CORDLESS ANSWERING SYSTEM 5635

Installation

Table/Desk Installation

1. **Choose a spot near an electrical outlet and a telephone jack.**
   Your phone requires a modular telephone jack and a standard electrical outlet (110v AC). The outlet should not be controlled by a wall switch – if the switch is ever turned off, the phone will not operate properly.

2. **Install the base batteries.**
   Open the battery door on the bottom of the unit by pulling on the tab. Insert the batteries, making sure that they are in correctly, then close the door.
   The batteries are used to save your messages in the event of a power failure.
   When the base batteries need to be replaced, the LO BATT BASE Light on the base will blink.

3. **Set DIAL MODE switch.**
   Set the DIAL MODE switch on rear of the base unit to TONE if you have touch tone service, or PULSE if you have dial pulse (rotary) service. To change dial mode during a call, see Temporary Tone.

4. **Connect the telephone line cord.**
   The telephone line cord has a snap-in plug on each end. Insert one of the plugs into the jack in the rear of the base unit. Insert the other plug into a telephone jack. Make sure the plugs snap into place.

5. **Set the HANDSET RINGER switch (ON, OFF).**
   Set the HANDSET RINGER switch on the base unit to ON so the phone will ring. When the switch is set to OFF, the phone will not ring.

6. **Fill in the telephone number card.**
   On the handset, insert a pointed object into the hole in the window, and gently pry up the window until it pops out. Write your phone number on the card and replace the window.

7. **Install the flexible handset antenna.**
   The flexible handset antenna has a metal end with a threaded tip. Slide the metal tip straight down into the hole in the top of the handset. When you feel the antenna reach the bottom of the hole, turn the antenna clockwise slightly to make sure that the tip is set in place, and then continue to screw the antenna clockwise until the rubber is snug against the top of the handset. Do not overtighten the antenna.

8. **Plug in the power cord.**
   Plug the AC adapter on the power cord into an electrical outlet not controlled by a wall switch. When you connect the unit to an electrical outlet, the system automatically begins formatting digital memory. The Message Window begins to count down from 8 to 0. When memory formatting has been completed, **"0"** will blink in the Message Window to indicate that the system is on, but an announcement has not been recorded.

9. **Charge the handset batteries for 10 hours.**
   Place the handset in the base and let the batteries charge for 10 hours. You can use your phone before the 10 hours are up, but be sure to return the handset to the base so it can charge fully. The CHARGING Light on the base unit will light to show the batteries are charging.

10. **Check for dial tone.**

After the batteries are charged, pick up the handset and extend both the handset and the base antennas. Now press PHONE on the handset. The PHONE Light should light, and you should hear a dial tone.

11. Set Answering System Features.

To fully utilize this system you need to:

a) Set the clock.

b) Record an announcement.

c) Set system to answer calls.

d) Set RING SELECT Switch.

Wall Installation

1. Choose a spot near an electrical outlet and a telephone jack.

Your phone requires a modular telephone jack and a standard electrical outlet (110v AC). The outlet should not be controlled by a wall switch- if the switch is ever turned off; the phone will not operate properly.

2. Install the base batteries.

Open the battery door on the bottom of the unit by pulling on the tab. Insert the batteries, making sure that they are put in correctly, then close the door.

The batteries are used to save your messages in the event of a power failure.

When the base batteries need to be replaced, the LO BATT BASE Light on the base will blink.

3. Set DIAL MODE switch.

Set the DIAL MODE switch on rear of the base unit to TONE if you have touch tone service, or PULSE if you have dial pulse (rotary) service. To change dial mode during a call, see Temporary Tone.

4. Set the RINGER switch (ON, OFF).

Set the RINGER switch on the base unit to ON so the phone will ring. When the switch is set to OFF, the phone will not ring.

5. Fill in the telephone number card.

On the handset, insert a pointed object into the hole in the window, and gently pry up the window until it pops out. Write your phone number on the card and replace the window.

6. Install the flexible handset antenna.

The flexible handset antenna has a metal end with a threaded tip. Slide the metal tip straight down into the hole in the top of the handset. When you feel the antenna reach the bottom of the hole, turn the antenna clockwise slightly to make sure that the tip is set in place, and then continue to screw the antenna clockwise until the rubber is snug against the top of the handset. Do not overtighten the antenna.

7. Base unit: Remove the window over the telephone number card.

Insert a pointed object into the hole in the window, and gently pry up the window until it pops out. Now remove the telephone number card and set the card and window aside.

8. Remove and reverse the handset hook.

You must now reverse the handset hook so it can hold the handset in the base. In the opening behind the telephone number card you will see a dot marked PRESS. With a pencil or pen point, press on the dot and push upward to release the hook from its slot.

Now remove the hook and turn it so the rounded edge is pointing up, and the word PRESS is facing you. Slide the hook back down into the slot until it snaps into place. The rounded edge should now be sticking out.

9. Choose and mark the mounting position.

The mounting screws should screw into a wooden stud within the wall – they will not hold securely in wallboard alone. Locate a wall stud in the area where you want to install your telephone. Use the Wall-Mounting Template and a pencil to mark the screw positions on the wall over the stud. Put the template aside.

10. Install the mounting sleeves and screws.

Start the screw holes by lightly tapping a nail into the marks you made on the wall. Remove the nail from the wall. Now slip the mounting sleeves onto the screws as shown, with the larger end of the

sleeve toward the screw head. Insert the screws into the holes you started. Tighten the screws until the small end of the mounting sleeve is flat against the wall.

11. **Connect the telephone line cord.**
    The telephone line cord has a snap in plug on each end. Insert one of the plugs into the jack in the rear of the base unit. Insert the other plug into a telephone jack. Make sure the plugs snap into place.

12. **Mount the base on the wall.**
    Hold the base so that the mounting sleeves protruding from the wall fit into the holes on the bottom of the base. Arrange the telephone and power cords so that they run down the wall behind the telephone. Slide the base down onto the protruding sleeves until it locks firmly in place.

13. **Plug in the power cord.**
    Plug the AC adapter on the power cord into an electrical outlet not controlled by a wall switch. When you connect the unit to an electrical outlet, the system automatically begins formatting digital memory. The Message Window begins to count down from 8 to 0. When memory formatting has been completed, **"0"** will blink in the Message Window to indicate that the system is on, but an announcement has not been recorded.

14. **Charge the handset batteries for 10 hours.**
    Place the handset in the base and let the batteries charge for 10 hours. You can use your phone before the 10 hours are up, but be sure to return the handset to the base so it can charge fully. The CHARGING Light on the base unit will light to show the batteries are charging.

15. **Check for dial tone.**
    After the batteries are charged, pick up the handset and extend both the handset and the base antennas. Now press PHONE on the handset. The PHONE Light should light, and you should hear a dial tone.

16. **Set Answering System Features.**
    To fully utilize this system you need to:
    a) Set the clock.
    b) Record an announcement.
    c) Set system to answer calls.
    d) Set RING SELECT Switch.

Telephone Operation

Making Calls

You can make calls from the handset anywhere within range of the base. Usually when you use the handset close to the base, you won't have to extend the handset antenna. However, your phone will work best if you always keep both antennas fully extended.

Pick up the handset and press PHONE. The PHONE Lights on the handset and base will both light. When you hear a dial tone, dial the number.

If you make a mistake when dialing, press OFF to hang up, then press PHONE to get dial tone again.

You must always press PHONE before you can dial a call on the handset.

You can adjust the handset volume using the switch on the side of the handset.

Hanging up:
If you are near the base, you can place the handset back in the base to end the call.
If you are using the handset away from the base, you must press OFF to end the call – otherwise your phone will be "off the hook" and callers will get a busy signal.

Answering Calls

When you receive a call, the handset will ring if the RINGER switch is set to ON. If your phone rings when the handset is in the base, just pick up the handset and answer the call as you would on any other phone.

Occasionally, especially when you pick up the handset between rings, you may not be connected. If this happens, press PHONE on the handset to connect the call.
If the handset rings when it's out of the base, pick up the handset, extend the antenna and press PHONE to answer the call.
Hanging up:
To end a call, either place the handset back in the base, or press OFF on the handset.

Volume Control

Slide the handset VOLUME Control toward the top of the handset to increase, or toward the bottom of the handset to decrease the sound level in the handset. This will not affect what the other party is hearing.

Redial

Your telephone can redial the last number dialed. Press PHONE for the dial tone, then press REDIAL. The phone number will remain in the redial memory until you dial another number.

Special Telephone Services

If you subscribe to special services like Call Waiting or Call Forwarding, press and release PHONE on the handset whenever you would normally press the switchhook on a regular phone. This is just like the Flash feature on some other phones.

Temporary Tone

If you have dial pulse (rotary) telephone service, this feature lets you enter the codes or tones needed to operate answering machines, or to use electronic banking services, calling cards, and other special services.

First dial the call normally. Then turn on the Temporary Tone feature by pressing the TONE* key. You can then press the numbers or symbols you need and your phone will send the proper signals.

To end the call, press OFF, or place the handset back in the base. The phone will automatically switch back to dial pulse.

The Temporary Tone feature will operate most special services over a dial pulse line. However, some services may actually require a touch tone line. To be sure, ask the company that provides the special service.
NOTE: If you have touch tone service, you do not need to use the Temporary Tone feature. This feature is used only when the phone is set for dial pulse dialing.

Operating Range

Your cordless telephone operates at the maximum power allowed by the Federal Communications Commission (FCC). Even so, your handset and base unit can communicate over only a certain distance – which can vary with the locations of the base unit and handset, the weather, and the construction of your home or office.
For best performance, keep both the handset and base antennas as well as the telephone line cord fully extended when using your handset away from the base.
It is a good idea to make a few trial calls in and around your home or office to become familiar with the operating range in your particular surroundings.

If You Go Out of Range:
If you move out of range during a phone conversation, you will hear noise or interference. To improve reception, move closer to the base.
If you try to end a call when you are almost out of range, you will hear two short beeps when you press OFF. Move closer to the base and press OFF to end the call – otherwise your phone will remain "off the hook."

If you try to make a call when out of range, you will hear two short beeps when you press PHONE. Move closer to the base, and press PHONE again to make the call.

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 again to answer the call.

Changing Channels

Your Cordless Answering System 5635 has an advanced 10-channel **AutoSelect™** feature that minimizes the chance of interference. Every time you answer or make a call, the **AutoSelect** circuit provides the clearest channel.

In the unlikely event you notice noise or interference while using your phone, press and release **CHANNEL** to change to another of the 10 available channels. If the noise doesn't clear, switch channels again until you find a quiet one. Your call will not be interrupted, and the message indicator on the base will display the number of the new channel for a few seconds. The channel number is also displayed when you remove the handset from the base, and when you press **PHONE, INTCM, PAGE, or ANS SYS** on the handset.

If the noise is exceptionally loud, move closer to the base before pressing **CHANNEL** – or you might lose the call. If you do lose the call, place the handset in the base for a few seconds, then make the call again.

NOTE: You must be in range to change channels. If you press CHANNEL while out of range, you might lose the call.

Using the Intercom and Page

Your AT&T Cordless Answering System can also work as a two-way intercom between the handset and the base unit. This does not tie up your telephone line – you can still receive calls when using the intercom.

NOTE: The operating range for the intercom is about the same as for regular telephone calls. You must be within range to turn the intercom on or off, or to page someone at the other end.

Paging Someone at the Other End
If you are at the handset, you can page someone at the base unit, and vice versa.

If you are at the handset, press and release **PAGE**. This will sound a three-part paging tone at the base unit. Press and release **INTCM** to activate the intercom. You can then speak with the person at the base unit through the handset.

If you are at the base unit, press and release **PAGE/FIND** to signal the handset. This will sound a three-part paging tone at the handset. When the person answers, speak toward the base.

Answering a Page
If you are at the handset and hear the three-part paging tone, press and release **INTCM.** This turns on the intercom and lets you speak to the person at the base.

If you are at the base and hear the three-part paging tone, wait for the INTERCOM Light to go on and then speak toward the base. You'll hear the other person through the speaker.

Ending an Intercom Conversation
To end an intercom conversation and turn off the intercom, press **OFF** on the handset.

Answering a Call During an Intercom Conversation
If you receive a call while using the intercom, press **PHONE** to turn off the intercom and connect the incoming call.

Using the Intercom During a Phone Call
First place the call on hold by pressing **HOLD.** Then use the intercom. While you are using the intercom, the Phone Lights on the handset and the base will blink to show that your call has not been disconnected. The person on the other end of the phone call will not be able to hear your intercom conversation.

To return to the call, just press **PHONE.** This disconnects the intercom and reconnects the call.

Handset Locator (Find)

This feature will be useful should you ever forget where you've left your handset.

To locate the handset easily, press **PAGE/FIND** on the base unit and hold it about two seconds, or until you hear a second beep. This will begin a repeating page tone at the handset. Listen for the paging tone and follow it to find the handset. Once you find it, press **OFF** on the handset to cancel the paging tone**.** You can also cancel the Find signal by pressing **PAGE/FIND** on the base**.**

If it is not shut off before hand, Find will automatically shut itself off after about three minutes. If you haven't located the handset by then, turn Find on again by pressing and holding **PAGE/FIND** on the base**.**

You're AT&T Cordless Answering System can store 10 different phone numbers that you can dial just by pressing **MEM** and one of the number buttons.

Memory Dialing

Programming a Number Into Memory

To store:
1. Make sure the handset is OFF.
2. Press and release **MEM.** The PHONE Light will blink.
3. Enter telephone number using the dial pad. (The number can be up to 16 digits long.)
4. Press and release **MEM,** then a number button (0-9) for the memory location where the number is to be stored.

You will hear a four-note tone that confirms the number was stored properly and the PHONE Light will turn off. If you hear a long buzzing tone, or nothing at all, press and release **OFF** and follow the steps above to program the number again.

Repeat the above steps to program another telephone number, assigning each phone number to a different number button.

CAUTION: If power is interrupted, the numbers stored in memory may be lost. To reenter the numbers, follow the preceding steps.

Dialing a Number Stored in Memory

To dial:
1. Press and release **PHONE** to get dial tone.
2. Press and release **MEM**.
3. Press assigned number button (0-9)**.**

For example, to dial the number you assigned to key "6", you would press **PHONE, MEM, 6.**

Directory Card

Write your telephone number and the telephone numbers (or names) that you want to store in each memory location on the directory card handset.

To use the directory card concealed in the back of your handset, press the arrow and slide the door toward the top of the handset until it snaps in place. The directory card has an erasable surface. If you write in pencil, you'll find it easy to change names when necessary.

NOTE: If the door slips off the handset, slide it onto the track and back in place.

Storing a Redial Number in Memory

If you want to store the last number dialed into memory, press **MEM, REDIAL, MEM,** then any unused number button (0 to 9).

Programming a Pause in a Memory Dial Phone Number

If your phone is connected to a switchboard, you may have to dial a special number (usually "9") to get an outside line. When programming an outside number in memory, program the access number and a pause into the dialing sequence. The pause will allow the switchboard enough time to give you an outside line dial tone.

NOTE: Each pause you store is counted as a digit. You can store up to 16 digits in each memory location.

To insert a pause in a phone number, press **REDIAL** at the appropriate point when storing the number. This inserts a 1.5 second pause. To insert a longer pause, press **REDIAL** two or more times. Each press makes the pause 1.5 seconds longer; each pause takes up one space of the 16 number capacity.

For example, to store 9-PAUSE-555-1234 in memory location 6, you would:
1. Press **MEM.**
2. Press **9.**
3. Press **REDIAL.**
4. Dial 555-1234.
5. Press **MEM.**
6. Press **6.**

Programming and Dialing Long Numbers or Sequences

If you need to store a number longer than 16 digits – for your alternate long distance service or for telephone banking, for example – divide the number between two different memory locations. Assign the first part of the number to one memory location, and assign the second part to another.

For example, to store 301-999-8765 555-1234-56789, you might divide it like this:

301-999-8765 – **1**
555-1234-56789 – **2**

To store the first part of this sequence, press **MEM**, **3 0 1 9 9 9 8 7 6 5 MEM 1.** To store the second part of this sequence, press **MEM, 5 5 5 1 2 3 4 5 6 7 8 9 MEM 2.**

To dial the complete number, press **PHONE MEM 1** (wait for dialing to stop), **MEM 2.**

It is best to split the number at pauses or convenient breaks in the sequence, especially if you need to wait for necessary tones or signals before continuing.

Changing or Replacing a Stored Number

You can change or replace a stored number by storing a new number in its place.

Answering System Operation: At The Base

About Mailboxes

This answering system provides two voice mailboxes. These mailboxes provide a convenient way to share an answering system with other members of your household or business.

Callers using a touch tone phone can choose the mailbox in which their message will be recorded by pressing 1 or 2 after the system answers the call. Callers who are not using a touch tone – or who simply do not press **1** or **2** during the call – can still leave a message. In these cases, the message is automatically recorded in Mailbox 1.

When messages are recorded in one mailbox, you can choose to listen only to the messages in that mailbox without listening to messages in the other mailbox.

If you decide not to use separate mailboxes, the answering system operates like most other answering systems – with all messages automatically recorded in Mailbox 1.

This section provides an overview of how you can use mailboxes. Detailed information can be found in later sections of this manual.

Getting started with mailboxes:
1. Decide how you wish to assign the mailboxes to members of your household or business.
   For example, you might want messages for Jane recorded in Mailbox 1 and messages for John recorded in Mailbox 2.
2. Prepare the announcement to be heard by callers.
   Following the above example, your announcement might say: "Hello. You have reached 555-1234. If you are calling from a touch tone phone, you can leave a message for Jane by pressing one and speaking after the beep. To leave a message for John, press two. If you are not using a touch tone phone, simply leave your message after the beep. Thank you for calling."
3. Follow the instructions to record your announcement.

Clock

The Clock feature will record the day and time of each message received.
To set the clock:
1. Set the speaker volume control on the side of the base to a comfortable level.
2. Press **CHANGE**, then **CLOCK.** You will hear a day of the week.
3. Press **REPEAT** or **FORWARD** until you hear the correct day.
4. Press **CLOCK** to hear the hour.
5. Press **REPEAT** or **FORWARD** until you hear the correct hour. Make sure the hour is correct for AM or PM.
6. Press **CLOCK** to hear the minute.
7. Press **REPEAT** or **FORWARD** until you hear the correct minute.
8. Press **CLOCK**. You will hear the day and time setting.

To review the clock:
1. Press **CLOCK.** You will hear the day and time setting.

NOTE: If AC power fails and there are no base batteries installed, or the batteries are low on power, you will need to set the clock.

Announcements to Callers

Before using your answering system, you should record an announcement. This is what callers will hear when the system answers a call.

Pre-recorded Announcement

If you do not record your own announcement, callers will hear this announcement: "Hello. Please leave a message after the tone."

The Message Window blinks to indicate that the user needs to record an announcement. To select the pre-recorded announcement as your announcement and stop the display from blinking, press and release **ANNC.**

Record an Announcement

1. Prepare your announcement.

   The maximum length of an announcement is two minutes. A total of about 12 minutes is available for the outgoing announcement and for all incoming messages – the shorter your announcement, the more time for incoming messages.

   Example for Announcement:
   "Hello. I can't come to the phone right now. Please leave your name, number, and a short message after the beep. Thank you."

2. Press **CHANGE**, then **ANNC.** The system beeps once when it begins to record. While recording, "-," blinks in the Message Window.
3. Speak towards the microphone in a normal tone of voice.
4. Press **STOP** when you are finished.

The announcement plays back automatically. (If necessary, adjust SPEAKER VOLUME.) The Message Window displays **P.**

NOTE: If the announcement did not record successfully, five beeps will be given and the Message Window blinks to indicate that you need to record again.

To play back your announcement at any time:

1. Set SPEAKER VOLUME to the middle.
2. Press **ANNC.**

While your system plays back an announcement, the Message Window shows **P** (Announcement Play).

To delete an announcement

1. Press **ANNC** to begin playing the announcement.
2. Press **DELETE** while the announcement is playing.

The system will beep once and the Message Window will blink when the announcement has been deleted.

To bypass the announcement

Callers with a touch tone telephone can bypass your announcement by pressing * after the announcement begins. The system skips the rest of the announcement, beeps, and begins recording.

You may want to inform frequent callers of this feature.

Setting System to Answer Calls

After you have recorded your announcement, the Message Window should be on, indicating that the system is ready to answer calls. The Message Window shows the number of messages stored in memory (**0** if no messages have been received).

If the Message Window is not on, press and release **ON/OFF** to turn on the system**.**

When the system answers a call, the caller hears the announcement you selected, followed by a beep. After the beep, the system begins recording your caller's message.

While the system is taking a call, the Message Window displays "-." After a message is recorded, the display changes to show the total number of recorded messages.

NOTE: Messages are limited to a maximum of two minutes each. If the caller is still speaking after two minutes, is silent for more than 7 seconds, or if system memory runs out (system memory is 12 minutes in length), the system will beep once and hang up.

Setting System to Not Answer Calls

If you do not want your system to answer calls, press and release **ON/OFF.**
The Message Window display will go off.
When you turn off Automatic Answering, the system will answer calls after 10 rings. You can then turn the system on if you are calling from a touch tone telephone.

Ring Select

To choose the number of times the phone rings before the system answers, set RING SELECT Switch to 2, 4, or TS (Toll Saver).
- Set to 2 – and the system will answer all calls on the second ring.
- Set to 4 – and the system will answer all calls on the fourth ring.
- Set to TS – and the system will answer calls on the second ring only if you have new messages. If no new messages have been recorded, the system will answer on the fourth ring.

Toll Saver

Set the RING SELECT Switch to TS (Toll Saver) when you will be calling from another location to check for messages. If you have new messages (i.e. messages you haven't listened to yet) waiting, the system will answer after two rings. If there are no new messages, the phone will ring at least three times before the system answers. You can then hang up after the third ring to avoid paying long distance charges.

NOTE: Toll Saver works only when the system is on and memory is available. Otherwise, calls are answered after 10 rings.

Message Window and Indicators

Your system provides two methods of informing you about the status of the system's operation: Message Window codes and indicator lights.

Message Window
The Message Window displays one code to give you a running count of messages received, and provides status information. See Table below for explanations of these symbols.

Display	What It Means
(blank)	Answering system is off (i.e. not set to automatically answer calls)
0-9 (steady)	Current message count
0-9 (blinking)	Current message count and no announcement recorded
9 (alternating with -)	The message count is greater than 9
9 (alternating with blank)	The message count is greater than 9 and no announcement recorded
- (steady)	In clock set mode, in clock review mode, in remote or cordless handset access mode or in 10-ring answer mode
- (blinking)	Recording an announcement, memo on the base or incoming message
F (blinking)	Memory is full

C (steady)	Change function is active
C (followed by 0-9)	Displaying current channel number
P	Reviewing your announcement –OR-
	Temporary display while setting unit: setting indicates you will hear your announcement when system answers calls
S	Reviewing your announcement (not heard)-OR-
	Temporary display while setting unit: setting indicates you will NOT hear your announcement when system answers calls
L	Room monitor function has been activated

Indicator Lights

The LO BATT BASE Light will start blinking to tell you when you need to replace the base batteries.

Mailbox Lights

The two mailbox lights indicate whether the mailboxes have messages.
- If a mailbox contains new messages, its light blinks.
- If a mailbox contains messages, but no new messages, its light is on steady.
- If a mailbox contains no messages, its light is off.

Message Alert

If you want your system to beep every 15 seconds to notify you when new messages have been received, set MESSAGE ALERT, located on the side of the unit, to ON. If you do not want to hear the beeps, set the switch to OFF.

Listening to Your Messages

To play all the messages in a mailbox:
- Press and release **MAILBOX 1** or **MAILBOX 2**
   The system announces the number of messages in that mailbox and begins to play the first message**.**
To play only the new messages in a mailbox (those that have not been played before):
- Hold down **MAILBOX 1** or **MAILBOX 2,** for about two seconds until the system begins playing.
   The system announces the number of new messages in that mailbox and begins to play the first new message.
At the beginning of each message, the system announces the day and time the message was received. While the message is playing, the Message Window displays the number of the message. After the last message has been played, the system announces "End of messages."

The following options are available during playback:
- To repeat an entire message, press and release **REPEAT.**
- To back up to an earlier message, press and release **REPEAT** until the number of that message is displayed.
- To repeat part of a message (review), hold down **REPEAT** for a few seconds, then release it to resume playing. (The system beeps while the button is held down.)
- To skip to the next message, press and release **FORWARD.**
- To skip part of a message (cue), hold down **FORWARD** for a few seconds, then release it to resume playing. (The system beeps while the button is held down.)
- To pause playing the messages in the current mailbox, press and release **STOP.**
- To exit out of playback mode, press **STOP** twice**.**

Saving Messages

The system saves your messages automatically if you do not delete them.
NOTE: The system can save about 12 minutes of messages. When memory is full, you must delete some or all of the messages before any new messages can be recorded.

Deleting Selected Messages

To delete only a specific message, press and release **DELETE** while the message you want to delete is being played. The system erases the message corresponding to the number shown in the Message Window, beeps once, and continues with the next message.

To make sure you are deleting the right message, you can press **REPEAT** to repeat the message after listening to it, then press **DELETE** while the message is playing.

After the system reaches the end of the last message, any messages that were not deleted are renumbered, and the Message Window shows the total number of messages remaining in both mailboxes.

Replaying Deleted Messages

Before the system announces "End of messages, a deleted message can be replayed by pressing **REPEAT** until the number of the message is displayed in the Message Window. However, once the system announces, "End of messages," a deleted message cannot be replayed.

Deleting All Messages From a Mailbox

After listening to all the messages in a mailbox, you can delete them. To delete all messages in a mailbox:
1. Press and release DELETE. Both mailbox lights flash rapidly.
2. Press **MAILBOX 1** or **MAILBOX 2**. The system beeps and the messages in that mailbox are deleted. If 20 seconds elapse without a proper mailbox selection, the system beeps five times and no messages are deleted.
NOTE: Only messages that have been played are deleted and once messages have been deleted, they cannot be replayed.

Recording a Memo

You can record a memo to be stored by the system as an incoming message in one of the mailboxes. Then, you can play the memo at home or from a remote telephone, like any other message. The memo can be up to two minutes long.

To record a memo:
1. Press and release **MEMO**. Both mailbox lights flash rapidly.
2. Press and release **MAILBOX 1** or **MAILBOX 2**. The system beeps and begins recording. Speak toward the microphone.
3. To stop recording, press and release **STOP.**

The system stores your memo as a message in the mailbox you selected, and updates the message count.

When the Memory Is Full

When F is displayed in the Message Window, the record memory is full. With no memory available for messages, the system will answer calls after 10 rings, but it will not play the outgoing announcement nor record messages. Instead, the system will announce "Memory is full" and beep twice.

The system answers after 10 rings so that you can still have remote access to your machine. By using remote commands, you can replay messages, delete some or all messages, and request other functions available on the system.

Screening Incoming Calls

To screen calls, adjust SPEAKER VOLUME so that you can hear the caller's voice.

If you decide to take a call, either use the cordless handset or lift the handset of any telephone on the same line to talk to the caller.

NOTE: If the announcement does not stop right away, press PHONE on the cordless handset or press and release the telephone switch hook on an extension phone.

The user can choose to not hear their outgoing announcement while screening incoming calls.

To silence the outgoing announcement, press **ANNC** (for at least two seconds).

The message window display will change from **P** to **S.** Release **ANNC.**

To restore to **P**, press **ANNC** for at least two seconds. The message window display will change from **S** to **P.** Release **ANNC.**

Priority Calling

If you do not want to be disturbed, your system will answer the phone for you. However, if there is a particular call that you do want to receive, inform the caller of Priority Calling.

When the caller enters the Priority Calling Code from a touch tone telephone, the handset beeps to alert you to a priority call.

The Priority Calling Code is set at 30 and cannot be changed.

To use Priority Calling, a caller should:
1. Dial your telephone number.
2. When the announcement begins to play, press and release 3 0.
3. The system will beep three times, then pause. This pattern is repeated until the telephone is picked up. The beeps are audible to the caller as well as in the home.

If the telephone is not answered after 30 seconds, the caller will hear two beeps, indicating that the system is ready for the next remote command. The caller can then press and release *, and leave a message after the beep.

Answering System Operation: Away from the Base

Like many other answering systems available, the Cordless Answering System 5635 allows you to retrieve messages and operate other functions even when you are away from your home or office. Unlike most other answering systems, however, the 5635 has the advantage of cordless phone technology. This means that you can access your answering machine not only when you are away from your home or office, but also when you are using the cordless handset anywhere in or around your home or office (as long as you are within range of the base).

In addition, the 5635 has been designed to make access to the answering system's features as easy as possible. Whether you are using the cordless handset or calling from a touch tone phone outside your home, you press the same buttons in the same order on either phone. The only difference between using the cordless handset and another touch tone phone is making the initial contact with the base answering system.

Once you've established contact with the answering system, you can perform a series of operations.

Establishing a Connection With the Answering System From the Cordless Handset

Press **ANS SYS** and wait for the ANS SYS Light to go on. The system will announce the number of messages you have (for example: "You have three messages in Mailbox 1 and two messages in Mailbox 2"), and then beep twice to indicate that it is ready to accept a command. Select a mailbox by pressing 1 or 2.

If it doesn't receive any instructions in a few seconds, the system will automatically play all of your messages for you. First Mailbox 1 followed by Mailbox 2. You can allow the system to play your messages, or you can use the number buttons on the handset to direct the system to perform any of the other operations.

The labels above the number buttons will remind you of the correct button to press for each operation. To end the connection from the cordless handset, press **OFF,** or return the handset to the base**.**

NOTE: The ANS SYS Light on the handset will blink to indicate that you have new messages.

Establishing a Connection With the Answering System From a Touch Tone Phone
1. Dial your phone number.
   NOTE: When the RING SELECT switch is set to TOLL SAVER, the system will answer after two rings if there are new messages and after four rings if there are no new messages. When you call, if you hear the third ring you'll know that no one has left a message since the last time someone called to check on messages. Hang up before the fourth ring, and you'll save the cost of the call.
2. When the answering system answers and the outgoing announcement begins to play, **enter your access code,** (it is not necessary to wait for the announcement to finish.)

The system will announce the number of messages you have (for example: "You have three messages in Mailbox 1 and 2 messages in Mailbox 2"), and then beep twice to indicate that it is ready to accept a command. Select a mailbox by pressing 1 or 2.

If it doesn't receive any instructions in a few seconds, the system will automatically play all of your messages for you. First Mailbox 1 followed by Mailbox 2. You can allow the system to play your messages, or you can use the number buttons on the handset to direct the system to perform any of the operations.

You can use the wallet card to remind you of the correct button to press for each operation. To end the connection from the outside telephone line, simply hang up.

The Access Code

The preset code is **50.** This code gives you access to your messages, memos and announcements when you call in from another location. You can use the preset code, or choose your own. If you change the code, be sure to write it down so you'll be able to access your system when you are away from your home or office. **NOTE: The Access Code can ONLY be reviewed or changed from the cordless handset or from a touch tone phone. It cannot be reviewed or changed at the base unit.**
Once you've established a connection with the answering system, you can review and change the access code from the cordless handset or from another touch tone phone away from your home or office.

You can work with the access code any time after the system has given you the two-beep signal to indicate that it is ready to accept a command.

Reviewing Your Access Code
Press and release 9 (CODE). The system will announce the current access code and then beep twice to indicate that it is ready to accept a command.

Changing Your Access Code
1. Press and release # (CHANGE), and then press 9 (CODE). The system will announce "Enter new code."
2. Use the dial pad buttons to enter the new access code.
   You may use any two-digit number from 40-99. The system will announce the new access code setting and then beep twice to indicate that it is ready to accept a command.

If you enter an invalid code, the system will beep five times.
NOTE: If AC power fails and there are no base batteries installed, or the batteries are low on power, the Access Code returns to 50.

Listening to Your Messages
- **Playing All of your Messages**
  Press and release **1** (ALL MSG). The system will play all of the messages and then beep twice to indicate that it is ready to accept a new command.
- **Playing New Messages Only**
  Press and release **2** (NEW MSG). The system will play only those messages recorded since the last time messages were checked, and then it will beep twice to indicate that it is ready to accept a new command.
- **Saving Messages**
  This system automatically saves messages after playback, unless you command it to delete messages. After performing any answering system operation, simply hang up the phone.
- **Deleting Selected Messages**
  To delete only a selected message, press and release **3** (DELETE) while the message is playing. To be sure you delete the right message, you must press **3** (DELETE) before the beep that indicates the end of the message. If necessary, you can press **4** (REPEAT) to replay the message after listening to it, then press **3** (DELETE) when you are sure you are deleting the right message.
- **Replaying Deleted Messages**
  Before the system announces "End of messages," a deleted message can be replayed by pressing **4** (REPEAT) until the number of the message is displayed in the Message Window. However, once the system announces "End of messages," a deleted message cannot be replayed.
- **Deleting All Messages**
  Listen to all messages. Press and release **3** (DELETE). The system prompts "For Mailbox 1, press **1**; for Mailbox 2, press **2**." Press the desired Mailbox. The system will then beep twice to indicate that it is ready to accept a new command.
NOTE: Once the system has deleted messages in a Mailbox, the messages cannot be replayed.

Additional Message Operations

Repeating a Message
Press and release **4** (REPEAT). The system will stop playing, return to the beginning of the current message, and then resume playing. Each time you press and release **4** (REPEAT), the system will back up one more message. When you've heard the messages you wanted repeated, you can then let the system play until it reaches the end of the last message, or you can interrupt message playback at any time.

Skipping a Message
Press and release **6** (FORWARD). The system will stop playing, advance to the beginning of the next message, and resume playing. Each time you press and release **6** (FORWARD), the system will advance one more message. When you've heard the messages you wanted to play, you can then let the system play until it reaches the end of the last message, or you can interrupt message playback at any time.

Interrupting Message Playback
Press and release **5** (STOP). The system will pause playing the message. To continue playback, press **6** (FORWARD).
Press and release **5** (STOP) twice. The system will stop playing the message and beep twice to indicate that it is ready to accept a new command.

Working with the Clock

Once you've established a connection with the answering system you can review and change the day and time setting on your clock from the cordless handset or from another touch tone phone away from your home or office.

You can work with the clock setting any time after the system has given you the two-beep signal to indicate that it is ready to accept a command.

Reviewing the Day/Time Setting
Press and release **8** (CLOCK). The answering system will announce the current day/time setting and then beep twice to indicate that it is ready to accept a command.

Changing the Day/Time Setting
1. Press and release **#** (CHANGE), and then press **8** (CLOCK). The system will announce the current day setting.
2. **To set day**
   Press and release **4** (REPEAT) to move the setting to a day earlier in the week, or **6** (FORWARD) to move the setting to a day later in the week. Each time you press one of these buttons, the system will announce the day. When you hear the correct day, go on to set the hour.
3. **To set hour**
   Press and release **8** (CLOCK). The system will announce the current hour setting. Press and release **4** (REPEAT) or **6** (FORWARD) to move the hour setting down or up. Each time you press one of these buttons, the system will announce the hour. When you hear the correct hour, go on to set minutes.
4. **To set minutes**
   Press and release **8** (CLOCK). The system will announce the current minute setting. Press and release **4** (REPEAT) or **6** (FORWARD) to move the minute setting down or up. Each time you press one of these buttons, the system will announce the minute. When you hear the correct minute, press **8** (CLOCK). The system will announce the new day/time setting and then beep twice to indicate that it is ready to accept a command.

The Outgoing Announcement

Once you've established a connection with the answering system you can review and change your outgoing announcement from the cordless handset or from another touch tone phone away from your home or office. You can work with your outgoing announcement any time after the system has given you the two-beep signal to indicate that it is ready to accept a command.

Reviewing Your Outgoing Announcement
Press and release **7** (ANNC). The system will play your outgoing announcement, and beep twice to indicate that it is ready to accept a command.

Changing Your Outgoing Announcement
1. Press and release **#** (CHANGE), and then press **7** (ANNC). The system will beep to signal that it is ready to record.
2. Record your new announcement. Press and release **5** (STOP) when you are done. The system will play back your new announcement and beep twice to indicate that it is ready to accept a command.

Recording a Memo

Once you've established a connection with the answering system you can record a memo for yourself or anyone else who has access to the system. When the system plays messages, it plays the memo along with the other messages on the system.

You can record a memo any time after the system has given you the two-beep signal to indicate that it is ready to accept a command.

Recording a Memo
1. Press and release **TONE *** (MEMO/2 WAY). The system will announce "For Mailbox 1, press **1;** for Mailbox 2, press **2**."
2. Press and release **1** or **2**.

3. Speak into the phone in a normal tone of voice. Just as with messages, the system will accept memos up to two minutes in length.
4. To stop recording, press and release **5** (STOP).

The memo is counted as a new message.

Recording a Telephone Conversation

Once you've established a connection with the answering system you can record a telephone conversation. The telephone conversation will be recorded along with other messages.

1. While you are having a conversation on the cordless handset, press and release **ANS SYS** and wait for the ANS SYS indicator to light.
2. When the indicator lights to show that you have made a connection with the answering system, press and release **TONE *** (MEMO/2WAY). The system will announce "For Mailbox 1, press **1;** for Mailbox 2, press **2**."
3. Press and release **1** or **2**.

NOTE: This unit does not sound warning beeps to let the other party know that the call is being recorded. To ensure that you are in compliance with any federal or state regulations regarding recording a telephone call, you should start the recording process and then inform the caller that you are recording the call.

4. To stop recording, press and release **5** (STOP), or end the telephone call.

The recording is counted as a new message.

NOTE: If the system does not detect a 1 or 2 for Mailbox 1 or Mailbox 2, the memo or telephone conversation will be recorded into Mailbox 1.

Call Monitoring

As calls come in, the answering system will answer and record messages as long as it is set for automatic answering operation. You can use the cordless handset to listen to the callers as they leave messages, and you can speak to a caller directly if you wish.

Monitoring Calls
1. If the handset is away from the base, press and release **ANS/SYS** and wait for the ANS SYS Light to go on.
2. When the light goes on to show that you have made a connection with the answering system, you will hear your own announcement and the caller's message through the handset.
3. To end call monitoring without answering the call, press and release **OFF** or return the handset to the base.

Call Intercept

At any time while the answering system is taking a call – during the outgoing announcement or while the system is recording the caller's message – you can interrupt the answering system and take the call. If the cordless handset is in the base, just pick up the handset and speak to the caller. If the handset is away from the base, press **PHONE** and take the call as soon as the PHONE Light goes on. You can also pick up the handset of any extension phone on the same line to take the call.

The answering system should stop playing the announcement (or recording the message). If it doesn't stop, quickly press and release the switchhook of the extension phone you are using, or press **PHONE** on the handset.

Room Monitor

Once you've established a connection with the answering system from a remote touch tone telephone, you can listen to any activity near the base for up to 30 seconds.

1. After the two-beep signal which indicates that it is ready to accept a command, press and release **6** then #.
2. The system beeps once and **"L"** will be displayed in the Message Window of the base unit.
3. To stop room monitoring, press and release **5** or hang up.

Turning the Answering System On or Off

You can perform the operations described below using the cordless handset. However, this feature is probably most useful if you call your home or office from another touch tone phone and find that the system doesn't answer even after four rings.

1. Establish a connection with the base, either by pressing **ANS SYS** on the cordless handset, or by dialing your phone number. Even if AUTO ANSWER is OFF, the system will answer after 10 rings and announce "The machine is off" (as long as it is connected to AC power). The system will beep twice to indicate it is ready to accept the remote access code. Enter your code.
2. You can change the status by pressing **#** (CHANGE), waiting for the two-beep signal, and then pressing **0** (ON/OFF). The system will announce "The machine is on" if you are setting the system to answer calls or "The machine is off" if you are setting the system to not answer calls. The system will then beep twice to indicate it is ready for a new command.

When the Memory Is Full

If the memory is full, the system will announce "Memory is full." Once a connection to the base has been established, you can listen to messages, then delete them so the system will begin taking calls again.

Press **1** (ALL MSG) to listen to all of your messages, or **2** (NEW MSG) to listen to your new messages. You can selectively delete a message by pressing **3** (DELETE) while that message is being played. Remember that you can also use **6** (FORWARD) to skip over any messages that you've already heard. When the system has played all messages it will announce "End of messages" and beep twice to indicate that it is ready to accept a command. At this time, press **3** (DELETE), then **1** to delete all messages in Mailbox 1, or **3** (DELETE), then **2** to delete all messages in Mailbox 2.

Batteries

About the Handset Batteries

The handset of your cordless telephone is powered by rechargeable batteries. The patented Battery-Saver feature extends the life of these batteries, and lets you use the phone for longer periods between charges.

The batteries charge automatically whenever the handset is in the base. If you usually leave the handset in the base between calls, that's enough to keep the batteries charged. But if you keep the handset out of the base for long periods, you will need to charge the batteries about every seven days by leaving the handset in the base overnight (about 10 hours).

You'll know the batteries need changing when:
- The phone beeps four times when you press the **PHONE, ANS SYS, or INTCM** buttons.
- The LO BATT Light on the handset flashes or stays on steadily.
- The phone does not respond when you press **PHONE** at the handset, and none of the lights go on.

Charging the Handset Batteries

Place the handset in the base. The CHARGING Light on the base will light to show the handset is seated properly and the batteries are charging. They will be fully charged in 10 hours. You can use your telephone before that, but it's best to let the batteries charge fully. Once the batteries are fully charged, you need only put the handset in the base when the LO BATT Light flashes.

If it's more convenient for you to do so, you can leave the handset in the base all the time. It is impossible to overcharge the batteries.

If the batteries don't charge properly
The batteries can be recharged many, many times, but if you get a low battery signal even after 10 hours of charging, the battery pack should be replaced.

! **CAUTION:** To avoid thee risk of fire and damage to the telephone set, use only AT&T Replacement Battery 4051.

To purchase replacement batteries, call the National Service Center at 1 800 222-3111.

Replacing the Handset Battery Pack
1. **Remove the battery case cover** by pressing on the arrow lines and sliding the cover downward.
2. **Lift out the old battery pack** and unplug it from the handset. Discard the old battery pack, but not in a trash compactor or a fire.

IMPORTANT: The rechargeable battery pack contains nickel and cadmium. Do not burn or puncture the battery. Like other batteries of this type, if it is burned or punctured, it could release toxic material which could cause injury. Do not dispose of it in household garbage. For information about recycling or proper disposal, consult your local solid waste (garbage) collection or disposal organization.

3. **Hold the new battery pack and plug the cord into the handset.** Place the battery pack in the case so the cords rest on top of the battery pack.
4. **Replace the battery case cover** by sliding it on its track up over the battery case until it snaps firmly into place.
5. **The new batteries must be charged before using your telephone.** Place the handset in the base unit and allow it to charge for 10 hours. Your telephone will operate before that, but for best performance, let the batteries charge fully.

Replacing the Base Batteries

These batteries are used to retain answering system memory in case of power failure.
When these batteries need to be replaced, the LO BATT BASE Light on the base will blink.

NOTE: To avoid losing your answering machine memory, you should leave the system connected to AC power while changing the base batteries.