Deskset basic operation

Make, answer or end a call

Make a call

1. Lift the corded handset.
   -OR-
   Press $ SPEAKER, HEADSET or a desired line key (LINE 1-4).
2. Wait for a dial tone, then enter the telephone number. The screen displays the elapsed time as you talk.

Answer a call

Lift the corded handset; or press $ SPEAKER or HEADSET.

End a call

- Place the corded handset back in the deskset.
-OR-
- Press $ SPEAKER while you are using the speakerphone.
-OR-
- Press HEADSET while you are using the corded headset.

Place a call on hold:

While on a call, press HOLD. The LINE 1-4 indicator for the line on hold flashes slowly in red. After the call has been on hold for more than three minutes, you hear a triple beep every 30 seconds.

To resume the call, press LINE 1-4 of the call on hold.

Switch among lines

Press LINE 1-4 of another telephone line to make or answer another call. The current call is put on hold automatically.

To return to the first call, press the original LINE 1-4. The second line is put on hold automatically.

Deskset basic operation

Make a call in progress

Press and hold the desired LINE 1-LINE 4 key to join the call.

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 call must be established first because an intercom call cannot be placed on hold.

Make a three-way conference call

1. Make or answer an outside call.
2. Press HOLD and call someone on another line, or start an intercom connection.
   -OR-
   Call someone on another line, or make an intercom call to someone. The first line is automatically put on hold.
3. Press the Conf softkey at any time to begin the three-way conference.

Intercom calls

You can use the intercom feature to initiate conversations with any system device not in use.

1. Press the INT key on the deskset.
2. Press $ or $ to choose a destination device.
   -OR-
   Press $ (star key) for the main base; 1-0 for extension 1-0, or # (pound key) for all extensions.
3. Press the Select softkey.
4. The screen displays Calling X/Handset X (X represents the extension number [1-0]. Handset X represents the handset name), Calling X/Base or Calling All.

Deskset basic operation

Push to talk (PTT) intercom

When the desktset is not in use, press and hold PTT on the side of your handset to broadcast your voice to the main telephone base and all other extensions. When the connection is made, both the caller and the destination parties hear two beeps. Only one extension may speak at a time.

Record a call

1. While on a call, press the Option softkey.
2. Press $ or $ to scroll to Record call on.
   - OR -
   Press the Select softkey.
3. The recording starts and the system activates the call privacy automatically. The screen displays $PRIV and $REC and the timer starts counting.
4. To stop recording and continue the call, press the Option softkey and then press the Select softkey to choose Record call off. The system saves the conversation into the desktset mailbox.
   -OR-
   The recording ends when you disconnect the call.

Message playback

You can play the messages from your desktset mailbox and the general mailbox. If you have new messages, the system plays them (in chronological order) automatically when you access the mailbox.

Listen to new messages in the desktset mailbox

When the desktset is not in use, press QD/MAILBOX.

Listen to new messages in the general mailbox

1. When the desktset is not in use, press QD/MAILBOX.
2. Press $ or $ to scroll to General mailbox. Press the Select softkey.
3. Press the Select softkey again to choose Play all.

Options during message playback

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

- Lift the corded handset to listen through the handset earpiece. Press $ SPEAKER to switch back to speakerphone.
- Press VOL- or VOL+ to adjust the message playback volume.
- Press $ or $ to skip to the next message.
- Press $ or $ to repeat the message. Press twice to hear the previous message.
- Press X/DELETE to delete the message. The system announces, “Message deleted.”
- Press the Back softkey to stop the playback and return to the mailbox.
- Press EXIT to stop the playback and exit.

NOTE: Refer to the user’s manual for complete installation and operation instructions.

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

Quick reference guide

1 — NEW CALL indicator On when there are new or missed calls.
2 — A/DIR Press to view directory information.
3 — CID Press to view caller ID information.
4 — REPEAT During message playback, press once to repeat a message, or press twice to play the previous message.
5 — /SKIP During message playback, press to skip to the next message.
6 — MAILBOX When in idle mode, press to enter the general or an assigned mailbox menu.
7 — X/DELETE Press to delete the message currently playing.
8 — Device keys Press to review or dial a stored speed dial number when the deskset is not in use.

Quick reference guide

9 — LOWER Press to enter the lower speed dial locations.
10 — SPEAKER Press to turn on the speakerphone. Press again to turn it off.
11 — VOL+/VOL- During a call, press to adjust the listening volume.
12 — FLASH When in idle mode, press to enter an intercom call.
13 — MUTE During a call, press to mute the microphone.
14 — /DIR During an incoming call, press to mute the ringer.
15 — /MAILBOX In idle mode, press to initiate an intercom call.
16 — /REPEAT Press to initiate a PBX call.
17 — /SKIP During message playback, press to skip to the next message.
18 — /MAILBOX When in idle mode, press to enter the general or an assigned mailbox menu.
19 — /DELETE Press to delete a digit or character while entering numbers or names.
20 — EXIT While in a menu, press to cancel an operation and exit the menu display.

Quick reference guide

Navigation keys

While in menus, press ▲DIR or ▼CID to scroll through the menus, highlight items or to change settings.
While entering names or numbers, press ▼ or ▲ to move the cursor to the left or right.
While playing back messages, press ▼ once to repeat the message, or press ▲ twice to hear the previous message, or press ▲ to skip to the next message.

Deskset installation

Install the deskset, as shown below.

Plug the large end of the power adapter into a power outlet not controlled by a wall switch.
Plug the small end of the power adapter cord through the slot at the bottom of the deskset.
Raise the Antenna for optimum wireless range and performance.
Route the power adapter cord through the slot at the bottom of the deskset.

Add and register a deskset

Register the deskset to your SynJ SB67138/SB67158 telephone base
1. On the SynJ SB67138/SB67158 telephone base, press MENU/ENTER.
2. Scroll down to Registration and then press MENU/ENTER.
3. Press MENU/ENTER again to select Register HS. The main telephone base screen shows Registering new device.
4. Press the Start softkey on the unregistered deskset. The deskset shows Registering... Please wait. You hear a beep sound when the registration process is successful. The main telephone base shows Deskset registered. The deskset shows Registered and then the deskset shows (Deskset X) (X represents the extension number) (1-0). Deskset X represents the default deskset name. It takes up to 60 seconds to complete the registration process.

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3. Press MENU/ENTER again to select Register HS. Then press Start. Try the registration process again.

NOTE: if the registration fails, the screen shows Press MENU on MAIN base, select Registration & then Register HS. Then press Start. Try the registration process again.

Using the menus:

1. Press the Menu softkey to show the first menu item, Directory.
2. Press ▲DIR or ▼CID to scroll through menu items.
3. Press the Select softkey to select or the Save softkey to save changes to a highlighted menu item.
4. Press the Back softkey to cancel an operation or back up to the previous menu.

Main menu:

- Directory
- Call log
- Ringer setting
- Mailbox setup
- Deskset setup
- COVM
- Speed dial setup
- Customer support

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