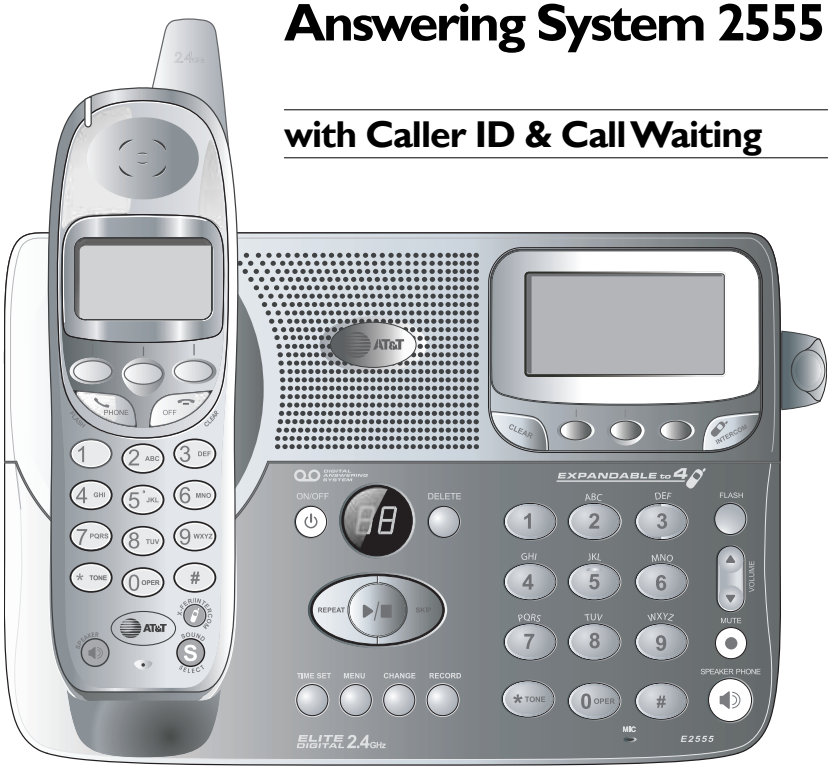
AT&T

*User Manual (Part 2)*

# 2.4 GHz Cordless Speakerphone/ Answering System 2555

## with Caller ID & Call Waiting



**You must install and charge the battery before using the telephone**

**See page 7**
**for easy instructions**

For customer service or product information, visit our web site at
**www.telephones.att.com**
or call 1-800-222-3111

Please also read
***Important Product Information***
Enclosed in product package

**Add new handsets to make your phone more versatile (see page 36)**

Your telephone can accommodate up to four cordless handsets. You can add new handsets (sold separately) at any time.

The handset provided with your telephone is automatically registered as Handset 1. Additional handsets are assigned numbers in the order they are registered (2, 3, 4, etc.).

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*User Manual (Part 2)*

# 2.4 GHz Cordless Speakerphone/ Answering System 2555

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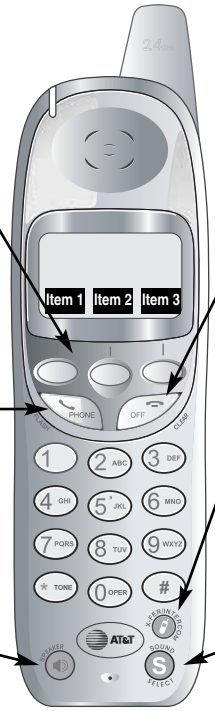
# Quick reference guide

## Handset




### Softkeys

Press a softkey to select a menu item displayed just above the key.

### Off/Clear

During a call, press to hang up.

While using menus, press to cancel an operation, back up to the previous menu, or exit the menu display.

### Phone/Flash

Press to begin a call, then dial a number.

During a call, press to receive an incoming call, if Call Waiting is activated (see page 12).

### Xfer/Intercom

Press to transfer a call or initiate an intercom conversation (see pages 10 & 13).

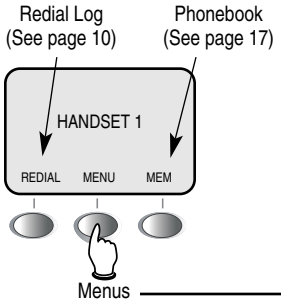
### Speaker

Press to activate handset speaker-phone. Press again to hang up.

### Sound Select

Press to customize speaker sound for clear speakerphone conversations (see page 12).

## Screen menus




### Main Menu

| | |
|---|---|
| Calls Log | See page 21 |
| Play Messages | See page 30 |
| Handset Settings | See menu |
| Set Time | See page 16 |
| Clock Mode | See page 16 |
| Register | See page 36 |

### Handset Settings

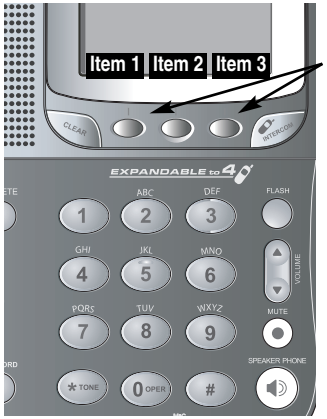
| | |
|---|---|
| Ringer Volume | See page 14 |
| Ringer Melody | See page 14 |
| Keypad Tone | See page 14 |
| Tone/Pulse | See page 14 |
| Contrast | See page 14 |
| Language | See page 14 |





# Quick reference guide

## Base/Speakerphone




### Telephone function keys (see pages 11-15)

**SOFTKEYS** .....Press to select menu item displayed just above the key

**FLASH** .....During a call, press to receive an incoming call, if Call Waiting is activated

**VOLUME** .....Press to adust speakerphone listening volume

**MUTE** .....Press to silence microphone; press again to resume

**SPEAKERPHONE** ..Press to turn speakerphone on or off (begin or end a call)

### Answering system controls (see pages 24-33)

Press to repeat message. Press twice to hear previous message.

Press to skip to next message.

Press to play messages

**ON/OFF** .....Press to turn answering system on or off

**DELETE** .....Press to delete message currently playing

**TIME SET**.....Press to set date and time

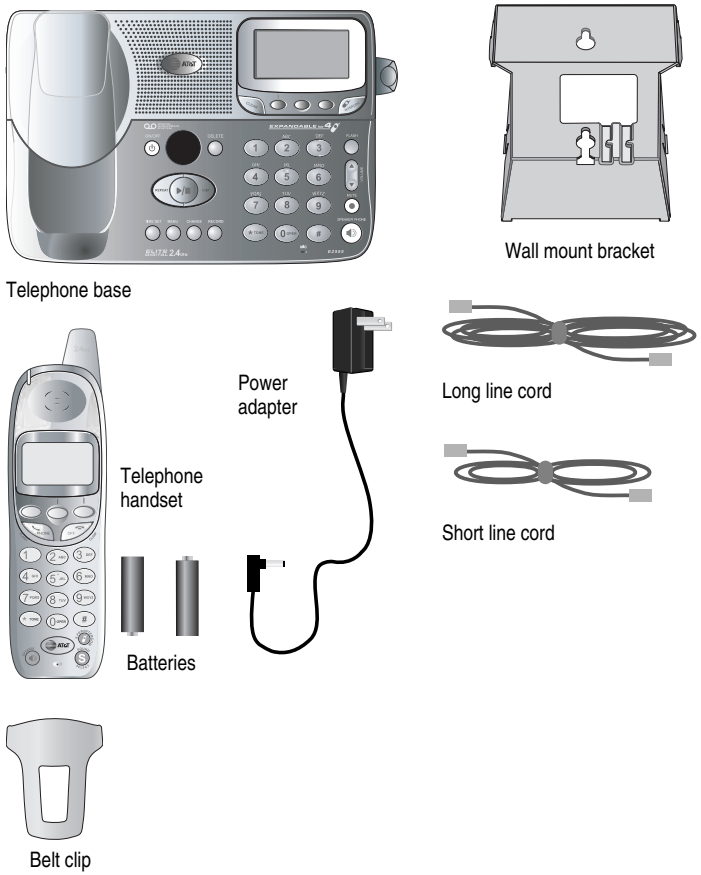
**MENU**.....Press to review or change answering system options

**CHANGE** .....Press to change a menu option

**RECORD** .....Press to record a memo or outgoing announcement

# Parts checklist

Remember to save your sales receipt and original packaging in case you ever need to ship your telephone for warranty service. Check to make sure the telephone package includes the following:








# Before you begin

## About Caller Identification

Caller ID with Call Waiting features in this telephone let you see who's calling before you answer the phone, even when you're on another call. These features require services provided by your local telephone company.

Contact your telephone service provider if:

- You have both Caller ID and Call Waiting, but as separate services (you may need combined service)
- You have only Caller ID service, or only Call Waiting service
- You don't subscribe to any Caller ID or Call Waiting services.

You can use this phone with regular Caller ID service, and you can use its other features without subscribing to either Caller ID or combined Caller ID with Call Waiting service. There may be fees for these services, and they may not be available in all areas.

Caller ID features will work only if both you and the caller are in areas offering Caller ID service, and if both telephone companies use compatible equipment.

See Caller ID Operation, beginning on page 21, for more details about how these features work.

## Telephone operating range

This cordless telephone operates with the maximum power allowed by the Federal Communications Commission (FCC). Even so, this handset and base can communicate over only a certain distance — which can vary with the locations of the base and handset, the weather, and the construction of your home or office. For best performance, keep the base antenna fully upright.

**If you receive a call while you are out of range**, the handset might not ring — or if it does ring, the call might not connect when you press **PHONE**. Move closer to the base, then press **PHONE** to answer the call.

**If you move out of range during a phone conversation**, you might hear noise or interference. To improve reception, move closer to the base.

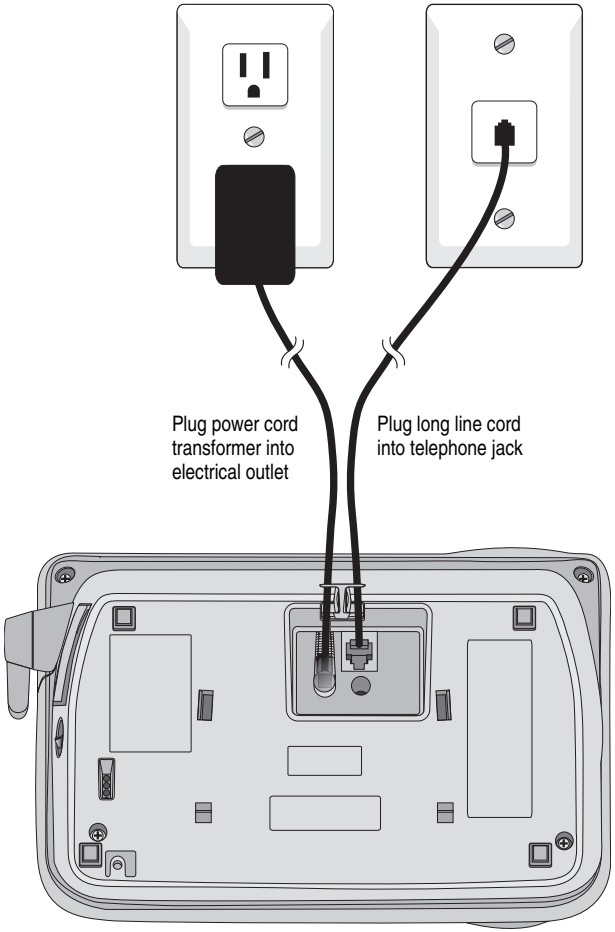
**If you move out of range without pressing OFF**, your phone will be left "off the hook." To hang up properly, walk back toward the telephone base, periodically pressing **OFF** until the call is disconnected.

# Telephone base installation

Install the speakerphone base as shown below. Choose a location away from electronic equipment, such as personal computers, television sets or microwave ovens. Avoid excessive heat, cold, dust or moisture.

***NOTE:*** Use only the power cord supplied with this product. If you need a replacement,call 1 800 222–3111.

Be sure to use an electrical outlet not controlled by a wall switch.

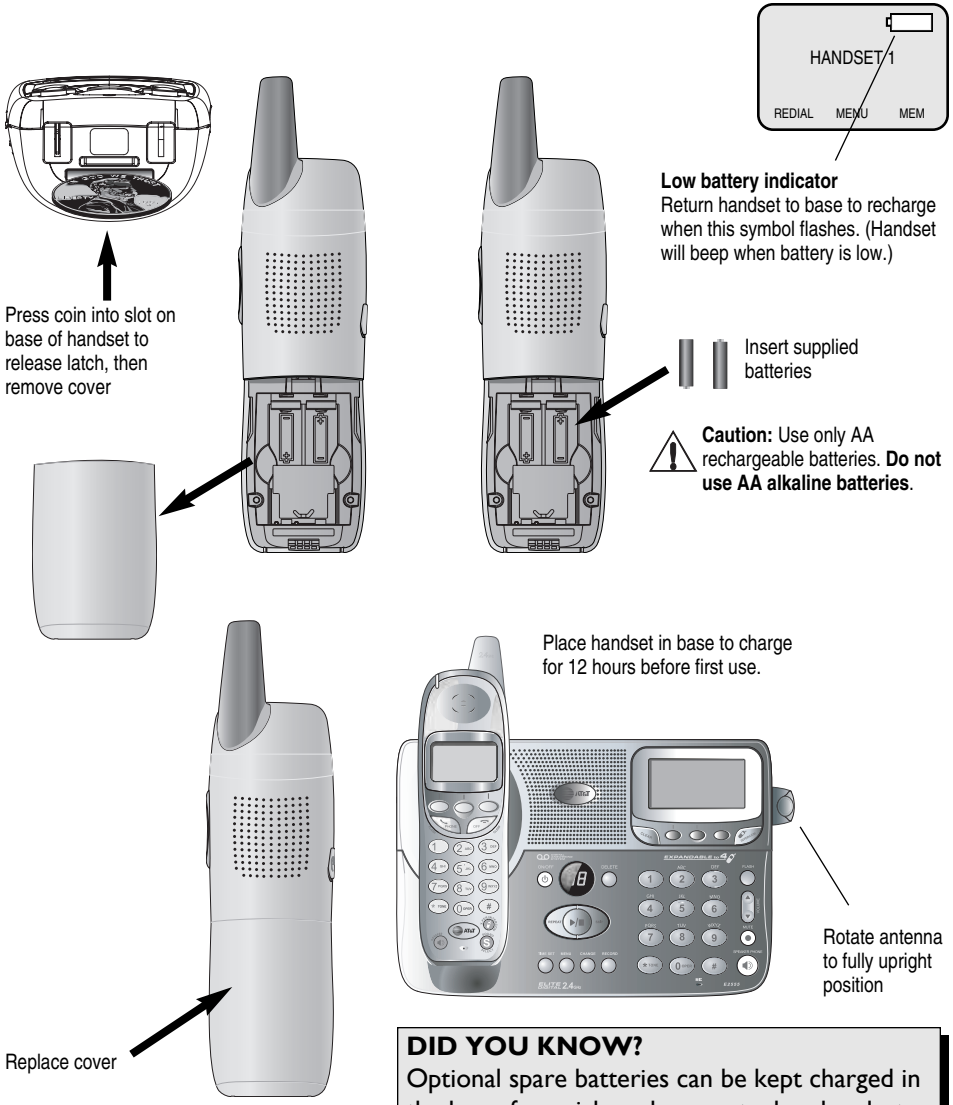







# Battery installation & charging

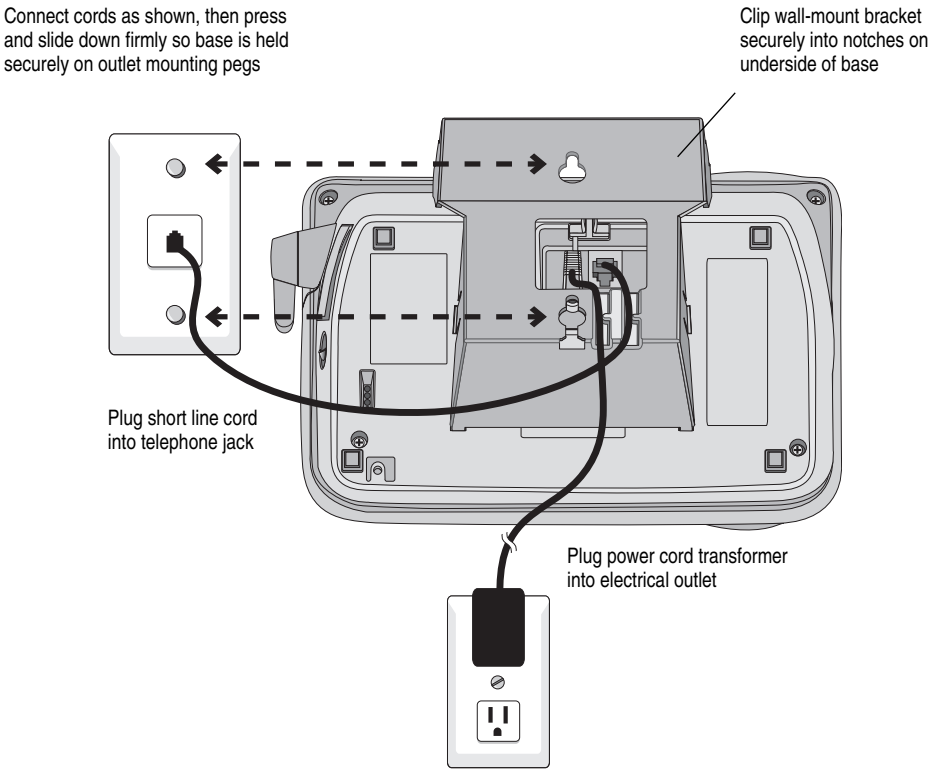
After installation, place the handset in the base and allow the battery to charge for 12 hours before use. You can keep the battery charged by returning the handset to the base after each use. When battery power is fully depleted, a full recharge takes about 8 hours.

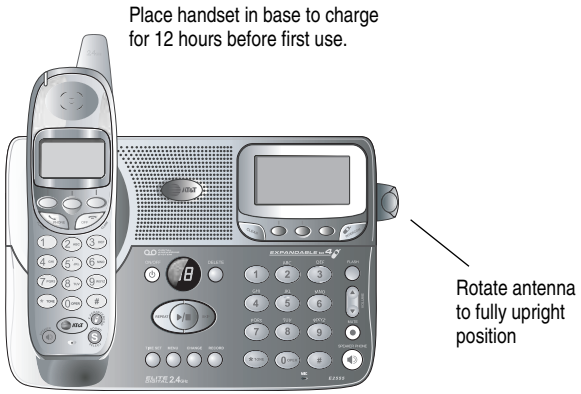



**DID YOU KNOW?**
Optional spare batteries can be kept charged in the base, for quick replacement when handset batteries become depleted (see page 37).

# Wall mounting

The speakerphone base can be installed on any standard wall-phone outlet as shown below. Choose a location away from electronic equipment, such as personal computers, television sets or microwave ovens. Avoid excessive heat, cold, dust or moisture.



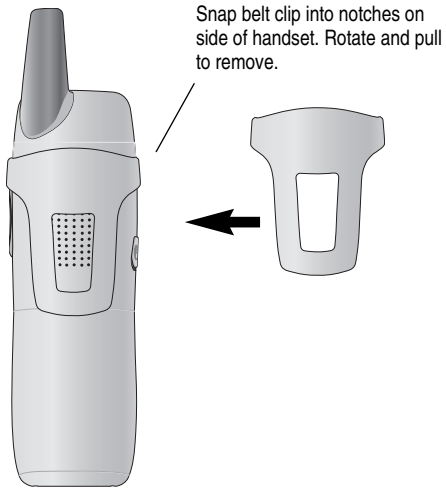





# Belt clip & optional headset

Install belt clip as shown below if desired.

For hands-free telephone conversations, you can use any industry standard 2.5 mm headset (purchased separately). For best results use an AT&T 2.5 mm headset.



# Basic handset operation

## Making and answering calls

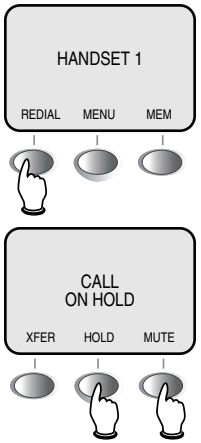
To answer an incoming call, press any key except **OFF**. To make a call, press **PHONE**, then dial a number. Press **OFF** to hang up.

To preview numbers before dialing, enter numbers first, then press **PHONE** to dial. Press **CLEAR** at any time to make corrections as you are entering numbers.

## Hands-free speakerphone calls

To answer a call, press **SPEAKER**. To make a call, press **SPEAKER**, then dial a number. During a call you can press **SPEAKER** to toggle between hands-free speakerphone and normal handset use. Press **OFF** to hang up.

## Last number redial



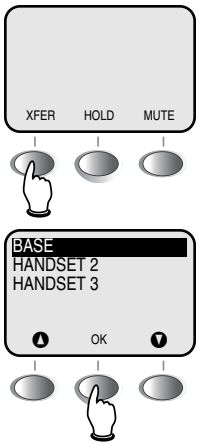

Press **REDIAL** to display a list of numbers recently called. Use the ▲▼ buttons to select a number, then press **PHONE** to dial. Press **SELECT** then **DEL** to delete this number from the redial memory, or **SAVE** to copy the number into your phonebook.

## Hold and mute

Press **HOLD** to place a call on hold. Press **PHONE** (or **SPEAKER**) to resume the call.

Press **MUTE** to silence the microphone. You will be able to hear, but your caller will not be able to hear you until you press **MUTE** again to resume speaking.

## Call transfer



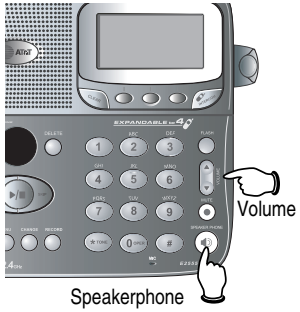

During a conversation you can transfer the call to the base speakerphone or to another handset.

Press **XFER** to display a list of sets. Use the ▲▼ buttons to highlight the set you want, then press **OK** to transfer the call to the remote set.

The call will be placed on hold. Press **PHONE** or **SPEAKER** at the remote set to resume the call.







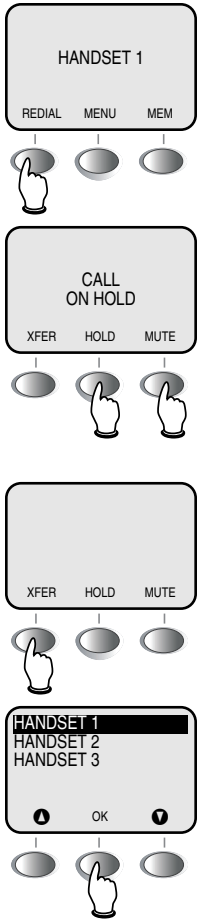

# Basic base operation

## Making and answering calls

To answer an incoming call, press **SPEAKERPHONE**. To make a call, press **SPEAKERPHONE**, then dial a number. Press **SPEAKERPHONE** again to hang up.

To preview numbers before dialing, enter numbers first, then press **SPEAKERPHONE** to dial. Press **CLEAR** at any time to make corrections as you are entering numbers.

## Last number redial




Press **REDIAL** to display a list of numbers recently called. Use the ▲▼ buttons to select a number, then press **PHONE** to dial (press **SELECT** to erase this number from the redial memory, or save it to your phonebook).

## Hold and mute

Press **HOLD** to place a call on hold. Press **SPEAKERPHONE** to resume the call.

Press **MUTE** to silence the microphone. You will be able to hear, but your caller will not be able to hear you until you press **MUTE** again to resume speaking.

## Call transfer

During a conversation you can transfer the call to a handset.

Press **XFER** to display a list of sets. Use the ▲▼ buttons to highlight the set you want, then press **OK** to transfer the call to the remote set.

The call will be placed on hold. Press **PHONE** or **SPEAKER** at the remote set to resume the call.

# Options while on calls

## To adjust volume or sound quality

Press **VOLUME** buttons on the handset or the base to adjust listening volume. Each button press raises or lowers volume by one level.

During a handset speakerphone call you can press **SOUND SELECT** to change sound quality. You can choose Natural Audio, Bass Boost, Mid Boost or Treble Boost. Each button press changes to the next tone type.

## Call waiting

If you have Call Waiting service, you will hear a beep if someone calls while you are already on a call. Press **FLASH** to put your current call on hold and take the new call. You can press **FLASH** at any time to switch back and forth between calls.

## Ring silencing

Press **OFF** while the phone is ringing to silence the ringer. You can still answer, or let the caller leave a message.

## 3-way conference calls

During an outside call, you can use both the handset and base (or two local handsets) to allow a three-way conversation.

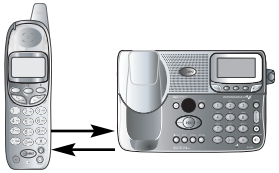
While a call is in progress, others can press **PHONE** or **SPEAKER** to join the conference call. Others can press **OFF** (or **SPEAKER**) to drop out of the conference call, but the call will not be terminated until the originating set hangs up.

## Temporary tone dialing

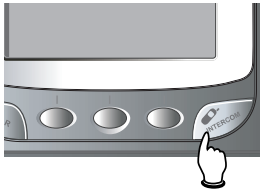
If you have dial pulse (rotary) service, you can switch to touch tone dialing during a call by pressing *. This can be useful if you need to send tone signals for access to answering systems or long-distance services.



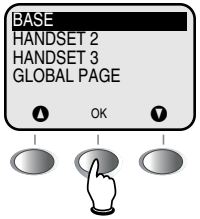




Press **INTERCOM**



Select station to page




# Intercom calls

## Intercom calls

The intercom allows conversation between the handset and base, or between handsets if you have registered additional handsets for use with your system.

Press the **INTERCOM** button at a handset or at the base. Scroll down to select a station, or select **GLOBAL PAGE** to page all stations. Press **OK** to page the selected station.

To answer an intercom page, press **PHONE** at the handset, or **SPEAKERPHONE** at the base.

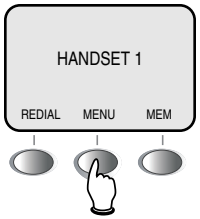
When your intercom call is finished, press **OFF** at the handset (or **INTERCOM** at the base) to end the call.

## Handling incoming calls

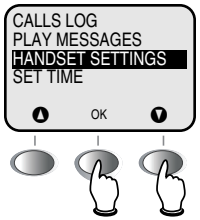
If the phone rings during an intercom call, you have two options:

- Press **PHONE** at the handset (or **SPEAKERPHONE** at the base) to answer the outside call and conference it in with your existing intercom conversation.
- Press **PHONE** twice at the handset to terminate the intercom conversation and answer the outside call.

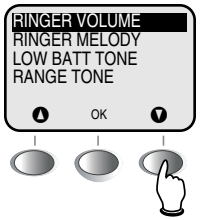
Select **MENU**



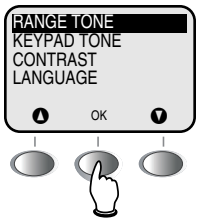

Select **HANDSET SETTINGS**




Scroll to choose desired item




Press **OK** to select




# Handset settings

## Ringer volume

At this menu you can set a default ring volume level (1-5), or turn the ringer off. Use the ▲▼ buttons to select the volume level you prefer (you will hear an example of each as you scroll through the choices).

## Ringer melody

This feature allows you to choose one of eight incoming call melodies. Use the ▲▼ buttons to select the melody you prefer (you will hear an example of each as you scroll through the choices).

## Low battery tone

The handset is factory programmed to alert you with a tone when the battery is low and needs recharging. Use the ▲▼ buttons to turn this feature on or off.

## Out-of-range tone

The handset is factory programmed to alert you with a tone when the handset is too far from the base. Use the ▲▼ buttons to turn this feature on or off.

## Keypad tone

The handset is factory programmed to beep at each keypress. Use the ▲▼ buttons to turn this feature on or off.

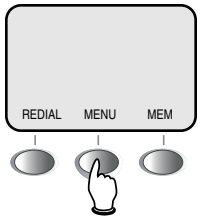
## Contrast

At this menu you can adjust screen contrast to one of 16 levels. Use the ▲▼ buttons to select the level you prefer.

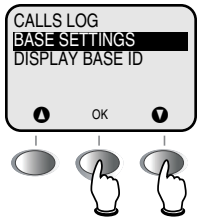
## Language

At this menu you can select the language used in all menus and screen displays. Use the ▲▼ buttons to select English, Spanish or French.

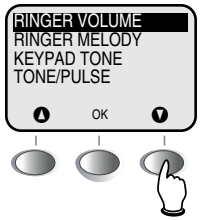
Select **MENU**



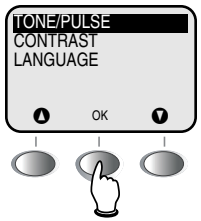

Select **BASE SETTINGS**




Scroll to choose desired item




Press **OK** to select






# Base settings

## Ringer volume

At this menu you can set a default ring volume level (1-5), or turn the ringer off. Use the ▲▼ buttons to select the volume level you prefer (you will hear an example of each as you scroll through the choices).

## Ringer melody

This feature allows you to choose one of eight incoming call melodies. Use the ▲▼ buttons to select the melody you prefer (you will hear an example of each as you scroll through the choices).

## Keypad tone

The handset is factory programmed to beep at each keypress. Use the ▲▼ buttons to turn this feature on or off.

## Tone/pulse

Factory default setting is **TONE**. Change this to **PULSE** only if you do not have touch-tone dialing service.

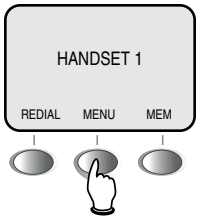
## Contrast

At this menu you can adjust screen contrast to one of 16 levels. Use the ▲▼ buttons to select the level you prefer.

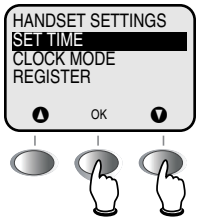
## Language

At this menu you can select the language used in all menus and screen displays. Use the ▲▼ buttons to select English, Spanish or French.

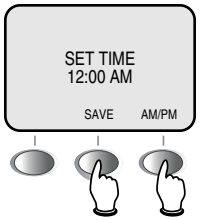
Select **MENU**



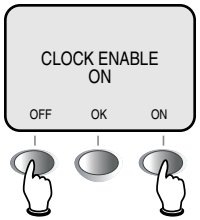

Select **SET TIME**




Enter time, press **AM/PM**, then **SAVE**




To turn clock on or off




# Handset clock settings

## To set time

Follow steps at left to set the handset clock time. Use the keypad to enter four digits (i.e., 09:15), then press **AM/PM** to toggle the display between AM and PM. When the correct time is displayed, press **SAVE**.

## To turn clock on or off

The handset time display is optional. To turn it on or off, select **MENU**, press ▼ until **Clock Mode** is highlighted, then press **OK**.

Press **ON** or **OFF** buttons to enable or disable the clock display, then press **OK**.

NOTE: If you attempt to set the clock while the clock display is turned off, you will be prompted to turn it on.

Handset: 50 entries

Base: 50 entries

# Phonebooks

## Handset and base phonebooks

There are separate phonebook directories in the handset and the base.

Each phonebook can store up to 50 entries. Each entry can contain a number up to 32 digits, and a name up to 15 letters long. A convenient search feature can help you find and dial numbers quickly (see page 19).

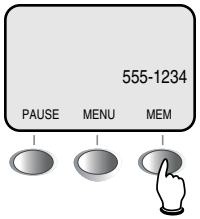
The procedure for entering, editing and dialing phonebook entries is the same for both the handset and the base.

## Timeouts and error tones

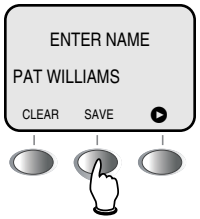
If you pause for too long while making an entry the procedure will time out and you will have to begin again.

If all memory locations are in use, an error tone will sound when you attempt to enter a new number. This means the memory is full, and you will not be able to store a new number until you delete an existing one.

Enter number, then press **MEM**




Enter name, then press **SAVE**



# New phonebook entries

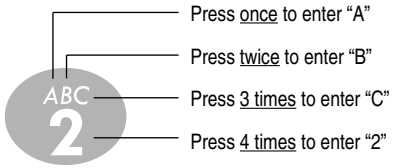
## To enter a number

Use the dial pad to enter up to 32 digits. When the number is complete, press **MEM**.

- Press **CLEAR** to erase numbers if you make a mistake.

## To enter a name

Press dial pad buttons once for the first letter, twice for the second, three times for the third. To enter a number, continue pressing the button until the number appears.




The cursor moves to the right when you press another dial pad button or the ▶ button. Press ▶ twice to enter a space. When the name is complete, press **SAVE**.

- Press **CLEAR** to erase letters if you make a mistake.
- Press 1 repeatedly to enter an ampersand (&), apostrophe ('), comma (,) hyphen (-), period (.), or pound sign (#).

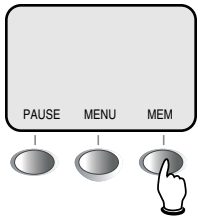
## Storing the entry

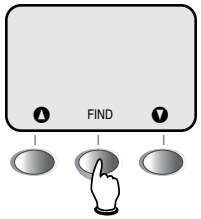
Press **SAVE** to store your new phonebook entry. To change it later, see page 20.

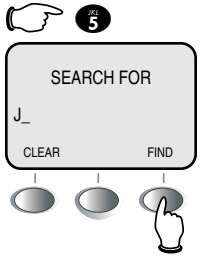


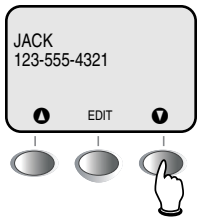


Press **MEM** to select phonebook




# Phonebook search

You can use the up/down arrows to browse through the phonebook, or search to find a specific entry. You can press **CLEAR** at any time to exit the directory.

## To browse through the directory

To browse, press ▲ or ▼ to scroll through all entries one by one.

## To search alphabetically

To shorten your search, press **FIND**, then use the telephone dial pad to enter the first letter of a name. When you press **OK**, the first name beginning with that letter will be displayed.

Press dial pad buttons once for the first letter, twice for the second, three times for the third, as shown below.

2 .....Find names beginning with "A"
2 2 .....Find names beginning with "B"
2 2 2 .....Find names beginning with "C"

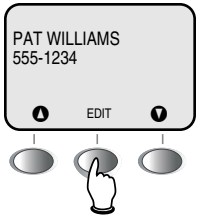
3 .....Find names beginning with "D"
3 3 .....Find names beginning with "E"
3 3 3 .....Find names beginning with "F"

## To call a displayed number

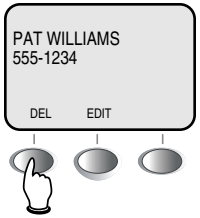
When you find the entry you want, press **PHONE** (or **SPEAKER**) to dial. Or press **EDIT** to modify the entry (see next page).

## Shortcut

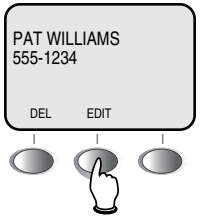
Press * at any time while a phonebook entry is displayed to jump immediately to the Search menu.



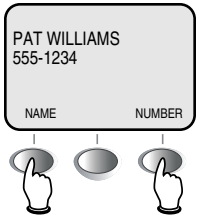

Press **DEL** to delete entry




Press **EDIT** to change entry




Select name or number to change




# To dial, edit or delete entries

## To dial a number

When any phonebook entry is displayed, press **PHONE** (or **SPEAKER**) to dial the displayed number.

## To delete an entry

Press **EDIT**, then **DEL** to delete the displayed entry from the phonebook. Once deleted an entry cannot be recovered.

## To edit a listing

Press **EDIT** to modify the entry. You can change the name or number by following the steps on page 18.

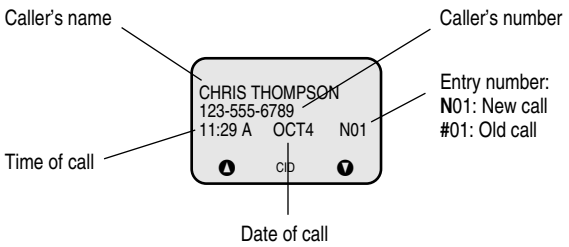
Handset: 50 entries

Base: 50 entries

# Caller ID Logs

## How Caller ID works

If you subscribe to Caller ID service provided by your local phone company, information about each caller will be displayed after the first ring.




Information about the last 50 incoming calls is stored in your call log. You can review the call log to find out who has called, return the call without dialing, or copy the caller's name and number into your phonebook.

Each log entry is numbered (number 1 is always the most recent). When the call log is full, the oldest entry is deleted to make room for new incoming call information.

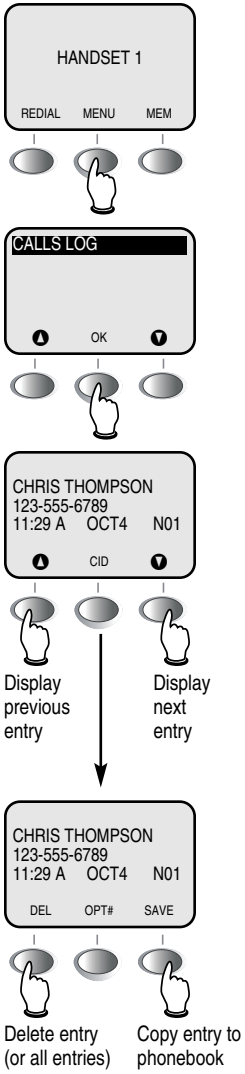
If you answer a call before the information appears on the screen, it will not be saved in your call log.

## Handset and base call logs

There are separate Caller ID logs in the handset and the base.

Each call log can store up to 50 entries. Each entry can contain a number up to 16 digits, and a name up to 16 letters long.

The procedure for viewing, dialing, deleting and transferring call log entries to your phonebook is the same for both the handset and the base.




# To review your call log

## To review your call log

The most recent call is displayed first. Use the arrow buttons to scroll through the list as shown at left.

## To return a call

Press **PHONE** (or **SPEAKER**) to call the person currently displayed (see next page for important dialing options).

## Other options

Press **CID** to display other options:

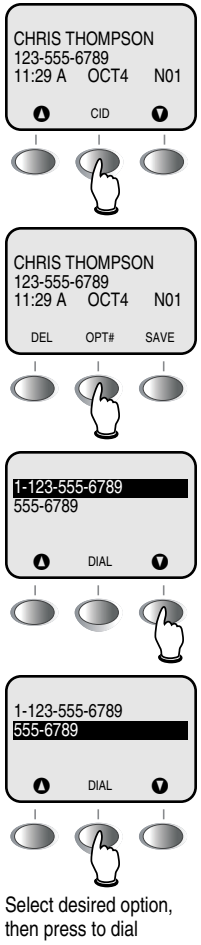
**DEL**: Press to delete. You will be asked if you want to delete only **THIS** entry or **ALL** entries in the call log.

**OPT#**: Press to view dialing options (see next page).

**SAVE**: Press to copy the displayed name and number into your phonebook (see page 18).








# To dial a call log entry

When any Caller ID screen is displayed, press **PHONE** (or **SPEAKER**) to dial the number exactly as it appears on the screen.

## Dialing options

Caller ID numbers may appear with an area code that may not be required for local calls. If the number displayed is not in the correct format, you can change how it is dialed.

Select **CID**, then **OPT #** to see a list of dialing options. Press ▼ or ▲ to highlight the option you want, then press **DIAL**.

**Call counter**

Number of messages waiting (or, during playback, message number currently playing)

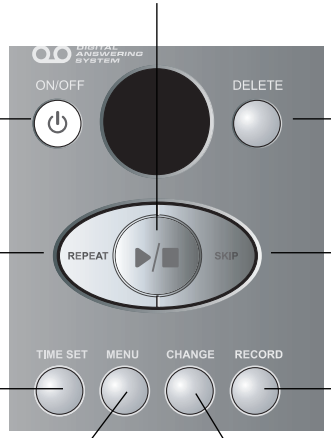
# Answering System Operation

## Message capacity

The answering system can record up to 99 messages, depending on how long each message is. Individual messages can be up to 4 minutes long, but total maximum recording time for all messages is 15 minutes. Messages will remain available for replay until you delete them.

## Handset access

In addition to the features described in this section, you can also use your handset to review or delete messages (see page 30).




Press to start or stop message playback (see page 29)

Press to turn answering system on or off

Press to delete message (see page 29)

**Press** to repeat message; **hold** to slow playback (see page 29)

**Press** to skip message; **hold** to speed up playback (see page 29)

Press to set clock (see page 25)

Press to record memo (see page 31) or outgoing announcement (page 26)

Press repeatedly to hear feature options (see page 28)

Press to select or change a feature option (see page 28)

# Day and time announcements

## To set day and time

Before playing each message, the answering system announces the day and time the message was received.

Before using the answering system, you should follow the steps at left to set the day and time, so messages are dated correctly.

The system uses voice prompts to guide you. Each time you press **CHANGE**, the day, hour, minute or year advances by one. When you hear the correct setting, press **TIME SET** to move to the next setting.

**1** **TIME SET**

*"Friday, 10:07 am, 2003"*
*"To change clock, press Time Set"*

**2** **TIME SET**

*"Friday"*

**3** **CHANGE**

*"Monday"*

Press until correct day is spoken

**4** **TIME SET**

*"10 am"*

**5** **CHANGE**

*"2 pm"*

Press until correct hour is spoken

**6** **TIME SET**

*"07"*

**7** **CHANGE**

*"26"*

Press until correct minute is spoken

**8** **TIME SET**

*"2003"*

**9** ● **CHANGE**

*"2004"*

Press until correct year is spoken

**10** ● **TIME SET**

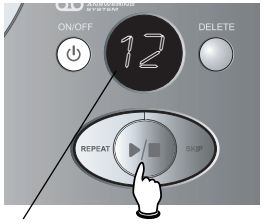
*"Monday, 2:26 pm, 2004"*

## To check day and time

You can press **TIME SET** at any time to hear the current day and time without changing it.

***NOTE:*** Press and hold **CHANGE** to advance the minute or year by 10.

***NOTE:*** You can choose to set the time manually, or you can allow it to be set automatically with incoming Caller ID information. The time will be set automatically only if you subscribe to Caller ID service provided by your local telephone company (see page 5).




Elapsed recording time (seconds)

Press to stop recording

**1** **MENU**

*"Change announcement"*

**2**

(Plays announcement previously recorded)

**Or**

**2** **RECORD**

*"Now recording..."*

**3** Speak into microphone

Microphone

**4**

(Announcement is played back)

# Outgoing announcements

Outgoing announcements are the messages callers hear when calls are answered by the answering system.

The phone is pre-programmed with an announcement that 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 voice.

## To record your outgoing announcement

Press **MENU** until you hear "Change announcement." Then press **RECORD** and begin speaking after you hear "Now recording." Speak facing the telephone base from about 9 inches away.

Elapsed time (in seconds) will be shown in the message window as you record. You can record an announcement up to 90 seconds long. Announcements less than 3 seconds long will not be recorded.

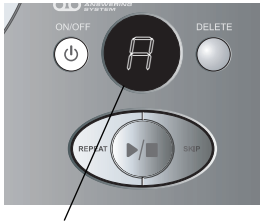
## To delete your outgoing announcement

Press **MENU** until you hear "Change announcement," then press **PLAY** to begin playback. Press **DELETE** during playback to delete your announcement.

When your announcement is deleted, calls will be answered with the pre-programmed announcement described above.








"A" is displayed when Announce Only is activated

**1** **MENU**

*"Change Announce Only"*

**2** **CHANGE**

*"Off"*

**3** **CHANGE**

*"On"*

**4**

***Beep***
(Option selected)

# Announce Only mode

In Announce Only mode, callers hear an announcement but cannot leave messages. This option is useful, for example, to notify callers that you will be away for an extended period and request that they call back after a certain date.

## To turn Announce Only on or off

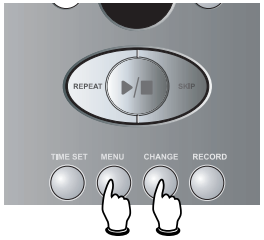
Press **MENU** repeatedly until you hear "Change Announce Only." Then press **CHANGE** until you hear the option you want (On or Off). Press **PLAY/STOP** to store your selection and exit, or press **MENU** again to modify other features (see page 28).

## To record your outgoing announcement

When Announce Only is turned on, calls are answered with a pre-recorded announcement that says ***"We're sorry, messages to this number cannot be accepted."*** You can use this announcement, or replace it with a recording of your own voice.

After turning on the Announce Only feature, follow the steps on page 26 to record your announcement. Callers will hear this announcement only when the Announce Only feature is turned on. Otherwise they will hear the standard announcement asking them to leave a message.

# Changing feature options




**1** **MENU**

Press until desired feature is heard(see list at right)

**2** **CHANGE**

Press until desired selection is heard

**3** **MENU**

Press to set selection and **move** to next menu option

**Or**

Press to set selection and **exit** menu

Menu features can be changed to customize how the answering system operates. Press **MENU** repeatedly to hear each feature. Press **CHANGE** when you hear the feature you want to modify.

## Feature options

(Default settings underlined)

| System announces: | Feature description: |
|---|---|
| ***"Change Announcement"*** Options: [record announcement] | Record your outgoing announcement (see page 26). |
| ***"Change remote access code"*** Options: [enter 2-digit code] **50** | Enter a 2-digit number (40-99) for remote access from another phone (see page 33). |
| ***"Change message alert"*** Options: On / **Off** | When on, the telephone beeps every 10 seconds when you have new messages. |
| ***"Change announce only"*** Options: On / **Off** | When on, callers hear an announcement but cannot leave messages (see page 27). |
| ***"Change call screening"*** Options: **On** / Off | When on, you can hear callers leave messages, or answer the call. |
| ***"Change number of rings"*** Options: 2 / **4** / 6 /Toll Saver | Choose number of rings before the system answers a call. When Toll Saver is active, the system answers after 2 rings if you have new messages, and after 4 rings if you have no new messages. |

***NOTE:*** Press and hold **CHANGE** to advance the remote access code number by 10.





# Message playback (at base)

Number of new messages waiting (or, during playback, message number currently playing)

Press **PLAY/STOP** to begin or end message playback

**1**

***"You have [xx] new and [xx] old messages"***

Message playback begins. See options at right.

**2**

Message playback ends.

***NOTE:*** If "F" is flashing in the message window, memory is full. You will have to delete some messages before new ones can be received.

***NOTE:*** New (unheard) messages cannot be deleted.

Press **PLAY/STOP** to hear messages. The system announces the number of messages, then begins playback.

If you have new messages waiting, you will hear only the new messages (oldest first). If there are no new messages, the system will play back all messages (oldest first).

## Announcements

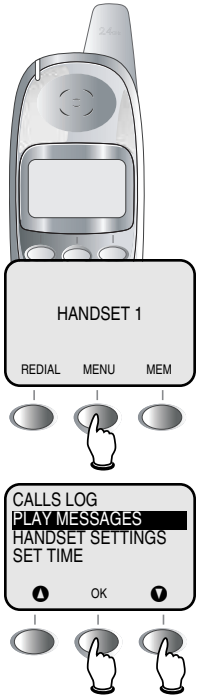
- When playback begins, you will hear the number of messages waiting.
- Before each message, you will hear the day and time it was received.
- After the last message, you will hear "End of messages." If the system has less than 5 minutes of recording time left, you will hear time remaining.

## Options during playback

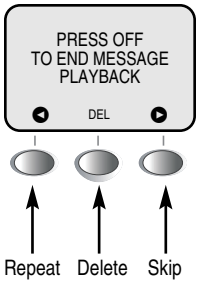
- Press **VOLUME** button to adjust speaker volume.
- Press **SKIP** to skip to next message (or hold down to speed up message playback).
- Press **REPEAT** to repeat message currently playing. Press twice to hear previous message. (Hold down to slow message playback).
- Press **DELETE** to delete message being played back.
- Press **PLAY/STOP** to stop playback.

## To delete all messages

To delete all messages, press **DELETE** while the phone is idle (not during a call, or during message playback).




*"You have [xx] new and [xx] old messages"*




# Message playback (at handset)

Follow the steps at left to use your handset to review or delete voice messages.

## Listening options

When you select **PLAY MESSAGES** you will hear messages through the handset speakerphone. Press **SPEAKER** to transfer playback to the handset earpiece for private review of messages.

## Playback options

At the Messages screen, use the joystick to control message playback:

- Press **OFF** to end message playback.
- Press ◀ to repeat the message currently playing.
- Press ▶ to skip forward to the next message.
- Press **DEL** to delete the message currently playing.

## Announcements

- When playback begins, you will hear the number of messages.
- Before each message, you will hear the day and time it was received.
- After the last message, you will hear "End of messages." If the system has less than 5 minutes of recording time left, you will hear time remaining.

**1** **RECORD**

*"Now recording..."*

**2** Speak into microphone

**3**

Beep
(Memo has been recorded)

# Recording and playing memos

Memos are messages you record yourself. They are saved, played back and deleted exactly like incoming messages. You can record a memo as a reminder to yourself, or leave a message for someone else if others in your household use the answering system.

## To record a memo

Follow the steps at left to record a memo. Elapsed time (in seconds) are shown in the message window as you record. You can record a memo up to 4 minutes long. Memos less than 1 second long will not be recorded.

## To play back a memo

Press **PLAY/STOP** to hear messages and memos (see page 29 for other options).

Message window

# Message window displays

The message window usually displays the total number of memos and incoming messages in all mailboxes. See list below for explanation of other displays in this window.

## Message window displays

| | |
|---|---|
| 0 | No messages waiting. |
| 1-98 | Number of messages/memos, or message currently playing (see page 29). |
| 40-99 | Current Remote Access Code while setting (see page 28). |
| 1-99 *(counting)* | Elapsed time while recording a memo (see page 31) or announcement (page 26). |
| 99 *(flashing)* | Memo recording exceeded maximum time of 99 seconds. |
| F *(flashing)* | Memory is full. Messages must be deleted before new messages can be received. |
| CL *(flashing)* | Clock needs to be set (see page 25). |
| A | Announce Only mode is on (see page 27). |
| -- | System is answering a call, or being accessed remotely. |
| -- *(flashing)* | System is being programmed or initialized. |
| ON *(or)* OF | Displayed for 1 second when answering system or any setting is turned on or off. |





# Remote access

A two-digit security code is required to access your answering system from any touch-tone phone. This code is "50" by default; see page 28 to change it.

**1** Dial your telephone number from any touch-tone phone

**2** When system answers, enter 2-digit Remote Access Code ("50" unless you have changed it)

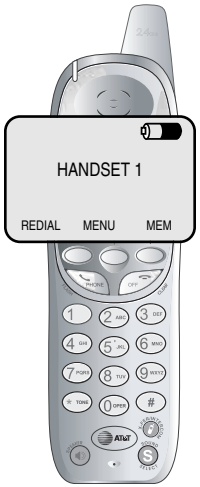
**3** Enter remote commands (see list at right)

**4** Hang up to end call and save all undeleted messages

| | |
|---|---|
| **Play messages** # 2 | Press to hear new messages (if none are new, all play back). |
| **Repeat or go back** # 4 | Press to repeat current message. Press twice (**# 4 # 4**) to hear previous message. |
| **Skip to next message** # 6 | Press to skip current message and advance to next message. |
| **Stop** # 5 | Press to stop any operation (stop playback, stop recording). |
| **Delete message** # 9 | Press during playback to delete current message. |
| **Review announcement** # 7 | Press to review current outgoing announcement. |
| **Record announcement** * 7 to begin recording; # 5 to stop recording | Press **# 7**, wait for beep, then begin speaking. Press **# 5** to stop recording and hear playback of new announcement. |
| **Record memo** * 8 + mailbox number; # 5 to stop recording | Press **# 8**, enter mailbox number (1/2/3), then begin speaking. Press **# 5** to stop recording. |
| **Turn system off** # 0 | Press to turn off answering system. Incoming calls will no longer be answered. |
| **Turn system on** # 0 | If off, system will answer after 10 rings. Enter your access code, then press **# 0** to turn on. |
| **Help Menu** # 1 | Press to hear list of features & commands. |
| **Exit** * 0 | End remote access call (or hang up). |

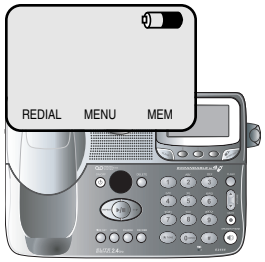
***NOTE:*** *If you pause for more than 10 seconds during remote access, you will hear a help menu listing all features & commands. If you issue no command for another 20 seconds, the call will end automatically.*

# Display screen status icons




## Handset status icons

- Phone in use (external call)
- Phone in use (intercom call); flashes when handset is being paged
- Battery power level (see below)
- Ringer off
- Answering system is answering an incoming call
- **1** Handset identification number
- **M** Microphone is muted
- **H** Call is on hold
- **R** Handset is not yet registered, or searching for base




## Base status icons

- Battery power level (see below)
- Ringer off

## Battery power levels

- Battery fully charged
- Approximately half power remaining
- Battery power is low; should be recharged soon
- (flashing) Battery power is very low and must be recharged





# Alert tones and indicator lights

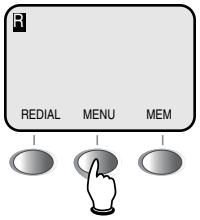
## Alert tones

| | |
|---|---|
| **"Beep-Beep-Beep"** (3 quick beeps) | Handset battery is low. Place handset in base to charge the battery. |
| **"Beep"** (Single beep) | Handset registration or programming command successfully completed. |
| **"Beeeeeeeeep"** (1 long beep) | The handset is out of range. Move closer to the base. |
| **"Beeeeeeeeep"** (1 long beep) | Error tone (current operation has been unsuccessful; try again). |

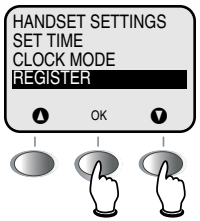
## Indicator lights

# Adding new handsets

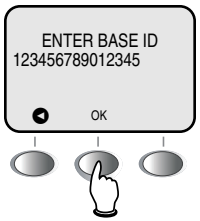
Your telephone can accommodate up to four cordless handsets. You can add new handsets (sold separately) at any time, but each must be registered with the base before use.




Scroll down to select **REGISTER**




Enter base ID, then press **OK**



Before using a new handset, you must register it with the base. During registration, you must enter the 15-digit ID number of the telephone base. To find this number, go to the base, press **MENU**, scroll down to select **DISPLAY BASE ID**, then press **OK**.

Follow the instructions provided with your new handset to register it for use with your telephone.

The handset provided with your telephone is automatically registered as Handset 1. Additional handsets will be assigned numbers in the order they are registered (2, 3, 4, etc.) up to a maximum of six handsets.

Handset 1

Handset 2

Handset 3

# Charging spare batteries

Optional spare batteries (sold separately) can be kept charged in the base, for quick replacement when handset batteries become depleted.

In the event of a power failure, the charged batteries in the base will allow you to make and receive calls from the cordless handset for up to 2.5 hours.

Spare batteries require at least 12 hours to reach full charge.

Slide latch left to open battery drawer

Insert spare batteries, then close drawer

**Caution:** Use only AA rechargeable batteries. **Do not use AA alkaline batteries**.

# In case of difficulty

If you have difficulty with your phone, please try the suggestions below. For Customer Service, visit our web site at **www.telephones.att.com**, or call 1 800 222–3111.

**Telephone does not work at all**

- Make sure batteries are installed and charged correctly (see page 7).
- Make sure the AC adapter is plugged into an outlet not controlled by a wall switch.
- Make sure the telephone line cord is plugged firmly into the base unit and the modular jack.
- Make sure the base antenna is fully upright.
- If these suggestions do not work, unplug the base, remove and re-insert the batteries, then place the handset in the base to re-initialize.

**Phone does not ring**

- Make sure the ringer is on (see pages 14-15).
- Make sure the telephone line cord and AC adapter are plugged in properly (see page 6).
- Make sure the base antenna is fully upright.
- Move the handset closer to the base.
- You might have too many extension phones on your telephone line to allow all of them to ring. Try unplugging some of them.

**If you hear noise or interference during a call**

- Make sure the base antenna is fully upright.
- You may be out of range. Move closer to the base.
- Appliances plugged into the same circuit as the base can cause interference. Try moving the appliance or base to another outlet.
- The layout of your home or office might be limiting the operating range. Try moving the base to another location, preferably on an upper floor.
- If the buttons don't work,try placing the handset in the base for at least 15 seconds.
- Disconnect the base from the modular jack and plug in a corded telephone. If calls are still not clear, the problem is probably in your wiring or local service. Call your local telephone service company.





# In case of difficulty

**If you lose a call after changing channels**

- You were probably almost out of range. Move closer to the base before changing channels. Before placing another call,set the handset in the base for at least 15 seconds.

**Incomplete messages**

- If a caller leaves a very long message, part of it may be lost when the system disconnects the call after 4 minutes.
- If the caller pauses for more than 7 seconds, the system stops recording and disconnects the call.
- If the system's memory becomes full during a message,the system stops recording and disconnects the call.

**Difficulty hearing messages**

- Press ▲ to increase speaker volume.

**System does not answer after correct number of rings**

- Make sure that the answering system is on.
- If Toll Saver is activated, the number of rings changes to two when you have new messages waiting (see page 28).
- In some cases, the system may be affected by the ringing system used by the local telephone company.
- If the memory is full or the system is off, the system will answer after 10 rings.

**"CL" appears in message window**

- You need to reset the answering system clock (see page 25).

**System does not respond to remote commands**

- Make sure to enter your Remote Access Code correctly (see page 33).
- Make sure you are calling from a touch-tone phone. When you dial a number, you should hear tones. If you hear clicks, the phone is not a touch-tone telephone and cannot activate the answering system.
- The answering system may not detect the Remote Access Code while your announcement is playing. Try waiting until the announcement is over before entering the code.
- There may be noise or interference on the phone line you are using. Press dial-pad buttons firmly.

**Announcement message is not clear**

- When you record your announcement, make sure you speak in a normal tone of voice, about 9 inches from the base.
- Make sure there is no "background" noise (TV, music, etc.) while you are recording.

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