Install the telephone base

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

**Plugging in the telephone base:**
- Plug the small end of the power adapter into a power outlet not controlled by a wall switch.
- Plug the large end of the power adapter into the slot on the bottom of the telephone. Raise the two antennas for optimum wireless range and performance. For greater range, add optional repeaters (AT&T model SB67128).

**Raise the antennas:**
- Place the corded handset or speakerphone, press SPEAKER, and the timer starts counting. The recording automatically plays back.

**Connecting the telephone lines:**
- Plug in the telephone line cords as shown.
- Optional DSL filters (required). Place the corded handset on the telephone base. If you are using the speakerphone, press SPEAKER to hang up.

**Plug in the telephone line cords:**
- Plug in the telephone line cords as shown.
- Place the corded handset or speakerphone, press SPEAKER, and the timer starts counting. The recording automatically plays back.

**Quick start guide AT&T SB67118 DECT 6.0**
- 4-line corded/cordless small business system telephone base

**Answering system setup**

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

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

**Record announcement:** You can record up to five two-minute announcements and switch among them. The auto attendant announcement should contain instructions for the caller (see page 25 in the AT&T SB67118 user’s manual for sample scripts.)

1. When the telephone is idle, press ANSWER ON for the desired line.
2. Press or to scroll to Setup. Press MENU/ENTER.
3. Press or to scroll to Announcement. Press MENU/ENTER.
4. Press or to scroll to one of the announcements, Announcement 1 through Announcement 5. If no message has been recorded, (none) appears. Press MENU/ENTER.
5. Press MENU/ENTER to start recording. The timer starts counting. Press MENU/ENTER again to stop recording. The timer stops and the recorded message automatically plays back.
6. Press 2 to save the announcement and return to the previous menu, or press 1 to re-record that announcement.

**Record extension list:**

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

**Sample extension list:**

- **For sales, press 1 pound:** for service, press 2 pound; for shipping, press 3 pound; or press star for the receptionist.

1. When the telephone is idle, press ANSWER ON for the desired line.
2. Press or to scroll to Setup. Press MENU/ENTER.
3. Press or to scroll to Record ext list. Press MENU/ENTER. The current list extension plays.
4. Press 1 to select Change.
5. Press MENU/ENTER to start recording. The timer starts counting. Press MENU/ENTER again to stop recording. The timer stops and the recorded message automatically plays back.
6. Press 2 to save the announcement and return to the previous menu, or press 1 to re-record the message.

**-OR-**

To exit without making changes, press EXIT.

**Three-way conference calls**

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

**To make a three-way conference call:**

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

See pages 45-46 in the AT&T SB67118 user’s manual for complete conference instructions.

**Intercom calls**

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

See pages 48-49 in the AT&T SB67118 user’s manual for complete intercom instructions.

**Push to talk (PTT) intercom**

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

Press and hold INT/PTT ALL to broadcast a message to all extensions.

See pages 52-53 in the AT&T SB67118 user’s manual for complete PTT instructions.

**Recording a call**

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

**-OR-**

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

See page 42 in the AT&T SB67118 user’s manual for complete call recording instructions.
Navigation keys
While in menus, press ▲ or ▼ to scroll through the menus, highlight items or change settings.
While entering names or numbers, press REP or SKIP to move the cursor to the left or right.
While playing back messages, press REP to repeat the message, or press REP twice to hear the previous message, or press SKIP to skip to the next message.

NEW CALL indicator
On when there are unreviewed calls (page 62).

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

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

CONF
Press to add another extension or outside line to an existing call (page 45).

HOLD
Press to place an outside call on hold (page 44).

Messages
When in idle mode, press to enter the general mailbox menu. The indicator flashes when there are unreviewed messages in the general mailbox (page 72).

One-touch keys, EXT 1-0
Press to intercom with the desired cordless extension number (page 48).
Press and hold to broadcast a message to that extension (page 52).

SPEAKER
Press to turn on the speakerphone. Press again to turn it off. The indicator is on when the speakerphone is on (page 39).

Quick reference guide

Main menu
The △ symbol highlights a menu item.

Main menu
Directory (page 54)
Call log (page 62)
Ringer setting (page 17)
Mailbox setup (page 28)
Base setup (page 19)
COVM (page 47)
Speed dial setup (page 35)
Customer support (page 35)
Registration (page 10)

Using menus
• Press MENU/ENTER to show the first menu item, Directory.
• Press ▲ or ▼ to scroll through menu items.
• Press EXIT to cancel an operation or exit the menu display.

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