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Quick start guide

CL4939

**Big button big display
telephone/answering
system with caller ID/
call waiting**



Introduction

This quick start guide provides you basic installation and use instructions. A limited set of features are described in abbreviated form. For complete instructions on how to use all features of this telephone, refer to your AT&T CL4939 big button big display telephone user's manual.

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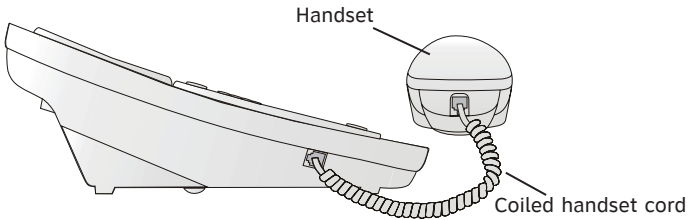
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Telephone installation

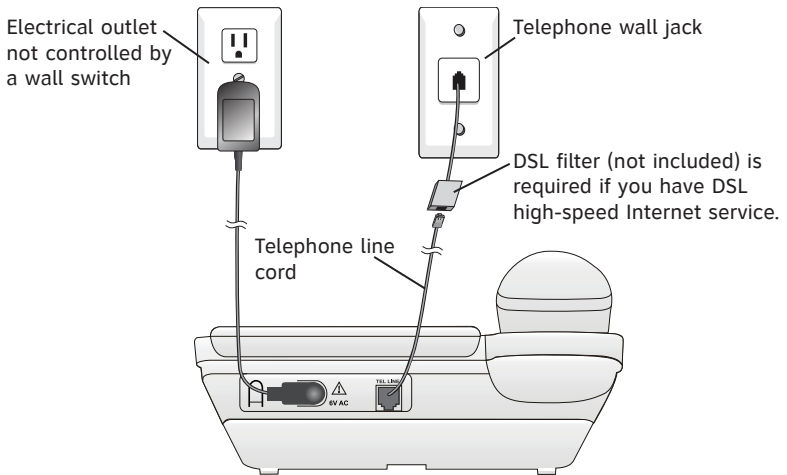
If you subscribe to high-speed Internet service (DSL - digital subscriber line) through your telephone line, you must install a DSL filter between the telephone line cord and the telephone wall jack. The filter prevents noise and caller ID problems caused by DSL interference. Please contact your DSL service provider for more information about DSL filters.

Follow the steps below to install the telephone:

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

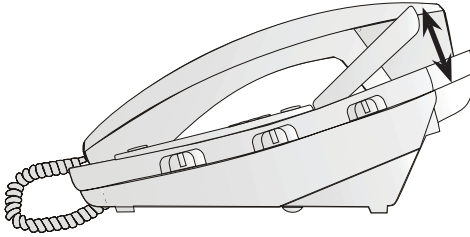


2. Plug one end of the telephone line cord into the **TEL LINE** jack on the back of the telephone base. Plug the other end of the telephone line cord into a telephone wall jack.
3. Plug the small end of the power adapter into the **POWER** jack on the back of the telephone base. Plug the large end into a standard electrical outlet not controlled by a wall switch.



Telephone installation

4. Lift the handset or press **◀▶SPEAKER** to check for a dial tone.
5. Move the top of the display up or down to adjust the angle of the screen for maximum visibility.



iNOTES:

- Use only the power adapter provided with this product. To obtain a replacement, visit our website at **www.telephones.att.com** or call **1 (800) 222-3111**. In Canada, dial **1 (866) 288-4268**.
- The power adapter is intended to be correctly oriented in a vertical or floor mount position. The prongs are not designed to hold the plug in place if it is plugged into a ceiling, under-the-table or cabinet outlet.
- You can use this telephone without the power adapter installed. In this case, you can only make or answer calls with the handset, or adjust the ringer volume or handset listening volume. For optimal performance, power your telephone with the supplied power adapter.

Quick reference guide

REMOVE

While reviewing the call history entries, press and hold to clear the call history.

While reviewing an entry stored in the directory or call history, press to delete.

While entering names (or numbers), press to backspace and erase a character (or digit).

DISPLAY DIAL

Press to dial the number currently displayed.

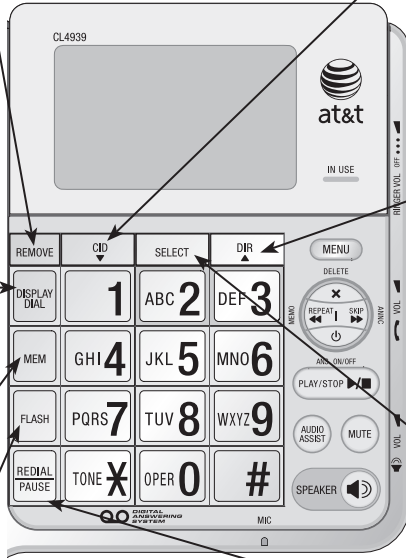
MEM

Press to access the speed dial memory.

FLASH

During a call, press to answer an incoming call if you subscribe to call waiting service provided by your telephone service provider.

Press to cancel an operation and return to idle mode.



CID/V

Press to display the call history.

While using the menu, press to scroll through the settings.

While reviewing the directory or call history, press to scroll down.

DIR/A

Press to enter the directory.

While using the menu, press to scroll through the settings.

While reviewing the directory or call history, press to scroll up.

SELECT

While using the menu, press to save the setting and move to the next menu option.

REDIAL/PAUSE

While using the handset or speakerphone, press to dial the last number dialed.

While storing numbers in the speed dial memory or directory, press to copy the last number dialed before entering a digit.

While entering numbers, press to insert a four-second dialing pause.

Quick reference guide

MENU

Press to enter the menu.

While reviewing the call history, press to store the displayed name and number in the directory.

MUTE

During a call, press to mute the handset or speakerphone microphone. Press again to resume your conversation.

AUDIO ASSIST™

Some voices will sound louder and clearer if you press **AUDIO ASSIST** while you are on a call using the handset.

RINGER VOL switch

Slide to adjust the ringer volume.

VOL switch

Slide to adjust the listening volume on the handset.

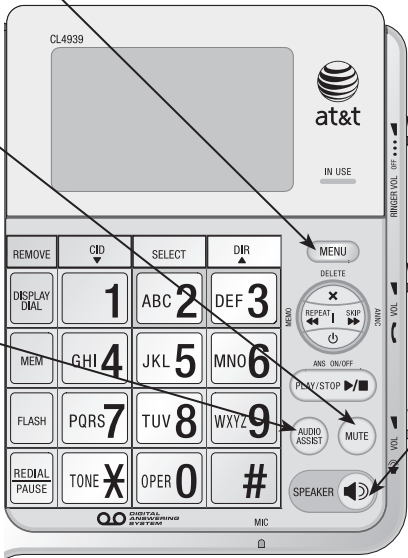
VOL switch

Slide to adjust the listening volume on the speakerphone.

While playing messages, slide to adjust the playback volume.

SPEAKER

Press to turn on the base speakerphone. Press again to end the call.



REPEAT/MEMO

While the telephone is playing the date and time the current message was received, press to go back to the previous message.

After the telephone plays the date and time the current message was received, press to repeat the current message.

When the telephone is idle, press to record a memo.

ANS ON/OFF

Press to turn the answering system on or off.

X/DELETE

Press to delete the message currently playing.

Press twice to delete all old messages when the telephone is not in use.

SKIP/ANNC

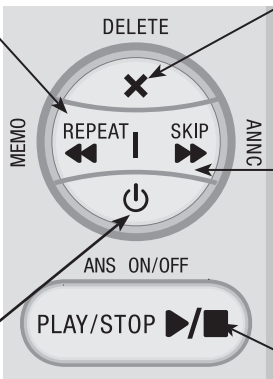
During message playback, press to skip to the next message.

When the telephone is idle, press to record, play or delete the outgoing announcement.

PLAY/STOP

Press to start or stop message playback.

When recording a memo or an outgoing announcement, press to stop recording.



Feature summary

Set features

You can customize how the features of this product work.

1. Press **MENU** repeatedly until the screen shows the desired feature, and **PRESS ARROWS TO SET** scrolls on the screen.
2. Press **DIR/▲** or **CID/▼** until the screen displays your selected setting. Refer to **Feature summary** below for a description of the features and your choices.
3. Press **SELECT** or **MENU** to save your selection and automatically move to the next option. When you finish setting features, the telephone automatically returns to standby after 30 seconds, or you can press **FLASH** to exit programming immediately.

Feature summary

Default settings are indicated by * in the following list.

Screen display	Function	Options
SET TIME/DATE	Set the date and time. Use the dialing keys to change the digits. Refer to Set date and time on page 7 for details.	12:00 ^{AM} 01-01
SET CONTRAST	Adjust screen brightness to a comfortable level, from 1 (light) to 4 (dark).	1, 2*, 3, 4
REPEATED CALLS	Choose whether new calls from the same number are combined into one entry or listed separately in the call history.	COMBINED SEPARATE*
LANGUAGE	Choose whether the display text appears in English, Spanish or French.	ENGLISH* ESPANOL FRANCAIS
HOME AREA CODE	Set the call log to store only seven digits of local telephone numbers. If you normally dial 10 or 11 digits for calls within your own area code, leave this blank or enter 000. Refer to Set home area code in the user's manual for details.	HAC- _ _ _
LOCAL AREA CODE	Program up to four local area codes that do not require dialing a 1 before them. If you dial 10 digits (area code + telephone number) for calls within your own area code, include your area code as a local area code. Refer to Set local area code in the user's manual for details.	LAC 1- _ _ _ LAC 2- _ _ _ LAC 3- _ _ _ LAC 4- _ _ _
DIAL TYPE	Set touch-tone or pulse dialing.	TONE* PULSE

Feature summary

Screen display	Function	Options
# OF RINGS	<p>Set how many times the telephone rings before the answering system picks up the call.</p> <p>If you choose tS 2-4 (or tS 4-6), the answering system answers after two (or four) rings when there are new messages. When there are no new messages, the answering system answers after four (or six) rings. When you are retrieving messages from a long distance call, it disconnects your call after three (or five) rings to avoid long distance charges. (These tS settings are also known as toll saver.)</p> <p>Refer to To set the number of rings on page 17 for details.</p>	2, 3, 4*, 5, 6, 7, tS 2-4, tS 4-6
MESSAGE ALERT	Set whether there is an audible message alert every 15 seconds when there are new messages.	ON OFF*
REMOTE CODE	<p>Select a three-digit number to allow remote access from another telephone (away from your home or office).</p> <p>Refer to Remote access in the user’s manual for details.</p>	500*
PRIORITY CODE	<p>Select a three-digit number as your priority code for the answering system. If the answering system answers a call and the caller enters this priority code, then the telephone plays a 30-second tone to alert you to a priority caller.</p> <p>Refer to Priority call in the user’s manual for details.</p>	999*
CALL SCREENING	<p>Choose whether incoming messages are played through the speaker while they are being recorded.</p> <p>Refer to Call screening in the user’s manual for details.</p>	ON* OFF

Set date and time

Follow the steps below to set the date and time.


1. Press **MENU** and the screen shows **SET TIME/DATE**.
2. Use the dialing keys (**0** through **9**) to set the blinking digits. To enter a number that is less than 10, you must enter a zero (0) before the number. Use **DIR/▲** or **CID/▼** to move to the next or previous digit and **#** (pound key) to choose between **AM** and **PM**.
3. After entering all the digits in **SET TIME/DATE**, The screen automatically prompts **SET YEAR**. Use the dialing keys (**0** through **9**) to set the blinking digits.
4. Press **SELECT** or **MENU** to save the new setting and move to the next option.

Line power mode (no AC power)

This telephone provides minimal functionality during a power failure. When AC power is not available, the screen is blank and many telephone features do not function. Only touch-tone dialing and volume adjustment (ringer volume and handset volume) are supported. The telephone uses power from the telephone line to enable you to make and answer calls using only the handset and dialing keys.


To make a call during a power failure

1. Lift the handset and wait for a dial tone. The screen shows **NO AC POWER**.
2. Slowly dial a telephone number using the dialing keys. Wait to hear each key tone and make sure the digit appears on the screen before pressing the next dialing key.

 **NOTE:** If the telephone is not powered by the supplied power adapter, there is a delay when dialing digits.

To answer a call during a power failure

- Lift the handset.

 **NOTE:** The screen does not show incoming caller ID information during a power failure.

Making and answering a call

Using the handset

To make a call:

- Lift the handset, wait for a dial tone, and then dial a number.

To answer a call:

- Lift the handset.

To end a call while using the handset:

- Place the handset in the telephone base.

Using the speakerphone

To make a call:

- Press **SPEAKER**, then dial a number.

To answer a call:

- Press **SPEAKER**.

To end a call while using the speakerphone:

- Press **SPEAKER**.



On hook dialing (predialing)

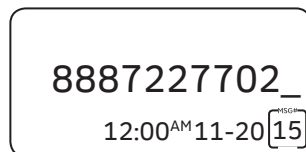
1. Use the dialing keys to enter a telephone number.

- Press **REDIAL/PAUSE** to insert a four-second dialing pause.
- Press **REMOVE** to make corrections.
- Press **FLASH** to return to idle mode.

2. Lift the handset to call.

-OR-

Press **DISPLAY DIAL** or **SPEAKER** to call using the speakerphone.



Switching between handset and speakerphone

To switch from handset to speakerphone during a call:

- Press **SPEAKER**, then place the handset in the telephone base.

To switch from speakerphone to handset during a call:

- Lift the handset.

Options while on calls

Audio assist™

Some voices will sound louder and clearer if you press **AUDIO ASSIST** while you are on a call using the handset. Press **AUDIO ASSIST** again to turn the feature off. This feature automatically turns off when you hang up. You must press **AUDIO ASSIST** every time you want to activate the feature.

Mute

Use this feature during a telephone conversation to silence the handset or speakerphone microphone.

To mute the call:

- During a telephone conversation, press **MUTE** to silence the microphone. The **MUTE** light turns on. You hear the other party, but the other party does not hear you.

To take the call off mute:

- Press **MUTE** and resume speaking. The **MUTE** light turns off.
- OR-**
- Mute is automatically canceled when you end the call.

 **NOTE:** Switching between the handset and the speakerphone cancels the mute function.

Flash/call waiting

If you subscribe to call waiting service from your telephone service provider, you hear a beep if someone calls you while you are already on a call.

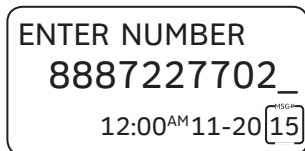
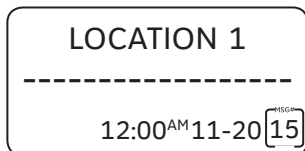
- Press **FLASH** to put your current call on hold and take the new call.
- Press **FLASH** anytime to switch back and forth between calls. For more information on caller ID with call waiting, refer to **About caller ID** on page 12.

Speed dial

This telephone has 10 speed dial memory locations where you can store telephone numbers you wish to dial using fewer keys than usual.

To store a speed dial number

1. When the telephone is idle, press **MEM**. The screen shows **LOCATION 1**.
2. You can press a dialing key (**0** through **9**), **DIR/▲** or **CID/▼** to choose the desired speed dial memory location for the new entry.
3. Press **SELECT**. The screen displays **ENTER NUMBER**.
4. To copy the last number dialed, press **REDIAL/PAUSE** (up to 24 digits).
-OR-
Use the dialing keys to enter the telephone number (up to 24 digits).
 - To backspace and erase a digit, press **REMOVE**.
 - To insert a four-second dialing pause, press **REDIAL/PAUSE**. A **P** appears on the screen.
5. Press **MEM** or **SELECT** to save the setting. The screen shows **STORED** with a confirmation tone and then returns to **MEM**.



To dial a speed dial number

1. When the telephone is idle, press **MEM**. The screen shows **LOCATION 1**.
 2. Press a dialing key (**0** through **9**), **DIR/▲** or **CID/▼** to choose the desired speed dial memory location. The number is displayed on the screen.
 3. Press **DISPLAY DIAL** to dial using the speakerphone or press **DISPLAY DIAL** and then lift the handset to dial using the handset.
- OR-**
1. Lift the handset or press **🔊SPEAKER**.
 2. Press **MEM**. The screen shows **ENTER LOCATION**.
 3. Press a dialing key (**0** through **9**) to choose the desired speed dial memory location. The telephone dials the number automatically.

Directory storage

This telephone has a directory where you can store up to 25 additional telephone numbers and names. Numbers can be up to 24 digits and names can be up to 15 characters.

To store a name and telephone number in the directory

1. When the telephone is idle, press **DIR/▲** to enter the directory.

2. Press **SELECT**. The screen shows **ENTER NUMBER**.

3. To copy the last number dialed, press **REDIAL/PAUSE** (up to 24 digits).

-OR-

Use the dialing keys to enter the telephone number (up to 24 digits).

- To backspace and erase a digit, press **REMOVE**.
- To insert a four-second dialing pause, press **REDIAL/PAUSE**. A **P** appears on the screen.

4. Press **SELECT**. The screen shows **ENTER NAME**.

5. Use the dialing keys and **Character chart** on page 30 of the user's manual to enter the letters, digits or symbols (up to 15 characters). Press keys repeatedly until the desired characters show on the screen.

- To backspace and erase a character, press **REMOVE**.


6. Press **SELECT** to save the entry.

7. Repeat Steps 2 through 6 to store more directory entries.


-OR-

Press **FLASH** to return to idle mode.

CHRISTINE SMITH
888-722-7702

12:00^{AM}11-20 


ENTER NUMBER
8003604121_

12:00^{AM}11-20 

ENTER NAME
8003604121

12:00^{AM}11-20 

ROBERT BROWN_
8003604121

12:00^{AM}11-20 

To delete a directory entry

1. When the telephone is idle, press **DIR/▲** to enter the directory.


2. Press **DIR/▲** or **CID/▼** to scroll through the directory entries.

-OR-

Press the dialing key for the first character of the entry you wish to review until the character you are looking for is displayed. Then press **DIR/▲** or **CID/▼** to scroll through the entries beginning with this character.

3. Press **REMOVE** to delete the displayed entry.

4. Press **FLASH** to return to idle mode.

 **NOTE:** Directory entries cannot be edited. If you need to change an entry, you will need to delete the entry and reenter the information.

Call history

About caller ID

This telephone has a caller ID feature that works with the caller identification service provided by your telephone service provider. There might be a fee for this service, and it might not be available in all areas. This telephone can provide information only if both you and the caller are in areas offering caller identification service, and if both telephone service providers use compatible equipment.

Caller ID with call waiting lets you see who is calling before you answer the call, even when you are on another call.

How caller ID works

If you subscribe to caller ID service provided by your telephone service provider, information about each caller is displayed after the first or second ring.



Caller ID information appears on the screen as long as the telephone rings, for 30 seconds after the caller hangs up, or after the call is answered at another telephone on the same line.

Call history

About call history

Information about the last 65 incoming calls is stored in the call history. The most recent call has the highest entry number. You can review the call history to find out who has called, return the call, or save the caller's name and number into the directory or speed dial memory locations. If a call is answered before the information appears on the screen, it is not saved in the call history.

To store a call history entry in the directory or memory:

1. When the telephone is idle, press **CID/▼** to enter the call history.
2. Press **DIR/▲** or **CID/▼** to scroll to the desired caller ID entry.
3. Press **MENU** or **SELECT**.
 - The screen shows **COPY TO DIR**. Press **MENU** or **SELECT** again to store the displayed telephone number in the directory. The screen shows **STORED** with a confirmation tone, then returns to the call history.
 - OR-
 - The screen shows **COPY TO DIR**. Press **DIR/▲** or **CID/▼** to scroll to **COPY TO MEM**.
 - Press **SELECT**. The screen shows **ENTER LOCATION**.
 - Press a dialing key (**0** through **9**) to choose the desired speed dial memory location to save the displayed telephone number. The screen shows **STORED** with a confirmation tone and then returns to the call history.

New and total calls

When your telephone is in idle mode, the screen shows the total number of all incoming calls and the number of calls that have not been reviewed.

16 CALLS 5 NEW

12:00^{AM} 11-20 ^{SSG}15

Call history

To return a call

Use the following steps to dial a telephone number in the call history.

1. When the telephone is idle, press **CID/▼** to enter the call history.
2. Press **DIR/▲** or **CID/▼** to scroll to the desired caller ID entry.
3. Press **DISPLAY DIAL** to dial using the speakerphone, or press **DISPLAY DIAL** and then lift the handset to dial using the handset.

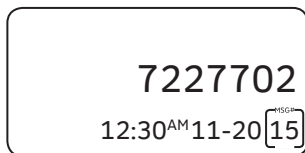
-OR-

If you need to add or remove the area code or a 1 at the beginning of the number, do the following:

- a. Press **#** (pound key) repeatedly to scroll through the various dialing formats.
- b. Press **DISPLAY DIAL** to dial using the speakerphone, or press **DISPLAY DIAL** and then lift the handset to dial using the handset.



1888-7227702
722-7702
1-722-7702
888-722-7702



To delete a call history entry

1. When the telephone is idle, press **CID/▼** to enter the call history.
2. Press **DIR/▲** or **CID/▼** to scroll to the caller ID entry.
3. Press **REMOVE** to delete the currently displayed entry. The screen shows **DELETED** with a confirmation tone and then shows the next call history entry, if any.
4. Press **FLASH** to return to idle mode.

To delete all call history entries

1. When the telephone is idle, press **CID/▼** to enter the call history.
 2. Press and hold **REMOVE**. The screen shows **REMOVE ALL?**
 3. Press **REMOVE** within three seconds to confirm and delete all records from the call history. The screen shows **DELETED** with a confirmation tone, then **CALL LOG EMPTY** with an error tone. It then automatically returns to idle mode. Once the entries are deleted, you cannot retrieve them.
- OR-**
- Press **FLASH** to exit and leave all caller ID entries intact.

Answering system

About the answering system and voicemail

You may have two different types of voice messages: those left on your built-in answering system and those left on your service provider's voicemail system (fees may apply). Your telephone's built-in answering system messages and voicemail messages are separate.

To listen to your voicemail, you typically dial an access number provided by your telephone service provider, followed by a security code or PIN. Some service providers bundle or combine multiple services like voicemail and call waiting, so you may not be aware that you have voicemail. To check what services you have and how to access them, contact your telephone service provider.

To use your voicemail service rather than your answering system, turn off your answering system. To use your answering system rather than your voicemail service, contact your telephone service provider to deactivate your voicemail service. You can also use your telephone answering system and voicemail together by setting your built-in answering system to answer before voicemail answers. To learn how to program your voicemail settings, contact your telephone service provider. Then, if you are on a call, or if the answering system is busy recording a message and you receive another call, the second caller can leave a voicemail message.

If you have voicemail provided by your telephone service provider, we recommend setting your answering system to answer calls at least two rings earlier than your voicemail is set to answer. For example, if your voicemail answers after six rings, set your answering system to answer after four rings. Some voicemail providers may program the delay before answering calls in seconds instead of rings. In this case, allow six seconds per ring when determining the appropriate setting.

Message capacity

The answering system can record up to 99 messages, depending on the length of each message. Individual messages can be up to three minutes long, and the total maximum recording time is 19 minutes. Messages remain available for replay until you delete them.

If the recording memory is full, the message window displays **F**. Delete some messages to make room for more.

Answering system

Turn the answering system on or off

- Press **⏻/ANS ON/OFF** repeatedly to turn the answering system on or off.



Record your outgoing announcement

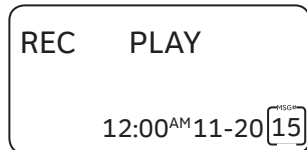
The outgoing announcement is the message callers hear when calls are answered by the answering system.

If the answering system is on, the telephone automatically answers calls with *"Hello, please leave a message after the tone."* You can use this announcement, or replace it with a recording of your own.



Use the following steps to record an outgoing announcement with a recording of your own.

- Press **▶SKIP/ANNC**. The screen shows **REC PLAY** and **REC** flashes.
- Press **SELECT**. The screen shows **USE STOP TO END** and you hear a long beep.
- Speak towards the microphone (**MIC**) on the telephone and maintain a distance of about nine inches. You can record an announcement of up to two minutes. Announcements shorter than one second are not recorded.
- Press **▶PLAY/STOP▶/■** to end the recording. The recorded announcement automatically plays back, then the telephone automatically returns to idle mode and you hear a beep.



To play or delete the outgoing announcement

- Press **▶SKIP/ANNC**. The screen shows **REC PLAY DEL** and **REC** flashes.
- Press **◀REPEAT/MEMO** or **▶SKIP/ANNC** to scroll until **PLAY** or **DEL** flashes.
- Press **SELECT** to play the current announcement. To delete the announcement, press **SELECT** when **DEL** is flashing or press **X/DELETE** during playback.

Answering system

To play and delete messages

- Press **PLAY/STOP▶/■** to begin message playback.

Options during message playback:

- To adjust the playback volume to a comfortable level, slide the **◀▶VOL** switch.
- To skip to the next message, press **▶▶SKIP/ANNC** after the telephone plays the day and time of the current message.
- To go back to the previous message, press **◀◀REPEAT/MEMO** while the telephone is playing the day and time of the current message.
- To repeat the message currently playing, press **◀◀REPEAT/MEMO** after the telephone plays the day and time of the current message.
- To delete the message currently playing, press **X/DELETE**.
- To stop playback and exit, press **PLAY/STOP▶/■**.

To delete all old messages:

- When the telephone is idle, press **X/DELETE** twice to delete all old messages. New (unheard) messages cannot be deleted until you have listened to them.

To set the number of rings

Use this feature to set how many times the telephone rings before the answering system picks up the call. The number of rings is four by default. To change the setting, follow the steps below:

1. Press **MENU** repeatedly until the screen shows **# OF RINGS**.
2. Press **DIR/▲** or **CID/▼** to select **2, 3, 4*, 5, 6, 7, tS 2-4, or tS 4-6**.
 - If you choose **tS 2-4** (or **tS 4-6**), the answering system answers after two (or four) rings when there are new messages. When there are no new messages, the answering system answers after four (or six) rings. When you are retrieving messages from a long distance call, it disconnects your call after three (or five) rings to avoid long distance charges. (These **tS** settings are also known as toll saver.)
3. Press **SELECT** or **MENU** to save your selection and automatically move to the next option. The telephone automatically returns to standby after 30 seconds, or you can press **FLASH** to return to idle mode.



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