User Manual (Part 2)

2.4 GHz Corded/Cordless Answering System E2562

with Caller ID & Call Waiting
You must install and charge the battery before using the telephone

STOP!

See page 8 for easy instructions

For customer service or product information, visit our web site at www.telephones.att.com or call 1-800-222-3111

Please also read Important Product Information
Enclosed in product package

Add new handsets to make your phone more versatile (see page 38)

Your telephone can accommodate up to eight cordless handsets. You can add new handsets (sold separately) at any time. Up to four handsets at a time can be used.

The handset provided with your telephone is automatically registered as Handset 1. Additional handsets will be assigned numbers in the order they are registered (2, 3, 4, etc.) up to a maximum of eight handsets.

Handset 1    Handset 2    Handset 3
User Manual (Part 2)

2.4 GHz
Corded/Cordless
Answering System
E2562

Table of contents

Getting Started
Quick reference ...................................2
Parts checklist .....................................4
Before you begin ..................................5
Telephone base installation...............6
Battery installation & charging ..........8
Belt clip & accessories.......................9

Telephone Operation
Basic handset operation ....................10
Basic base operation ..........................11
Options during calls .........................12
Intercom calls & conference calls...13
Handset settings ...............................14
Base settings ....................................15

Phonebooks
Handset and base phonebooks ......16
New phonebook entries .................17
Phonebook search .........................18
To dial, edit or delete a listing ....19

Caller ID Logs
How Caller ID works ......................20
To review Caller ID logs ..............21
To dial a Caller ID entry ..............22
Voice messages with Caller ID ....23

Answering System Operation
Answering system operation ..........24
Day and time announcements ..........25
Outgoing announcements ..............26
Message playback .........................27
Answering mode ............................28
Number of rings before answer .....29
Audible message alert .................30
Recording and playing memos ...31
Change security code ....................32
Remote access ...............................33

Appendix
Display screen status icons ..........34
Alert tones & indicator lights .......35
Adding new handsets ....................36
Charging spare batteries ...............37
In case of difficulty .......................38
INDEX ........................................40
Technical specifications ..........42
Spare remote access card ..........43
Getting Started

Quick reference guide

Handset

Softkeys
Press a softkey to select a menu item displayed just above the key.

Off/Clear
During a call, press to hang up.
While using menus, press to cancel an operation, back up to the previous menu, or exit the menu display.

L1/Flash, L2/Flash
Press L1 to make or answer a call on line 1.
Press L2 to make or answer a call on line 2.
During a call, press to receive an incoming call, if Call Waiting is activated (see page 12).

Speaker
Press to activate handset speakerphone. Press again to hang up.

Xfer/Intercom
Press to transfer a call or initiate an intercom conversation (see pages 10 & 13).

Volume
Press to adjust listening volume.

Screen menus

Main Menu
- Play New MSG ......See page 24
- Call History ............See page 20
- Mailboxes...............See page 24
- Handset Settings ........See menu
- Register ..................See page 36

Handset Settings
- Ringers ...............See page 14
- Low Batt Tone .......See page 14
- Range Tone ..........See page 14
- Keypad Tone ..........See page 14
- Contrast ...............See page 14
- Enhanced Mode ......See page 14
- Rename ...............See page 14
Getting Started

Quick reference guide

Base/Speakerphone

Answering system controls

Telephone function keys (see pages 11-15)

- SOFTKEYS ............Press to select menu item displayed just above the key
- CLEAR ...............Press to exit current menu or clear an entry
- INTERCOM/ TRANSFER ...........Press to begin intercom call or transfer external call
- MUTE .................Press to silence microphone, press again to resume
- FLASH ................During a call, press to receive an incoming call, if Call Waiting is activated
- VOLUME ..............Press to adjust speakerphone listening volume
- HEADSET ............Press to activate headset
- L1 ....................Press, then lift handset to make or answer a call on line 1
- L2 ....................Press, then lift handset to make or answer a call on line 2
- SPEAKERPHONE ....Press to turn speakerphone on or off (begin or end a call)

Answering system controls (see pages 24-33)

- ON/OFF ...............Press, then select mailbox to turn on or off (L1 or L2)
- RECORD ...............Press to record a memo or outgoing announcement
- DELETE ...............Press to delete message currently playing
- MAILBOX LINE 1 ...Press to play or stop playing Mailbox 1 messages
- SKIP ..................Press to hear next message
Getting Started

Parts checklist

Remember to save your sales receipt and original packaging in case you ever need to ship your telephone for warranty service. Check to make sure the telephone package includes the following:

- Base handset
- Cordless handset
- Battery pack
- Battery compartment cover
- Belt clip
- Telephone base
- Base power adapter
- Handset charger
- Handset cord
- Telephone line cords (2)
- Charger power adapter
- Charger power adapter
- Battery compartment cover
- Belt clip
- Telephone base
- Base power adapter
- Handset charger
- Handset cord
- Telephone line cords (2)
- Charger power adapter
Getting Started

Before you begin

About Caller Identification

Caller ID with Call Waiting features in this telephone let you see who’s calling before you answer the phone, even when you’re on another call. These features require services provided by your local telephone company.

Contact your telephone service provider if:

- You have both Caller ID and Call Waiting, but as separate services (you may need combined service)
- You have only Caller ID service, or only Call Waiting service
- You don’t subscribe to any Caller ID or Call Waiting services.

You can use this phone with regular Caller ID service, and you can use its other features without subscribing to either Caller ID or combined Caller ID with Call Waiting service. There may be fees for these services, and they may not be available in all areas.

Caller ID features will work only if both you and the caller are in areas offering Caller ID service, and if both telephone companies use compatible equipment.

See Caller ID Operation, beginning on page 20, for more details about how these features work.

Telephone operating range

This cordless telephone operates with the maximum power allowed by the Federal Communications Commission (FCC). Even so, this handset and base can communicate over only a certain distance — which can vary with the locations of the base and handset, the weather, and the construction of your home or office. For best performance, install the telephone base away from electronic equipment, such as personal computers, television sets or microwave ovens.

If you receive a call while you are out of range, the handset might not ring — or if it does ring, the call might not connect when you press \texttt{L1/L2}.

Move closer to the base, then press \texttt{L1/L2} to answer the call.

If you move out of range during a phone conversation, you might hear noise or interference. To improve reception, move closer to the base.

If you move out of range without pressing \texttt{OFF}, your phone will be left “off the hook.” To hang up properly, walk back toward the telephone base, periodically pressing \texttt{OFF} until the call is disconnected.
Getting Started

**Telephone base installation (2-line jack)**

If you have a 2-line jack, install the base as shown below. Choose a location away from electronic equipment, such as personal computers, television sets or microwave ovens. Avoid excessive heat, cold, dust or moisture.

**Line identification**

To identify phone lines, press **SPEAKERPHONE**, then call one of your telephone numbers. If you hear a busy signal, Line 1 is the number you called. If Line 2 rings, it is the number you called.

**NOTE:** Use only the power cord supplied with this product.

If you need a replacement, call 1 800 222–3111.

Be sure to use an electrical outlet not controlled by a wall switch.
Getting Started

**Telephone base installation (separate line jacks)**

If you have *separate jacks* for each line, install the base as shown below. Choose a location away from electronic equipment, such as personal computers, television sets or microwave ovens. Avoid excessive heat, cold, dust or moisture.

**Line identification**

To identify phone lines, press **SPEAKERPHONE**, then call one of your telephone numbers. If you hear a busy signal, Line 1 is the number you called. If Line 2 rings, it is the number you called.

---

**NOTE:** Use only the power cord supplied with this product. If you need a replacement, call 1-800-222-3111.

Be sure to use an electrical outlet not controlled by a wall switch.
Getting Started

Battery & charger installation

After installation, place the handset in the charger and allow the battery to charge for 12 hours before use. You can keep the battery charged by returning the handset to the charger after each use. When battery power is fully depleted, a full recharge takes about 8 hours.

Press coin into slot on base of handset to release latch, then remove cover.

Insert top tab first.

Press down to click in place.

Plug power cord into jack on underside of charger, then plug transformer into electrical outlet.

Caution: Use only supplied rechargeable battery.

Low battery indicator
Return handset to charger when this symbol flashes. (Handset will beep when battery is low.)

Insert supplied battery.

Place handset in charger for 12 hours before first use.

DID YOU KNOW?
An optional spare battery can be kept charged in the base, for quick replacement when the handset battery becomes depleted (see page 37).
Getting Started

Belt clip & accessories

Install belt clip as shown below if desired.

For hands-free telephone conversations, you can use any industry standard 2.5 mm headset (purchased separately). For best results use an AT&T 2.5 mm headset.

Snap belt clip into notches on side of handset. Rotate and pull to remove.

Plug 2.5 mm headset into jack on side of handset or base.

Use DATA jack at back of phone to connect fax or modem if desired (data port uses Line 2 only).
Telephone Operation

Basic handset operation

Making and answering calls
To answer an incoming call, press L1 or L2. Press L1 or L2 to make a call on line 1 or line 2, then dial a number. Press OFF to hang up. To preview before dialing, enter numbers first, then press L1/L2 to dial. Press CLEAR to make corrections as you enter numbers.

Hands-free speakerphone calls
To answer a call, press SPEAKER. To make a call, press SPEAKER, then dial a number. During a call you can press SPEAKER to toggle between hands-free speakerphone and normal handset use. Press OFF to hang up.

Last number redial
Press RDL to view the last 5 numbers called (up to 32 digits each). Use the ^V buttons to select a number, then press L1/L2 to dial. Press SELECT then ERASE to delete this number from the redial memory, or SAVE to copy the number into your phonebook.

Hold and mute
Press HOLD to place a call on hold. Press L1/L2 (or L1/L2, then SPEAKER) to resume the call.

Press MUTE to silence the microphone. You will be able to hear, but your caller will not be able to hear you until you press MUTE again to resume speaking.

Call transfer
During a conversation you can transfer the call to the base or to another handset.

Press XFER to display a list of sets. Use the ^V buttons to highlight the set you want, then press OK to transfer the call to the remote set.

To announce your call, press HOLD before you press XFER. When the recipient presses INTERCOM to answer, you can talk privately. After you (or the recipient) press INTERCOM to end the intercom call, the recipient can answer the transferred call.
Telephone Operation

Basic base operation

Making and answering calls
To answer a call, lift the base handset, press SPEAKERPHONE, or press HEADSET (if a headset is connected).

To make a call, lift the base handset, press SPEAKERPHONE or press HEADSET, then dial a number.

To choose a line, press L1 or L2, then lift the base handset, press SPEAKERPHONE or press HEADSET, then dial a number.

To preview numbers before dialing, enter numbers first, then press SPEAKERPHONE or HEADSET to dial. Press CLEAR to make corrections as you enter numbers.

To hang up, replace the base handset, press SPEAKERPHONE or press HEADSET.

Last number redial
Press RDL to view the last 5 numbers called (up to 32 digits each). Use the ^V buttons to select a number, then press L1/L2+SPEAKERPHONE to dial. Press SELECT then ERASE to delete this number from the redial memory, or SAVE to copy it into your phonebook.

Hold and mute
Press HOLD to place a call on hold. Press L1/L2, then SPEAKERPHONE or HEADSET to resume the call.

Press MUTE to silence the microphone. You will be able to hear, but your caller will not be able to hear you until you press MUTE again to resume speaking.

Call transfer
During a conversation you can transfer the call to a handset. Press TRANSFER to display a list of sets. Use the ^V buttons to highlight the set you want, then press OK to transfer the call to the remote set.

To announce your call, press HOLD before you press TRANSFER. When the recipient presses INTERCOM to answer, you can talk privately. After you (or the recipient) press INTERCOM to end the intercom call, the recipient can answer the transferred call.
Options while on calls

To adjust volume
Press VOLUME buttons on the handset or the base to adjust listening volume. Each button press raises or lowers volume by one level. Press OK to save the current setting for future calls.

Call waiting
If you have Call Waiting service, you will hear a beep if someone calls while you are already on a call. Press the FLASH button for the line in use to put your current call on hold and take the new call. You can press FLASH at any time to switch back and forth between calls.

Ring silencing
Press OFF while the phone is ringing to silence the ringer. You can still answer, or let the caller leave a message.

Switching between lines
During a handset call, if you answer an incoming call on another line, the line previously in use will be placed on hold. You can press L1/L2 at any time to switch to the call on the other line without dropping either call.

During a base call, you must press HOLD before making or answering a call on another line. Example:

1. Make or answer a call, then press HOLD.
2. Press L1 or L2 to select the unused line, then depress the switchhook or press SPEAKERPHONE to make or answer a call on the other line.
3. To return to the first call, hang up, press L1 or L2 to select the original line, then pick up the base handset or press SPEAKERPHONE.

Temporary tone dialing
If you have dial pulse (rotary) service, you can switch to touch tone dialing during a call by pressing * . This can be useful if you need to send tone signals for access to answering systems or long-distance services.
Telephone Operation

Intercom calls & conference calls

Intercom calls

Press the INTERCOM button at a handset or at the base. Scroll down to select a station, or select GLOBAL PAGE to page all stations. Press OK to page the selected station.

To answer an intercom page at the handset, press INTERCOM. At the base, lift the handset or press SPEAKERPHONE.

When your intercom call is finished, press OFF at the handset (or SPEAKERPHONE at the base) to end the call.

Handling incoming calls

During an intercom call, you will hear a beep to alert you if there is an incoming call. You have two options:

• Press L1/L2 at the handset (or SPEAKERPHONE at the base) to answer the outside call and conference it in with your existing intercom conversation.

• Press INTERCOM to terminate the intercom conversation, then answer the outside call (see pages 10-11).

3-way conference calls

During a call, someone at another station (base or handset) can press L1/L2 to join in the conversation.

You can also use both outside lines at the same time to set up a three-way conference call.

1 Make or answer a call.
2 Press HOLD.
3 Make a call on the other line.
4 When the call is answered, press CONF.
   • To drop line 1, press DROP LINE 1, then press OK.
   • To drop line 2, press DROP LINE 2, then press OK.
   • To end a conference call, press DROP BOTH LINES, then press OK.
Telephone Operation

Handset settings

Ringers
At this menu you can set default ring volumes, or turn the ringer off. You can also select one of six call melodies. Settings are selectable for the intercom and each line.

Follow the menu instructions to select the volume and melody you prefer, then press OK or SAVE to confirm.

Low battery tone
The handset is factory programmed to alert you with a tone when the battery is low and needs recharging. Press ON or OFF, then press OK to confirm.

Out-of-range tone
The handset is factory programmed to alert you with a tone when the handset is too far from the base. Press ON or OFF, then press OK to confirm.

Keypad tone
The handset is factory programmed to beep at each keypress. Press ON or OFF, then press OK to confirm.

Contrast
At this menu you can adjust screen contrast to one of 16 levels. Use the buttons to select the level you prefer, then press OK to confirm.

Enhanced mode
Use the buttons to select On, Off or Auto, then press OK to confirm. When on, this mode may improve sound quality and range, but will use more battery power. In Auto mode, the handset switches to Enhanced Mode when reception is poor.

Rename
Select Rename to change the name (up to 14 letters) that identifies your handset in all Intercom/Transfer menus (see page 17 to enter letters). Press SAVE to confirm.
Telephone Operation

Base settings

Ringers
At this menu you can set default ring volumes, or turn the ringer off. You can also select one of six call melodies. Settings are selectable for the intercom and each line.

Follow the menu instructions to select the volume and melody you prefer, then press OK or SAVE to confirm.

Call screening
Call screening lets you hear messages as callers leave them. Press ON or OFF, then press OK to confirm.

Set pulse/tone
Factory default setting for both lines is TONE. Change this to PULSE only if you do not have touch-tone dialing service (select line, select TONE or PULSE, then press OK).

Keypad tone
The handset is factory programmed to beep at each keypress. Press ON or OFF, then press OK to confirm.

Contrast
At this menu you can adjust screen contrast to one of 16 levels. Use the < > buttons to select the level you prefer, then press OK to confirm.

Enhanced mode
Use the ^V buttons to select On, Off or Auto for all handsets, then press OK to confirm. When on, this mode may improve sound quality and range, but will use more battery power. In Auto mode, handsets switch to Enhanced Mode when reception is poor.

Rename
Select Rename to change the name (up to 14 letters) that identifies your handset in all Intercom/Transfer menus (see page 17 to enter letters). Press SAVE to confirm.

Deregister all
Use this option with caution. It will make all handsets unusable until each has been re-registered (see page 36).
Phonebooks

Handset and base phonebooks

There are separate phonebook directories in the handset and the base.

Each phonebook can store up to 50 entries. Each entry can contain a number up to 32 digits, and a name up to 16 letters long. A convenient search feature can help you find and dial numbers quickly (see page 18).

The procedure for entering, editing and dialing phonebook entries is the same for both the handset and the base.

Timeouts and error tones

If you pause for too long while making an entry the procedure will time out and you will have to begin again.

If all memory locations are in use, an error tone will sound when you attempt to enter a new number. This means the memory is full, and you will not be able to store a new number until you delete an existing one.
Phonebooks

New phonebook entries

To enter a number

Use the dial pad to enter up to 32 digits. When the number is complete, press MEM.

- Press CLEAR to erase numbers if you make a mistake.
- Press PAUSE to enter a dialing pause.

To enter a name

Press dial pad buttons once for the first letter, twice for the second, three times for the third. Continue for lower-case letters. To enter a number, continue pressing the button until the number appears.

The cursor moves to the right when you press another dial pad button. Press \( \text{ } \) twice to enter a space.

- Press CLR to erase letters if you make a mistake.
- Press 1 repeatedly to enter an ampersand (\&), apostrophe (‘), comma (,), period (.), or digit 1.
- Press \# to enter a pound sign (#).
- Press * to enter an asterisk (*)..

Storing the entry

Press SAVE to store your new phonebook entry. To change it later, see page 19.
Phonebooks

Phonebook search

You can use the up/down arrows to browse through the phonebook, or search to find a specific entry. You can press CLEAR at any time to exit the directory.

To browse through the directory

To browse, press ^ or v to scroll through all entries one by one.

To search alphabetically

To shorten your search, press FIND, then use the telephone dial pad to enter the first letter of a name. When you press FIND again, the first name beginning with that letter will be displayed.

Press dial pad buttons once for the first letter, twice for the second, three times for the third, as shown on page 17.

To call a displayed number

To dial the displayed entry, lift the base handset, press L1/L2, or press SPEAKER.

Shortcut

Press * at any time while a phonebook entry is displayed to jump immediately to the Search menu.
Phonebooks

To dial, edit or delete entries

To dial a number

When any phonebook entry is displayed, press L1/L2 (or L1/L2, then SPEAKERPHONE at the base) to dial.

To delete an entry

Press EDIT, then DEL. Select THIS to delete only this entry, or ALL then YES to delete all entries in the phonebook. Deleted entries cannot be recovered.

To edit a listing

Press EDIT to modify the entry. You can change the name or number by following the steps on page 17.
Caller ID Logs

How Caller ID works
If you subscribe to Caller ID service provided by your local phone company, information about each caller will be displayed after the first ring.

Information about the last 50 incoming calls is stored in your call log. You can review the call log to find out who has called, return the call without dialing, or copy the caller’s name and number into your phonebook.

Each log entry is numbered (number 1 is always the most recent). When the call log is full, the oldest entry is deleted to make room for new incoming call information.

If you answer a call before the information appears on the screen, it will not be saved in your call log.

Handset and base call logs
There are separate Caller ID logs in the handset and the base.

Each call log can store up to 50 entries. Each entry can contain a number up to 14 digits, and a name up to 16 letters long.

The procedure for viewing, dialing, deleting and transferring call log entries to your phonebook is the same for both the handset and the base.
**Caller ID Logs**

**To review your call log**

The most recent call is displayed first. Use the arrow buttons to scroll through the list as shown at left.

**To return a call**

Press L1/L2 (or L1/L2, then SPEAKERPHONE at the base) to call the person currently displayed (see next page for important dialing options).

**Other options**

Press MENU to display other options:

- Select DIAL OPTIONS to view dialing options (see next page).
- Select DELETE CID, then choose THIS or ALL to delete displayed entry or all entries in the call log.
- Select SAVE TO MEM to copy the displayed name and number into your phonebook (see page 17).
Caller ID Logs

To dial a call log entry

When any Caller ID screen is displayed, press L1/L2 (or L1/L2, then SPEAKERPHONE at the base) to dial the number exactly as it appears on the screen.

Dialing options

Caller ID numbers may appear with an area code that may not be required for local calls. If the number displayed is not in the correct format, you can change how it is dialed.

Press MENU, then to see a list of dialing options. Press 1 or 0 to highlight the option you want, then press DIAL.
Caller ID Logs

Voice messages with Caller ID

If a caller leaves a voice message, the Caller ID screen will display LEFT A MESSAGE beneath the caller’s name.

To hear the message, press 1 (or press MENU, select PLAY MESSAGE, then press OK).

To pause playback, press 5 (or press MENU, select PAUSE/RESUME, then press OK). Press 5 again to resume playback.

At the handset, voice messages are played through the speakerphone. If you prefer to listen privately, you can press SPEAKER to switch to earpiece playback.

The answering system plays the message only once, then changes its status from “new” to “old.” You can press CLEAR to stop message playback, but no other answering system features are available at this point.

To play back voice messages with full access to all answering system features, please turn to page 27.
Answering System Operation

Message capacity

The answering system can record up to 99 messages, depending on how long each message is. Individual messages can be up to 4 minutes long, but total maximum recording time for all messages is 25 minutes. Messages will remain available for replay until you delete them.

Handset access

In addition to the features described in this section, you can also use your handset to review or delete messages (see page 27).
Answering System Operation

Day and time announcements

To set day and time

Before playing each message, the answering system announces the day and time the message was received.

Before using the answering system, you should follow the steps at left to set the day and time, so messages are dated correctly.

To set the day, scroll to a day of the week, then click SET. Scroll to the correct day, then click OK.

To set the time, scroll to the current time setting, then click SET. Use the dial pad to enter four digits (08:15), then press 7 for “AM” or 2 for “PM”). Press SAVE when time is entered correctly.
Outgoing announcements

Outgoing announcements are the messages callers hear when calls are answered by the answering system.

The phone is pre-programmed with an announcement that answers calls with "Hello. Please leave a message after the tone." You can use this announcement, or replace it with a recording of your own voice.

To record your outgoing announcement

Follow the steps at left to select RECORD NEW OGA, then press OK. At the screen prompt, begin speaking. Speak facing the telephone base from about 9 inches away. Press STOP when you are finished to hear the message you just recorded.

You can record an announcement up to 4 minutes long. Announcements less than 3 seconds long will not be recorded.

Shortcut (base only): Press and hold RECORD, then press MAILBOX LINE1/LINE2 to record an outgoing announcement for the selected line.

To review or delete your announcement

Follow the steps at left to select LISTEN TO OGA or DELETE OGA. If you delete your outgoing announcement, calls will be answered with the pre-programmed announcement described above.
**Answering System Operation**

**Message playback**

At the base, press a mailbox button to hear messages. At the handset, select MAILBOXES, then choose a mailbox.

If you have new messages waiting, you will hear only the new messages (oldest first). If there are no new messages, the system will play back all messages (oldest first).

**NOTE:** Only one station (handset or base) can access the answering system at a time.

**Announcements**

- During playback, the memo or message number and its length will be displayed on screen (with Caller ID information if available).
- Before each message, you will hear the day and time it was received.
- After the last message, you will hear “End of messages.” If the system has less than 5 minutes of recording time left, you will hear time remaining.

**Options during playback**

- Press VOLUME button to adjust speaker volume.
- Press REPEAT or BACK to repeat message currently playing. Press twice to hear previous message.
- Press DELETE or ERASE to delete message being played back.
- Press MENU for more options:
  - Press 3 to pause or resume playback.
  - Press 6 to skip to next message.
  - Press CLEAR or any mailbox button to stop playback.

**To delete all messages**

To delete all messages, press DELETE at the base while the phone is idle. Select a mailbox, then press ERASE to confirm (unheard messages will not be deleted).
Answering System Operation

Answering mode

In Answer + Record mode, callers are asked to leave a message. In Answer Only mode, callers hear an announcement but cannot leave messages. This option is useful, for example, to notify callers that you will be away for an extended period and request that they call back after a certain date.

To select answering mode

Follow the steps at left to select the answering mode for each mailbox. Use the \( ^V \) buttons to highlight a selection, then press OK.

Answer Only announcement

When Answer Only is turned on, calls are answered with a pre-recorded announcement that says "We're sorry, messages to this number cannot be accepted." You can use this announcement, or replace it with a recording of your own voice.

After turning on the Announce Only feature, follow the steps on page 26 to record your announcement. Callers will hear this announcement only when the Announce Only feature is turned on. Otherwise they will hear the standard announcement asking them to leave a message.
**Answering System Operation**

**Number of rings before answer**

At this menu you can select how the answering system answers incoming calls. Press the - or + buttons to select one of four options:

- Answer calls after 2 rings
- Answer calls after 4 rings (default)
- Answer calls after 6 rings
- **Toll Saver** (system answers after 2 rings if you have new messages, and after 4 rings if you have no new messages)

See page 24 to turn one or both mailboxes off, so that incoming calls are never answered.
Audible message alert

At this menu you can choose whether you want to be alerted when you have new messages waiting.

When the audible message alert is on, the telephone will beep every 10 seconds to alert you when there are new messages waiting.

Press OFF or ON buttons, then press OK to select.
Answering System Operation

Recording and playing memos

Memos are messages you record yourself. They are saved, played back and deleted exactly like incoming messages. You can record a memo as a reminder to yourself, or leave a message for someone else if others in your household use the answering system.

To record a memo

Follow the steps at left to record a memo. Press STOP to stop recording.

You can record a memo up to 4 minutes long. Memos less than 1 second long will not be recorded.

Shortcut (base only): Press RECORD, then press MAILBOX LINE1/LINE2 to record a memo in the selected mailbox.

To play back a memo

Press a mailbox button to hear messages and memos (see page 27 for other options).
Answering System Operation

Change security code

You must enter a security code for remote access to the answering system from another telephone.

The security code is factory programmed to 5000, but you should change it to a number known only to you.

To change the code, follow the steps at left. Enter a four-digit number, then press SAVE. The number you enter must not begin with 1 or 2.

The security number you enter will be applied to both mailboxes.
Answering System Operation

Remote access

A 4-digit security code is required to access your answering system from any touch-tone phone. This code is "5000" by default; see page 32 to change it.

Play messages
1 or 2 + mailbox (1 or 2)

Repeat or go back

Skip to next message

Stop

Delete message

Delete all messages
3 + mailbox (1 or 2)

Review announcement
7 then 1 or 2

Record announcement
8 then 1 or 2 to begin
3 to stop recording

Change answer mode
9 + mailbox (1 or 2)

Turn mailbox off
6 + mailbox (1 or 2)

Turn mailbox on
6 + mailbox (1 or 2)

Exit

Help menu

1 Dial your telephone number from any touch-tone phone

2 When system answers, enter 4-digit Remote Access Code ("5000" unless you have changed it)

3 Enter remote commands (see list at right)

4 Hang up to end call and save all undeleted messages

If you enter no commands, the system will play new messages (or prompt you to enter 5 to hear the help menu if there are no new messages).

If you enter no commands after playback, you will be prompted to press 5 to hear the help menu.

If you continue to enter no commands, the call will end.

All messages: Press 1 + mailbox number.
New messages: Press 2 + mailbox number.

Press to repeat current message. Press twice to hear previous message.

Press to skip current message and advance to next message.

Press to stop any operation (stop playback, stop recording).

Press during playback to delete current message.

Press 3 + mailbox number after playback of all messages to clear selected mailbox.

Press 7 + mailbox number to review current outgoing announcement.

Press 8, enter mailbox number, then speak after tone. Press 5 to stop recording.

Press 9 + mailbox number to toggle (Answer+Record or Answer Only mode).

Press 0 + mailbox number to toggle mailbox on or off.

If off, system answers after 10 rings. Enter access code, then 0 + mailbox number.

End remote access call (or hang up).

Press while not listening to messages to hear voice help menu.
Appendix

Display screen status icons

**Status icons**

- **Line in use (line number shown in phone icon)**
- **Handset using answering system (handset number followed by “T”)**
- **Phone in use (intercom call); flashes when handset is being paged**
- **Battery power level (see below)**
- **Ringer off**
- **Answering system is answering an incoming call**
- **Handset identification number**
- **Microphone is muted**
- **Call is on hold**
- **Enhanced mode is activated**
- **No AC power**
- **Handset is not yet registered, or searching for base**

**Battery power levels**

- **Battery fully charged**
- **Approximately half power remaining**
- **Battery power is low; should be recharged soon**
- **(flashing) Battery power is very low and must be recharged**
Appendix

Alert tones and indicator lights

Handset light flashes to announce new messages

Alert tones

<table>
<thead>
<tr>
<th>Alert tone</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Beep-Beep-Beep-Beep-Beep&quot;</td>
<td>Handset battery is low. Place handset in base to charge the battery.</td>
</tr>
<tr>
<td>(5 quick beeps)</td>
<td></td>
</tr>
<tr>
<td>&quot;Beep&quot;</td>
<td>Handset registration or programming command successfully completed.</td>
</tr>
<tr>
<td>(Single beep)</td>
<td></td>
</tr>
<tr>
<td>&quot;Beeeeeeeeep&quot;</td>
<td>The handset is out of range. Move closer to the base.</td>
</tr>
<tr>
<td>(1 long beep)</td>
<td></td>
</tr>
<tr>
<td>&quot;Beeeeeeeeep&quot;</td>
<td>Error tone (current operation has been unsuccessful; try again).</td>
</tr>
<tr>
<td>(1 long beep)</td>
<td></td>
</tr>
</tbody>
</table>

Indicator lights

<table>
<thead>
<tr>
<th>Indicator Light</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON/OFF</td>
<td>Steady: Both mailboxes on. Flashing: One mailbox turned off. Off: Both mailboxes turned off.</td>
</tr>
<tr>
<td>MUTE</td>
<td>On when base microphone is muted.</td>
</tr>
<tr>
<td>HEADSET</td>
<td>On when headset is in use.</td>
</tr>
<tr>
<td>SPEAKERPHONE</td>
<td>On when speakerphone is in use.</td>
</tr>
<tr>
<td>SPARE BATTERY</td>
<td>Steady: Spare battery is charging. Flashing: AC power is off. Spare battery is in use.</td>
</tr>
<tr>
<td>MAILBOX LINE 1/2</td>
<td>Steady: Old messages. Flashing: New messages.</td>
</tr>
</tbody>
</table>
Appendix

Adding new handsets

Your telephone can accommodate up to eight cordless handsets. You can add new handsets (sold separately) at any time, but each must be registered with the base before use.

Before using a new handset, you must register it with the base. During registration, you must enter the 15-digit ID number of the telephone base. To find this number, go to the base, press MENU, scroll down to select DISPLAY BASE ID, then press OK.

Follow the instructions provided with your new handset to register it for use with your telephone.

The handset provided with your telephone is automatically registered as Handset 1. Additional handsets will be assigned numbers in the order they are registered (2, 3, 4, etc.) up to a maximum of eight handsets.

NOTE: If you select DEREGISTER ALL in the Handset Menu Settings menu, all handsets will be unusable until each has been re-registered (see page 15).
Appendix

Charging a spare battery

An optional spare battery (AT&T 2401 or 2403, sold separately) can be kept charged in the base, for quick replacement when the handset battery becomes depleted.

In the event of a power failure, the charged battery in the base will allow you to make and receive calls for up to one hour.

A spare battery requires at least 24 hours to reach full charge.

Press latch on side of phone to open drawer, insert battery, then close drawer.

Insert battery with contacts facing up and to the right, as shown.

Caution: Use only supplied rechargeable battery. Replace only with AT&T Model 2401 battery (SKU 26820).
Appendix

In case of difficulty

If you have difficulty with your phone, please try the suggestions below. For Customer Service, visit our web site at www.telephones.att.com, or call 1 800 222–3111.

Telephone does not work at all

• Make sure the battery is installed and charged correctly (see page 8).
• Make sure the AC adapter is plugged into an outlet not controlled by a wall switch.
• Make sure the telephone line cord is plugged firmly into the base unit and the modular jack.
• If these suggestions do not work, unplug the base, remove and re-insert the battery, then place the handset in the base to re-initialize.

Phone does not ring

• Make sure the ringer is on (see pages 14-15).
• Make sure the telephone line cord and AC adapter are plugged in properly (see pages 6-7).
• Move the handset closer to the base.
• You might have too many extension phones on your telephone line to allow all of them to ring. Try unplugging some of them.

If you hear noise or interference during a call

• You may be out of range. Move closer to the base.
• Appliances plugged into the same circuit as the base can cause interference. Try moving the appliance or base to another outlet.
• The layout of your home or office might be limiting the operating range. Try moving the base to another location, preferably on an upper floor.
• If the buttons don’t work, try placing the handset in the base for at least 15 seconds.
• Disconnect the base from the modular jack and plug in a corded telephone. If calls are still not clear, the problem is probably in your wiring or local service. Call your local telephone service company.
Appendix

In case of difficulty

Incomplete messages

- If a caller leaves a very long message, part of it may be lost when the system disconnects the call after 4 minutes.
- If the caller pauses for more than 7 seconds, the system stops recording and disconnects the call.
- If the system’s memory becomes full during a message, the system stops recording and disconnects the call.

Difficulty hearing messages

- Press 0 to increase speaker volume.

System does not answer after correct number of rings

- Make sure that the answering system is on.
- If Toll Saver is activated, the number of rings changes to two when you have new messages waiting (see page 29).
- In some cases, the system may be affected by the ringing system used by the local telephone company.
- If the memory is full or the system is off, the system will answer after 10 rings.

System does not respond to remote commands

- Be sure to enter your Remote Access Code correctly (see pages 32-33).
- Make sure you are calling from a touch-tone phone. When you dial a number, you should hear tones. If you hear clicks, the phone is not a touch-tone telephone and cannot activate the answering system.
- The answering system may not detect the Remote Access Code while your announcement is playing. Try waiting until the announcement is over before entering the code.
- There may be noise or interference on the phone line you are using. Press dial-pad buttons firmly.

Announcement message is not clear

- When you record your announcement, make sure you speak in a normal tone of voice, about 9 inches from the base.
- Make sure there is no “background” noise (TV, music, etc.) while you are recording.

On/Off button is flashing

- The On/Off button on the base flashes when one mailbox is turned off. To stop the flashing, press ON/OFF, then set both mailboxes to “On” (see page 24).
Appendix

Index

A
AC adapter, 6, 7
Access code, 32, 33
Alert tones, 35
Answering calls, 10, 11
Answering system, 24
  answer only, 28
  audible message alert, 30
  delete messages, 27
  outgoing announcement, 26
  memos, 31
  message window, 32
  play messages, 29, 30
  remote access, 33
  rings before answer, 29
  security code, 32, 33

B
Battery charging, 8, 37
Battery installation, 8
Belt clip, 9

C
Call history, 20
Caller ID, 5, 20
  add entries to phone directory, 21
  delete entries, 21
  dial entries, 22
Call screening, 15
CID, 20
Conference calls, 13

D
Day/time, 25
Delete Call Log entries, 21
Delete redial entries, 10, 11
Dialing,
  manual dialing, 10, 11
  phonebook dialing, 19

E
Ending calls, 10, 11
Error tones, 35

F
Flash (switchhook flash), 10, 11

H
Hands-free use, 10, 11
Headphone, 9
Hold, 10, 11
Incoming call log, 20
Incoming calls, answering, 10, 11, 13
Incoming messages, 23, 24
Indicator lights, 35
Intercom, 13

I
Incoming call log, 20
Incoming calls, answering, 10, 11, 13
Incoming messages, 23, 24
Indicator lights, 35
Intercom, 13

L
Last number redial, 10, 11
Low battery, 8

M
Making calls, 10, 11
Memos, 31
Menus, 2, 14-16
Message alert, 30
Messages, 24-33
Microphone, 26, 31
Mute, 10, 11
Appendix

Index

N
Names,
   enter into phonebook, 17
   search for, 18
New handsets, 36
Number of rings before answer, 29

O
On/off button, 24
Operating range, 5
Outgoing announcement, 26
Out of range, 5, 14

P
Paging, 13
Phonebooks,
   dial number, 19
   edit entries, 19
   name search, 18
   new entries, 17
Playback (messages), 27
Problems, 38

Q
Quick reference guide, 2-3

R
Receiving calls, 10, 11
Recharging, 8, 37
Redial, 10, 11
Repeat, 27
Ring silencing, 12
Ring tone options, 14, 15

S
Search for name, 18
Security codes, 32, 33
Skip, 27
Spare battery, 37
Speakerphone, 10, 11

T
Technical specifications, 42
Time, 15
Tones,
   base tones & alerts, 35
   handset tones & alerts, 35
   send tones during call, 12
Troubleshooting, 38

V
Voice mail, 24-33
Volume controls, 12
## Technical specifications

<table>
<thead>
<tr>
<th>Specification</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF Frequency Band</td>
<td>2400 MHz — 2483.5 MHz</td>
</tr>
<tr>
<td>Channels</td>
<td>95</td>
</tr>
<tr>
<td>Channel Spacing</td>
<td>864 KHz</td>
</tr>
<tr>
<td>Sensitivity</td>
<td>-93 dBm</td>
</tr>
<tr>
<td>Base Unit Voltage (AC Voltage, 60Hz)</td>
<td>96 — 144 Vrms</td>
</tr>
<tr>
<td>Base Unit Voltage (AC Adapter Output)</td>
<td>8.61 Vdc</td>
</tr>
<tr>
<td>Handset Voltage</td>
<td>2-3 Vdc</td>
</tr>
</tbody>
</table>
Appendix

Remote access wallet card

Your package includes a handy wallet card to help you remember access commands you can use to control your answering system from any touch-tone telephone. If you misplace this card, just clip and save the card below.

<table>
<thead>
<tr>
<th>Action</th>
<th>Remote Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voice help menu</td>
<td>5</td>
</tr>
<tr>
<td>Play messages</td>
<td>1 +mailbox (all) 2 +mailbox (new)</td>
</tr>
<tr>
<td>Repeat message</td>
<td>4</td>
</tr>
<tr>
<td>Skip message</td>
<td>6</td>
</tr>
<tr>
<td>Stop</td>
<td>5</td>
</tr>
<tr>
<td>Save messages</td>
<td>Hang up</td>
</tr>
<tr>
<td>Delete message</td>
<td>3 (current) 3 + mailbox (all)</td>
</tr>
<tr>
<td>Review announcement</td>
<td>7 +mailbox number</td>
</tr>
<tr>
<td>Record announcement</td>
<td>7 +mailbox number to stop</td>
</tr>
<tr>
<td>Change answer mode</td>
<td>7 +mailbox number to stop</td>
</tr>
<tr>
<td>End remote access call</td>
<td>9 (or hang up)</td>
</tr>
<tr>
<td>Turn mailbox off</td>
<td>6 +mailbox number</td>
</tr>
<tr>
<td>Turn mailbox on</td>
<td>If off, system answers after 10 rings. Enter access code, then press 0 + mailbox number</td>
</tr>
</tbody>
</table>

2.4 GHz 2-Line Telephone/Answering System E2562
User Manual (Part 2)

2.4 GHz Expansion Handset E252

For use with AT&T model E2562
STOP! See pages 2-3 for easy instructions

You must charge batteries and register the handset before use

For customer service or product information, visit our web site at
www.telephones.att.com
or call 1-800-222-3111

Please also read
Important Product Information
Enclosed in product package

Table of contents

Before you begin.................................1
Parts checklist....................................1
Battery installation & charging..............2
Registering the handset.......................3
Belt clip & optional headset..................4
Quick reference guide.........................5
Before you begin

This cordless telephone operates with the maximum power allowed by the Federal Communications Commission (FCC). Even so, this handset and base can communicate over only a certain distance — which can vary with the locations of the base and handset, the weather, and the construction of your home or office. For best performance, keep the base antenna fully upright.

If you receive a call while you are out of range, the handset might not ring — or if it does ring, the call might not connect when you press PHONE. Move closer to the base, then press PHONE to answer the call.

If you move out of range during a phone conversation, you might hear noise or interference. To improve reception, move closer to the base.

If you move out of range without pressing OFF, your phone will be left “off the hook.” To hang up properly, walk back toward the telephone base, periodically pressing OFF until the call is disconnected.

Parts checklist

Remember to save your sales receipt and original packaging in case you ever need to ship your telephone for warranty service. Check to make sure the telephone package includes the following:

- Telephone handset
- Belt clip
- Power adapter
- Batteries
- Handset charger
Battery & charger installation

After installation, place the handset in the charger and allow the battery to charge for 12 hours before use. You can keep the battery charged by returning the handset to the charger after each use. When battery power is fully depleted, a full recharge takes about 8 hours.

Press coin into slot on base of handset to release latch, then remove cover.

Insert supplied battery.

Caution: Use only supplied rechargeable battery.

Low battery indicator
Return handset to charger when this symbol flashes. (Handset will beep when battery is low.)

Light remains on while batteries are charging.
Registering the handset

Before using your new handset, you must register it with the base. During registration, you must enter the 15-digit ID number of the telephone base. To find this number, go to the base, press MENU, scroll down to select DISPLAY BASE ID, then press OK.

The handset provided with your telephone is automatically registered as Handset 1. Additional handsets will be assigned numbers in the order they are registered (2, 3, 4, etc.) up to a maximum of eight.
Belt clip & optional headset

Install belt clip as shown below if desired.

For hands-free telephone conversations, you can use any industry standard 2.5 mm headset (purchased separately). For best results use an AT&T 2.5 mm headset.

Snap belt clip into notches on side of handset. Rotate and pull to remove.

Plug 2.5 mm headset into jack on side of handset (beneath small rubber cap).
Quick reference guide

For complete instructions, please refer to the manual provided with your telephone.

Softkeys
Press a softkey to select a menu item displayed just above the key.

Off/Clear
During a call, press to hang up.
While using menus, press to cancel an operation, back up to the previous menu, or exit the menu display.

L1/Flash, L2/Flash
Press L1 to make or answer a call on line 1. Press L2 to make or answer a call on line 2.
During a call, press to receive an incoming call, if Call Waiting is activated.

Xfer/Intercom
Press to transfer a call or initiate an intercom conversation.

Speaker
Press to activate handset speakerphone. Press again to hang up.

Volume
Press to adjust listening volume.

Screen menus

Main Menu
- Play New MSG
- Call History
- Mailboxes
- Handset Settings
- Register

Handset Settings
- Ringers
- Low Batt Tone
- Range Tone
- Keypad Tone
- Contrast
- Enhanced Mode
- Rename