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**-**LINE 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**-**LINE 4** indicator for the line on hold flashes slowly in red. After the call has been on hold for more than three minutes, a beep sounds every 30 seconds.

If you are using the speakerphone, the speakerphone turns off automatically when you press **HOLD**.

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

Switch among lines

Press **LINE 1**-**LINE 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**-**LINE 4**. The second line is put on hold automatically.

Deskset basic operation

Join 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 intercom 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 ▲**DIR** or ▼**CID** 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 ✳:Base** or **Calling All**.

Deskset basic operation

Push to talk (PTT) intercom

When the deskset 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 ▲**DIR** or **CID**▼ to scroll to **Record call on**. 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 deskset mailbox.

   -OR-

   The recording ends when you disconnect the call.

Message playback

You can play the messages from your deskset 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 deskset mailbox

When the deskset is not in use, press ⌂/**MAILBOX**.

Listen to new messages in the general mailbox

1. When the deskset is not in use, press ⌂/**MAILBOX**.

2. Press ▲**DIR** or **CID**▼ 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.

• Press **VOL+** or **VOL-** to adjust the message playback volume.

• Press ▶ or ▶▶/**SKIP** to skip to the next message.

• Press ◀ or ◀◀/**REPEAT** 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.

ℹ **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**.
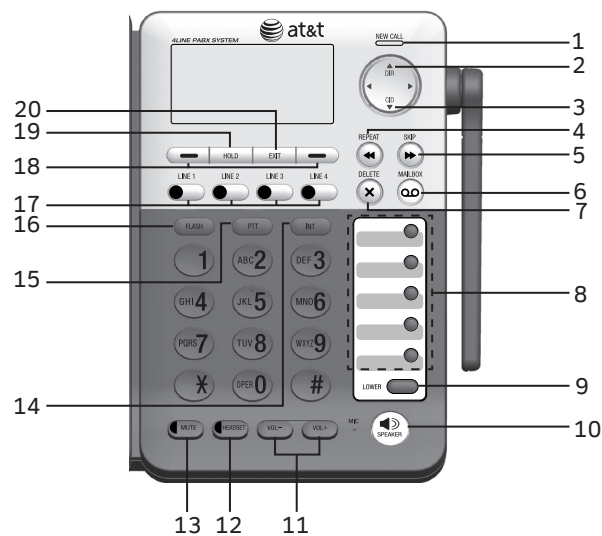
SynJ™

at&t

Quick start guide

SynJ SB67148 DECT 6.0 4-line expansion deskset for use with AT&T model SynJ SB67118/SB67138

1 — NEW CALL indicator

On when there are new or missed calls.

2 — ▲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 — ꝏ/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.

Press to delete an entry while reviewing the redial list, directory or call log.

Press to delete a digit or character while entering numbers or names.

8 — Speed dial keys

Press to review or dial a stored speed dial number when the deskset is not in use.

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.

During message playback, press to adjust the playback volume.

During any other time, press to adjust the ringer volume.

12 — HEADSET

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

13 — MUTE

During a call, press to mute the microphone.

During an incoming call, press to mute the ringer.

14 — INT

When in idle mode, press to initiate an intercom call.

15 — PTT

Press to initiate a PTT call.

Press and hold to broadcast your voice to all extensions.

16 — FLASH

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

17 — LINE 1-LINE 4 keys

Press to make or answer a call on the desired line.

18 — Softkeys (2)

Press to select a menu item displayed above the key.

19 — HOLD

Press to place an outside call on hold.

20 — EXIT

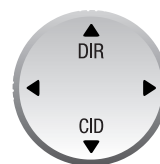While in a menu, press to cancel an operation and exit the menu display.

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.

Main menu

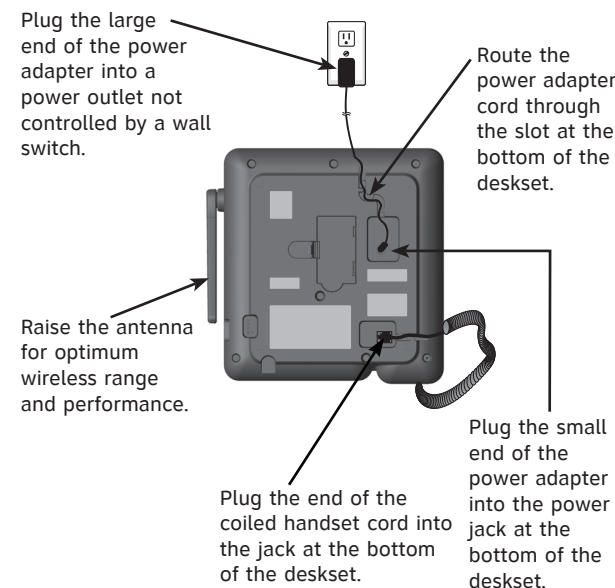The **>** symbol highlights a menu item.

Main menu:

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

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.

Install the deskset as shown below.

Plug the large end of the power adapter into a power outlet not controlled by a wall switch.

Raise the antenna for optimum wireless range and performance.

Route the power adapter cord through the slot at the bottom of the deskset.

Plug the small end of the power adapter into the power jack at the bottom of the deskset.

Plug the end of the coiled handset cord into the jack at the bottom of the deskset.

Add and register a deskset

The handset provided with the SynJ SB67118/SB67138 is already registered as **Handset 1**. Additional desksets are assigned numbers in the order they are registered (**Deskset 2** to **Deskset 10**). You can register a maximum of 10 desksets/handsets, or 9 desksets/handsets and one cordless headset.

Before using a new SynJ SB67148 expansion deskset, you must register it with the SynJ SB67118/SB67138. Start registration when the deskset screen shows **Press MENU on MAIN base, select Registration & then Register HS. Then press Start**.

Register the deskset to your SynJ SB67118 telephone base

1. On the SynJ SB67118 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 displays **Handset registering**.

4. Press the **Start** softkey on the unregistered deskset. The deskset shows **Register...Please wait**. You hear a beep when the registration process is successful. The main telephone base shows **Handset registered**. The deskset shows **Registered** and then **X: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.

Register the deskset to your SynJ SB67138 telephone base

1. On the SynJ SB67138 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 **X: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.

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.