

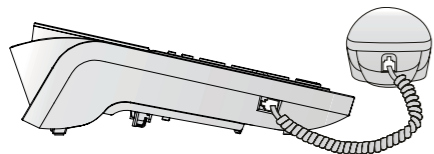


Quick start guide
CL4940

This quick start guide provides you with basic instructions only. For more complete instructions, refer to your User's manual in the package or download it at www.telephones.att.com/manuals.

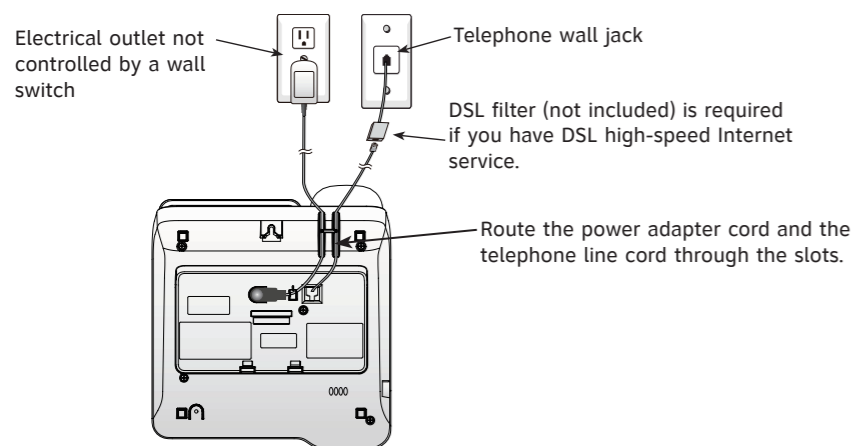
Telephone installation

1. Plug one end of the coiled handset cord into the handset jack on the left side of the telephone base. Plug the other end into the jack on the bottom of the handset.

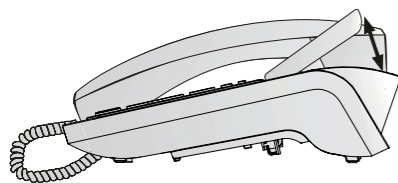


2. Plug one end of the telephone line cord into the telephone line jack on the bottom of the telephone base. Route the telephone line cord through its slot. Plug the other end of the telephone line cord into a telephone wall jack or a DSL filter.

3. Plug the small end of the power adapter into the power jack on the bottom of the telephone base. Route the power adapter cord through its slot. Plug the large end into an electrical outlet not controlled by a wall switch.



4. Lift the handset or press **SPEAKER** to check for a dial tone.
5. Adjust the angle of the screen to reach maximum visibility.



NOTES:

- Use only the power adapter provided with this product. To obtain a replacement, visit our website www.telephones.att.com or call **1 (800) 222-3111**. In Canada, dial **1 (866) 288-4268**.
- The power adapter is intended to be correctly oriented in a vertical or floor mount position. The prongs are not designed to hold the plug in place if it is plugged into a ceiling, under-the-table or cabinet outlet.
- You can use this telephone without the power adapter installed. In this case, you can only make or answer calls with the handset. For optimal performance, power your telephone with the supplied power adapter.
- When you first install your telephone, the system will prompt you to set the date and time, and set the outgoing announcement.

Quick reference guide

MENU/SELECT

Press in idle mode to enter the main menu.
While in the menu, press to confirm or save an entry or setting.
Press to select a highlighted item.

CID

Press to display the caller ID history.
Press to scroll down while in menus or lists.
While entering names or numbers, press to move the cursor to the left.

REPEAT

During message playback, press to repeat the message currently playing.
During message playback, press twice to play the previous message.
Press in idle mode to record a memo.

PLAY/STOP

Press to start or stop message playback.

DIR

Press to display the directory.
Press to scroll up while in menus or lists.
While entering names or numbers, press to move the cursor to the right.

CANCEL

While in a menu, press to cancel an operation, back up to the previous menu or exit the menu display.
Press and hold to reset the missed calls and new message alert.

REDIAL/PAUSE

Press to display the last number dialed.
While using the handset or speakerphone, press to dial the last number dialed.

While entering numbers, press to insert a three-second dialing pause.
While storing numbers in the speed dial memory or directory, press to copy the last number dialed before entering any numbers.

DELETE X

While reviewing the directory, the redial history, directory, or caller ID history, press to delete the displayed entry.
During playback, press to delete a message or announcement.
Press twice in idle mode to delete all old messages.
Press to delete digits or characters when entering numbers or names.

SKIP

Press to skip a message during message playback.

ANS ON

Press to turn the answering system on or off.

Quick reference guide

EQUALIZER

During an outside call, message or announcement playback, press to change the audio quality to best suit your hearing.

SPEED DIAL

Press in idle mode to display the speed dial list.

FLASH

Press to put your current call on hold and take the new call when you receive a call waiting alert.

TONE

Press to switch to tone dialing temporarily during a call if you have pulse service.
When reviewing directory entries, press to move towards the end of the telephone number.

(pound key)

When reviewing directory entries, press to move towards the beginning of the telephone number.
Press repeatedly to display other dialing options when reviewing a caller ID log entry.

MUTE

During a call, press to mute the microphone. Press again to resume your conversation.

MIC

Microphone.

SPEAKER

Press to make or answer a call using the speakerphone.
Press to switch between speakerphone and handset.

Extra large tilt display

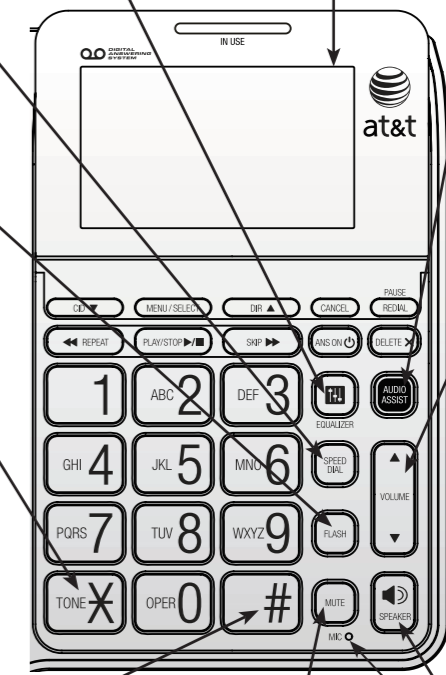
Move the top of the display forward or backward to adjust the angle of the screen for maximum visibility.

AUDIO ASSIST

Voices will sound louder and clearer if you press **AUDIO ASSIST** while you are on a call using the handset.

VOLUME

During message playback or call screening, press to adjust the listening volume.
While in idle mode, press to adjust the base ringer volume.
While on a call, press to adjust the listening volume.



Audio Assist is a registered trademark of Advanced American Telephones.

Initial settings

We recommend you program your telephone system before use.

The following are a few examples of common features to set before using the telephone. Refer to the User's manual for detailed instructions on setting all telephone features.

Set date/time
Set the date/time before using the answering system.

1. **MENU** -> **▼** or **▲** -> **Set date/time** -> **SELECT**.
2. Enter the month, day and year using the dialing keys -> **SELECT**.
3. Enter the hour and minute using the dialing keys.
4. **▼** or **▲** to choose **AM** or **PM** -> **SELECT**.

Record your own announcement
Your outgoing announcement plays when calls are answered by the answering system. The telephone has a default outgoing announcement, "Hello. Please leave a message after the tone." You can use this announcement, or record your own.

1. **MENU** -> **Answering sys** -> **SELECT**.
2. **Announcement** -> **SELECT**.
3. **Record new** -> **SELECT**.
4. Facing the telephone base, record your announcement and press **5** to end recording.

Initial settings (continued)


Number of rings

You can set the answering system to answer an incoming call after two, three, four, five, six or seven rings. You can also select toll saver 2-4 or toll saver 4-6. If toll saver 2-4 is selected, the answering system answers a call after two rings when you have new messages, or after four rings when there are no new messages. If toll saver 4-6 is selected, the answering system answers a call after four rings when you have new messages, and after six rings when there are no new messages.

If you want the built-in answering system instead of the voicemail to answer a call, you should set the answering system to answer a call at least two rings before the voicemail is set to answer. Contact your telephone service provider for information on your voicemail settings.

- MENU -> SELECT -> Answering sys.**
- ▼ or ▲ -> # of rings -> SELECT.**
- ▼ or ▲ to choose >2, >3, >4, >5, >6, >7, >TOLL SAVER 2-4 or >TOLL SAVER 4-6 -> SELECT.**

Ringer volume

You can set the ringer volume level to one of four levels or turn the ringer off. When the ringer is off,  appears on the screen.

Press **▲VOLUME▼** when the telephone is not in use.

-OR-

- MENU -> ▼ or ▲ -> Ringer volume -> SELECT.**
- ▼ or ▲, or ▲VOLUME▼ to sample each volume level -> SELECT.**

Language

If you want to change the display language, or you have accidentally changed the language and you want to switch it back to English, follow the steps below.

- MENU -> ▼ five times -> SELECT -> ▼ or ▲ -> English -> SELECT twice.**

Telephone operation

Operation	Steps
Making a call	Lift the handset or press ☎SPEAKER -> Enter the telephone number.
On hook dialing (predialing)	Enter the telephone number -> Lift the handset or press ☎SPEAKER .
Answering a call	Lift the handset or press ☎SPEAKER .
Speakerphone	During a call, press ☎SPEAKER to switch between speakerphone and handset.
Redial	Press REDIAL -> Lift the handset or press ☎SPEAKER .
Volume control	Press ▲VOLUME▼ to increase or decrease the listening volume during a call.
Call waiting (Requires subscription from telephone service provider)	Press FLASH to put current call on hold and take the new call. Press again to switch back and forth between calls.

Caller ID

This product supports caller ID services offered by most telephone service providers. The telephone stores caller ID information about the last 50 incoming calls.

Missed (new) call indicator

When the telephone is in idle mode and has new or missed calls, its screen shows **XX Missed calls**. When the telephone is in idle mode, you can press and hold **CANCEL** to temporarily clear the missed call indicator and/or new message indicator.

Review the caller ID history

- Press **CID** to review the caller ID history in reverse chronological order starting with the most recent call.
- ▼** or **▲** to scroll through the list.
- Lift the handset or press **☎SPEAKER** to call the displayed entry or press **CANCEL** to exit.




Directory

This telephone has a directory where you can store up to 25 telephone numbers and names.

Operation	Steps
Create a new directory entry	<ol style="list-style-type: none"> MENU -> ▼ or ▲ -> Directory -> SELECT. ▼ or ▲ to highlight >Add contact -> SELECT. Use the dialing keys to enter a telephone number -> SELECT -> Use the dialing keys to enter a name -> SELECT.
Review and dial a directory entry	<ol style="list-style-type: none"> Press DIR. ▼ or ▲ to browse through the directory, or press the dialing keys (0-9) to start a name search. Lift the handset or press ☎SPEAKER to call.

Answering system

Turn answering system on/off

Press **ANS ON**  to turn the answering system on or off. When the answering system is turned on, it announces, "Calls will be answered," and the **ANS ON**  light turns on. When the answering system is turned off, it announces, "Calls will not be answered," and the **ANS ON**  light is off.

Message alert

You can set the telephone to beep every 15 seconds when there are new messages.

- MENU -> Answering sys -> SELECT.**
- ▼ or ▲ -> Message alert -> SELECT.**
- ▼ or ▲ to choose On or Off -> SELECT.**

Call screening

Use this feature to choose whether incoming messages can be heard over the speaker when they are being recorded. If you turn call screening on, you hear the incoming message. While monitoring an incoming message, you can answer the call by lifting the handset or pressing **☎SPEAKER**.

- MENU -> Answering sys -> SELECT.**
- ▼ or ▲ -> Call screening -> SELECT.**
- ▼ or ▲ to choose On or Off -> SELECT.**

Answering system (continued)

Message playback

Press **PLAY/STOP▶/■** to listen to the messages.

Options during playback:

Feature	Operation
Adjust the message playback volume.	Press ▲VOLUME▼ .
Skip to the next message.	Press SKIP ▶▶ .
Repeat the message.	Press ◀/REPEAT .
Hear the previous message.	Press ◀/REPEAT twice.
Delete the message.	Press DELETE X .
Stop the playback.	Press PLAY/STOP ▶/■ .

For more detailed instructions, please refer to the CL4940 Big button/big display telephone/answering system with caller ID/call waiting User's manual provided in your package or download it at www.telephones.att.com/manuals.

For customer service or product information, visit our website at www.telephones.att.com or call **1 (800) 222-3111**. In Canada, dial **1 (866) 288-4268**.