

Install and charge the handset battery



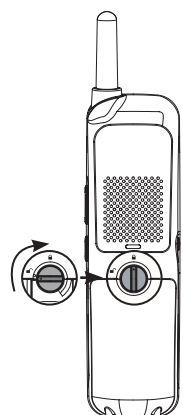
Step 1

Plug the battery connector securely into the socket inside the handset battery compartment, matching the color-coded label. Insert the supplied battery with the label **THIS SIDE UP** facing up as indicated.




Step 2

Align the cover flat against the battery compartment, then slide it upwards.



Step 3

To lock the battery compartment, turn the latch clockwise until it points to the lock icon  as shown on the graphic.

Install and charge the handset battery (continued)

Step 4 To charge the handset, place it in the charger as shown. The **CHARGE** light is on when the handset is charging.



See pages 5-7 in the SynJ SB67108 user's manual for complete battery installation instructions.

Add and register handsets

You can add up to nine additional SynJ SB67108 handsets (sold separately) to the SynJ SB67118/SB67138, but you must register each new handset with the telephone base before use. Additional handsets are assigned numbers in the order they are registered (handsets 2 to 10).

To register a handset to your telephone base:

1. Make sure the handset is out of the charger and the screen shows **Press MENU on BS, sel Registration & sel Register HS. Then put HS in cradle** before you begin registration.
2. On the telephone base, press **MENU/ENTER**.
3. Scroll down to **Registration** and press **MENU/ENTER**.
4. Press **MENU/ENTER** again to select **Register HS**.
5. Place the unregistered handset into the charger. The telephone base screen shows **Handset registering** (SynJ SB67118 model) or **Registering new device...** (SynJ SB67138 model). It takes up to 60 seconds to complete the registration. You hear a beep when the registration is successful. The handset shows

Add and register handsets (continued)

Handset registered, and then shows **X: Handset X** (X represents the extension and handset number).

i NOTE: If the registration is not successful, the screen shows **Press MENU on BS, sel Registration & sel Register HS. Then put HS in cradle**. To reset the handset, remove the handset from the charger. Try the registration process again.

See pages 8-9 in the SynJ SB67108 user's manual for complete handset registration instructions.

Mailbox setup

Each handset has its own mailbox that is different from the general mailbox on the base. If you turn on the auto attendant on the base, the caller can leave a message on the handset mailbox after two rings (**Fast answer mode = On**), or five rings (**Fast answer mode = Off**).

To turn fast answer mode on or off:

1. Press the **M.box** softkey.
2. Press **▲DIR** or **CID▼** to scroll to **Fast answer mode**. Press **ENTER/MENU**.
3. Press **▲DIR** or **CID▼** to select **On** or **Off**.
4. Press **ENTER/MENU** to save the setting and return to the previous menu.

To record a new personal announcement:

1. Press the **M.box** softkey.
2. Press **▲DIR** or **CID▼** to scroll to **Annemnt setup**. Press **ENTER/MENU** to play current announcement.
3. Press the **Change** softkey, and then press the **Start** softkey. The system announces, "Record after the tone, press **Stop** when you are done."
4. Press the **Stop** softkey when finished. The recorded announcement plays.
5. Press the **OK** softkey to use the new recorded announcement.

-OR-

Press the **Change** softkey to record a new announcement.

See pages 20-24 in the SynJ SB67108 user's manual for complete handset mailbox instructions.

Message playback

You can play the messages for your handset mailbox and the general mailbox. If you have new messages, the system plays the new messages (oldest first) automatically when you access the mailbox.

To listen to new messages on a cordless handset:

When the handset is idle, press the **M.box** softkey.

To listen to new messages on the general mailbox:

1. When the handset is idle, press the **M.box** softkey.
2. Press **▲DIR** or **CID▼** to scroll to **General mailbox**.
3. Press **ENTER/MENU**.



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Quick start guide

SynJ SB67108

DECT 6.0 expansion handset

for use with AT&T model

SynJ SB67118/SB67138



Using the telephone

To make a call:

Press **PHONE/FLASH** or **SPKR**. To override automatic line selection, press the **L 1-L 4** key for the desired line. Wait for the dial tone, then enter the telephone number. The screen displays the elapsed time as you talk.

To answer a call:

Press **PHONE/FLASH** or **SPKR**.

To end a call:

Press **OFF/CLEAR**.

To place a call on hold:

While on a call, press and release **HOLD**. The **L 1-L 4** indicator for the line on hold flashes slowly on the screen. After the call has been on hold for more than three minutes, you hear a beep every 30 seconds.

To release hold, press the line key of the call on hold.

To switch between lines:

During an outside call, press the **L 1-L 4** key of another line to make or answer another call. The current call is put on hold automatically. To return to the first call, press the original **L 1-L 4** key. The second line is put on hold automatically.

To join a call in progress:

Press and hold the appropriate **L 1-L 4** key to join the call.

See pages 25-26 in the SynJ SB67108 user's manual for complete instructions for placing and answering calls.

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 or intercom someone, or answer a call using another line. The first line is automatically put on hold. Press the **Conf** softkey any time to begin the three-party conference.

See pages 34-35 in the SynJ SB67108 user's manual for complete conferencing instructions.

Intercom calls

You can use the intercom feature for conversations between handsets or a handset and the telephone base. When one or more lines are in use, the cordless handsets can still make intercom calls with each other.

1. When the handset is idle, press **INT**.
2. Press **▲DIR** or **▼CID** to scroll to the desired extension number. Press **ENTER/MENU**.
3. Answer an intercom call just as you would answer a normal call, or press **INT**.
4. End an intercom call just as you would end a normal call.

See pages 37-38 in the SynJ SB67108 user's manual for complete intercom instructions.

Push to talk (PTT) intercom

When the handset is idle, press and hold **PTT** on the side of your handset to broadcast a message to all other extensions. When the connection is made, both the caller and the destination parties hear two beeps. Only one extension at a time may speak.

See pages 40-42 in the SynJ SB67108 user's manual for complete PTT instructions.

Recording a call

1. While on a call, press **ENTER/MENU**.
2. Press **▲DIR** or **▼CID** to scroll to **Record call on**. Press **ENTER/MENU**.
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 **ENTER/MENU** twice. The handset mailbox stores the conversation. The recording also ends when you disconnect the call.

See page 30 in the SynJ SB67108 user's manual for complete call recording instructions.

Quick reference guide

Softkeys

Press to select an item displayed above the key.

L 1-L 4 keys

Press to make or answer a call on the desired line (page 25-26).

SPKR

Press to turn on the handset speakerphone (page 25).

Press again to turn off.

PHONE/FLASH

Press to make or answer a call (pages 25-26).

During a call, press to answer an incoming call when you receive a call waiting alert (page 29).

MUTE

During a call, press to mute the microphone (page 31).

During an incoming call, press to mute the ringer (page 27).

PTT (push-to-talk)

Press and select an extension, then press and hold to broadcast a message to that extension or to the base (page 40).

Press and hold to broadcast to all extensions (page 41).

ENTER/MENU

Press to enter the menu. While in the menu, press to select an item or save an entry or setting.

HOLD

Press to place an outside call on hold (page 32).

OFF/CLEAR

During a call, press to hang up (page 25).

While using menus, press to cancel an operation, exit the menu display, or return to idle mode.

While in editing mode, press to delete a character.

REDIAL/PAUSE

Press repeatedly to view the last 10 numbers dialed (page 28).

While entering numbers, press to insert a dialing pause (page 45).

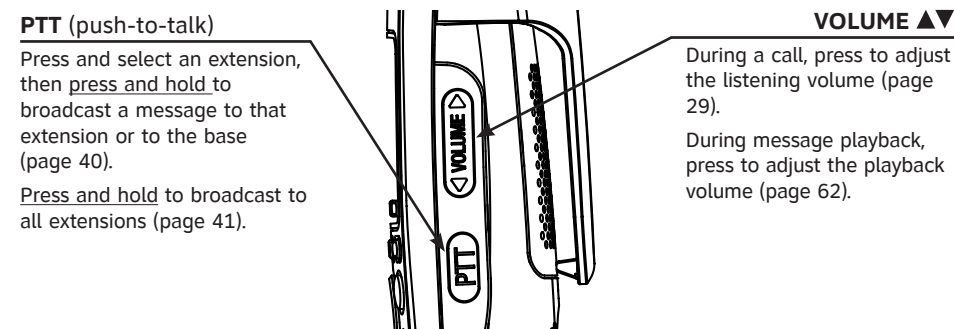
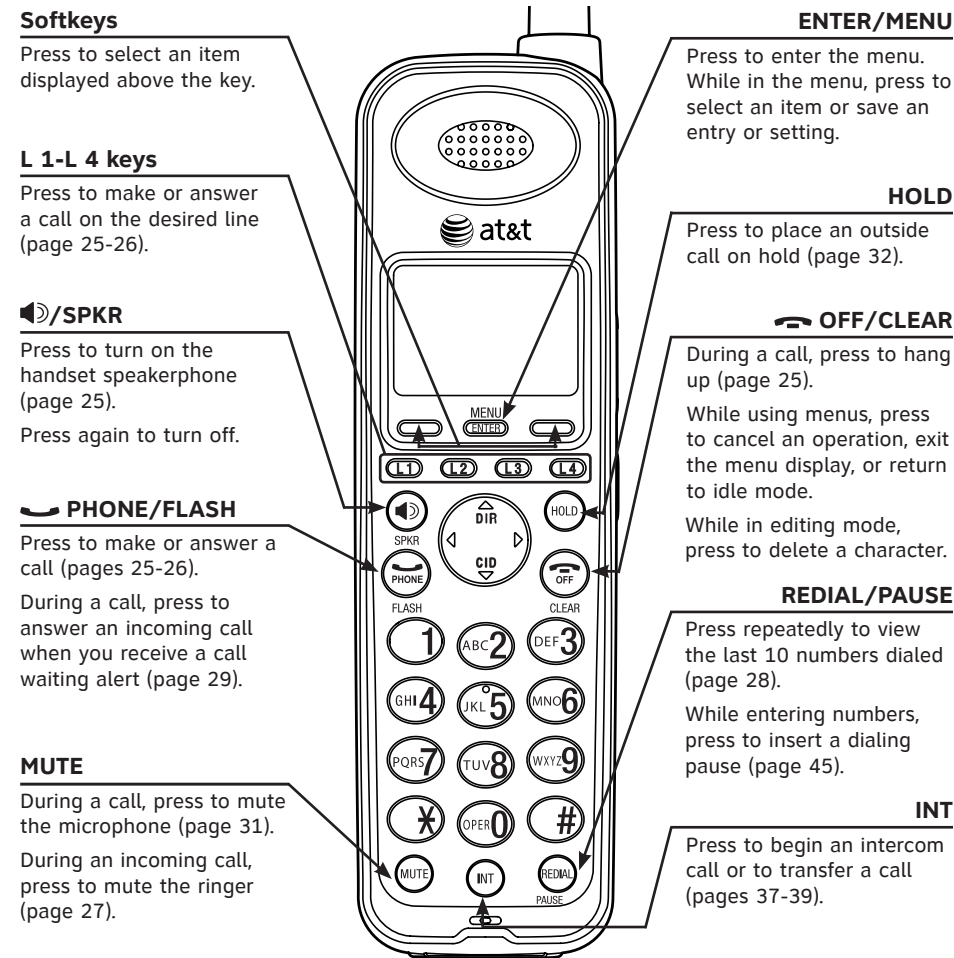
INT

Press to begin an intercom call or to transfer a call (pages 37-39).

VOLUME ▲▼

During a call, press to adjust the listening volume (page 29).

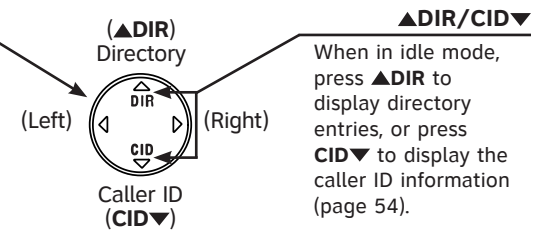
During message playback, press to adjust the playback volume (page 62).



Navigation key (Navkey)

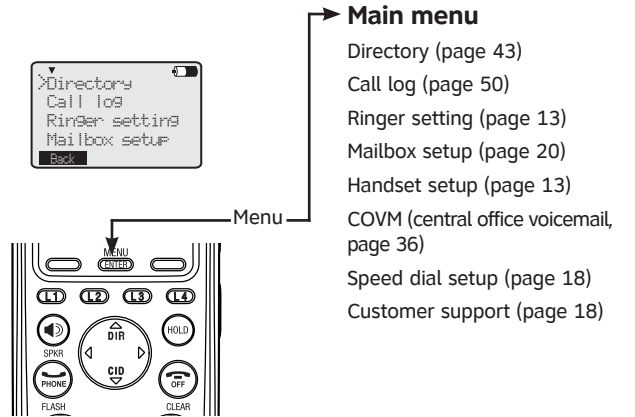
While in menus, press **▲DIR** or **▼CID** to navigate through the menus and highlight items, or press **◀** to return to the previous menu.

While entering names or numbers, press **◀** or **▶** to move the cursor to the left or right.



Main menu

The > symbol highlights a menu item.



Using menus

Press **ENTER/MENU** to show the first menu item, **Directory**.

Press **▲DIR** or **▼CID** to scroll through menu items.

Press **ENTER/MENU** to select or save changes to a highlighted menu item.

Press **OFF/CLEAR** to cancel an operation, exit the menu display, or return to idle mode.

Press the **Back** softkey or **◀** to back up to the previous menu.

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