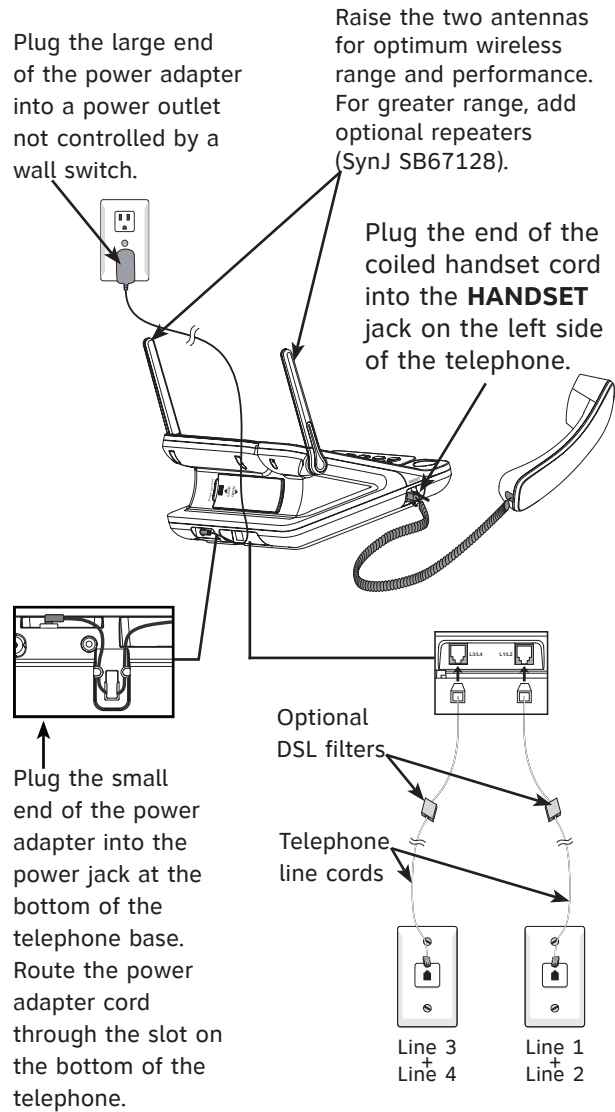


Install the telephone base

Install the telephone base as shown below. If you subscribe to high-speed Internet service (DSL - digital subscriber line) through your telephone lines, you must install a DSL filter on each DSL line.



Answering system setup

You can set each of the four lines to automatically answer incoming calls in two different ways by pressing **ANSWER ON**.

- **General mailbox (gen MB only):** Incoming calls ring on every extension. If there is no answer, the caller is prompted to leave a message in the general mailbox, which a person at any handset can review.
- **Auto attendant (auto att):** Extensions do not ring for incoming calls. The system automatically answers and prompts the caller to enter an extension number.

Record announcement: You can record up to five two-minute announcements and switch among them. The auto attendant announcement should contain instructions for the caller.

1. When the telephone is idle, press **ANSWER ON** for the desired line.
 2. Press **▲** or **▼** to scroll to **Setup**. Press **MENU/ENTER**.
 3. Press **▲** or **▼** to scroll to **Announcement**. Press **MENU/ENTER**.
 4. Press **▲** or **▼** to scroll to one of the announcements, **Annemnt 1** through **Annemnt 5**. If no message has been recorded, **(none)** appears. Press **MENU/ENTER**.
 5. Press **MENU/ENTER** to start recording. The timer starts counting. Press **MENU/ENTER** again to stop recording. The timer stops and the recorded announcement automatically plays back.
 6. Press **2** to save the announcement and return to the previous menu, or press **1** to record that announcement again.
- OR-**
- To exit without making changes, press **EXIT**.

Record extension list: You can record a list of your phone extensions that will play when the auto attendant answers a call and the user presses the **✳** (star key) twice.

Sample extension list: "For sales, press 1 pound; for service, press 2 pound; for shipping, press 3 pound; or press star for the receptionist."

1. When the telephone is idle, press **ANSWER ON** for the desired line.
 2. Press **▲** or **▼** to scroll to **Setup**. Press **MENU/ENTER**.
 3. Press **▲** or **▼** to scroll to **Record ext list**. Press **MENU/ENTER**. The current extension list plays.
 4. Press **1** to select **Change**.
 5. Press **MENU/ENTER** to start recording. The timer starts counting. Press **MENU/ENTER** again to stop recording. The timer stops and the recorded message automatically plays back.
 6. Press **2** to save and return to the previous menu, or press **1** to record the message again.
- OR-**
- To exit without making changes, press **EXIT**.

Using the telephone

To make a call: Lift the corded handset or press **▶** **SPEAKER**. To override automatic line selection, press **LINE 1-LINE 4** for the desired line, then lift the corded handset. Wait for a dial tone, then enter the telephone number. The screen displays the elapsed time as you talk.

To answer a call: Lift the corded handset or press **▶** **SPEAKER**.

To end a call: Place the corded handset on the telephone base. If you are using the speakerphone, press **▶** **SPEAKER** to hang up.

Three-way conference calls

You can set up a three-party call by using two lines at the same time. You can also join an intercom call with a call on an outside line. The outside line call must be established first, because an intercom call cannot be placed on hold.

To make a three-way conference call:

1. Make or answer an outside call.
2. Call someone or answer a call using another line, or intercom someone. The first line is automatically put on hold. Press **CONF** at any time to begin the three-party conference.

Intercom calls

Press the one-touch **EXT 1-0** key for the extension you want to call.

Push to talk (PTT) intercom

When the base is idle, press and hold a one-touch **EXT 1-0** key to broadcast a message to that handset's speakerphone.

Press and hold **INT/PTT ALL** to broadcast your voice to all extensions.

Recording a call

While on a call, press **MENU/ENTER**. Press **▲** or **▼** to scroll to **Record call ON**. Press **MENU/ENTER**. The screen displays **-PRIV** and **-REC**, and the timer starts counting while recording. The recording ends when you end the call.

-OR-

To stop recording and continue the call, press **MENU/ENTER** twice to select **Record call OFF**.



SynJ™

Quick start guide

SynJ SB67138 DECT 6.0 4-line corded/cordless small business system



Quick reference guide

LINE 1-LINE 4 keys

Press to make or answer a call on the desired line.

The indicator is on when a telephone line is in use. It flashes slowly when a telephone line is on hold. It flashes rapidly when there is an incoming call.

ANSWER ON keys

Press to show the automatic answer options for that line.

PAUSE/REDIAL

Press repeatedly to view the last 10 numbers dialed.

While entering digits, press to insert a dialing pause.

CALL LOG

Press to view caller ID information.

DIR

Press to view directory information.

REMOVE

While playing a message, press to delete.

While reviewing the caller ID information, press to delete an individual entry.

While predialing, press to delete digits.

INT

When in idle mode, press to initiate an intercom call.

The indicator is on when an intercom call is in progress.

FLASH

During a call, press to receive an incoming call when you receive a call waiting alert.

HEADSET

When a corded headset is connected to the telephone base, press to get a line, answer a call or hang up. The red indicator is on when the headset is in use.

XFER (transfer)

Press to transfer a call to an extension.

Press to transfer messages from the general mailbox to a handset mailbox.

DND (do not disturb)

Press twice to turn the feature on; you will not hear paging tones, voice paging, or incoming call rings. Press again to turn off. The indicator is on when **DND** is on.

MUTE

During a call, press to mute the microphone. The indicator flashes slowly when the microphone is off.

During an incoming call, press to mute the ringer.

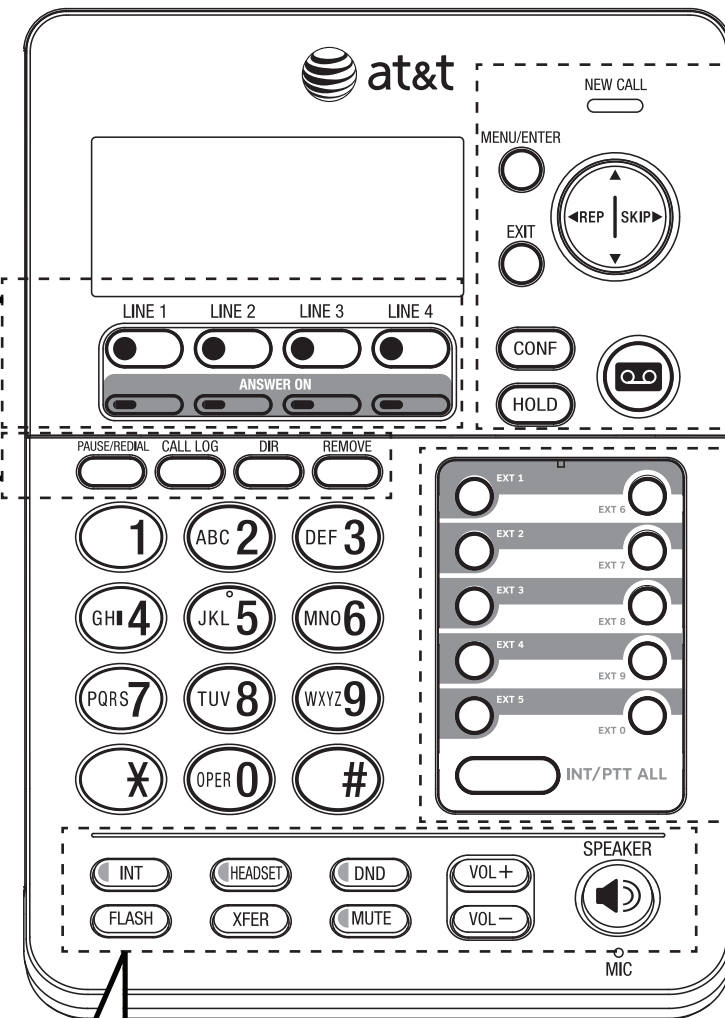
VOL+/VOL-

During a call, press to adjust the listening volume.

During message playback, press to adjust the playback volume.

SPEAKER

Press to turn on the speakerphone. Press again to turn it off. The indicator is on when the speakerphone is on.



Navigation keys

While in menus, press ▲ or ▼ to scroll through the menus, highlight items or change settings.

While entering names or numbers, press ◀REP or ▶SKIP to move the cursor to the left or right.

While playing back messages, press ◀REP to repeat the message, or press ◀REP twice to hear the previous message, or press ▶SKIP to skip to the next message.

NEW CALL indicator

On when there are new or missed calls.

MENU/ENTER

Press to enter the menu.

While in the menu, press to select an item or save an entry or setting.

EXIT

While in a menu, press to cancel an operation or exit the menu display.

CONF

Press to add another extension or outside line to an existing call.

HOLD

Press to place an outside call on hold.

☎ (Messages)

When in idle mode, press to enter the general mailbox menu. The indicator flashes when there are new or missed messages in the general mailbox.

One-touch keys, EXT 1-0

Press to intercom with the desired cordless extension number.

Press and hold to broadcast your voice to that extension.

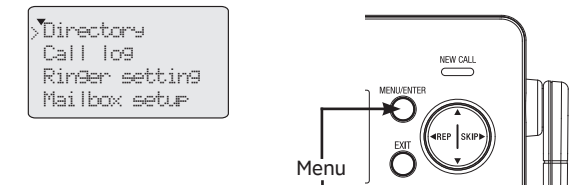
INT/PTT ALL

Press to page all extensions. An intercom connection is established with the first extension that answers.

Press and hold to broadcast your voice to all extensions.

Main menu

The > symbol highlights a menu item.



Main menu

- Directory
- Call log
- Ringer setting
- Mailbox setup
- Base setup
- COVM
- Speed dial setup
- Customer support
- Registration

Using menus

- Press **MENU/ENTER** to show the first menu item, **Directory**.
- Press ▲ or ▼ to scroll through menu items.
- Press **MENU/ENTER** to select or save changes to a highlighted menu item.
- Press **EXIT** to cancel an operation, exit the menu display, or return to the idle screen.
- Press ◀REP to back up to the previous menu.

For document downloads, FAQs and more, visit us online at www.telephones.att.com or call **1 (888) 915-2007**. In Canada, dial **1 (866) 288-4268**.