



at&t

Quick start guide

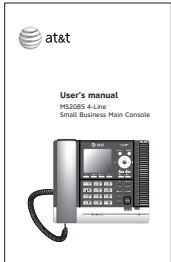
MS2085 4-Line

Small Business Main Console

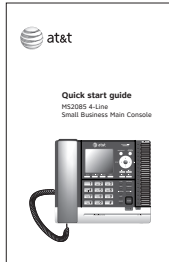


Parts checklist

Your telephone package contains the following items. Save your sales receipt and original packaging in the event warranty service is necessary.



User's manual



Quick start guide



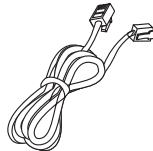
Console power adapter



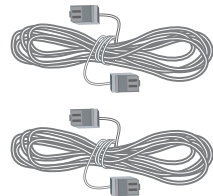
Handset with coiled cord installed



Console



Ethernet cable



Two gray telephone line cords (2-conductor)



Two black telephone line cords (4-conductor)



Wall mount bracket



Replacement directory card

This quick start guide provides you with the basic installation and setup instructions.

You may refer to the user's manual provided in the product package for complete installation and operation instructions, or you can download the manual from www.telephones.att.com/manuals.

For customer service or product information, visit our website at www.telephones.att.com or call **1 (800) 222-3111**. In Canada, dial **1 (866) 288-4268**.

Quick start guide

MS2085 4-Line Small Business Main Console



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Quick reference guide

CALL HISTORY

- Press to view caller ID information.

MENU/SELECT

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

MESSAGE WAITING indicator

- Flashes when there are new messages in the central mailbox or private mailbox.

ANS SYS

- Press to enter the answering system setup menu.

LINE 1-LINE 4 keys

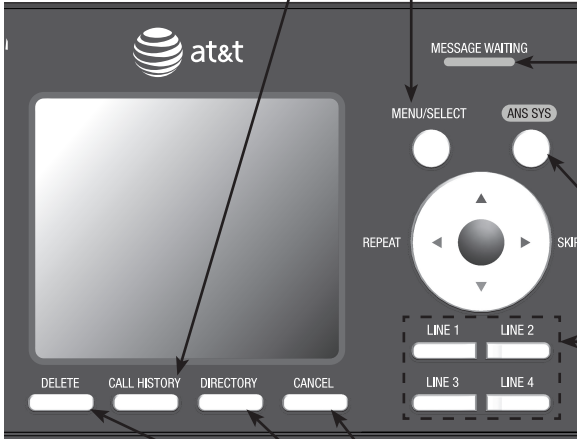
- Press to make or answer a call on the desired line.

CANCEL

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

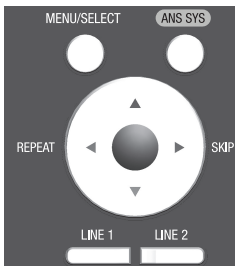
DIRECTORY

- Press to view directory information.



DELETE

- While playing a message, press to delete the message.
- While reviewing the caller ID information, press to delete an individual entry.
- While predialing, press to delete digits.



Navigation keys

- While in menus, press ▲ or ▼ to scroll through the menus, highlight items or change settings. Press ►/SKIP to enter the highlighted item, or press ◀/REPEAT to return to the previous menu.
- While entering names or numbers, press ◀/REPEAT or ►/SKIP to move the cursor to the left or right.
- While playing back messages, press ◀/REPEAT to repeat the message, or press ►/SKIP to skip to the next message.

Quick reference guide



One-touch keys

Press to dial the desired one-touch number.

Directory card

To write names on the directory card, follow the steps below:

1. Pull out the directory card.
2. Write the information on the directory card.
3. Replace the directory card under the plastic cover.

SPEAKER

- Press to turn on the speakerphone. Press again to turn it off.

MIC

FLASH

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

HOLD

- Press to place an outside call on hold.

INTERCOM

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

MUTE

- During a call, press to mute the microphone.

HEADSET

- When a corded headset is connected to the console, press to make, answer or hang up a call.

TRANSFER

- Press to transfer a call to an extension .

CONFERENCE

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

AUTO REDIAL

- Press to view the last 10 numbers dialed.

▲/VOLUME/▼

- During a call, press to adjust the listening volume.
- During message playback, press to adjust the playback volume.
- Press to adjust the ringer volume when in idle mode.

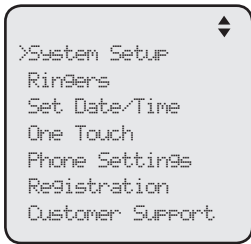
LOWER

- When assigning or dialing a one-touch number, press to switch to the lower location (the second 16 locations) of a one-touch key.

Quick reference guide

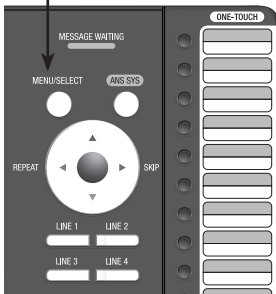
Main menu

The > symbol highlights a menu item.



Main menu

- System Setup
- Ringers
- Set Date/Time
- One Touch
- Phone Settings
- Registration
- Customer Support




Using menus

- Press **MENU/SELECT** to show the main menu.
- Press **▲** or **▼** to scroll through menu items.
- Press **MENU/SELECT** or press **▶/SKIP** to select a highlighted menu item.
- Press **MENU/SELECT** to save changes.
- Press **CANCEL** to cancel an operation, exit the menu display or return to the idle screen.

Console installation

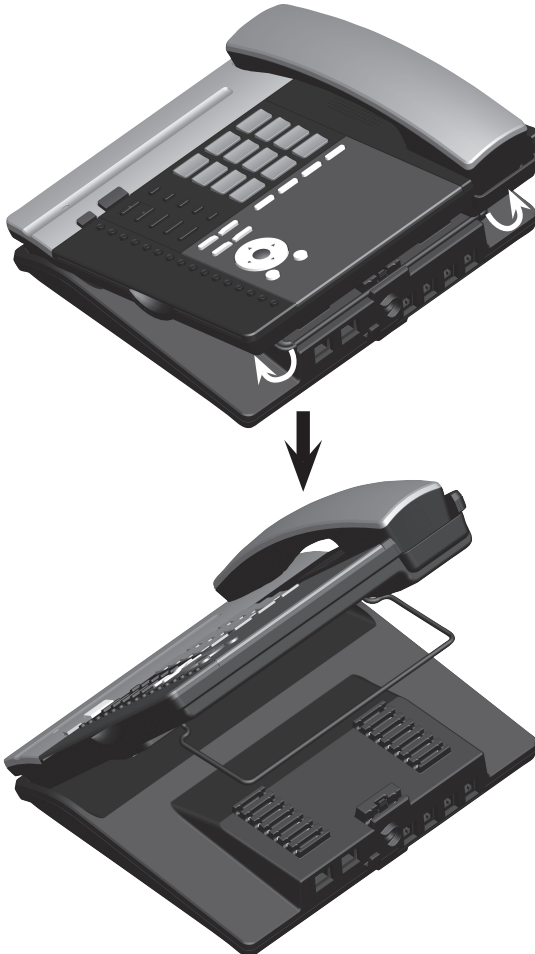


Make sure you plug in all telephone lines and the Ethernet cable before powering up the console.

1. Plug the end of the coiled handset cord into the  jack on the left side of the telephone.



2. Lift the kickstand as the arrows indicate below to release it from the groove. There are seven pairs of grooves designed to hold the console at different angles for optimum visibility.



Console installation

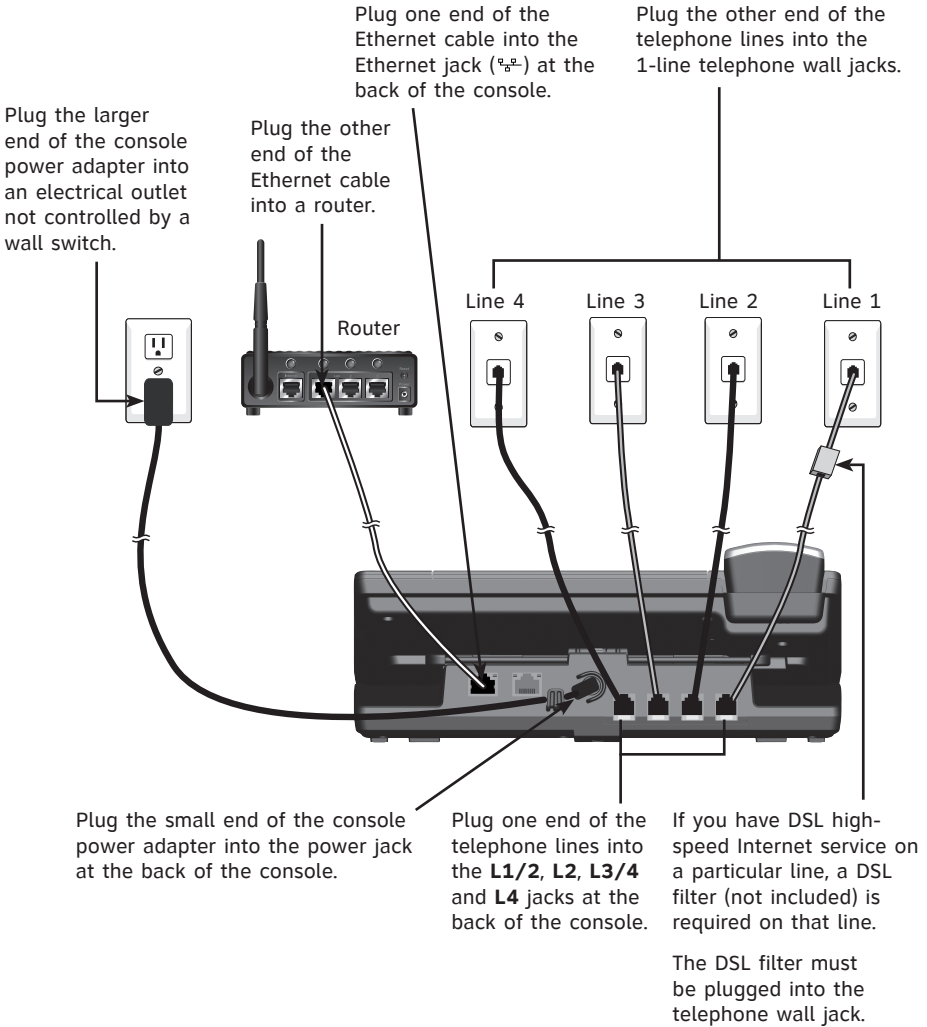
3. Snap the kickstand into the desired grooves until it locks into place.



4. Install the telephone lines. Plug one end of telephone line into the telephone jack at the back of the console. Plug the other end of the telephone line into the telephone wall jack. If you subscribe to high-speed Internet service (DSL - digital subscriber line) through your telephone lines, you must install a DSL filter between the telephone line cord and telephone wall jack. The filter prevents noise and caller ID problems caused by DSL interference. Please contact your DSL service provider for more information about DSL filters.
5. Make sure your router is connected to the Ethernet network. Plug one end of the Ethernet cable into the Ethernet jack (네트워크) at the back of the console, and plug the other end into the router.
6. Plug the power adapter into an electrical outlet not controlled by a wall switch.

Console installation

Option 1: To connect four single line wall jacks



NOTE: If you are installing less than four telephone line cords to the console, plug the telephone line cords starting from the **L1/2** jack. Avoid having unoccupied telephone jack between other occupied telephone jacks.

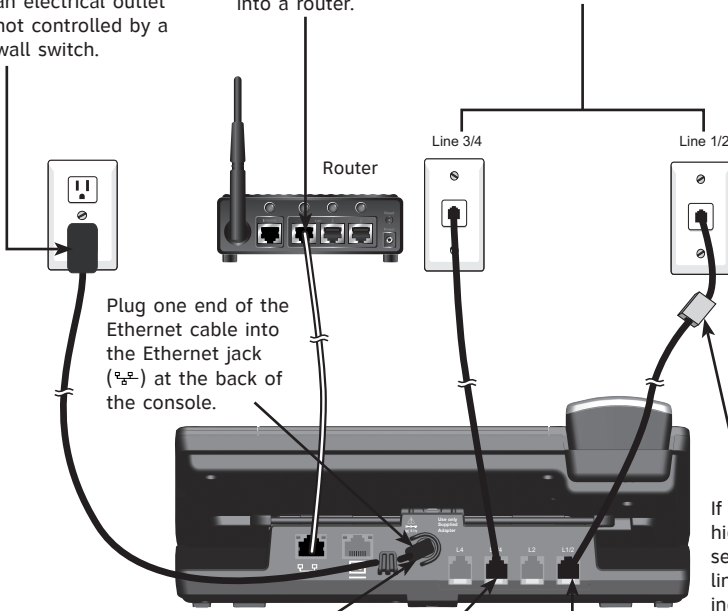
Console installation

Option 2: To connect two 2-line wall jacks

Plug the larger end of the console power adapter into an electrical outlet not controlled by a wall switch.

Plug the other end of the Ethernet cable into a router.

Plug the other end of the telephone lines into the 2-line telephone wall jacks.



Plug one end of the Ethernet cable into the Ethernet jack (E) at the back of the console.

Plug the small end of the console power adapter into the power jack at the back of the console.

Plug one end of the black telephone line cord into the L3/4 jack at the back of the console.


Plug one end of the black telephone line cord into the L1/2 jack at the back of the console.

If you have DSL high-speed Internet service on a particular line, a DSL filter (not included) is required on that line.

The DSL filter must be plugged into the telephone wall jack.

Console installation

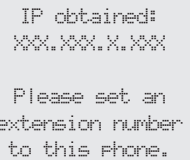
It takes at least one minute for the console to start up the system and the screen displays **Booting...** during startup. The console is set to obtain the IP address automatically by default. The screen displays **Obtaining IP from DHCP server Please wait...** when the console is obtaining the IP from the router. When an IP is obtained, the screen displays **IP obtained: XXX.XXX.X.XXX Please set an extension number to this phone.**



```
Obtaining IP from
DHCP server

Please wait...
```

If the console cannot obtain IP address automatically, it displays **No IP assigned. Check network.** and then the **Network setup** menu. You need to enter the IP address manually under the **Set static IP** menu. See **To set static IP when initially setting up the console** section in the user's manual for details.




```
IP obtained:
XXX.XXX.X.XXX

Please set an
extension number
to this phone.
```

To set an extension number:

1. When the console displays **IP obtained: XXX.XXX.X.XXX Please set an extension number to this phone,** press **MENU/SELECT**.
2. Press **◀/REPEAT** or **▶/SKIP** to choose the desired extension number.
3. Press **MENU/SELECT** to save.
4. The console displays **Please wait...** and then **Starting...** It takes a while for the system to finish the startup and the console enters idle screen when the startup is done. The console is named **Console** by default.
5. Lift the handset. If you hear a dial tone, the installation was successful.



```
Set Ext No.
◀ 11 ▶
```


i **NOTE:** This telephone provides minimal functionality during a power outage. When AC power is not available, many telephone features do not function. The telephone uses power from **L1/2** jack to enable you to make and answer calls using only the corded handset on line 1.

IMPORTANT INFORMATION

1. Use only the power adapter supplied with this product. To order a replacement power adapter, visit our website at **www.telephones.att.com**, or call **1 (800) 222-3111**. In Canada, dial **1 (866) 288-4268**.
2. The power adapter is intended to be correctly oriented in a vertical or floor mount position. The prongs are not designed to hold the plug in place if it is plugged into a ceiling, under-the-table or cabinet outlet.

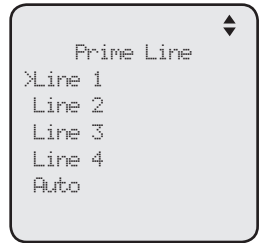
System setup

Prime line

Use this feature, also known as automatic line selection, to choose which line is automatically selected each time you lift the handset or press **SPEAKER**  or **HEADSET** (if a corded headset is connected) to make an outside call. If you select **Auto**, the console picks up any plugged telephone line starting from Line 1.

To set the prime line:

1. When the console is idle, press **MENU/SELECT**.
2. Press **MENU/SELECT** again or **▶/SKIP** to select **System Setup**.
3. Press **▲** or **▼** to scroll to **Prime Line**, then press **MENU/SELECT** or **▶/SKIP**.
4. Press **▲** or **▼** to choose the desired line, then press **MENU/SELECT** or **▶/SKIP**. To exit without making changes, press **CANCEL**.

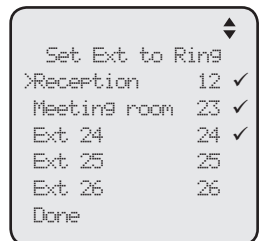


NOTE: If you install less than four telephone line cords to the console and select **Auto** as your **Prime line** setting, make sure you plug in your telephone line cords starting from L1/2 jack. Avoid having any unoccupied telephone jack between other occupied telephone jacks.

Line group


You can set an extension or several extensions to receive incoming calls from a specific telephone line. Extensions that have not been selected will not ring when there is an incoming call from that specific line. For the auto attendant to work properly, you are recommended to include this console in the line group settings of all lines.

1. When the console is idle, press **MENU/SELECT**.
2. Press **MENU/SELECT** again or **▶/SKIP** to select **System Setup**.
3. Press **▲** or **▼** to scroll to **Line Group**, then press **MENU/SELECT** or **▶/SKIP**.
4. Press **▲** or **▼** to choose the desired line and then press **MENU/SELECT** or **▶/SKIP**.
5. The screen displays **Set Ext to Ring**. Press **▲** or **▼** to scroll to the desired extension, then press **MENU/SELECT**. Repeat this step until all desired extensions are selected.
 - The extensions marked with a tick will ring when there is an incoming call from the line chosen in Step 4.
 - The extensions not marked with a tick do not ring when there is an incoming call from the line chosen in Step 4, unless the caller specifically tries to reach the extension through the auto attendant.
6. Press **▲** or **▼** to scroll to **Done**, then press **MENU/SELECT** to save the setting. To exit without making changes, press **CANCEL**.



Telephone setup

Ringer volume

Use this feature to set the ringer volume to one of six levels or turn the ringer off. When the ringer is off, the  icon appears on the console screen. The MS2085 console stores the volume setting for all lines.

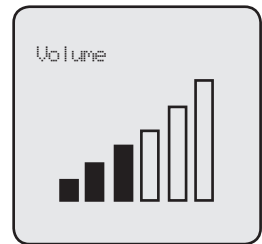
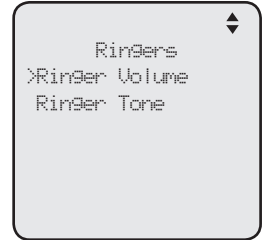
1. When the console is idle, press **MENU/SELECT**.
2. Press **▲** or **▼** to scroll to **Ringers**, then press **MENU/SELECT** or **▶/SKIP**.
3. Press **MENU/SELECT** again or **▶/SKIP** to select **Ringer Volume**.
4. Press **▲**, **▼**, **◀/REPEAT**, **▶/SKIP**, or **▲VOLUME▼** on the console to adjust the ringer volume.
5. Press **MENU/SELECT** to save the setting and return to the previous menu. To exit without making changes, press **CANCEL**.

-OR-

When the console is idle, press **▲VOLUME▼** to adjust the ringer volume, then press **MENU/SELECT** to save.



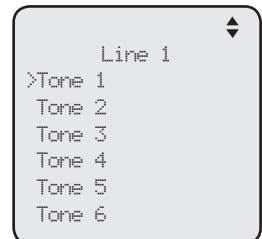
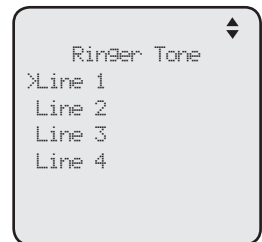
NOTE: The ringer volume also determines the ringer volume for intercom calls. If the console ringer volume is set to off, it is silenced for all incoming calls, including intercom calls.



Ringer tone

Use this feature to choose one of the ten ringer tones for incoming calls. You can choose different ringer tones for different lines so you can easily identify which line is calling.

1. When the console is idle, press **MENU/SELECT**.
2. Press **▲** or **▼** to scroll to **Ringers**, then press **MENU/SELECT** or **▶/SKIP**.
3. Press **▲** or **▼** to scroll to **Ringer Tone**, then press **MENU/SELECT** or **▶/SKIP**.
4. Press **▲** or **▼** to select the desired line (**Line 1**, **Line 2**, **Line 3** or **Line 4**), then press **MENU/SELECT** or **▶/SKIP**.
5. Press **▲** or **▼** to select the desired ringer tone.
6. Press **MENU/SELECT** or **▶/SKIP** to save the setting and return to the previous menu. To exit without making changes, press **CANCEL** or **◀/REPEAT**.
7. Repeat steps 4-6 above to choose ringer tones for other lines if desired.



Telephone setup

Set date/time

The answering system displays the date and time of the message while playing messages. Before using the answering system, set the date and time as follows.

Follow the steps below to set the month, day, year and time:

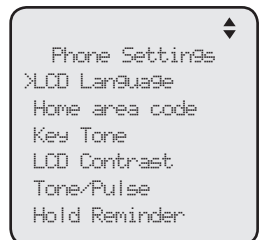
1. When the console is idle, press **MENU/SELECT**.
2. Press **▲** or **▼** to scroll to **Set Date/Time**, then press **MENU/SELECT** or **▶/SKIP**.
3. Use the dialing keys to enter the month (MM), day (DD) and year (YY). Press **◀/REPEAT** or **▶/SKIP** to scroll between month, day and year.
4. Press **MENU/SELECT** to move to the time setting.
5. Use the dialing keys to enter the hour and minute.
6. Press **◀/REPEAT** or **▶/SKIP** to select **AM** or **PM**.
7. Press **MENU/SELECT** to save the setting and return to the previous menu. To exit without making changes, press **CANCEL**.



LCD language

This feature allows you to change the language used for all screen displays. The language settings on the console and desksets are independent. By default, the language is set to **English**.

1. When the console is idle, press **MENU/SELECT**.
2. Press **▲** or **▼** to scroll to **Phone Settings**, then press **MENU/SELECT** or **▶/SKIP**.
3. Press **▲** or **▼** to scroll to **LCD Language**, then press **MENU/SELECT** or **▶/SKIP**.
4. Press **▲** or **▼** to select **English**, **Français** or **Español**.
5. Press **MENU/SELECT** again to save the setting and return to the previous menu. To exit without making changes, press **CANCEL**.




Telephone operation

The telephone comes programmed to select the line automatically for calls when you do not press a line key. To override the automatic line selection setting, see **Prime line** on page 9 for details. When you answer a call, the telephone automatically selects the ringing line.

Making and ending a call

To make a call using the console:

1. Lift the handset or press **SPEAKER** .


-OR-

To override automatic line selection, press **LINE 1-LINE 4** for the desired line, then lift the handset.

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).



To end a call using the console:

- Place the handset on the console to hang up.
- OR-**
- Press the corresponding line key (**LINE 1-LINE 4**).
- OR-**
- If you are using the speakerphone, press **SPEAKER**  to hang up.



NOTE: The elapsed time is not affected by accessing services from your telephone service provider.


On hook dialing (predialing)

1. Enter the telephone number. Press **DELETE** to make corrections.
2. Lift the handset or press **SPEAKER**  to dial.

-OR-

To override automatic line selection, press **LINE 1-LINE 4** for the desired line, then lift the handset.

Answering a call

Lift the handset, or press the corresponding line key (**LINE 1-LINE 4**), **SPEAKER** , **HEADSET** or the **ON/OFF** button on a registered cordless headset to answer an incoming call.

Temporary ringer silencing

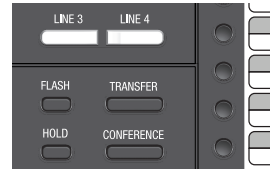
When the telephone is ringing, you can temporarily silence the ringer of the console without disconnecting the call. Press **MUTE** to silence the ringer. The next call rings normally at the preset volume.

Options while on calls

Call waiting

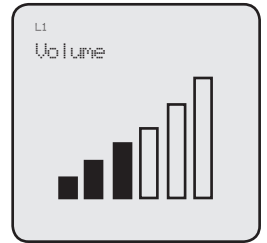
If you subscribe to call waiting service with your telephone service provider, you hear a beep if someone calls while you are in the middle of a call.

- Press **FLASH** to put your current call on hold and take the new call.
- Press **FLASH** at any time to switch back and forth between calls.



Volume control

Use this feature to set the listening volume to one of six levels for each of the listening options (corded handset, corded headset and speakerphone). All settings are independent. While on a call, press **▲VOLUME▼** to adjust the listening volume.




Redial

The last 10 telephone numbers dialed (up to 30 digits) are stored in the console.

To view the 10 most recently dialed numbers

1. Press **AUTO REDIAL** to enter the redial list and display the most recently called number.
2. Press **▲** or **▼** to view other recently called numbers.
3. Press **CANCEL** to exit the redial list.

To redial a number

- When the desired number displays on the screen, lift the handset, press **SPEAKER**  or **HEADSET**.
- To override automatic line selection, press **LINE 1-LINE 4** for the desired line, then lift the handset.

Conference call

The system can support 5-way conference with a maximum of one outside call and four system extensions (including the initiating party), or two outside calls and three system extensions (including the initiating party). The outside call must be established first because an intercom call cannot be placed on hold.

There are two ways to establish a conference call.

A. Inviting parties using Intercom

The party who initiates the conference invites other system extensions to join the conference by using intercom after establishing the first outside call.

-OR-

B. Join a call in progress

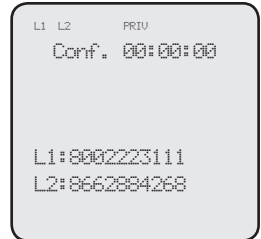
Other system extensions can join the call in progress by pressing the line key which is currently in use for the conference to join the call.

A. Inviting parties using Intercom

1. Make or answer an outside call.
2. Press another available line key to make another outside call. The original outside call is put on hold. When the external party picks up, you can have a private conversation with that party.

-OR-

Press **INTERCOM**. The outside call is put on hold. Press **▲** or **▼** to scroll to the desired extension, or enter the desired extension number directly. The called extension picks up the intercom call. You can now have a private conversation with that extension.



3. Press **CONFERENCE** at any time to begin the conference call.
4. If necessary, repeat steps 2-3 above to invite another system extension to join the conference until the maximum capacity is reached.
5. Place the corded handset on the console or press **🔊 SPEAKER** if you are using speakerphone to hang up. If the party who initiates the conference call hangs up, the conference call will be ended. The call will also be ended when all parties hang up.

To drop an outside line

- If you want to drop an outside line during a conference call, press the corresponding line key (**LINE 1-LINE 4**).

-OR-


- If the other end of the outside line hangs up the call, press the corresponding line key (**LINE 1-LINE 4**) to release that line for other system extension use.



NOTE: If you want to start a conference with two outside calls, make sure you have invited two outside calls before inviting any system extensions


Conference call

B. Join a call in progress

1. Make or answer an outside call on the console, then press **MENU/SELECT**.
2. Press **MENU/SELECT** to select **Call Privacy** on your console.
3. Press **▲** or **▼** to choose **Off**, then press **MENU/SELECT**.
4. Any system extension can join the call by pressing the line key currently in use to join the conference. Each time when there is an extension joined the conference, you have to turn off the call privacy setting (steps 2-3 above) on that extension if you want another extension to join the call.
5. If necessary, repeat step 4 until the maximum capacity is reached.
6. Place the corded handset on the console or press **SPEAKER**  if you are using speakerphone to hang up. The call will be ended when all parties hang up.



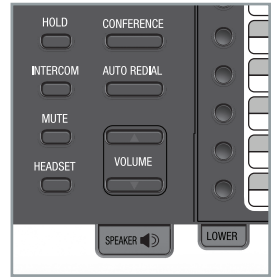
NOTES:

- If the system extension who initiated the call does not turn off the call privacy setting and you try to join that call, your deskset screen displays **Line is not available at this time**.
- We recommend you to have no more than five parties in a conference call. A conference call can hold more than five parties but the performance of the call is not guaranteed.
- If you have answered another outside call during a conference and want to resume the original call, end the existing call first, then lift the corded handset, or press **SPEAKER**  or **CONFERENCE**.
- If you are experiencing difficulty in using the conference features on this telephone, please consider using AT&T's complete line of teleconference services to find a solution that best meets your needs. AT&T TeleConference Services reduces travel time and expenses while increasing productivity wherever people are located, enabling you to host truly virtual meetings and share important information in real time. To sign up for AT&T TeleConference Services, go to: **www.att.com/orderconference** for details.

Intercom

You can use the intercom feature for conversations between the console and a system deskset, or between two system desksets.

The console and each deskset in the telephone system **MUST** be assigned a unique extension number for the intercom feature to work. The assignment is done when the console is initially set up.



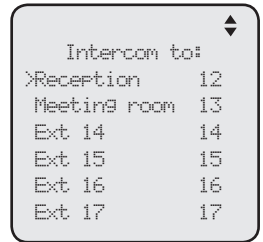
Make an intercom call to an extension

1. Press **INTERCOM** on the console when it is idle.
2. Press **▲** or **▼** to scroll to a desired extension, then press **MENU/SELECT**.

-OR-

Use the dialing keys to dial the extension number.

3. The console displays **Intercom to: XX** (**XX** represents the extension number of the destination device).



NOTES:

- Before the intercom call is answered, you can cancel the intercom by pressing **SPEAKER** or **CANCEL**.
- You cannot intercom an extension that is on a call.
- If all four telephone lines are in use, the intercom feature is not available.

Answer an intercom call

When you receive an intercom call, you hear a ringing tone and your screen displays **Intercom from: XX** (**XX** represents the extension number of the calling device). **Lift the handset** or press **SPEAKER** to answer.

End an intercom call

Place the handset back to the console or press **SPEAKER** if you are using the speakerphone.

Answer an incoming call during an intercom call

If you receive an incoming outside call during an intercom call, there is an alert tone.

To answer the call, press the corresponding line key (**LINE 1-LINE 4**). The intercom call ends automatically.

One touch

This telephone has 32 one- and two-touch memory locations (speed dial locations) where you can store the phone numbers you wish to dial more quickly. You can store up to 30 digits in each location.

You can access the first 16 locations using only the one-touch buttons. To access the remaining 16 locations, press **LOWER** and then the one-touch button for the desired location. You might wish to write the names or telephone numbers of the one-touch entries on the directory card, using the light gray spaces for the upper 16 locations and the white spaces for the lower 16 locations.

Assign a one-touch entry


Use the following steps to program the one-touch keys.

1. When the console is idle, press **MENU/SELECT**.
2. Press **▲** or **▼** to scroll to **One Touch**, then press **MENU/SELECT** or **▶/SKIP**.
3. Press **▲** or **▼** to scroll to **Program**, then press **MENU/SELECT** or **▶/SKIP**.
4. The screen displays **Enter Number**:
5. Use the dialing keys to enter a telephone number (up to 30 digits).
 - Press **DELETE** to delete a digit.
 - Press **◀/REPEAT** or **▶/SKIP** to move the cursor to the left or right.
 - You can include a pause while storing a dialing sequence that requires one during actual dialing. Press **▲** or **▼** to choose **◆Add pause**, then press **MENU/SELECT**. A **P** appears on the screen.
 - Store a signal for switching to temporary tone signaling. If you have dial pulse (rotary) service, this signal is required for some special services. Press **▲** or **▼** to choose **◆Send tone**, then press **MENU/SELECT**. A **T** appears on the screen. All numbers you enter after this will send touch-tone signals during dialing.



```

System Setup
Ringers
Set Date/time
>One Touch
Phone Settings
Registration
Customer Support
  
```



```

One Touch
View
>Program
  
```



```

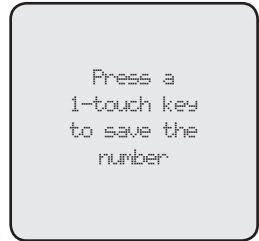
Enter Number:
18002223111_

Select to:
◆Done
  
```

One touch

Assign a one-touch entry (continued)

- You can store the flash signal required by some special services as part of a dialing sequence. Press ▲ or ▼ to choose **◆Add flash**, then press **MENU/SELECT**. A **F** appears on the screen. Continue storing the number as usual.
6. Press ▲ or ▼ to choose **◆Done**, then press **MENU/SELECT** to save the setting and return to the previous menu. To exit without making changes, press ▲ or ▼ to choose **◆Cancel**, then press **MENU/SELECT**, or press **CANCEL** to return to the previous menu.
 7. The screen displays **Press a 1-touch key to save the number**.
 8. Press the desired one-touch key to store the telephone number in the upper location.
-OR-
Press **LOWER**, then press the desired one-touch key to store the telephone number in the lower location.
 9. The screen displays **Number saved to 1-touch key** briefly, and then **One Touch #XX** (X represents the one-touch location) and the telephone number.



NOTE: If the one-touch location already has an assigned number, the screen displays **Replace 1-touch key memory?** Press **MENU/SELECT** to replace the old number with the new one.

To dial a one-touch entry

When the console is idle, press the desired one-touch button for the destination party in the upper location.

-OR-

When the console is idle, press **LOWER** then press the one-touch button for the destination party in the lower location.

The console dials the one-touch number using the speakerphone.

Create directory entries

Create a new directory entry

Use the following steps to store a name and number in the directory.



1. When the console is idle, press **DIRECTORY**.
2. The console shows a summary with the number of directory entries stored. Press **MENU/SELECT** to add an entry.
3. The screen displays **Enter Name**. Use the dialing keys to enter the name (up to 15 characters). Each time you press a key, the character on that key appears. When entering a name in the directory, the first letter of each word is automatically capitalized. Additional key presses produce other characters on that key. See the chart below.

Dialing keys	Characters by number of key presses										
	1	2	3	4	5	6	7	8	9	10	11
1	1	.	-		()	*	#	&	/	,
2	a	b	c	A	B	C	2				
3	d	e	f	D	E	F	3				
4	g	h	i	G	H	I	4				
5	j	k	l	J	K	L	5				
6	m	n	o	M	N	O	6				
7	p	q	r	s	P	Q	R	S	7		
8	t	u	v	T	U	V	8				
9	w	x	y	z	W	X	Y	Z	9		
0	Space	0									
*											
#											

- Press **DELETE** to delete a character.
 - Press **◀/REPEAT** or **▶/SKIP** to move the cursor to the left or right.
 - Press **0** to add a space.
4. Press **MENU/SELECT** to save. The screen displays **Enter Number**. Use the dialing keys to enter the number (up to 30 digits).
 - Press **DELETE** to delete a digit.
 - Press **◀/REPEAT** or **▶/SKIP** to move the cursor to the left or right.



Create directory entries

Create a new directory entry (continued)

- You can include a pause while storing a dialing sequence that requires one during actual dialing. Press ▲ or ▼ to choose ♦**Add pause**, then press **MENU/SELECT**. A **P** appears on the screen.
 - Store a signal for switching to temporary tone signaling. If you have dial pulse (rotary) service, this signal is required for some special services. Press ▲ or ▼ to choose ♦**Send tone**, then press **MENU/SELECT**. A **T** appears on the screen. All numbers you enter after this will send touch-tone signals during dialing.
 - You can store the flash signal required by some special services as part of a dialing sequence. Press ▲ or ▼ to choose ♦**Add flash**, then press **MENU/SELECT**. A **F** appears on the screen.
5. Press ▲ or ▼ to scroll to **Done**, then press **MENU/SELECT**. To exit without making changes, press **CANCEL**.



Search directory

Search by name

Follow the steps below to search for directory entries on the console.

1. Press **DIRECTORY** on the console. The screen displays a summary with the number of directory entries stored.
2. Press **▲** or **▼** to **browse through the directory**.
3. When a name appears, press the dial pad keys (**2-9**) to start a name search.
 - The directory shows the first name beginning with the first letter associated with the dial pad key, if there is an entry in the directory beginning with that letter. If there is no entry matching the letter you press, it remains in the current entry.
4. To see other names starting with the letters on the same dial pad key, keep pressing the key. The names appear in alphabetical order.
For example, if you have the names **Jennifer**, **Jessie**, **Kevin** and **Linda** in your directory:
 - If you press **5 (JKL)** once, you see **Jennifer**.
 - If you press **5 (JKL)** twice, you see **Kevin**.
 - If you press **5 (JKL)** three times, you see **Linda**.
 - To view **Jessie**, press **▼** while **Jennifer** is displayed.

Display dial

When a number is displayed on the screen, you can dial the number by lifting the corded handset, pressing **📞 SPEAKER** or the desired line key (**LINE 1-LINE 4**).

Caller ID operation

Review the caller ID information

1. When the console is idle, press **CALL HISTORY**. The console displays **XX New calls** (the number of missed call) and **XX calls** (the total number of missed calls and reviewed calls).
2. Press ▲ or ▼ to review the caller ID information. The caller ID entries are stored in reverse chronological order starting with the most recent entry.
3. To exit without making changes, press **CANCEL**.



Dial a call history entry

1. When in the caller ID history, press ▲ or ▼ to browse the number you wish to call.
2. Lift the handset or press 📞 **SPEAKER**.

-OR-

To override automatic line selection, press the desired line key (**LINE 1-LINE 4**), then lift the handset to call.

Save a caller ID entry to the directory

1. When in the caller ID history, press ▲ or ▼ to browse the desired number to save.
2. Press **MENU/SELECT**, then press ▲ or ▼ to choose **Copy to DIR**.
3. Press **MENU/SELECT**. The screen displays **Enter Name**. Use the dialing keys to edit the name.
 - Press **DELETE** to delete a character.
 - Press ◀/**REPEAT** or ▶/**SKIP** to move the cursor to the left or right.
4. Press **MENU/SELECT** to save. The screen displays **Enter Number**. Use the dialing keys to edit the number.
 - Press **DELETE** to delete a digit.
 - Press ◀/**REPEAT** or ▶/**SKIP** to move the cursor to the left or right.
 - You can include a pause while storing a dialing sequence that requires one during actual dialing. Press ▲ or ▼ to choose **Add pause**, then press **MENU/SELECT**. A **P** appears on the screen.

Caller ID operation

Save a caller ID entry to the directory (continued)

- Store a signal for switching to temporary tone signaling. If you have dial pulse (rotary) service, this signal is required for some special services. Press ▲ or ▼ to choose **Send tone**, then press **MENU/SELECT**. A **T** appears on the screen. All numbers you enter after this will send touch-tone signals during dialing.
 - You can store the flash signal required by some special services as part of a dialing sequence. Press ▲ or ▼ to choose **Add flash**, then press **MENU/SELECT**. A **F** appears on the screen. Continue storing the number as usual.
5. Press ▲ or ▼ to scroll to **Done**, then press **MENU/SELECT**. To exit without making changes, press **CANCEL**.

i NOTE: You will need to change how a caller ID number is dialed if the entry does not appear in the correct format. Caller ID numbers might appear with an area code that might not be necessary for local calls, or without a 1 that might be necessary for long distance calls.

Delete entries

To delete a call history entry:

1. When in the caller ID history, press ▲ or ▼ to scroll to the number you wish to delete.
2. Press **DELETE** to delete the shown entry from the caller ID history.
3. The screen displays **Caller ID deleted**.

-OR-

1. When in the caller ID history, press ▲ or ▼ to scroll to the desired number you wish to delete.
2. Press **MENU/SELECT**, then press ▲ or ▼ to choose **Delete**.
3. Press **MENU/SELECT**, the screen displays **Caller ID deleted**.



To delete all caller ID history entries:

1. When the console is idle, press **CALL HISTORY**.
2. Press **DELETE**. The screen displays **All calls deleted**, then returns to the idle screen.

Auto attendant setup

Record the auto attendant announcement

To record the announcement:

1. When the console is idle, press **ANS SYS**.
2. Press ▲ or ▼ to scroll to **Auto Attendant**, then press **MENU/SELECT** or ►/SKIP.
3. Press ▲ or ▼ to scroll to **Announcement**, then press **MENU/SELECT** or ►/SKIP.
4. Press ▲ or ▼ to choose **Day OGM 1**, **Day OGM 2**, **Day OGM 3**, **Night OGM** or **Directory OGM**, then press **MENU/SELECT** or ►/SKIP.
5. Press ▲ or ▼ to scroll to **Record**, then press **MENU/SELECT** or ►/SKIP.
6. Facing the console, record your announcement. The screen displays **Record OGM** and the time elapsed. Press **MENU/SELECT** to select **STOP** to stop recording.

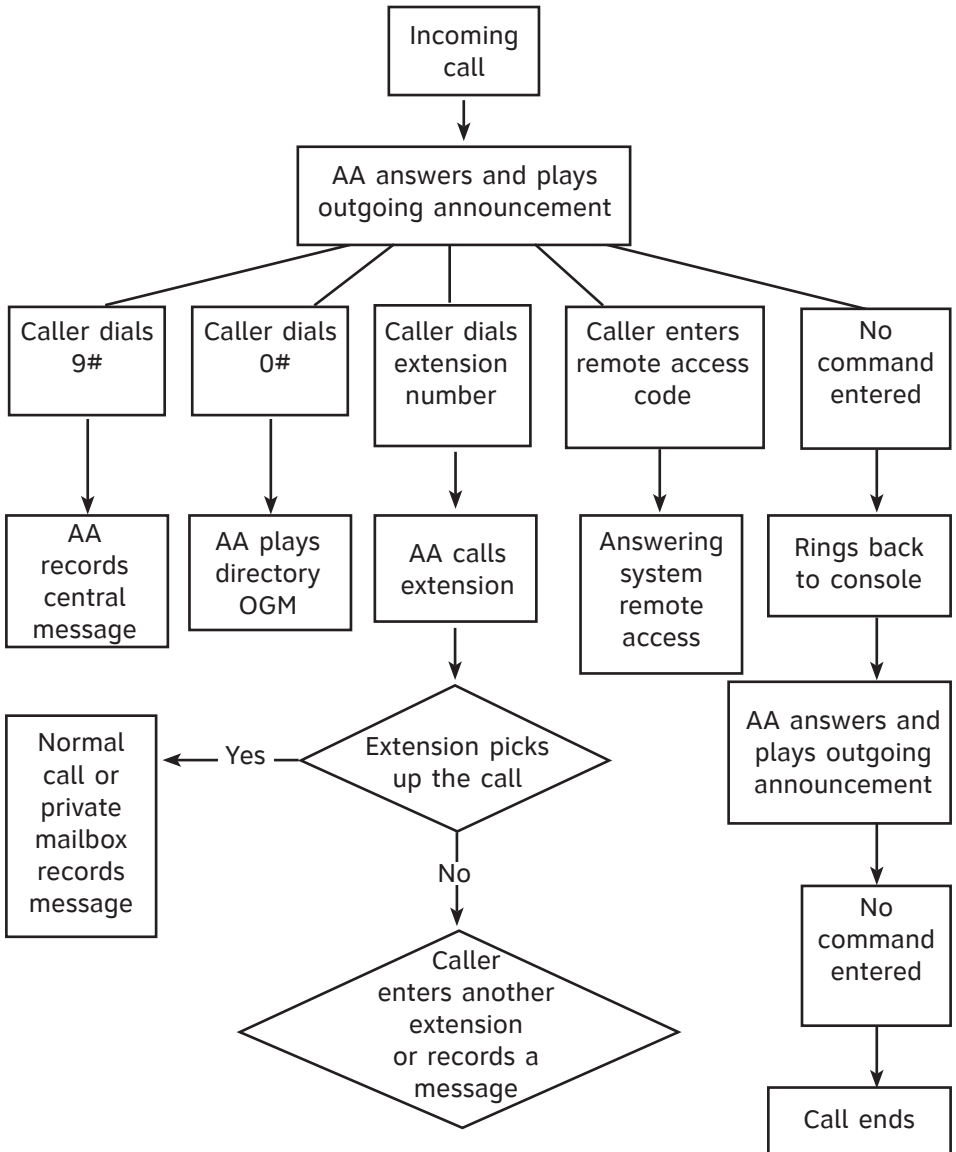


NOTE: Announcements shorter than two seconds are not recorded.



Auto attendant operation

Auto attendant (AA) flow chart



Answering system operation

Message playback

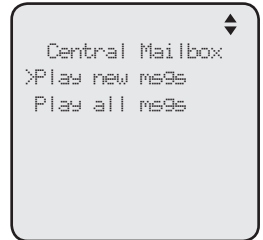
From the console, you can play the messages in both the central and private mailboxes.

You can choose to play the new messages only or play all messages (new messages and old messages).

Before playing each message, the system announces the date and time of the recording. After the last message, you hear, "End of the messages."

To listen to messages in the mailbox:

1. While the console is idle, press **ANS SYS**.
2. Press **▲** or **▼** to choose **Play Messages**, then press **MENU/SELECT** or **▶/SKIP**.
3. Press **▲** or **▼** to choose **Central Mailbox** or **Private Mailbox**, then press **MENU/SELECT** or **▶/SKIP**.
4. Press **▲** or **▼** to choose **Play new msgs** to play the new messages only or **Play all msgs** to play all the messages in the mailbox.
5. Press **MENU/SELECT** or **▶/SKIP** to play the messages.
6. The system announces the number of messages, date and time the message received, then starts playing the messages. If there are no messages in the mailbox, the system announces, "No new messages." if you have chosen **Play new msgs**, or "No messages." if you have chosen **Play all msgs**.



Options during playback

When a message is playing, you can adjust the playback volume, skip, repeat, or delete the message.

When a message is playing on the console:

- Press **▲/VOLUME** or **VOLUME/▼** to adjust the message playback volume.
- Press **▶/SKIP** after the date and time announcement to skip to the next message.
- Press **◀/REPEAT** to repeat the current message. Immediately press **◀/REPEAT** after the date and time announcement to hear the previous message.
- Press **▲** or **▼** to scroll to **Stop**, then press **MENU/SELECT** to stop the message playback, or select **Start** then press **MENU/SELECT** to start the message playback.
- Press **DELETE** after the date and time announcement to delete the message. The system announces "Message deleted."



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