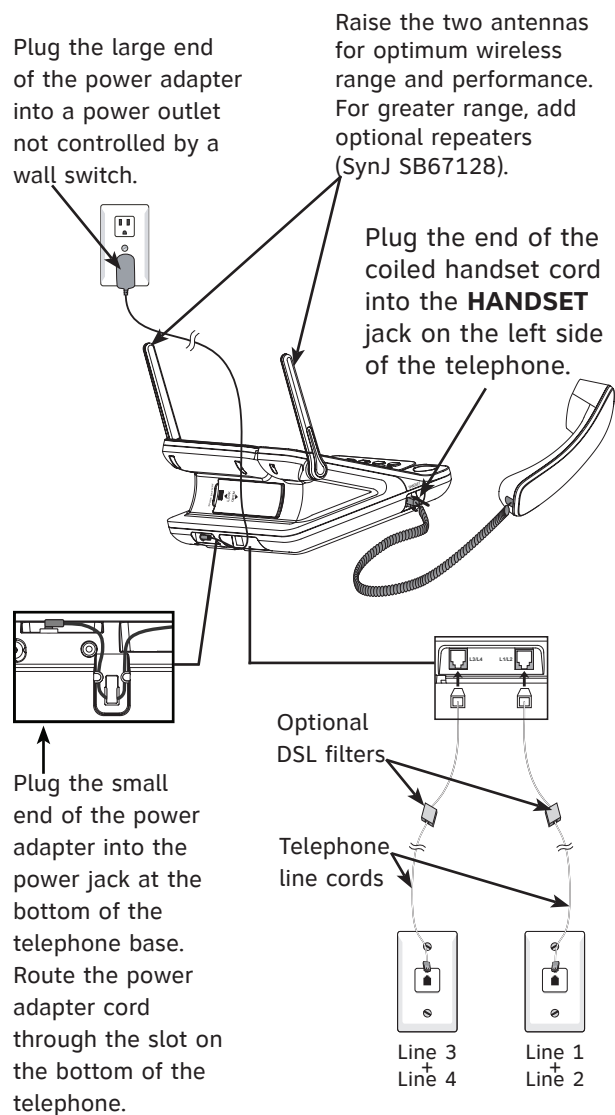


## Install the telephone base

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.

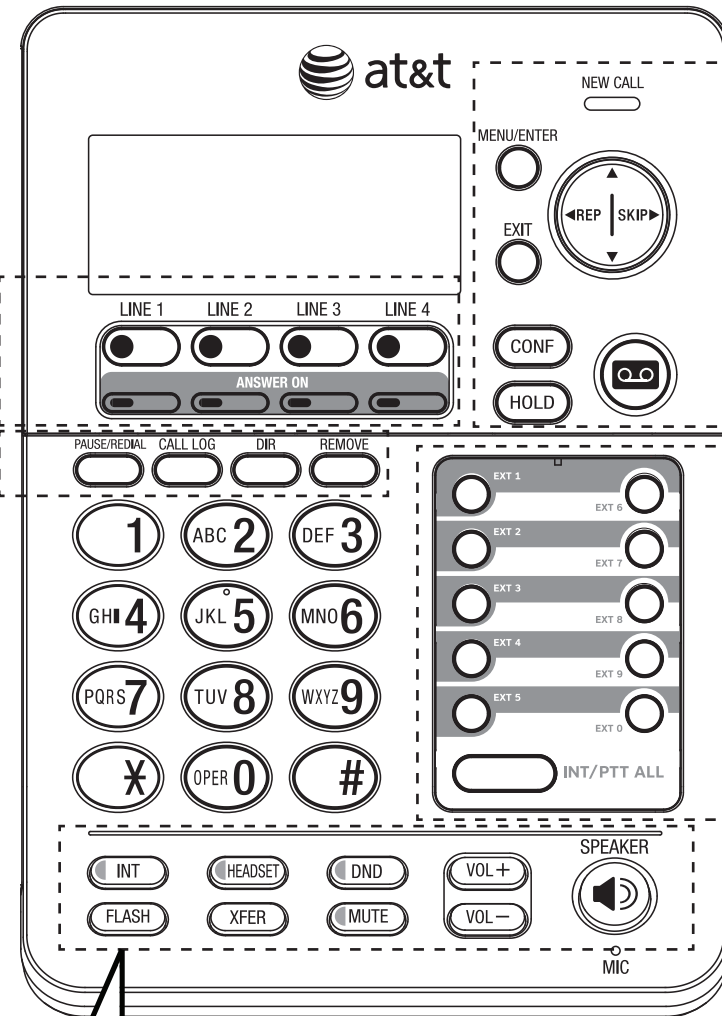
### VOL+/VOL-

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.

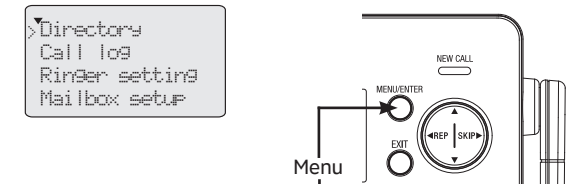
### INT/PTT ALL

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](http://www.telephones.att.com) or call **1 (888) 915-2007**. In Canada, dial **1 (866) 288-4268**.