Install the telephone base

Install the telephone base, as shown below. If you subscribe to high-speed Internet service (DSL - digital subscriber line) through your telephone lines, you must install a DSL filter on each DSL line. Route the power adapter cord through the slot on the bottom of the telephone base. Plug the large end of the power adapter into a power outlet not controlled by a wall switch.

Optional DSL filters

Telephone line cords

Install the telephone base, as shown below. If you subscribe to high-speed Internet service (DSL - digital subscriber line) through your telephone lines, you must install a DSL filter on each DSL line. Route the power adapter cord through the slot on the bottom of the telephone base. Plug the large end of the power adapter into a power outlet not controlled by a wall switch.

Optional DSL filters

Telephone line cords

Quick start guide

SynJ SB67158 DECT 6.0
4-line corded/cordless small business system

An answering system setup
You can set each of the four lines to automatically answer incoming calls in three 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. • Announce only (Ann only): Incoming calls ring on every extension. If there is no answer, the system plays an announcement and then automatically drops the call.

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. 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 [key] twice.

Sample extension list: “For sales, press 1, then pound; for service, press 2, then pound; for shipping, press 3, then pound; or press star, then pound 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 extension list 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 and return to the previous menu, or press 1 to record the message again.

Using the telephone
To make a call: Lift the corded handset or press ▲ SPEAKER. To override automatic line selection, press LINE 1-LINE 4 for the desired line, then lift the corded handset. Wait for a dial tone, then enter the telephone number. The screen displays the elapsed time as you talk.

To answer a call: Lift the corded handset or press ▲ SPEAKER.

To end a call: Place the corded handset on the telephone base. Press and hold the speakerphone, press ▲ SPEAKER to hang up.

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.

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

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 your voice to all extensions.

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

To stop recording and continue the call, press MENU/ENTER twice to select Record call OFF.
Quick reference guide

LINE 1-LINE 4 keys
Press to make or answer a call on the desired line. The indicator is on when a telephone line is in use. It flashes slowly when a telephone line is on hold. It flashes rapidly when there is an incoming call.

ANSWER ON keys
Press to show the automatic answer options for that line.

PAUSE/REDLIAL
Press repeatedly to view the last 10 numbers dialed. While entering digits, press to insert a dialing pause.

CALL LOG
Press to view caller ID information.

DIR
Press to view directory information.

REMOVE
While playing a message, press to delete. While reviewing the caller ID information, directory entry, or last redial number, press to delete an individual entry. While predialing, press to delete digits.

INT
When in idle mode, press to initiate an intercom call. The indicator is on when an intercom call is in progress.

FLASH
During a call, press to answer an incoming call when you receive a call waiting alert.

HEADSET
When a corded headset is connected to the telephone base, press to get a line, answer a call or hang up. The red indicator is on when the headset is in use.

XFER (transfer)
Press to transfer a call to an extension. The indicator is on when a transferred call is in progress.

DND (do not disturb)
Press twice to turn the feature on; you will not hear paging tones, voice paging, or incoming call rings. Press again to turn off. The indicator is on when DND is on.

MUTE
During a call, press to mute the microphone. The indicator flashes slowly when the microphone is muted. During an incoming call, press to mute the ringer.

VOL+/VOL-
During a call, press to adjust the listening volume. During message playback, press to adjust the playback volume.

SPEAKER
Press to turn on the speakerphone. Press again to turn it off. The indicator is on when the speakerphone is on.

NEW CALL indicator
On when there are new or missed calls.

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.

HOLD
Press to place an outside call on hold.

(Messages)
When in idle mode, press to enter the general mailbox menu. The indicator flashes when there are new or missed messages in the general mailbox.

INT/PTT ALL
Press to page all extensions. An intercom connection is established with the first extension that answers. Press and hold to broadcast your voice to all extensions.

One-touch keys, EXT 1-0
Press to intercom with the desired cordless extension number. Press and hold to broadcast your voice to that extension.

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

Main menu
- Directory
- Call log
- Ringer setting
- RestrictedPrefix
- Mailbox setup
- Base setup
- COVM
- Speed dial setup
- Customer support
- Registration

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 twice to hear the previous message, or press ▼SKIP to skip to the next message.