AT&T
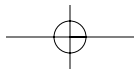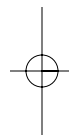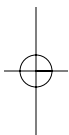
Four-Line Small Business System Speakerphone 945

For Customer Service Or Product Information, Visit Our Website At
www.telephones.att.com

Please also read
Part 1 — Important Product Information

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CONTENTS

PRODUCT OVERVIEW

This AT&T 945 Four-Line Small Business System Speakerphone is expandable to a 16-extension telephone system. The 945 is compatible with AT&T 974, 984, 944, 955 and 964 telephones. (See BEFORE YOU BEGIN starting on page 2 and EXPANDING THE PHONE SYSTEM beginning on page 70 for details.)

The 945 is hearing-aid compatible and can be connected to up to four incoming telephone lines. This phone features a speakerphone for hands-free use and a headset jack compatible with most two-band 2.5 mm headsets (sold separately). The 945 allows paging, intercom and call transfers between system phones and is capable of connecting three parties in a conference call. This phone also features a 32-number memory for faster dialing. There are two convenience ports available for connecting the phone to another device such as a fax machine or modem.

The 945 is compatible with Centrex service. Centrex is a special subscriber service which may be available from your local telephone company for a fee. If you subscribe to Centrex service, refer to the CENTREX OPERATION section of this manual, beginning on page 72.

This User's Manual contains detailed instructions for installing, programming and operating your AT&T 945 Four-Line Small Business System Speakerphone. Please be sure to read BEFORE YOU BEGIN starting on page 2 before installing this phone.

PRODUCT OVERVIEW

1

BEFORE YOU BEGIN

Parts List
Your box should include:

This User's Manual

Quick Start Guide

Two seven-foot twisted pair line cords

Eight-inch line cord

Handset

Base unit with wedge attached

Coiled handset cord

Power adapter
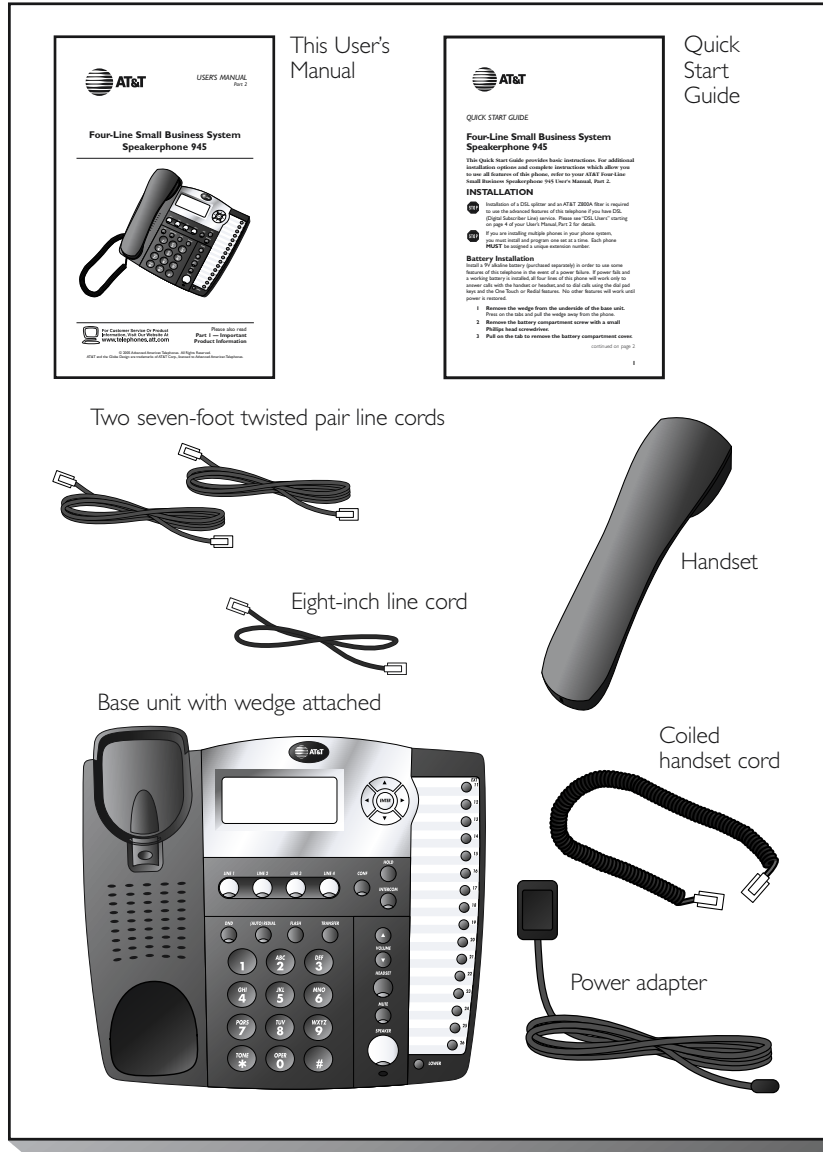
Tools Needed
You will also need a small Phillips head screw driver to install your phone.

2

This **945** telephone is fully compatible with any AT&T Four-Line Small Business System Speakerphone **984** or **974** units you may have installed. You can use a total of 16 945/974/984 units together as extensions in your phone system.

This **945** telephone is also compatible with any AT&T 964/955/944 phones you have previously installed. This **945** telephone is **NOT** compatible with any 843, 853, 854, 874, or 954 telephones you may have previously installed.

◎ **NOTE:** If you have one or more 964, 955, or 944 phone(s) installed in the same phone system with this 945 telephone, you can have only 12 extensions and 15 telephone lines in the phone system.

• You must have a modular telephone jack and an electrical outlet not controlled by a wall switch near where you're installing the phone.

🛑 The total length of telephone wiring used in this system **MUST NOT** be more than 600 feet. In some cases a Z800A filter can be used in a phone system with more than 600 feet of wire. **AT&T highly recommends that a Z800A filter be installed by a professional. AT&T CANNOT guarantee that this telephone will work with such a filter, and IS NOT responsible for the cost of such installations or for arranging the installation. A Z800A filter can be obtained by calling 1 800 222-3111**.

• Identify the number of phone lines you'll use.
• Plan the layout of your phone system.
• All connected phones must have the same Line 1 phone number for the Intercom and Page features to work.

🛑 Every individual phone in your telephone system **MUST** be assigned a unique extension number for the Intercom feature to work. If you try to assign the same extension number to a second phone, you will hear a repeating short ring and the screen display will include `EXT XX is already used Assign new EXT #`. For directions see "Assign an Extension Number to Your Phone" on page 22 of this manual for directions.

• Decide if you want a private line. A private line does not appear on all connected phones.
• Choose your setting for each feature. You will need to program the features after installation. See "Programmable Features List" beginning on page 6 for a brief description of the features. See the FEATURE SETUP section beginning on page 21 for programming instructions.

BEFORE YOU BEGIN

3

DSL Users

STOP Installation of a DSL splitter and an AT&T Z800A filter is required to use the advanced features of this telephone if you have DSL (Digital Subscriber Line) service.

Set-Up for DSL Users

If you are a DSL (Digital Subscriber Line) customer, you may experience interference with the advanced features of this telephone. Certain features of this phone (e.g., intercom, hold, line privacy, etc.) work by sending a data signal using Line 1. This data signal is sent at some of the same frequencies as those used by your DSL service. Microfilters are used to block the high frequency DSL signals from being transmitted through and interfering with your telephones. These same microfilters that may have been installed for your DSL service will also block the data signals between your system phones. Therefore, some features of this phone may not work properly when DSL filters are installed in your building. This problem can occur even if the DSL line is not one of the lines used by the phone system. If you use the microfilters that your DSL service provider may have supplied when you activated DSL service with this phone, some of the phone features will not work. Once the DSL splitter (described below) is installed, you should no longer experience interference.

Installation, by your DSL service provider or other professional, of a DSL splitter (not a"microfilter") **AND** an AT&T Z800A Isolation Filter as close as possible to the "protection block" or "network interface" (where the telephone line enters the house) may resolve DSL interference. (It may be necessary to use a DSL splitter intended for outdoor use.) A DSL splitter allows the data and voice signals to use the same telephone line without interfering with each other. An AT&T Z800A filter isolates the splitter from your phone system and reduces interference with the signals used by the system phones to communicate with each other.

You can obtain an AT&T Z800A filter at no charge by calling **1 800 222-3111**. You will also receive a diagram showing the proper installation of the AT&T Z800A filter with a DSL splitter, DSL modem and your system phones. AT&T cannot supply the DSL splitter.

Please contact your DSL service provider or professional contractor for details about obtaining and installing a DSL splitter. Your DSL service provider may require you to bear any installation costs. AT&T and the manufacturer of this product have no affiliation with your DSL provider and the type or quality of services they offer. Installation must be performed at your own expense and AT&T cannot troubleshoot or provide installation support.

BEFORE YOU BEGIN

4

NOTE: If your DSL service provider cannot supply a DSL splitter, it is possible to purchase an outdoor DSL splitter (such as a Corning or Allen Tel brand DSL splitter) over the Internet.

If you are a new DSL customer, your DSL service provider will likely ask you if you have more than one telephone line in your home or business. If you answer yes, your DSL service provider will probably advise you that you need a splitter. Your DSL service provider may also ask if you are installing a phone system. If you answer yes, your DSL service provider will most likely advise you that you need a splitter. In most cases, your DSL service provider will supply you with the proper splitter for your specific situation. The DSL splitter, installed properly and in conjunction with a Z800A filter, should help overcome any interference between the DSL signal and the signals sent by your phone system.

AT&T shall not be responsible for the cost of installation, any damages, lost business, direct or indirect expenses accrued or associated with installation, or other compatibility issues which may arise as a result of using this product while you subscribe to DSL service.

Glossary

Centrex Service: A special subscriber service which may be available from your local telephone company for a fee. This 945 telephone can be used with Centrex Service.

DND: When activated, the Do Not Disturb (DND) feature prevents interruptions during a call.

Line Group: A group of system phones sharing some lines within a multi-phone system.

Navigation buttons: These are the buttons used when programming your 945 phone and for scrolling through feature options (ENTER, ▲, ▼, ▶, ◀).

Phone System: Two or more system phones combined to form an interacting system of shared lines. You can have up to 16 system phones in the system.

NOTE: If you have one or more 964, 955, or 944 phone(s) installed in the same phone system with this 945 telephone, you can have only 12 extensions in the phone system.

Prime Line: This is the line on your phone you designate to be selected automatically when you lift the handset, press SPEAKER, or press HEADSET.

System Phone: Any 944, 945, 955, 964, 974 or 984 phone in your phone system (also called an extension).

BEFORE YOU BEGIN

5

Programmable Features List

Default settings indicated by *.

FEATURE:	FUNCTION:	OPTIONS:
ONE TOUCH PREFERENCE	Choose default mode for One Touch (EXT) buttons.	Intercom* or Telephone
EXTENSION NO	Assign an extension number to this phone.	11*-26
RINGER ON /OFF	Turn the ringer on or off for each line.	On* or Off
RINGER TYPE	Select a ring pattern for this phone.	Type 1*, 2, 3, 4
DELAY RING	Select desired time to delay Central Office ring.	Off*, 2, 4, 6, up to 30 seconds
AUTO-MUTE	Turn Auto-Mute on or off (sounds at this extension will be heard automatically when paged).	On* or Off
TONE/PULSE	Set the dial mode for touch tone or dial pulse (rotary) dialing.	Tone* or Pulse
HOLD REMINDER	Turn on or off the audible reminder that a call at this extension is on hold.	On* or Off
TIME/DATE	Set the time and date.	01:00 AM 01/01 Sunday*
LINE USAGE	Turn Line Usage on or off for each line.	On* or Off

◎ **NOTE:** One ring is equal to about six seconds, two rings equals twelve seconds, and so on.

6

Programmable Features List

Default settings indicated by *.

FEATURE:	FUNCTION:	OPTIONS:
PRIME LINE	Assign a line on this phone to be selected automatically when you lift the handset, press $\boxed{SPEAKER}$, or press $\boxed{HEADSET}$.	Line 1*, 2, 3, 4
AUTOMATIC MODE	Choose default mode for calls connected with the handset in the cradle.	Speakerphone* or Headset
SCROLL RATE	Set the scrolling speed for Rapid Scroll.	Very Slow, Slow, Medium*, Fast, or Very Fast
LCD BACKLIGHT	Turn the screen display backlight on or off.	On* or Off
LINE GROUP	Assign your phone to a Line Group.	Line Group 4*-15 or PRV (private)
RESET ALL	Return all features to default settings.	N/A
CONSOLE	Specify whether your phone is the Centrex Console phone for your phone system.	On or Off*
CSL DELAY RING	Set the time to delay ring for Centrex Console phone.	Off*, 2, 4, 6, up to 30 seconds
LANGUAGE	Select the language for screen displays.	English*, Espanol, or Français

◎ **NOTE:** One ring is equal to about six seconds, two rings equals twelve seconds, and so on.

BEFORE YOU BEGIN

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Audible Signals

WHEN YOU HEAR:	IT MEANS:
A RAPID DOUBLE-RING PATTERN, REPEATING	You have an incoming intercom call.
A LONG SINGLE RING, REPEATING	You have an incoming transferred call.
A SHORT SINGLE RING, **REPEATING** (error ring)	The extension number you just programmed has already been assigned. Choose another number for this extension.
A SHORT SINGLE TONE, REPEATING	The extension you are calling is in DND mode.
A LONG SINGLE TONE, REPEATING	The extension you are calling is busy.
A VERY LONG SINGLE TONE, REPEATING	The extension you are calling is ringing or in DND mode.

INSTALLATION

STOP If you are installing multiple phones in your telephone system, you must install and program one set at a time. If more than one extension is assigned the same extension number, a repeating short ring (error ring) sounds at the extension you are programming and the screen display includes EXT XX is already used Assign new EXT #. Assign a different extension number from 11 to 26 (see "Assign an Extension Number to Your Phone" on page 22).

Battery Installation

Install a 9V alkaline battery (purchased separately) in order to use some features of this telephone in the event of a power failure. If power fails and a working battery is installed, all four lines of this phone will work only to answer calls with the handset or headset, and to dial calls using the dial pad keys and the One Touch or Redial features. No other features will work until power is restored.

1 Remove the wedge from the underside of the base unit.
Press on the tabs in the direction of the arrows and pull the wedge away from the phone.
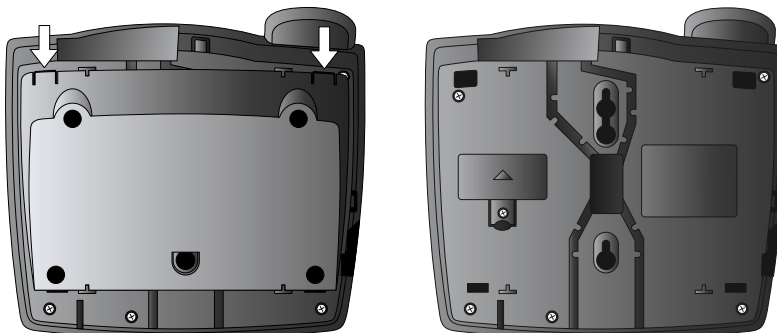
2 Remove the battery compartment screw with a small Phillips head screwdriver.

9
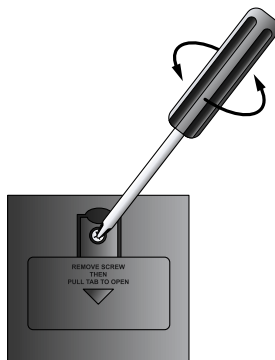
Battery Installation
continued from page 9

3   Pull on the tab to remove the battery compartment cover.

REMOVE SCREW
THEN
PULL TAB TO OPEN
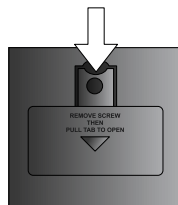
4   Insert a 9V battery (purchased separately) following the polarity markings in the battery compartment.

Polarity Markings
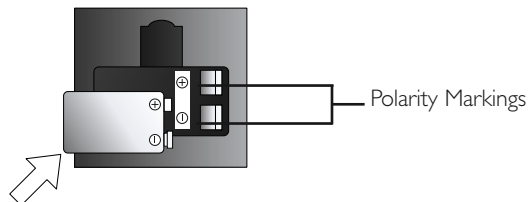
5   Replace the battery compartment cover and the screw.
6   If you are wall mounting the phone, turn to "Wall Installation" beginning on page 13. (You will not need the wedge; store it in case you use the phone on a table or desk in the future.)

  —OR—

  If you are using the phone on a table or desk, reattach the wedge to the base unit by sliding the tabs into the holes as shown.
  Snap the wedge onto the base. Then, turn to "Table/Desk Installation" beginning on page 11.

10
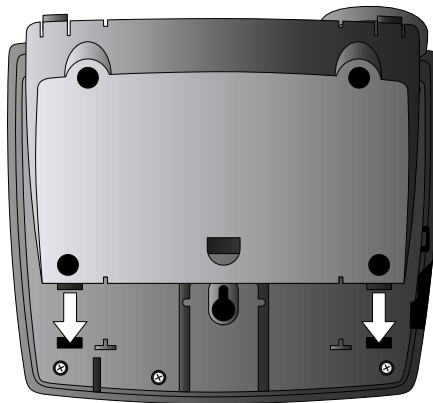
Table/Desk Installation

For best results, follow the directions in "Battery Installation" beginning on page 9 before installing the phone.

1   Connect the telephone line cords to the telephone and wall jacks as shown in the appropriate illustration below. Use only the line cords that came with this phone.

- **Four One-Line Jacks** (To use this installation option, you'll need to purchase two two-line adapters. Adapters are available at retail stores or by calling **1 800 222–3111**.)

L4   L3   Modular telephone jacks Lines 3 and 4

L1   L2   Modular telephone jacks Lines 1 and 2

Two-line adapters

Telephone line cords

AUX L4 AUX L3 POWER

L3/L4 jack   **L1/L2** jack

- **Two Two-Line Jacks**

L3 & L4   Modular telephone jack Lines 3 and 4

L1 & L2   Modular telephone jack Lines 1 and 2

Telephone line cords

AUX L4 AUX L3 POWER

L3/L4 jack   **L1/L2** jack

INSTALLATION

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Table/Desk Installation

INSTALLATION

2 Connect the handset cord.

Plug one end of the coiled handset cord into the jack on the left side of the phone. Plug the other end into the handset and hang up.

3 Connect the power adapter to the telephone.

⚠ Use only the power adapter provided with this product. To obtain a replacement, call **1 800 222–3111**.

Plug one end of the power adapter into the jack labeled **POWER** on the back of the phone. Plug the other end into a standard electrical outlet not controlled by a wall switch.

Standard electrical outlet

POWER jack

Power adapter

AUX L4   AUX L3
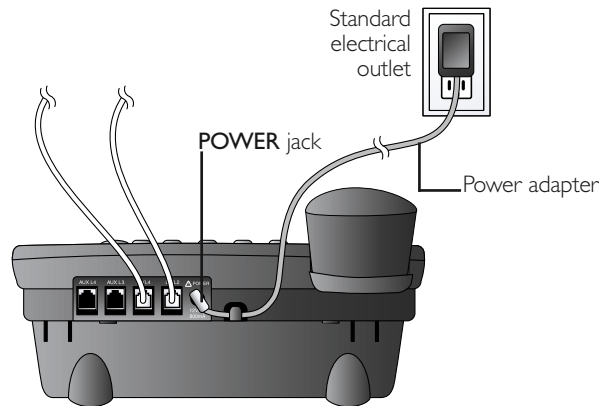
4 Initialization.

If no battery is installed when you connect the power cord, the phone runs a quick self-test and the screen displays Initializing.. for about seven seconds.

◎ **NOTE:** The phone will run through this same initialization any time it is reconnected to AC power if a working battery is not installed (for example, after a power failure or when the unit has been unplugged).

5 Check for dial tone.

Lift the handset and listen for a dial tone. If you cannot hear a dial tone, turn to IN CASE OF DIFFICULTY beginning on page 66.
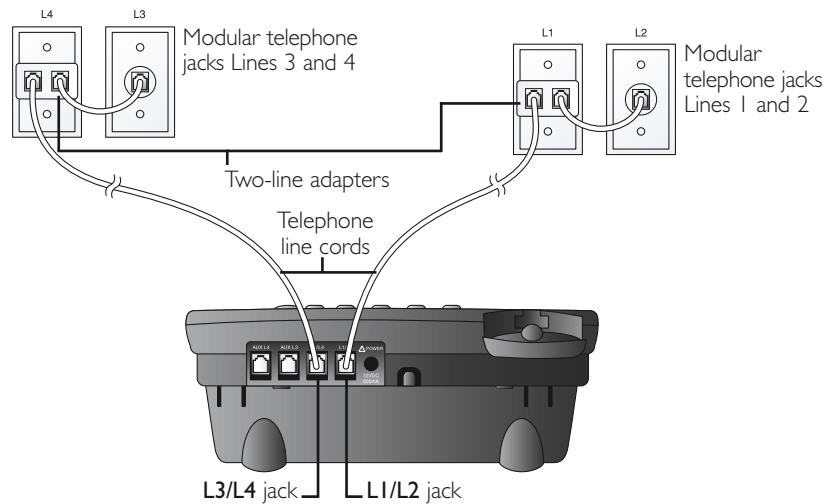
Wall Installation

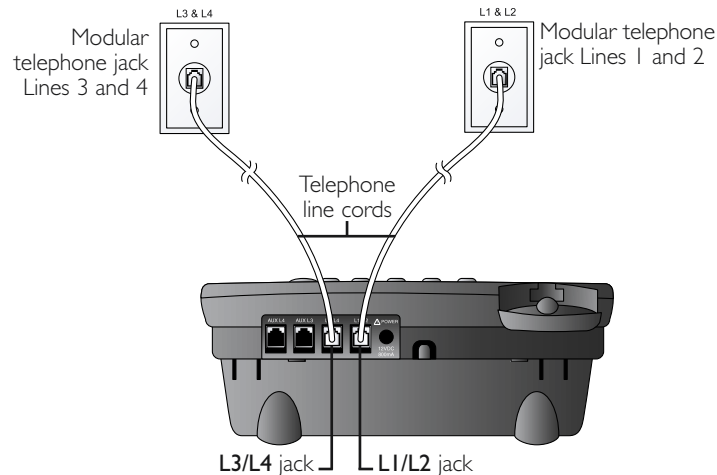For best results, follow the directions in "Battery Installation" beginning on page 9 before installing the phone.

1 **If the wedge is still attached to the underside of the base unit**, follow **Step 1** in "Battery Installation" on page 9 to remove the wedge.

2 **Reverse the handset tab.**

Hold down the switchhook, then pull out the handset tab and rotate it 180 degrees. Push the handset tab down into the grooves so it settles into position.

Switchhook

Handset tab

3 **Connect the telephone line cords to the telephone as shown.**

L3/L4 jack   L1/L2 jack
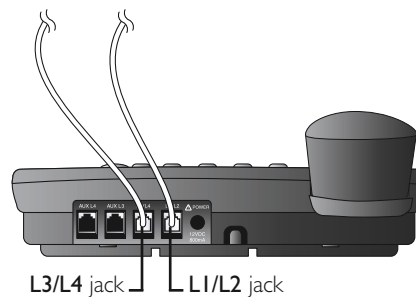
4 **Connect the handset cord.**

Plug one end of the coiled handset cord into the jack on the left side of the phone. Plug the other end into the handset and hang up.

INSTALLATION

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Wall Installation

INSTALLATION

5 **Connect the power adapter to the telephone.**

⚠ Use only the power adapter provided with this product.
To obtain a replacement, call **1 800 222–3111**.

Plug one end of the power adapter into the jack labeled **POWER**
on the back of the phone. Plug the power adapter into a standard
electrical outlet not controlled by a wall switch.

Standard
electrical
outlet

POWER jack

Power adapter

14
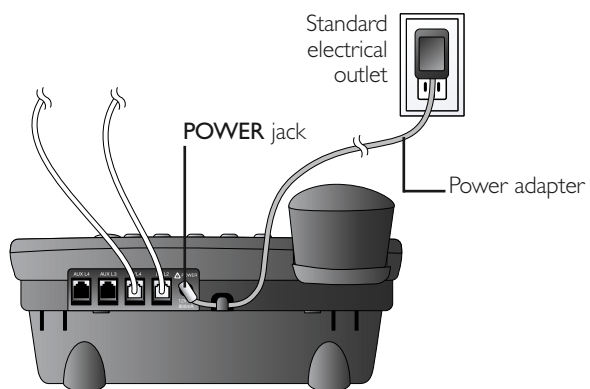
6   Connect the telephone line cords to the wall jacks as shown in the appropriate illustration and mount the phone on the wall. Use only the line cords that came with this phone.

- **Four One-Line Jacks** (To use this installation option, you'll need to purchase two two-line adapters. You will also need to purchase and install a blank wall plate. Adapters and blank wall plates are available at retail stores or by calling **1 800 222-3111**.)

<div style="float:right">**INSTALLATION**</div>

L4   L3

Modular
telephone
jacks
Lines 3 and 4

Two-line
adapters

Blank
wall
plate

L2   L1

Power
adapter

Standard
electrical
outlet

Modular
telephone Jacks
Lines 1 and 2

15
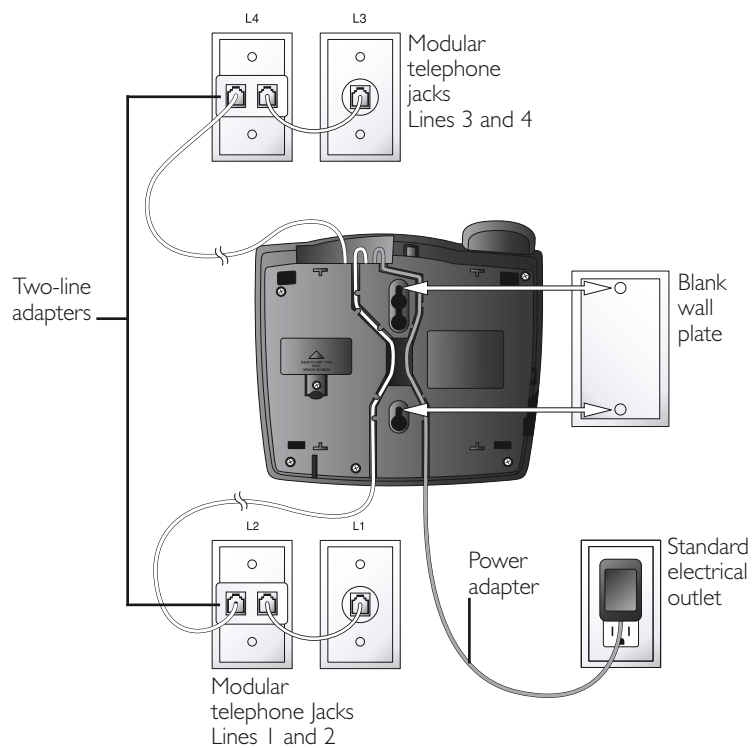
INSTALLATION

Wall Installation

- **Two Two-Line Jacks** (To use this illustration option you may want to use the short line cord for Lines 1 and 2.)

Modular telephone jack Lines 3 and 4

L3 & L4

L1 & L2

Modular telephone jack Lines 1 and 2

Power adapter

Standard electrical outlet
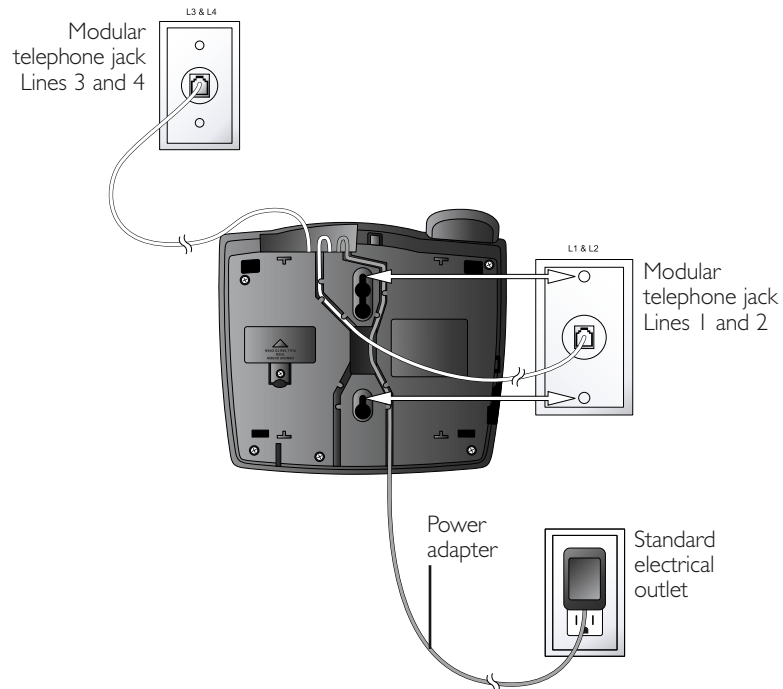
7   Initialization.
If no battery is installed when you connect the power cord, the phone runs a quick self-test and the screen displays Initializing.. for about seven seconds.

◎ **NOTE:** The phone will run through this same initialization any time it is reconnected to AC power if a working battery is not installed (for example, after a power failure or when the unit has been unplugged).

8   Check for dial tone.
Lift the handset and listen for a dial tone. If you cannot hear a dial tone, turn to IN CASE OF DIFFICULTY beginning on page 66.

Convenience Ports

If you want to connect another device (such as a modem or fax machine) to the wall jack, you can use the jacks on the phone labeled **AUX**. These convenience ports use Lines 3 and 4; a call picked up on Line 3 or 4 at another extension may interrupt fax, modem, or message transmission.
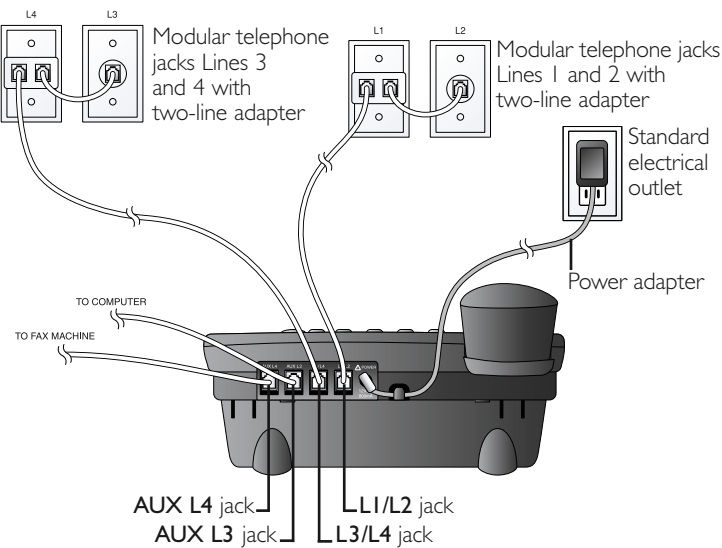
INSTALLATION

• **Four One-Line Jacks**

L4   L3

Modular telephone jacks Lines 3 and 4 with two-line adapter

L1   L2

Modular telephone jacks Lines 1 and 2 with two-line adapter

Standard electrical outlet

Power adapter

TO COMPUTER

TO FAX MACHINE

AUX **L4** jack
AUX **L3** jack

L1/L2 jack
L3/L4 jack

• **Two Two-Line Jacks**

L3 & L4

Modular telephone jack Lines 3 and 4

L1 & L2

Modular telephone jack Lines 1 and 2

Standard electrical outlet

Power adapter

TO COMPUTER

TO FAX MACHINE

AUX **L4** jack
AUX **L3** jack

L1/L2 jack
L3/L4 jack

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MENU OPERATION

Feature setup, memory programming and some individual feature operations for the **945** use menus shown in the screen display. Use the navigation buttons (◀, ▶, ▲, ▼, [ENTER]) to begin, end and move through menu operations (for example, feature setup).

- Press [ENTER] to activate a menu operation. The first menu item for this topic or data will appear in line four of the screen. For example, the screen displays:
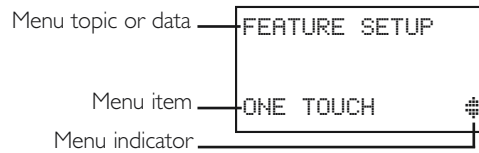
Menu topic or data ⎯⎯ FEATURE SETUP

Menu item ⎯⎯ ONE TOUCH   ⊹

Menu indicator ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

◉ **NOTE:** If you do not press a key to continue menu operations within 30 seconds, the telephone automatically exits the menu.

- When ⊹ is displayed, you can press the ▼ or ▲ button repeatedly to move through the menu.

- Press [ENTER] to choose the menu item currently displayed. This may be a lower level menu, an action, or a feature settings screen. For example:

Menu ⎯⎯ ONE TOUCH

Current Setting ⎯⎯ ⊸⊩Intercom

Feature ⎯⎯ PREFERENCE   ⊹
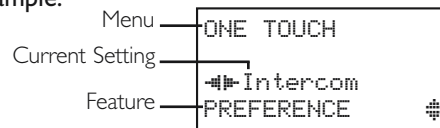
- When ⊸⊩ is displayed, you can press the ▶ or ◀ button to scroll through setting choices.

- Press [ENTER] to store the setting, or press ▼ to store the setting and show the next option for the feature currently displayed.

- To return to the main menu, press the ▼ or ▲ button until the screen display includes MAIN MENU or EXIT. Then, press [ENTER].

- To exit programming mode, press and hold [ENTER].

◉ **NOTE:** If the phone beeps twice, repeat the steps to program the feature.

18
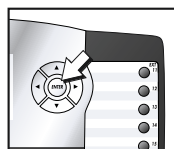
Menu Structure

Use the menu to set up the values for the 945 features. Access the menu by pressing ENTER when the phone is idle. The menu structure for the feature setup menu is below.

ONE TOUCH
     PREFERENCE
          INTERCOM
          TELEPHONE
     PROGRAM
          PAUSE
          TONE
          FLASH
          CANCEL
     VIEW
          DONE
     MAIN MENU

PHONE SETTINGS
     EXTENSION NO
     RINGER ON/OFF
     RINGER TYPE
     DELAY RING
     AUTO-MUTE
     TONE/PULSE
     HOLD REMINDER
     MAIN MENU

TIME/DATE

SPECIAL OPTIONS
     LINE USAGE
     PRIME LINE
     AUTOMATIC MODE
     SCROLL RATE
     LCD BACKLIGHT
     LINE GROUP
     RESET ALL
     MAIN MENU

CENTREX
     CONSOLE
     CSL DELAY RING
     MAIN MENU

LANGUAGE

MENU OPERATION

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MENU OPERATION
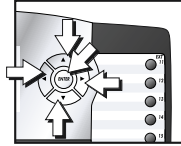
Shortcut to Language Menu

This phone comes programmed for English screen displays. If you need to change the screen language to Spanish or French, you can use these steps to reach the LANGUAGE menu more quickly.

1   Press ⌈ENTER⌋ to begin feature setup.

2   Press ▲ twice. The screen display includes LANGUAGE and the current setting.

3   Press ◀ or ▶ to scroll through the language choices (English, Espanol, or Français). When the language you want to use is displayed, press ▼ to save your choice. The screen display includes EXIT.

4   Press ⌈ENTER⌋ to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ⌈ENTER⌋.

Rapid Scroll

You can scroll through menu items or setting choices more quickly using this feature. Press and hold the desired scroll button (▲, ▼, ▶ or ◀). The screen will scroll through your choices at the rate you program during feature fetup. See "Set the Scroll Rate" on page 32 for programming instructions.

20
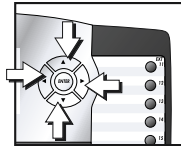
FEATURE SETUP

Set One Touch Preference

Choose whether pressing an EXT button automatically initiates an intercom or One Touch call. If you want to place One Touch calls using only one button, set this feature to `TELEPHONE`. If you want to place intercom calls using only one button, set this feature to `INTERCOM`. See ONE TOUCH OPERATION beginning on page 50 and INTERCOM OPERATION beginning on page 55 for details about One Touch and intercom calls.
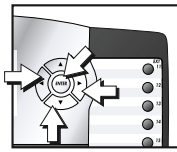
1   Press ⌊ENTER⌋ to begin feature setup.

2   Press ⌊ENTER⌋. The screen display includes `PREFERENCE` and the current setting.

3   Press ◀ or ▶ to toggle between `INTERCOM` and `TELEPHONE`.

4   When the correct setting is shown, press ▼ to save your choice. The screen display includes `PROGRAM`.

5   Press and hold ⌊ENTER⌋ to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ⌊ENTER⌋.

FEATURE SETUP

21
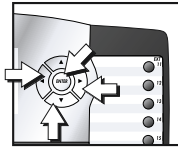
Assign an Extension Number to Your Phone

Every individual phone in your telephone system **MUST** be assigned a unique extension number for the intercom feature to work.

FEATURE SETUP

1 Press ENTER to begin feature setup.

2 Press ▼ until the screen display includes PHONE SETTINGS.

3 Press ENTER. The screen display includes EXTENSION NO and the current setting.

4 Press ◀ or ▶ to change the extension number (11 ... 26).

5 When the desired extension number is shown press ▼ to save your choice. The screen display includes RINGER ON/OFF.

◎ **NOTE:** If you duplicate an extension number already in use, you will hear a repeating short ring (error ring) and the screen display will include EXT XX is already used Assign new EXT #. Repeat **Steps** 1-5 at the ringing phone to assign a different extension number (from 11 - 26).

6 Proceed to **Step 5** on page 23 to set the next feature (Ringer On or Off)
—OR—
Press and hold ENTER to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ENTER.

22
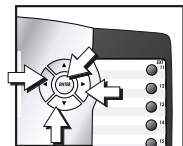
Turn the Ringer On or Off for Each Line

1   Press [ENTER] to begin feature setup.

2   Press ▼ until the screen display includes PHONE SETTINGS.

3   Press [ENTER]. The screen display includes EXTENSION NO.

4   Press ▼ until the screen display includes RINGER ON/OFF.

5   Press [ENTER]. The screen display includes L1 RINGER and the current setting.

6   Press ◀ or ▶ to toggle between On and Off for the line shown.

7   When the desired setting for this line is shown, press ▼ to save your choice. The screen display will include the current ringer setting for the next line (L1 ... L4).

8   Repeat **Steps 6** and **7** to turn the ringer on or off for other lines at this phone.

9   When you are finished setting the ringer, press ▼ until the screen display includes DONE.

10 Press [ENTER]. The screen display includes RINGER ON/OFF.

11 Proceed to **Step 4** on page 24 to set the next feature (Ringer Type)
    —OR—
    Press and hold [ENTER] to return to the idle screen.

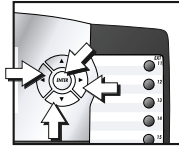◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold [ENTER].

FEATURE SETUP

23

Select the Ringer Type
You can choose a ring pattern for incoming phone calls.

FEATURE SETUP

◎ **NOTE:** Incoming intercom calls use Ringer Type 1 and cannot be changed.

1   Press ⌯ENTER⌯ to begin feature setup.

2   Press ▼ until the screen display includes PHONE SETTINGS.

3   Press ⌯ENTER⌯. The screen display includes EXTENSION NO.

4   Press ▼ until the screen display includes RINGER TYPE.

5   Press ⌯ENTER⌯. The screen display includes L1 RINGER TYPE and the current setting.

6   Press ◀ or ▶ to change the ringer type (Type 1 ... Type 4) for the line shown.

7   When the desired setting for this line is shown, press ▼ to save your choice and move to the next line with its ringer type.

8   Repeat **Steps 6** and **7** to set ringer types for other lines on this phone (L1 ... L4).

9   When you are finished setting the ringer type, press ▼ until the screen display includes DONE.

10 Press ⌯ENTER⌯. The screen display includes RINGER TYPE.

11 Proceed to **Step 4** on page 25 to set the next feature (Delay Ring)
—OR—
Press and hold ⌯ENTER⌯ to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ⌯ENTER⌯.

24

Set Delay Ring

Set the length of time before incoming calls will ring at this extension.
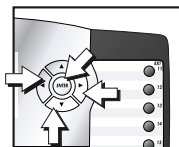
◎ **NOTE:** If you choose to set a delayed ring on a phone with Voice Mail service, the phone may not ring at all before Voice Mail picks up the call.

1   Press ENTER to begin feature setup.

2   Press ▼ until the screen display includes PHONE SETTINGS.

3   Press ENTER. The screen display includes EXTENSION NO.

4   Press ▼ until the screen display includes DELAY RING and the current setting.

5   Press ◀ or ▶ to change the delay ring setting (Off, 2 sec ... 30 sec).

6   When the correct delay setting is shown, press ▼ to save your choice. The screen display includes Auto-Mute.

7   Proceed to **Step 5** on page 26 to set the next feature (Auto-Mute)
    —OR—
    Press and hold ENTER to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ENTER.

FEATURE SETUP

25

FEATURE SETUP
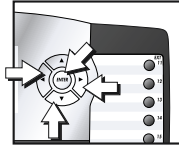
Turn Auto-Mute On or Off

Choose whether sounds at this extension will be heard automatically in response to a page (Auto-Mute Off) or only when MUTE is pressed. Auto-Mute Off permits hands-free conversation and room monitoring; Auto-Mute On protects privacy.

1 Press ENTER to begin feature setup.

2 Press ▼ until the screen display includes PHONE SETTINGS.

3 Press ENTER. The screen display includes EXTENSION NO.

4 Press ▼ until the screen display includes Auto-Mute and the current setting.

5 Press ◀ or ▶ to toggle between On and Off.

6 When the correct setting is shown, press ▼ to save your choice. The screen display includes TONE/PULSE.

7 Proceed to **Step 5** of "Set Dial Mode" on page 27 to set the next feature (Tone/Pulse)
—OR—
Press and hold ENTER to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ENTER.

26

Set Dial Mode

1 Press ENTER to begin feature setup.

2 Press ▼ until the screen display includes PHONE SETTINGS.

3 Press ENTER. The screen display includes EXTENSION NO.

4 Press ▼ until the screen display includes TONE/PULSE and the current setting.

5 Press ◀ or ▶ to toggle between Tone and Pulse.

6 When the correct setting is shown, press ▼ to save your choice. The screen display includes HOLD REMINDER.

7 Proceed to **Step 5** below to set the next feature (Hold Reminder)
—OR—
Press and hold ENTER to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ENTER.
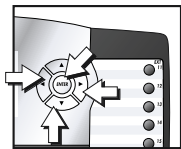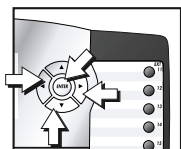
Turn Hold Reminder On or Off

1 Press ENTER to begin feature setup.

2 Press ▼ until the screen display includes PHONE SETTINGS.

3 Press ENTER. The screen display includes EXTENSION NO.

4 Press ▼ until the screen display includes HOLD REMINDER and the current setting.

5 Press ◀ or ▶ to toggle between On and Off.

6 When the correct setting is shown, press ▼ to save your choice. The screen display includes MAIN MENU.

7 Press and hold ENTER to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ENTER.

FEATURE SETUP

27
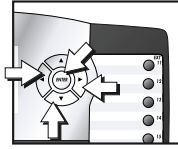
FEATURE SETUP

Set the Time and Date

1 Press ENTER to begin feature setup.

2 Press ▼ until the screen display includes TIME/DATE.

3 Press ENTER. The screen display includes HOUR and the current hour setting.

4 Press ◀ or ▶ until the correct hour is shown.

5 Press ▼ to save the hour setting. The screen display includes MINUTE and the current minute setting.

6 Press ◀ or ▶ until the correct minute is shown.

7 Press ▼ to save the minute setting. The screen display includes AM/PM and the current setting.

8 Press ◀ or ▶ to toggle between AM and PM.

9 Press ▼ to save the AM/PM setting. The screen display includes MONTH and the number of the current month setting.

10 Press ◀ or ▶ until the number of the correct month is shown.

11 Press ▼ to save the correct month setting. The screen display includes DATE and the current day of the month setting.

12 Press ◀ or ▶ until the correct day of the month is shown.

13 Press ▼ to save the day of the month. The screen display includes DAY OF WEEK and the current setting.

14 Press ◀ or ▶ until the correct day of the week is shown.

15 Press ▼ to save the Time/Date setting. The screen display includes MAIN MENU.

16 Press and hold ENTER to return to the idle screen.

**NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ENTER.

Turn Line Usage On or Off for Each Line

If you are not using all four phone lines at this extension, you need to turn off Line Usage for the unused lines. If you expand to a second, third or fourth line, turn Line Usage back on. Line 1 must be turned for the intercom to work.

◎ **NOTE:** You may use any combination of lines. Lines used do not need to be in order. For example, Line Usage can be turned on for Lines 1 and 3 and turned off for Lines 2 and 4.

You may also restrict the use of certain lines on this phone to intercom and paging only by turning off Line Usage for each line you want restricted. When Line Usage is turned off, that line cannot be used to answer incoming calls or to make outgoing or transfer calls.
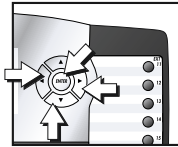
1 Press `ENTER` to begin feature setup.

2 Press ▼ until the screen display includes SPECIAL OPTIONS.

3 Press `ENTER`. The screen display includes LINE USAGE.

4 Press `ENTER`. The screen display includes L1 USAGE and the current setting for this line.

5 Press ◀ or ▶ to toggle between On and Off for the line shown.

6 Press ▼ to save the current setting for this line and move to the next line with its current Line Usage setting.

7 Repeat **Steps 5** and **6** to set Line Usage for other lines at this extension.

8 When you are finished setting Line Usage, press ▼ until the screen display includes DONE.

9 Press `ENTER`. The screen display includes LINE USAGE.

10 Proceed to **Step 4** on page 30 to set up the next feature (Prime Line)
   —OR—
   Press and hold `ENTER` to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold `ENTER`.

FEATURE SETUP

29

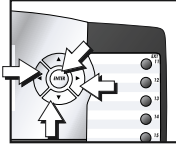**FEATURE SETUP**

Assign the Prime Line
(Line Preference)

1 Press ⏎ENTER to begin feature setup.

2 Press ▼ until the screen display includes SPECIAL OPTIONS.

3 Press ⏎ENTER. The screen display includes LINE USAGE.

4 Press ▼ until the screen display includes PRIME LINE and the current setting.

5 Press ◀ or ▶ to scroll through the line choices (Line 1 ... Line 4).

6 When the line you wish to set as prime is displayed, press ▼ to save your choice. The screen display includes AUTOMATIC MODE.

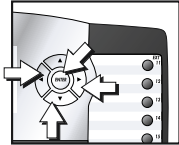**7** Proceed to **Step 5** on page 31 to set the next feature (Automatic Mode)
—OR—

Press and hold ⏎ENTER to return to the idle screen.

◎**NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ⏎ENTER.

Set Automatic Mode

Choose the mode (headset or speakerphone) to be used automatically when you press a LINE button with the handset in the cradle.

1   Press ⎡ENTER⎤ to begin feature setup.

2   Press ▼ until the screen display includes SPECIAL OPTIONS.

3   Press ⎡ENTER⎤. The screen display includes LINE USAGE.

4   Press ▼ until the screen display includes AUTOMATIC MODE and the current setting.

5   Press ◄ or ► to toggle between SpeakerPhone and Headset.

6   When the desired mode is displayed, press ▼ to save your choice. The screen display includes SCROLL RATE.

7   Proceed to **Step 5** on page 32 to set the next feature (Scroll Rate)
        —OR—
        Press and hold ⎡ENTER⎤ to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ⎡ENTER⎤.

FEATURE SETUP

31

FEATURE SETUP

Set the Scroll Rate

You can choose the speed for the Rapid Scroll feature.
(See "Rapid Scroll" on page 20 for details.)

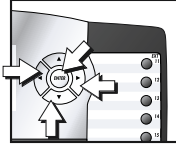**1** Press ENTER to begin feature setup.

2 Press ▼ until the screen display includes
      SPECIAL OPTIONS.

3 Press ENTER. The screen display includes
      LINE USAGE.

4 Press ▼ until the screen display includes
      SCROLL RATE and the current setting.

5 Press ◀ or ▶ to change the setting (Very
      Slow, Slow, Medium, Fast, or Very Fast).

6 When the correct scroll rate is shown, press
      ▼ to save your choice. The screen display
      includes LCD BACKLIGHT.

7 Proceed to **Step 5** on page 33 to set the
      next feature (LCD Backlight)

      —OR—

      Press and hold ENTER to return to the idle
      screen.

◎ **NOTE:** You can exit feature setup and return to the
idle screen any time. Simply press and hold ENTER.

32

Turn Screen Backlight On or Off

1   Press [ENTER] to begin feature setup.

2   Press ▼ until the screen display includes
SPECIAL OPTIONS.

3   Press [ENTER]. The screen display includes
LINE USAGE.

4   Press ▼ until the screen display includes
LCD BACKLIGHT and the current setting.

5   Press ◀ or ▶ to toggle between On and Off.

6   When the correct setting is shown, press ▼
to save your choice. The screen display includes
LINE GROUP.

7   Proceed to **Step 5** on page 34 to set the next
feature (Line Group)
—OR—
Press and hold [ENTER] to return to the idle
screen.

◎ **NOTE:** You can exit feature setup and return to the
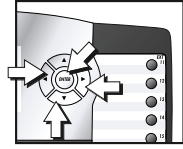idle screen any time. Simply press and hold [ENTER].

FEATURE SETUP

33
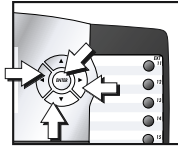
FEATURE SETUP

Assign the Line Group
for this Phone

1   Press ⏎ENTER to begin feature setup.

2   Press ▼ until the screen display includes
SPECIAL OPTIONS.

3   Press ⏎ENTER. The screen display includes
LINE USAGE.

4   Press ▼ until the screen display includes
LINE GROUP and the current setting.

5   Press ▶ or ◀ to scroll through the Line Group
choices (Line 04 ... Line15, or PRV).

6   When the Line Group you want is shown,
press ▼ to save your choice. The screen display
includes RESET ALL.

7   Proceed to **Step 5** on page 35 to reset all
feature settings to default values
—OR—
Press and hold ⏎ENTER to return to the idle
screen.

◎ **NOTE:** You can exit feature setup and return to the
idle screen any time. Simply press and hold ⏎ENTER.

34

Erase All Settings and Return the Phone to Default Settings

STOP If you reset all features to the default settings, all previous feature programming and One Touch entries will be erased. You will need to program your preferences for every feature again and re-enter numbers in One Touch locations. You cannot undo the RESET ALL command.
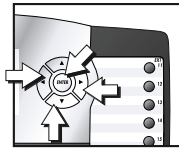
1 Press ENTER to begin feature setup.
2 Press ▼ until the screen display includes SPECIAL OPTIONS.
3 Press ENTER. The screen display includes LINE USAGE.
4 Press ▼ until the screen display includes RESET ALL.
5 Press ENTER. The screen display includes ENTER:Reset all?.
6 Press ENTER to confirm the command. The screen displays Reset!. A tone sounds and the screen returns to showing RESET ALL.
7 Press and hold ENTER to return to the idle screen.

NOTE: You can exit feature setup and return to the idle screen any time. Simply press and hold ENTER.

FEATURE SETUP

35
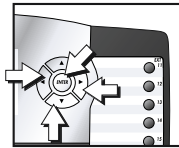
You will need to program the next two features if this phone is the designated Console Phone for your Centrex system.

Set This Phone to be the Centrex Console Phone

◎ **NOTE:** This feature is for use with Centrex systems only.

1 Press ENTER to begin feature setup.

2 Press ▼ until the screen display includes CENTREX.

3 Press ENTER. The screen display includes CONSOLE and the current setting.

4 Press ◀ or ▶ to toggle between On and Off.

5 Press ▼ to save your choice. The screen display includes CSL DELAY RING.

6 Proceed to **Step 5** of "Set the Centrex Console Delayed Ring Time" on page 37 to change the next feature (Console Delay Ring)
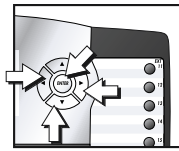**—OR—**
Press and hold ENTER to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ENTER.

36

Set the Centrex Console Delayed Ring Time

◎ **NOTE:** This feature is for use with Centrex systems only.

Set the length of time the phone will route your calls to the Centrex Console phone. One ring is about six seconds.

1 Press ⸢ENTER⸣ to begin feature setup.

2 Press ▼ until the screen display includes CENTREX.

3 Press ⸢ENTER⸣. The screen display includes CONSOLE.

4 Press ▼ until the screen display includes CSL DELAY RING and the current setting.

5 Press ◀ or ▶ to scroll through the choices (Off, 02 sec ... 30 sec).

6 Press ▼ to save your choice. The screen display includes MAIN MENU.

7 Press and hold ⸢ENTER⸣ to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ⸢ENTER⸣.

Set the Display Language
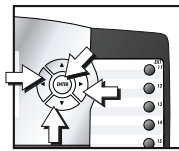
1 Press ⸢ENTER⸣ to begin feature setup.

2 Press ▼ until the screen display includes LANGUAGE and the current setting.

3 Press ◀ or ▶ to scroll through the language choices (English, Espanol, or Français). When the language you want to use is displayed, press ▼ to save your choice. The screen display includes EXIT.

4 Press ⸢ENTER⸣ to return to the idle screen.

◎ **NOTE:** You can exit feature setup and return to the idle screen any time. Simply press and hold ⸢ENTER⸣.

FEATURE SETUP

37

TELEPHONE OPERATION

◎ **NOTE:** When you make a call, the phone selects the Prime Line you programmed (See "Assign the Prime Line" on page 30). When you answer a call, the phone automatically selects the ringing line.

Make or Answer a Call

◎ **NOTE:** This phone will automatically make and answer calls in the mode (speakerphone or headset) you programmed (see "Set Automatic Mode" on page 31). Follow the directions below to choose a mode manually. If the phone is in use on one line, any other calls made or answered will use the same mode already in use.

◎ **NOTE:** If you dial a phone number longer than 15 digits, the screen will display only the last 13 digits.

Handset
To make a call, lift the handset and dial the call.

To answer a call, lift the handset. Replace the handset to end the call.

To override automatic line selection, press the LINE button for the line you wish to select, then lift the handset.

Speakerphone

To make a call, press and release the desired LINE button or SPEAKER. The SPEAKER light goes on. Wait for a dial tone, then dial the call. Press SPEAKER to end the call.

To answer a call, press SPEAKER or press the LINE button of the incoming call. Press SPEAKER again to end the call.

◎ **NOTE:** If headset is programmed as the default mode (see "Set Automatic Mode" on page 31), you must press SPEAKER to activate the speakerphone.

Headset

You can use this phone hands-free when you install any AT&T two-band 2.5 mm headset or other compatible, electronically isolated headset. The headsets must be purchased separately. Headsets are available by calling Customer Service at **1 800 222–3111**. For best results use an AT&T two-band 2.5 mm headset.

Make sure the headset is plugged into the headset jack. You will hear a double-beep if you press HEADSET when the headset is not plugged in.

◎ **NOTE:** If headset is programmed as the default mode, (see "Set Automatic Mode" on page 31) but the headset is not plugged in, the phone will switch to speakerphone.

To make a call, press and release HEADSET or press the desired LINE button and then press HEADSET. The HEADSET light turns on. Wait for a dial tone, then dial the call. Press HEADSET to end the call.

To answer a call, press HEADSET. Press HEADSET again to end the call.

◎ **NOTE:** If speakerphone is programmed as the default mode (See "Set Automatic Mode" on page 31), you must press HEADSET to activate the headset.

TELEPHONE OPERATION

39

Switch Between Handset, Headset and Speakerphone

To switch from handset to headset or speakerphone, press [HEADSET] or [SPEAKER], then replace the handset. (In order to use the headset, it must be plugged in.)

To switch from speakerphone to handset, lift the handset. (Do not press [SPEAKER] or the call will be disconnected.)

To switch from headset to handset when the handset is in the cradle, lift the handset.

To switch from headset to handset when the handset is off-hook, press [HEADSET] again.

To switch from headset to speakerphone, press [SPEAKER].

To switch from speakerphone to headset, insert the headset plug into the jack, and press [HEADSET].

To override automatic line selection, press and release a LINE button. This activates the speakerphone or headset, whichever is programmed as the default mode.

Timer

When you make or answer a call, the timer automatically starts. The screen displays the elapsed time in minutes and seconds for the first hour (up to 59:59) and then begins again. The timer stops automatically when you hang up and the recorded time is displayed for about 10 seconds. The timer also stops when you place a call on hold and resets to 00:00 when you release hold.

40

Call Privacy

To ensure call privacy, this phone allows only one set at a time to use a line.

Cancel Call Privacy

During the call, press the LINE button for the call. You'll hear a short beep. Others can now join the call.

Restore Call Privacy

Press the LINE button again during the call. You'll hear a double-beep. The other phones will be dropped from the call.

> **NOTE:** Call privacy is automatically restored when you end the call.

> **NOTE:** When a non-system phone answers a call, any other system phone can pick up the call by pressing the LINE button. Once a system phone picks up the call, Call Privacy is activated and no other system phones can listen to the call unless Call Privacy is canceled, but non-system phones which share that line can still join the call.

Do Not Disturb

When you activate Do Not Disturb (DND), you will not hear paging tones, voice paging, or incoming call rings. Instead, the LINE light flashes and the INTERCOM light goes on to signal an incoming call or page. If you receive an intercom call, the INTERCOM light flashes, and the number of the intercom extension calling you appears on the display.

1 Press $\boxed{DND}$ to prevent interruptions. The DND light goes on and the screen display includes DND.

2 Press $\boxed{DND}$ again to resume normal call alerts. The DND light goes off and the screen no longer shows DND.

When this feature is activated, callers from within your phone system will hear long beeps.

TELEPHONE OPERATION

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TELEPHONE OPERATION

Volume

Handset/Speakerphone/Headset Volume Control

When you are on a call, press VOLUME ▲ to increase call volume. Press VOLUME ▼ to decrease volume. You will hear a beep when you reach the minimum or maximum level.

Ringer Volume

When the phone is ringing, press VOLUME ▲ or VOLUME ▼ to adjust the ringer volume. This phone has four ringer volume levels. As you adjust the ringer, you will hear the ring change.

Turning Ringer Off

You may turn the ringer for each line on or off. For detailed instructions see "Turn the Ringer On/Off for Each Line" on page 23.

Redial

The last number dialed from this extension (up to 32 digits) is stored in redial memory until you dial another number.

Handset

To dial the same number again, lift the handset, listen for the dial tone, then press (AUTO) REDIAL .

Speakerphone or Headset

To dial the same number again, press a LINE button, then press (AUTO) REDIAL . The phone automatically dials the last number.

◎ **NOTE:** You must go off hook (lift handset or press a LINE button for speakerphone or headset) before you press (AUTO) REDIAL . If you press (AUTO) REDIAL without going off hook, the screen displays the redial memory stack. (See "Redial Stack" on page 43.)

◎ **NOTE:** You will experience a delay before the call is dialed when using the Redial feature. This is normal.

42

Redial Stack

The last six numbers dialed from this extension are automatically stored in the redial memory stack. You can review the numbers in the redial memory and dial one if you wish.
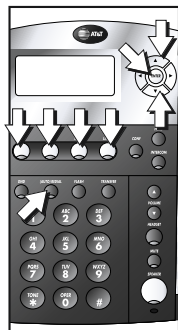
1   When the phone is not on a call, press $\boxed{(AUTO)\ REDIAL}$.

2   Press ▲ or ▼ to scroll through the last six numbers dialed at this extension.

3   When the number you want to call is displayed, press $\boxed{ENTER}$ or a LINE button. The call is dialed automatically using the mode (headset or speakerphone) you programmed as the Automatic Mode. (See "Set Automatic Mode" on page 31.)

◎ **NOTE:** If you do not place a call within 30 seconds, the screen returns to idle.

Auto Redial

This phone can automatically redial a number every 60 seconds up to ten times, or until the other line rings or you cancel Auto Redial. When the phone automatically redials the number, it always uses the line you originally used to dial the call.
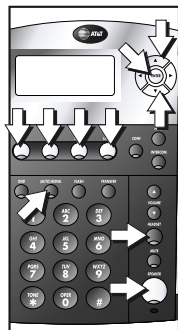
1   Follow the instructions under "Redial Stack" to find the number you want to call.

2   Press a LINE button
    — OR —
    Press $\boxed{ENTER}$. The phone will dial the call.

3   When the other line rings or the other party answers, lift the handset
    — OR —
    Press $\boxed{SPEAKER}$
    — OR —
    Press $\boxed{HEADSET}$ and speak with the other party.

◎ **NOTE:** You will hear a double-beep if you press $\boxed{HEADSET}$ when the headset is not plugged in.

To cancel Auto Redial, press any button except VOLUME ▲ or VOLUME ▼.

TELEPHONE OPERATION

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Hold

While on a call, press and release [HOLD]. The LINE light for the line on hold flashes slowly in green, and a double-beep sounds every 30 seconds to remind you the call is on hold. (To turn off the reminder beep, see "Turn Hold Reminder On or Off" on page 27.) If you were using the handset, you can replace the handset in the cradle without disconnecting the call. If you were using the speakerphone, the speakerphone is automatically turned off when you press [HOLD].

To release Hold, press and release the LINE button of the call on hold.

◎ **NOTE:** The phone automatically disconnects a call on hold after 20 minutes. To keep a call on hold longer than 20 minutes, release Hold before 20 minutes and then place the call on hold again.

◎ **NOTE:** You cannot put an intercom call on hold.

◎ **NOTE:** If a line is in use, pressing [INTERCOM] will place the line on hold and activate the intercom.

Switch Between Lines

1   Press and release [HOLD] to keep a call on the first line.
2   Press and release the LINE button of another line to make or answer another call.

◎ **NOTE:** If you switch lines without pressing [HOLD] first, you will drop the call.

44

Mute

Mute allows you to hear the other party, but the other party can't hear you.

To activate this feature, press and release MUTE. The MUTE light goes on.

To return to the conversation, press and release MUTE again.

◎ **NOTE:** Switching from handset to speakerphone or headset, or from speakerphone or headset to handset, changing lines, and putting a call on hold also cancels Mute.

Flash

Use FLASH instead of the switchhook to activate telephone company subscriber services such as Call Waiting or Three-Way Calling.

Temporary Tone Dialing

If you have dial pulse (rotary) service, you can change from dial pulse to touch tone dialing during a call by pressing ✳ TONE.

1   Dial the number.
2   Press and release ✳ TONE. Buttons pressed after this send touch tone signals.
3   After you hang up, the phone automatically returns to pulse service.

TELEPHONE OPERATION

45

TELEPHONE OPERATION

Conference Calls

This feature lets you 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.

1. Make or answer a call.
2. Press and release $\boxed{HOLD}$.
3. Call someone on another line.
4. When this call is answered, press $\boxed{CONF}$. The three-party conference begins immediately.
5. To end a conference call, hang up. All parties will disconnect.

To talk privately with one party:

1. Press $\boxed{HOLD}$ to place both lines on hold.
2. Press a LINE button to talk privately with the person on that line.
3. Press $\boxed{CONF}$ to resume the conference call.

◎ **NOTE:** An intercom call cannot be placed on hold. If one party is on the intercom, that party will be dropped from the call if you press $\boxed{HOLD}$.

To drop one line:

Press the LINE button of the party you want to keep. The other line will be dropped.

◎ **NOTE:** Occasionally, the far-end parties on a conference call might not hear one another.

46

Transfer a Call

You can transfer a call you answer to any other system phone. Once you transfer a call, it can be picked up at any other system phone, not just at the extension you called.   For information about using the display screen menus, see MENU OPERATION beginning on page 18.

◎ **NOTE:** If a transferred call is not picked up within 20 minutes, the phone will automatically disconnect the call.

Blind Transfer

While on a call:

1   Press TRANSFER. The screen display is similar to:

```
12:08 PM    12/26
EXT 11
Transfer
```
This extension

2   Press the EXT button for the extension where you're transferring the call
— OR —
Dial the extension number where you're transferring the call.

The screen display is similar to:

```
12:08 PM    12/26
EXT 11
Transfer 12
```
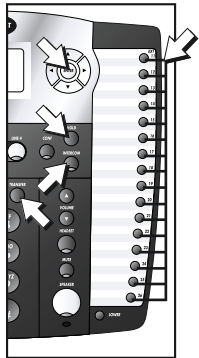Extension called

3   Hang up.

Your phone reminds you with a double-beep every 30 seconds when a transferred call has not been answered.

◎ **NOTE:** If you do not dial an extension within 10 seconds, the transfer is automatically cancelled.

TELEPHONE OPERATION

47

TELEPHONE OPERATION

Transfer a Call

**Transfer a Call and Speak to the
Receiving Party**

While on a call:

1   Press (HOLD).

2   Press (INTERCOM). The screen display is similar to:

This extension ————

```
12:08 PM    12/26
EXT 11
INTERCOM TO_
PAGE            ⬡
```

3   Press (ENTER). The screen display is similar to:

```
12:08 PM    12/26
EXT 11
Paging
PAGE
```

4   Press the EXT button for the extension where
you're transferring the call. The screen display is
similar to:

```
12:08 PM    12/26
EXT 11
PAGE 12
```

Extension called————

When the other party answers you can announce
the call.

5   Press (TRANSFER), then press the EXT button for
the extension where you're transferring the call.

6   Hang up.

◎ **NOTE:** If you do not dial an extension within 10
seconds, the transfer is automatically cancelled.

Answer a Transferred Call

When you hear a long transfer ring, pick up the handset or
press the LINE button of the call to use the speakerphone
or headset.

Low Battery Indicator
The screen displays LOW BATT when the battery needs to
be replaced, or when no battery is installed.

48

Lights and What They Mean

LIGHT:	STATUS:	MEANS:
LINE	On steadily, green	This line is in use at this extension.
	On steadily, red	This line is in use at another extension.
	Flashing slowly, green	This line is on hold at this extension.
	Flashing slowly, red	This line is on hold at another extension.
	Flashing quickly, green	This line is ringing. **—OR—** You are transferring a call from this extension.
	Triple flash, red	A call on this line is being transferred at another extension.
INTERCOM	Flashing slowly	The intercom is in use at another extension.
	Flashing quickly	You have an incoming intercom call.
	On steadily	You are on an intercom call.
MUTE	On	This phone is muted.
SPEAKER	On	You are on a speakerphone call.
	Flashing slowly	This phone is dialing an Auto Redial call.
HEADSET	On	You are on a headset call.
DND	On	Do Not Disturb is turned on.
(AUTO)REDIAL	On steadily	The phone is waiting to redial an Auto Redial call.
	Flashing slowly	This phone is dialing an Auto Redial call.

TELEPHONE OPERATION

49

ONE TOUCH OPERATION

This telephone has 32 One Touch locations where you can store phone numbers you wish to dial using fewer keys than usual. You can store up to 24 digits in each location. The steps used to dial numbers stored in One Touch locations vary according to how you programmed the One Touch Preference. See "Set One Touch Preference" on page 21 and "Dial a One Touch Number" on page 54 for more details.

The first 16 locations can be accessed using only the EXT buttons. To access the remaining 16 locations, press ⌈LOWER⌋ and then the EXT button for the desired location.

◎ **NOTE:** The EXT buttons are also used to place intercom calls. See INTERCOM OPERATION beginning on page 55 for details.

You may wish to write the names or telephone numbers of One Touch entries on the directory card, using the light gray spaces for the first 16 locations and the dark gray spaces for the second 16 locations.

EXT buttons

16 One Touch locations
(all light gray spaces)

16 lower One Touch locations
(all dark gray spaces)

LOWER button
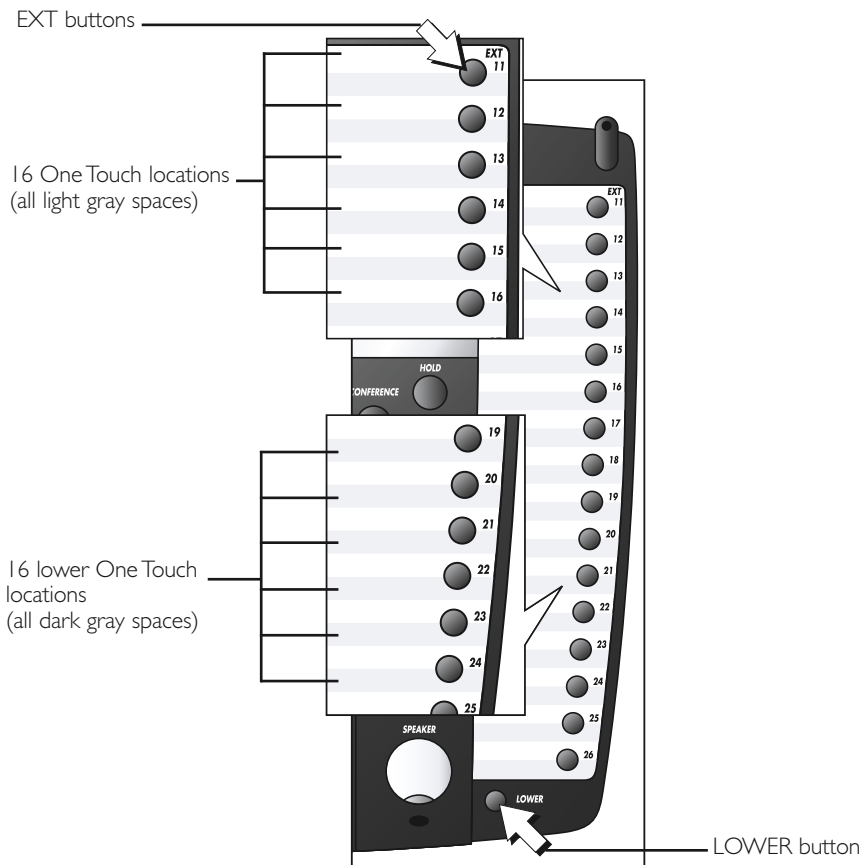
Store a Number in a One Touch Location

For information about using the display screen menus, see MENU OPERATION on page 18.
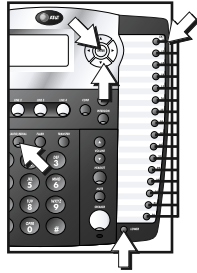
1   Press ENTER to enter the feature menu. The screen displays ONE TOUCH.

2   Press ENTER. The screen display includes PREFERENCE and the current setting.

3   Press ▼ until the screen display includes PROGRAM.

4   Press ENTER. The screen display includes Enter Number.

5   Enter the phone number using the dial pad keys
    —OR—
    Press (AUTO) REDIAL to copy the last number dialed from this extension to this location.

    The screen will show the number as you enter it. You can press ◄ to backspace.

6   When you are finished entering the number, choose a One Touch location:
    Press the EXT button
    —OR—
    Press LOWER, then press the EXT button.
    The screen displays the number entered and Stored!.

◎ **NOTE:** Only the last number dialed from this extension can be copied to a One Touch location. The other numbers in the redial stack cannot be copied.

◎ **NOTE:** You can exit storing a number at any time. Press ▼ until the screen shows CANCEL, then press ENTER.
—OR—
Press and hold ENTER.

ONE TOUCH OPERATION

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Store a Number in a One Touch Location

ONE TOUCH OPERATION
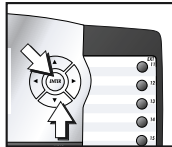
Store a Pause in a One Touch Entry

You can include a pause while storing a dialing sequence which requires a pause during actual dialing.

While you are entering the number to be stored, the screen display includes PAUSE.

Press ENTER where you want to store a pause. Each pause counts as one digit. Continue storing the number as usual.

Store Temporary Touch Tone signals in a One Touch Entry

If you have dial pulse (rotary) service, you can store a dialing sequence which includes the touch tone signals required for some special services.

While you are entering the number to be stored, the screen display includes PAUSE.

When you want to begin storing temporary tone signals, press ▼ until the screen display includes TONE, then press ENTER. All numbers you enter after this will send touch tone signals during dialing.

Store a Flash in a One Touch Entry

You can store the flash signal required by some special services as part of a dialing sequence.

While you are entering the number to be stored, the screen display includes PAUSE.

When you want to enter a flash signal, press ▼ until the screen display includes FLASH, then press ENTER. Continue storing the number as usual.

Review a One Touch Entry

For more information about using the display screen menus, see MENU OPERATION on page 18.
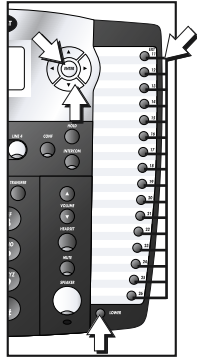
1 Press `ENTER` to enter the feature menu. The screen displays ONE TOUCH.

2 Press `ENTER`. The screen display incudes PREFERENCE.

3 Press ▼ until the screen display includes VIEW.

4 Press `ENTER`.

5 Press the EXT button

—OR—

Press `LOWER`, then the EXT button for the entry you want to review.

The screen displays the number stored in that location. If there is no number stored in this location, the screen display includes (empty).

6 Press and hold `ENTER` to return to the idle screen.

◎ **NOTE:** You can exit One Touch review at any time. Simply press and hold `ENTER`.

ONE TOUCH OPERATION

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ONE TOUCH OPERATION
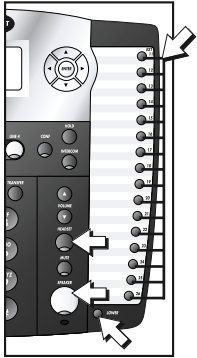
Dial a One Touch Number

The steps used to call a One Touch number depend on how you programmed the One Touch Preference (see "Set One Touch Preference" on page 21).

If One Touch Preference is set to `INTERCOM`:

1 Lift the handset
—OR—
Press `SPEAKER`
—OR—
Press `HEADSET` and listen for the dial tone.

2 Press the EXT button
—OR—
Press `LOWER`, then press the EXT button for the number you want to call.

The screen displays the number as it is dialed.

If One Touch Preference is set to `TELEPHONE`, you do not need to go off the hook and listen for a dial tone before you dial a One Touch number. You can simply:

Press the EXT button
—OR—
Press `LOWER`, then press the EXT button for the number you want to call.

The screen displays the number as it is dialed using the speakerphone or headset as programmed for Automatic Mode (see "Set Automatic Mode" on page 31).

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INTERCOM OPERATION

This 945 telephone is fully compatible with any AT&T Small Business System Speakerphone 974 or 984 units you may have installed. You can use a total of 16 945/974/984 units together as extensions in your phone system.

This 945 telephone is also compatible with any AT&T 964/955/944 phones you have previously installed. This 945 telephone is **NOT** compatible with any 843, 853, 854, 874, or 954 telephones you may have previously installed.

◎ **NOTE:** If you have one or more 964, 955, or 944 phone(s) installed in the same phone system with this 945 telephone, you can have only 12 extensions in the phone system.

🛑 Each individual phone in your telephone system **MUST** be assigned a unique extension number for the intercom feature to work. See "Assign an Extension Number to Your Phone" on page 22 for instructions.

◎ **NOTE:** If you subscribe to DSL service, please read "DSL Users" beginning on page 4 for information about minimizing problems with this phone caused by DSL signals.

This intercom features both a single-phone page and a system-wide page. A single-phone page alerts only one phone. A system-wide page alerts all system phones. Any phone with the Do Not Disturb (DND) feature activated will not receive a page.

An intercom call rings at the extension called with a repeating double-ring pattern.

A single-phone page automatically activates the speakerphone on the receiving phone. You can deactivate the speakerphone by lifting the handset.

◎ **NOTE:** If a line is in use, pressing INTERCOM will place the line on hold and activate the intercom.

INTERCOM OPERATION

Basic Intercom Operations

OPERATION:	FUNCTION:
INTERCOM	Any two extensions connected to Line 1 can ring each other.
PAGE	Lets you "announce" over the speaker of the phone you're calling. The person you've called can respond just by talking.
PAGE ALL	Lets you "announce" to all phones in the system at the same time (system-wide page).
CONFERENCE	Lets you connect another intercom call with an outside line.

INTERCOM OPERATION

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Make an Intercom Call with the Handset
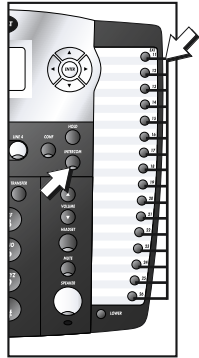
1   If One Touch Preference is set to INTERCOM,
        skip to **Step 2**
        —OR—
        If One Touch Preference is set to TELEPHONE,
        press INTERCOM.

2   Press the EXT button for the party you wish
        to call, then lift the handset. The screen display
        is similar to:

```
12:08 PM    12/26
```
Extension called ────────
```
INTERCOM TO 15
```

If the extension you called is idle or set to Do
Not Disturb, you will hear long beeps. If the
other extension is on a call, you will hear a busy
signal.

◎ **NOTE:** The intercom call is automatically cancelled if
you do not press an EXT button within 10 seconds.

◎ **NOTE:** When you direct an intercom call to one
extension, any extension in the system can answer
the call by pressing INTERCOM.

INTERCOM OPERATION

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Make an Intercom Call with the Speakerphone or Headset

With the handset in the cradle:

INTERCOM OPERATION

1   If One Touch Preference is set to INTERCOM, skip to **Step 2**

    —OR—

    If One Touch Preference is set to TELEPHONE, press $\boxed{INTERCOM}$. The phone will automatically activate the line in the mode (headset or speakerphone) of the last call made.

2   Press the EXT button of the party you wish to reach. The screen display is similar to:
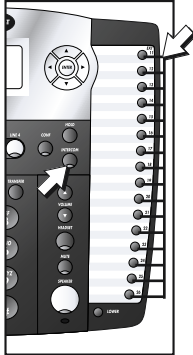
```
12:08 PM      12/26

INTERCOM TO 15
```

Extension called ─────────┘

    If the extension you called is idle or set to Do Not Disturb, you will hear long beeps. If the other extension is busy, you will hear a busy signal.

◎ **NOTE:** The intercom call is automatically cancelled if you do not press an EXT button within 10 seconds.

◎ **NOTE:** When you direct an intercom call to one extension, any extension in the system can answer the call by pressing $\boxed{INTERCOM}$.

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Answer an Intercom Call

◎ NOTE: An intercom call can be answered at any extension in the phone system by pressing [INTERCOM].

When you receive an intercom call you will hear a repeating double-ring pattern and your screen displays INTERCOM FROM with the extension number of the caller. Answer the intercom call by lifting the handset, or by pressing [INTERCOM], [SPEAKER] or [HEADSET] to take the call hands-free.

◎ NOTE: If you press [INTERCOM] to answer the call, the phone will automatically use the mode (speakerphone or headset) you programmed as the Automatic Mode (see "Set Automatic Mode" on page 31).

End an Intercom or Page Call

To end the intercom or page call, press [INTERCOM]
—OR—
Hang up or press [SPEAKER] or [HEADSET] again.

INTERCOM OPERATION

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Page a Specific Extension (Single-phone Page)
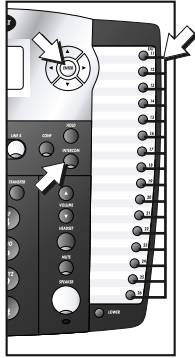
1 Press ⟨INTERCOM⟩. The screen display is similar to:

This extension ———

```
12:08 PM    12/26
EXT 11
INTERCOM TO_
PAGE          ✦
```

2 Press ⟨ENTER⟩. The screen display is similar to:

```
12:08 PM    12/26
EXT 11
Paging
PAGE
```

3 Press the EXT button for the party you wish to page. The screen display is similar to:

```
12:08 PM    12/26
EXT 11
PAGE 15
```

Extension paged ———

Answer a Single-phone Page

Auto-Mute Off

When your extension receives a page, the phone beeps and the speakerphone is automatically activated. Answer the call by simply speaking.

If you are on the headset, you can answer the page by pressing ⟨HEADSET⟩ and speaking through the headset.

Auto-Mute On

The MUTE light will be on. Lift the handset or press ⟨MUTE⟩ to temporarily deactivate Auto-Mute and answer the page.

INTERCOM OPERATION

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Page All System Phones
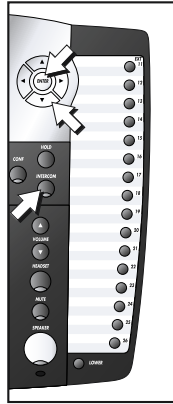
1 Press [INTERCOM]. The screen display is similar to:

```
12:08 PM    12/26
EXT 11
INTERCOM TO_
PAGE            ⊕
```

2 Press ▼ until the screen display is similar to:

```
12:08 PM    12/26
EXT 11
INTERCOM TO_
PAGE ALL        ⊕
```

3 Press [ENTER]. The screen display is similar to:

```
12:08 PM    12/26
EXT 11
PAGE ALL
```

Once the page is answered at another extension, speak and your voice will be heard at all idle extensions in your phone system.

Answer a System-wide Page

◉ **NOTE:** Only one extension can answer a system-wide page.

When you receive a system-wide page, your phone beeps and the screen shows the paging extension with a display similar to:
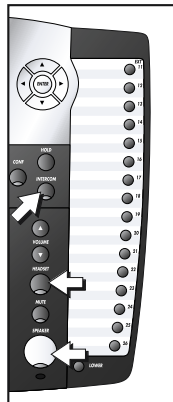
```
12:08 PM    12/26

PAGE ALL FROM 12
```

1 Press [INTERCOM] to answer the page. The screen display is similar to:

```
12:08 PM    12/26

INTERCOM TO 12
```

2 To end, press and release [SPEAKER] or [HEADSET].

INTERCOM OPERATION

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INTERCOM OPERATION
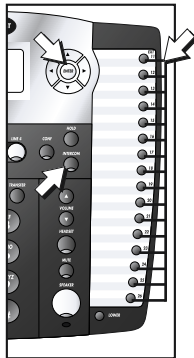
Make an Intercom Conference Call

A system phone on a two-way conversation using an outside line can invite a third party at an intercom extension into the conversation. Follow the directions under "Conference Calls" on page 46, making sure to establish the non-intercom call first.

◎ **NOTE:** You cannot put an intercom conference call on hold.

Room Monitor

You can activate the speaker of another phone to monitor sounds in that room. The Auto-Mute feature must be turned off at the phone you want to monitor. (See "Turn Auto-Mute On or Off" on page 26 for instructions.)

1 Press (INTERCOM). The screen displays:

```
12:08 PM    12/26
EXT 11
INTERCOM TO_
PAGE           ✦
```

2 Press (ENTER). The screen displays:

```
12:08 PM    12/26
EXT 11
Paging
PAGE
```

3 Press the EXT button for the telephone you want to monitor. The screen display is similar to:

```
12:08 PM    12/26
EXT 11
PAGE 15
```

The party at the extension being monitored will hear the intercom ring as with any page call, signaling that the speakerphone has been activated.

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ADDING A FAX MACHINE

◎ **NOTE:** Do not connect a fax machine to Line 1. Doing so will interrupt the telephone's intercom data channel.

You may wish to use a fax machine with your phone. Choose Line 2, 3 or 4 for the fax machine, and connect it according to the manufacturer's instructions for installation and use.

• That line's telephone number is your fax number.
• The same line can be used for outgoing calls (incoming faxes will get a busy signal when the line is in use).
• Set your fax machine to answer on the first ring (follow manufacturer's instructions).
• To prevent the fax line from ringing at all the extensions, turn the ringer off for that line at other extensions (see "Turn the Ringer On or Off for Each Line" on page 23).

◎ **NOTE:** If you are using a fax switch, or a fax machine with a built-in fax switch, see "Using a Fax Switch" below.

Using a Fax Switch

A fax switch lets the telephone know, before the phone rings, whether an incoming call is a voice call or a fax call. Some fax machines have a built-in fax switch. Using a fax switch may affect the operation of the LINE lights or other system features.

ADDING A FAX MACHINE

GENERAL PRODUCT CARE

To keep your phone working and looking good, follow these guidelines:

- Avoid putting it near heating appliances and devices that generate electrical noise (for example, motors or fluorescent lamps).
- DO NOT expose it to direct sunlight or moisture.
- Avoid dropping the phone and/or other rough treatment.
- Clean with a soft cloth.
- Never use a strong cleaning agent or abrasive powder because this will damage the finish.
- Retain the original packaging in case you need to ship it at a later date.

GENERAL PRODUCT CARE

TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATIONS

REN	0.3B
POWER ADAPTER	Input: AC 120V, 60Hz Output: DC 12V, 500mA
BATTERY	One 9V alkaline battery required
INTERCOM SIGNAL FREQUENCY	Data 455 KHz

TECHNICAL SPECIFICATIONS

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IN CASE OF DIFFICULTY

If you have difficulty operating this phone, try the suggestions below.
For Customer Service, visit our website at **www.telephones.att.com**
or call **1 800 222–3111**. **Have the serial number, found on the
underside of your phone, available when contacting Customer
Service. Please retain your receipt as your proof of purchase.**

To purchase accessories or replacement parts contact Customer Service.
Visit our website at **www.telephones.att.com** or call
1 800 222–3111.

TELEPHONE OPERATION

PROBLEM

**Telephone Does Not
Work Properly**

SOLUTION

• This 945 telephone is not compatible with
  any 843, 853, 854, 874, or 954 telephones
  you may have previously installed.

PROBLEM

No Dial Tone

SOLUTION

• Make sure all plugs are connected properly.
  Inspect the line cord connections at the
  modular jack(s) and at the telephone.
  Also inspect the coiled handset cord
  connection at both ends.

• Make sure a line is selected.

• Make sure Hold is not activated.

• If you do not hear a dial tone when you
  press HEADSET, make sure the headset is
  firmly connected at the jack.

PROBLEM

**Telephone Does
Not Ring**

SOLUTION

• Make sure the Do Not Disturb (DND)
  feature is not activated.

• Make sure the ringers are turned on.

• If there are several non-system phones
  on the line that doesn't ring, disconnect
  some of them. Having too many phones
  connected can also result in low ringer
  volume for non-system telephones.

• If the INTERCOM light flashes but you
  don't hear a paging signal, make sure the
  Do Not Disturb feature is not activated.

IN CASE OF DIFFICULTY

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TELEPHONE OPERATION

PROBLEM
A Repeating Short Ring (Error Ring) Sounds at All Extensions When You Assign an Extension Number to Your Phone

SOLUTION
The extension number you chose is already assigned. Begin again and choose a different extension number from 11 to 26 (see "Assign an Extension Number to Your Phone" on page 22). You **MUST** assign a different extension number to every phone in your system.

PROBLEM
Intercom Paging Signal Not Received

SOLUTION
Make sure you have programmed your intercom extension number correctly. Line 1 must be connected at all extensions, and must be the same telephone number/line for Page and Intercom to work properly.

PROBLEM
Cannot Join a Conversation in Progress

SOLUTION
The Call Privacy feature prevents another set on the system from interrupting a conversation. Make sure you press the LINE button to release privacy. (See "Call Privacy" on page 41.)

PROBLEM
Error Tone (Fast Busy Signal) Heard When Making a Page Call

SOLUTION
The Do Not Disturb feature is activated at the extension you are calling.

PROBLEM
A Double-Beep Sounds Every Thirty Seconds

SOLUTION
There is a call on hold at this extension. Press and release the LINE button of the call on hold to return to the call and turn off the reminder beep.

IN CASE OF DIFFICULTY

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TELEPHONE OPERATION

PROBLEM

LINE Lights Remain On When No Line is Connected

SOLUTION

• Make sure the phone is programmed for that line to be absent. (See "Turn Line Usage On or Off for Each Line" on page 29.)

• Make sure that your Line Groups are programmed properly. (See "Assign the Line Group for this Phone" on page 34.)

• Disconnect all other devices (fax, modem, credit card reader, etc.) from any lines connected to your 945 phone. These devices can interfere with the telephone's data links.

• Make sure the total length of telephone wiring used in your phone system is less than 600 feet. In some cases a Z800A filter can be used in a phone system with more than 600 feet of wire. AT&T highly recommends that a Z800A filter be installed by a professional. AT&T **CANNOT** guarantee that this telephone will work with such a filter, and **IS NOT** responsible for such installations. A Z800A filter can be obtained by calling **1 800 222-3111**. (See "DSL Users" beginning on page 4 for details.)

PROBLEM

Tone Signals Do Not Activate a Remote Device

SOLUTION

Tone signaling does not work during conference calls.

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TELEPHONE OPERATION

PROBLEM

**Operation During
a Power Failure**

SOLUTION

This phone will operate during a power
failure if a working battery has been installed.
You will be able to answer calls with the
handset or headset, and dial calls using the
dial key pads and the One Touch or Redial
features. No other features will work until
power is restored. All programming is
retained during power failure.

PROBLEM

The Screen Displays
`Powerfail`

SOLUTION

The phone has been disconnected from AC
power. When power is restored, a key is
pressed, or the phone is taken off the hook,
the screen will return to the usual display.
One Touch and Redial numbers are retained
until power is restored.

PROBLEM

**Display Screen
is Blank**

SOLUTION

Make sure the power cord is connected
to both the phone and an electrical outlet
not controlled by a wall switch.

PROBLEM

**Intercom, Hold, Call
Privacy or Other
Advanced Features Do
Not Work Properly**

SOLUTION

• The total length of telephone wiring in
  your phone system **MUST NOT** be more
  than 600 feet.
• If you are a DSL customer, you may need
  to arrange for installation of a splitter and
  an AT&T Z800A filter. See "DSL Users"
  beginning on page 4 for details.
• Another device connected to Line 1 may
  be causing interference. Try disconnecting
  the device.

IN CASE OF DIFFICULTY

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EXPANDING THE PHONE SYSTEM

When you combine two or more 945/974/984/944/955/964 phones you create an interacting system where phones share lines. If you have only 945/974/984 phones on your phone system, you can have up to 16 phones and up to 19 telephone lines. If you have one or more 944/955/964 phones in your phone system, you can have up to 12 phones and up to 15 telephone lines. The system can be expanded with or without Centrex service.

◎ **NOTE:** All 945 features work as described earlier in this manual.

Line Groups

When phones share lines, the LINE lights let users at different extensions know when a specific line is in use. For accurate LINE lights, the same lines must be connected to each extension in the Line Group, and they must have the same incoming telephone number at each extension.

The chart below shows 16 extensions, each sharing the first three lines, but being assigned to different Line Groups based on other shared or private lines.

<table>
<tr><th colspan="8">Lines in System</th></tr>
<tr><th></th><th>L1</th><th>L2</th><th>L3</th><th>L4</th><th>L5</th><th>L6</th><th>L7</th></tr>
<tr><td>EXT 11</td><td>✔</td><td>✔</td><td>✔</td><td>✔</td><td></td><td></td><td></td></tr>
<tr><td>EXT 12</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td><td></td></tr>
<tr><td>EXT 13</td><td>✔</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td></tr>
<tr><td>EXT 14</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td><td></td></tr>
<tr><td>EXT 15</td><td>✔</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td></tr>
<tr><td>EXT 16</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td><td></td></tr>
<tr><td>EXT 17</td><td>✔</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td></tr>
<tr><td>EXT 18</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td><td></td></tr>
<tr><td>EXT 19</td><td>✔</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td></tr>
<tr><td>EXT 20</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td><td></td></tr>
<tr><td>EXT 21</td><td>✔</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td></tr>
<tr><td>EXT 22</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td><td></td></tr>
<tr><td>EXT 23</td><td>✔</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td></tr>
<tr><td>EXT 24</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td><td></td></tr>
<tr><td>EXT 25</td><td>✔</td><td>✔</td><td>✔</td><td>✔</td><td></td><td>✔</td><td></td></tr>
<tr><td>EXT 26</td><td>✔</td><td>✔</td><td>✔</td><td></td><td></td><td></td><td>✔</td></tr>
</table>

Intercom Extensions

EXPANDING THE PHONE SYSTEM

Private Lines

You can use the fourth line on each extension as a private line. A private line is a telephone number assigned to just one extension.

◎ **NOTE:** You must program the lines you are using at each extension so that the phone knows which lines are shared and which are private. (You can physically wire lines with different telephone numbers into each unit for Line 4.)

The chart below shows 16 extensions, each sharing the first three lines.

Lines in System

	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	L11	L12	L13	L14	L15	L16	L17	L18	L19
EXT 11	✔	✔	✔	✔															
EXT 12	✔	✔	✔		✔														
EXT 13	✔	✔	✔			✔													
EXT 14	✔	✔	✔				✔												
EXT 15	✔	✔	✔					✔											
EXT 16	✔	✔	✔						✔										
EXT 17	✔	✔	✔							✔									
EXT 18	✔	✔	✔								✔								
EXT 19	✔	✔	✔									✔							
EXT 20	✔	✔	✔										✔						
EXT 21	✔	✔	✔											✔					
EXT 22	✔	✔	✔												✔				
EXT 23	✔	✔	✔													✔			
EXT 24	✔	✔	✔														✔		
EXT 25	✔	✔	✔															✔	
EXT 26	✔	✔	✔																✔

Intercom Extensions

EXPANDING THE PHONE SYSTEM

CENTREX OPERATION

Setup Checklist

Before expanding your system or installing for Centrex, review the installation checklist. If you have Centrex, contact your local telephone company for further information about Centrex service.

- The phone number for Line 1 must be the same on all phones in order for the Intercom and Page features to work.
- Determine the number of phones that will be on the system.
- Identify the phone that will be the Console phone.
- Identify the private line for the Console phone. The Console phone must have its own private line. This line is not shared with any other phone.
- Follow the regular installation instructions in this manual.
- Enable the Console phone.
- Store the Centrex pickup codes and the seven-digit phone numbers in One Touch locations. (See ONE TOUCH OPERATION beginning on page 50.)

Enabling the Console Phone

Determine which phone will be the Console phone for your system and program the Console following the directions to "Set This Phone to be the Centrex Console Phone" on page 36. It is recommended that Line 4 of the Console be programmed as a private line, to be sure a line is available for Centrex access.

Console Operation

Once another system phone has enabled its delayed ring, the Console phone will receive those calls. All the 945 features work in the same manner as described in this manual.

The Console phone can pick up other Centrex lines through Centrex switching. You can store the Centrex pickup codes and the seven-digit phone number of each station, except for the Console phone, in the One Touch locations.

CENTREX OPERATION

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Setting Ring Delay Duration

This feature allows other system telephones' calls to ring at the Console phone. After a specified ring delay, the calls will ring at the Console phone. (See "Set the Centrex Console Delayed Ring Time" on page 37.)

Answering a Delayed Ring

The Console phone rings and the screen displays the extension number of the intercom sending the delayed ring.

1   Select a free line.
2   Enter the Centrex pickup code.
3   Enter the seven-digit phone number of the extension sending the delayed ring.

NOTE: If the Console is using another line and receives a delayed ring, the Console phone can put the other line on hold and follow **Steps 1–3**. If the Console is on an intercom call, the intercom call should be ended before picking up the ringing phone.

Picking Up Another Station's Line

1   Choose a free Centrex line.
2   Enter the Centrex pickup code.
3   Enter the seven-digit phone number of the line you want.

CENTREX OPERATION

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In case of difficulty, visit our Service Center at
www.telephones.att.com or call **1 800 222–3111**.