AT&T

Deluxe Tapeless Digital Answering System with Four Mailboxes and Speakerphone 1825

*Fold open this manual for information about this product's installation and operation. Please also read **Part 1 – Important Product Information**.*

For Customer Service Or Product Information, Visit Our Website At
www.telephones.att.com

INSTALLATION

RING SELECT

ANNC SELECT

MSG ALERT

POWER

Telephone Line Cord

Battery Installation (optional)

PULL TABS TO OPEN

USE FOUR
"AA" SIZE
BATTERIES

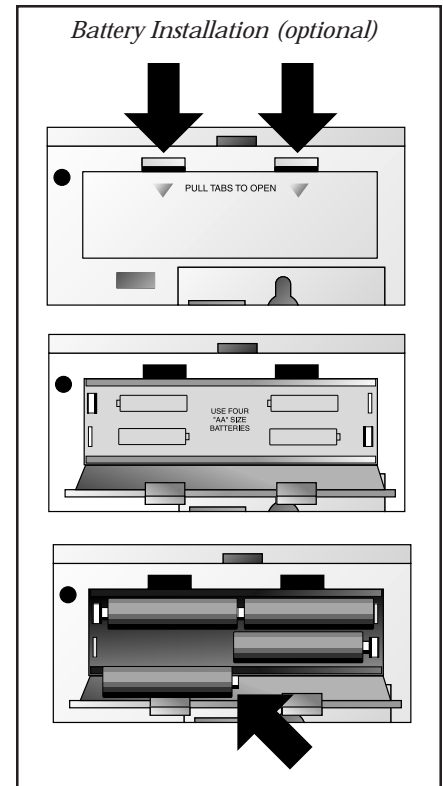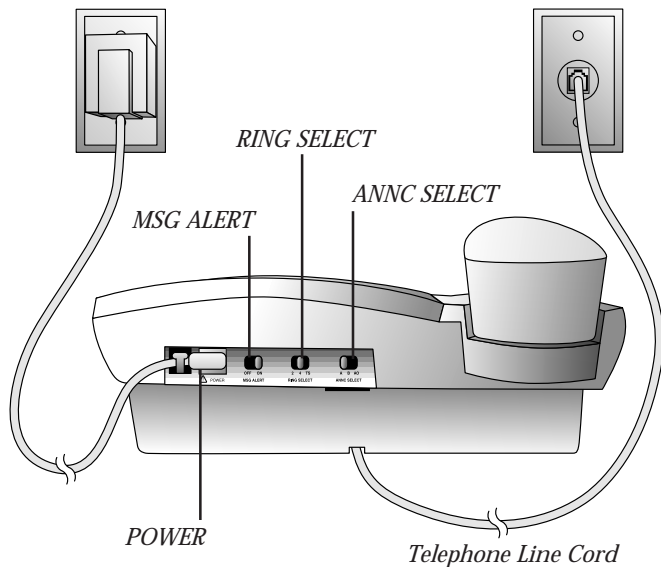## For Table/Desk Installation

1   Install the batteries.
  •   Turn the unit upside down.
  •   Push in on the two tabs at the large end of the base, and lift the base off the unit.
  •   Push in on the two tabs on the battery compartment door, and remove it.
  •   Insert four AA batteries. Always use four new batteries.
  •   Replace the battery compartment door.
  •   Reattach the base by inserting the tabs into the slots. Push down on the large end of the base to lock it into place. Make sure the larger end is toward the top of the telephone. The telephone should sit flat on your table or desk during use.

NOTE: The batteries provide backup power, allowing you to make calls in case of a power failure. When battery power is low, the LOW BATTERY light goes on. Replace the batteries promptly.

2   Connect the line cord to the telephone.
Plug one end of the line cord into the jack labeled **TEL LINE** on the bottom of the telephone. Run the line cord through the channel on the bottom of the phone.

3   Connect the handset to the telephone.
Plug the coiled cord into the handset jack on the side of the phone. Plug the other end of the coiled cord into the handset, then hang up.

4   Connect the line cord to a wall jack.
Plug the free end of the line cord into a telephone wall jack. Make sure the cord snaps firmly into place.

5   Connect the power cord.
Fit the power cord behind the strain relief tab. Then, plug the smaller end of the power cord into the jack labeled ⚠ **POWER** on the back of the system. Plug the power cord into an electrical outlet not controlled by a wall switch. (When you connect the system to power, the Message Window flashes **CL** to indicate you need to set the clock. See "Setting the Clock" in the ANSWERING SYSTEM OPERATION section of this manual.)

INSTALLATION

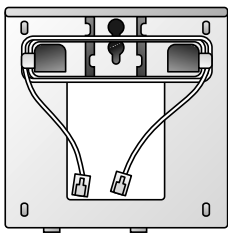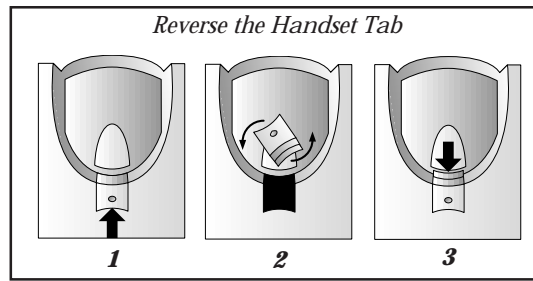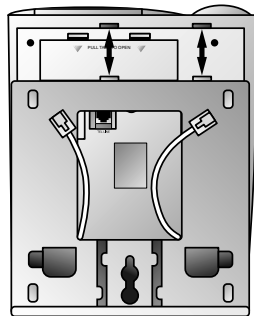*Reverse the Handset Tab*

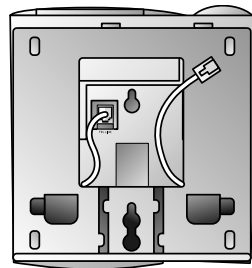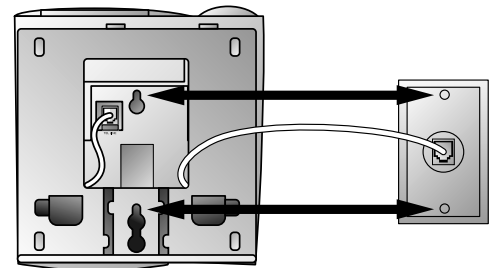| *Figure 1* | *Figure 2* | *Figure 3* | *Figure 4* |

For Wall Installation

1 Reverse the handset tab.
(This tab holds the handset when you hang up.) Hold down the switchhook, and slide the tab up and out of its slot. Turn the tab so that the end with the "hook" is up. Then insert the tab back into its slot.

2 Remove the base.
Push in on the two tabs at the large end of the base, and lift the base off the unit.

3 Install the batteries.
   • Push in on the two tabs on the battery compartment door, and remove it.
   • Insert four AA batteries. Always use four new batteries.
   • Replace the battery compartment door.

NOTE: The batteries provide backup power, allowing you to make calls using the handset in case of a power failure. When battery power is low, the LOW BATTERY light goes on. Replace the batteries promptly.

4 Wrap the line cord around the posts on the inside of the base. Leave at least three inches free at each end of the line cord (Figure 1).

5 Attach the base.
Turn the base so the larger end of the base is toward the bottom of the telephone. Attach the base by inserting the tabs into the slots indicated. Push down on the large end of the base to lock it into place (Figure 2).

6 Connect the line cord to the telephone.
Plug one end of the line cord into the jack labeled **TEL LINE** on the bottom of the phone (Figure 3).

7 Connect the line cord to the wall jack, and mount the phone on the wall.
Plug the free end of the line cord into the modular wall jack. Make sure the cord snaps firmly into place. Place the phone on the wall jack mounting studs and pull down until it is held securely (Figure 4).

8 Connect the handset to the telephone.
Plug the coiled cord into the handset jack on the side of the phone. Plug the other end of the coiled cord into the handset, then hang up.

9 Connect the power cord.
Plug the smaller end of the power cord into the jack labeled ⚠ **POWER** on the back of the system. Plug the power cord into an electrical outlet not controlled by a light switch. (When you connect the system to power, the Message Window flashes **CL** to indicate you need to set the clock. See "Setting the Clock" in the ANSWERING SYSTEM OPERATION section of this manual.)

IN CASE OF DIFFICULTY

If this telephone does not work properly, try the following suggestions. If you're still having difficulty, call 1 800 222–3111.

No Dial Tone

- Make sure all plugs are connected properly. Check the line cord connections at the wall jack and at the telephone. Also check the coiled cord connections to the handset at both ends.
- Unplug the telephone and connect it to another wall jack. If you still have no dial tone, the problem is with your phone line. Call your local telephone service provider.
- If the system is not connected to AC power and batteries are not installed, you will not hear a dial tone.

Call Cannot Be Dialed, or Is Dialed Slowly

- If you have pulse dialing service, you cannot dial numbers with the dial mode set to tone. See "Dial Mode" in the TELEPHONE OPERATION section of this manual for instructions. Set the dial mode to pulse, then hang up and dial again.
- If you have tone dialing service, you may be able to use either tone or pulse dialing mode. If you set the dial mode to tone, numbers are dialed much more quickly.

Problems with Message Window or Indicator Lights

- Press ON/OFF to make sure the system is on.
- Make sure all plugs are connected properly. Check the line cord connections at the wall jack and at the telephone. Make sure the power cord is securely connected to both the answering system and an electrical outlet not controlled by a wall switch.

LOW BATTERY Light Is On

- Make sure the batteries are correctly installed.
- If the light stays on, replace the batteries with four new ones.

Telephone Does Not Ring

- Make sure the **RINGER** switch is set to **LO** or **HI**.
- If there are several other telephones on the same line, try disconnecting some of the other telephones. Having too many telephones connected can create problems such as low ringer volume, or impaired sound quality during calls.

Messages Are Incomplete

- The system can accept messages up to three minutes long. If a caller leaves a very long message, part of it might be lost when the system disconnects the call after three minutes.
- If the caller pauses for more than seven seconds, the system stops recording and disconnects the call.
- If the system's memory fills up during a message, the system stops recording and disconnects the call.

System Does Not Answer After Correct Number of Rings

- If the **RING SELECT** switch is set to **TS** (Toll Saver), the number of rings changes from four to two when you have new messages waiting.
- In some cases, the system might be affected by the ringing system used by the local telephone company.
- If the system's memory is full, or the system is off, the system answers after 10 rings.

System Does Not Respond to Remote Commands

- Make sure you are calling from a touch tone phone. When you dial a number, you should hear tones. If you hear clicks instead, the phone is not a touch tone telephone.
- 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 interference on the phone line you are using. Press dial buttons firmly.
- Make sure you are entering your Remote Access Code correctly.
- You might be calling from a phone that sends tones too short for your answering system to detect.

Power Failure

- The batteries provide back-up power; you will be able to make calls in the event of a power failure.
- If the system is disconnected from AC power the answering system features will not operate. Your announcement and messages are retained in memory during a power failure, but you will need to reset the clock. The Remote Access Code might revert to its original setting.
- The system operates in dial pulse mode during a power failure, but returns to whatever dial mode setting you have selected when power is returned.

CL Appears in the Message Window

You need to reset the clock.

Making/Answering Calls

1 Lift the handset or press `SPEAKER`.

2 To end a call, hang up or press `SPEAKER`.

3 To switch from handset to speakerphone, press `SPEAKER`, then hang up. To switch from speakerphone to handset, lift the handset.

Dial Mode

This phone comes set to operate with touch tone service. If you have dial pulse (rotary) service, you will need to reset the dial mode. If you hear clicks (not tones) when you dial, you have dial pulse (rotary) service.

To change to dial pulse mode:

1 Press and release `PROGRAM`.

2 Press `#`, `#`, `#`, `3`.

To change back to touch tone mode:

1 Press and release `PROGRAM`.

2 Press `#`, `#`, `#`, `8`.

Ringer Volume

Use the RINGER switch located on the right side of the phone to turn the ringer **OFF**, or to set it to **LO** or **HI** volume. You can make or answer calls when the ringer is off, and other phones on the same line are not affected by the setting.

Handset/Speakerphone Volume Control

While on a call, use `VOLUME` to adjust the listening level. Press the top arrow to increase volume. Press the bottom arrow to decrease volume.

Redial

Press and release `(AUTO) REDIAL` to dial the last number you dialed. The last number you dialed (up to 32 digits) is stored in redial memory until you dial another number.

Auto Redial

1 When you hear a busy signal, hang up and press and release `(AUTO) REDIAL`. The phone will continue redialing the number every 40 seconds up to 10 times.

2 When the number you're calling starts to ring, pick up the handset or press `SPEAKER`.

3 To cancel Auto Redial, press `(AUTO) REDIAL`.

Hold

To put a call on hold, press and release `HOLD`. The HOLD light flashes. You can return the handset to the cradle without disconnecting the call.

To take a call off hold, press and release `HOLD`
— OR —
Press `SPEAKER`
— OR —
Lift the handset of this phone
— OR —
Lift the handset of another phone on the same line.

Mute

Mute lets you hear the other party, but prevents the other party from hearing you.

To mute a call, press and release `MUTE`. The MUTE light goes on.

To return to two-way conversation, press and release `MUTE`.

Mute is canceled if you switch from handset to speakerphone or from speakerphone to handset.

Flash

Press and release `FLASH` instead of pressing the switchhook to activate services such as Call Waiting or Three-Way Calling. You might have to press other buttons before or after `FLASH` as explained in the custom calling instructions provided by your service provider.
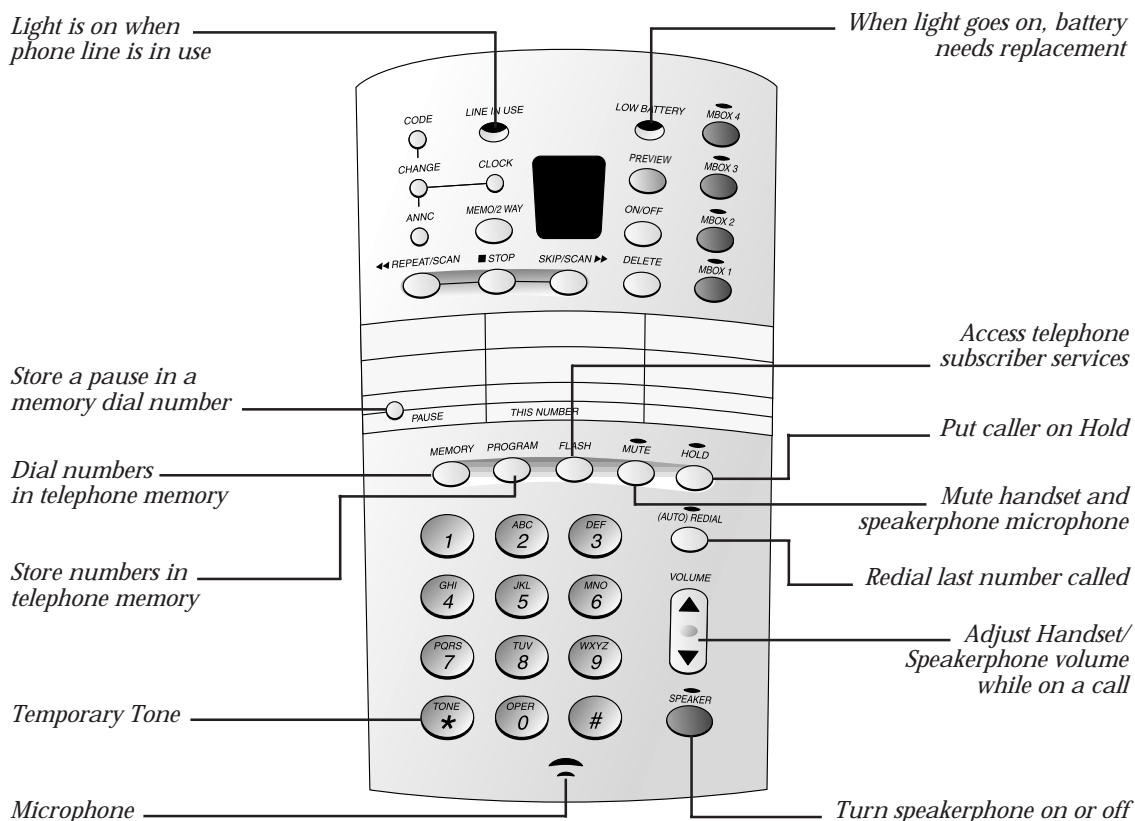
Temporary Tone

NOTE: If you have touch tone service, you do not need to use the Temporary Tone feature.

If you have dial pulse (rotary) service, this feature allows you to enter codes or tones needed to operate answering machines, or use electronic banking services, calling cards, and other special services. This feature will operate most special services; however, some services may actually require a touch tone line. To be sure, ask the company that provides the special service.

1 Dial the call, then press and release `*`. Any buttons pressed after this send touch tone signals.

2 After you hang up, the phone automatically returns to dial pulse (rotary) dialing.

T E L E P H O N E   M E M O R Y

Light is on when
phone line is in use

When light goes on, battery
needs replacement

CODE
CHANGE
ANNC

LINE IN USE
CLOCK
MEMO/2 WAY

◄◄ REPEAT/SCAN   ■ STOP   SKIP/SCAN ►►

LOW BATTERY
PREVIEW
ON/OFF
DELETE

MBOX 4
MBOX 3
MBOX 2
MBOX 1

Store a pause in a
memory dial number

PAUSE   THIS NUMBER

Access telephone
subscriber services

Put caller on Hold

Dial numbers
in telephone memory

MEMORY   PROGRAM   FLASH   MUTE   HOLD

Mute handset and
speakerphone microphone

Store numbers in
telephone memory

1	ABC 2	DEF 3
GHI 4	JKL 5	MNO 6
PQRS 7	TUV 8	WXYZ 9
TONE *	OPER 0	#

(AUTO) REDIAL

VOLUME
▲ ▼

SPEAKER

Redial last number called

Adjust Handset/
Speakerphone volume
while on a call

Temporary Tone

Microphone

Turn speakerphone on or off

The telephone can store nine telephone numbers, each up
to 24 digits long. A number remains stored in memory
unless you change it by storing a new number in its place.

**NOTE: You may choose to store emergency numbers in
memory locations. This feature is provided only as a
convenience and the manufacturer assumes no
responsibility for customer reliance upon the memory
feature.**

Storing Memory Numbers

1 Press and release ⟨PROGRAM⟩.

2 Enter a telephone number (up to 24 digits). To store a
switchhook flash, press ⟨FLASH⟩ in the appropriate place
while entering the number. To store a dialing pause,
press ⟨PAUSE⟩ in the appropriate place while entering the
number.

3 Press and release ⟨MEMORY⟩.

4 Press and release the memory location (1 to 9) where
the number is to be stored. You cannot use ⟨0⟩, ⟨#⟩ or ⟨*⟩
as memory locations.

If you hear five beeps when storing a number in memory,
the number you have entered was more than 24 digits
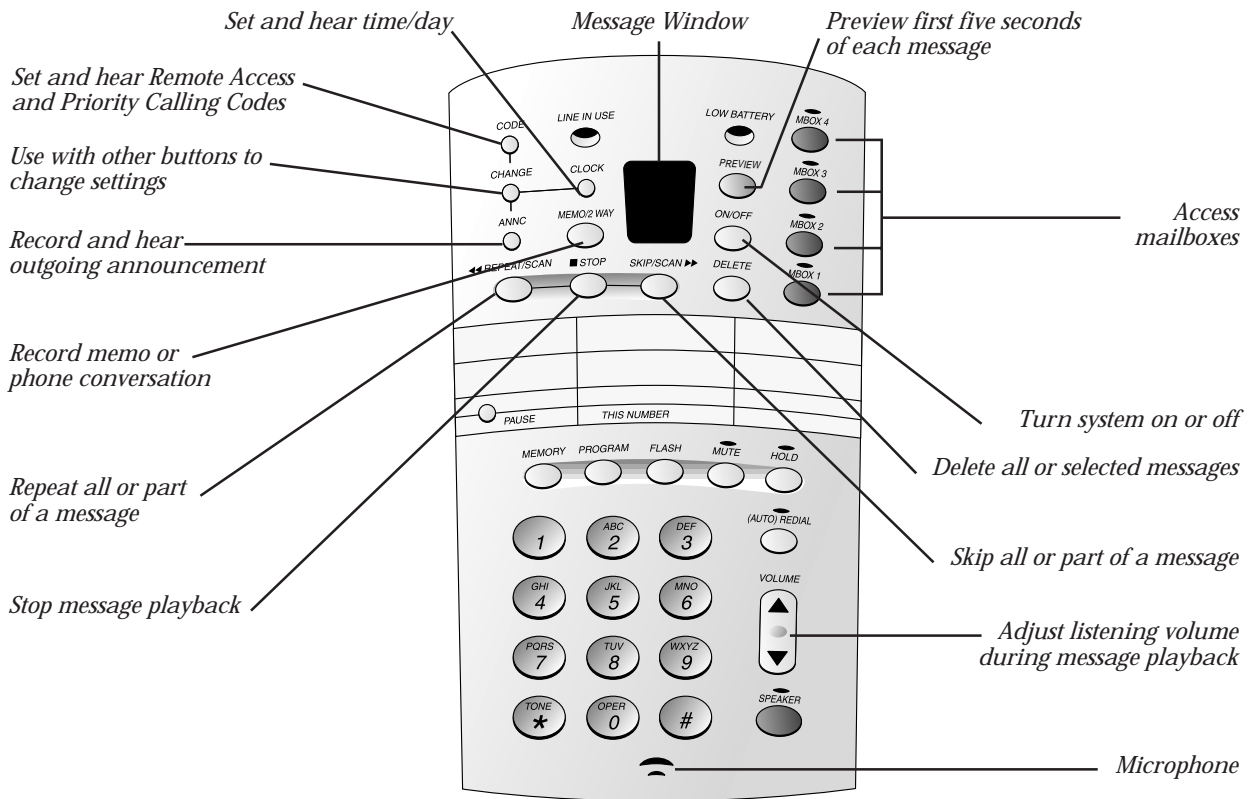long. Repeat Steps 1–4 to store the number correctly.

Dialing Memory Numbers

1 Lift the handset or press ⟨SPEAKER⟩.

2 Press and release ⟨MEMORY⟩.

3 Press and release the memory location (1 to 9).

Storing Numbers Just Dialed

1 Press and release ⟨PROGRAM⟩.

2 Press and release ⟨REDIAL⟩.

3 Press and release ⟨MEMORY⟩.

4 Press and release the memory location (1 to 9) where
the number is to be stored.

ANSWERING SYSTEM OPERATION

Set and hear time/day

Message Window

Preview first five seconds of each message

Set and hear Remote Access and Priority Calling Codes

Use with other buttons to change settings

Record and hear outgoing announcement

Record memo or phone conversation

Repeat all or part of a message

Stop message playback

CODE
LINE IN USE
LOW BATTERY
MBOX 4

CHANGE
CLOCK
PREVIEW
MBOX 3

ANNC
MEMO/2 WAY
ON/OFF
MBOX 2

REPEAT/SCAN
STOP
SKIP/SCAN
DELETE
MBOX 1

Access mailboxes

Turn system on or off

Delete all or selected messages

Skip all or part of a message

PAUSE
THIS NUMBER

MEMORY   PROGRAM   FLASH   MUTE   HOLD

1   ABC 2   DEF 3   (AUTO) REDIAL

GHI 4   JKL 5   MNO 6   VOLUME ▲

PQRS 7   TUV 8   WXYZ 9   ▼

TONE ★   OPER 0   #   SPEAKER

Adjust listening volume during message playback

Microphone

Setting the Clock

You'll need to set the clock so it can record the day and time each message is received.

1 Press and release CHANGE. The Message Window displays **CH**.

2 Press and release CLOCK. The current day setting is announced.

3 To change the day setting, hold down SKIP/SCAN or REPEAT/SCAN until the correct day is announced. Then release the button.

4 Press and release CLOCK. The current hour setting is announced.

5 To change the hour setting, hold down SKIP/SCAN or REPEAT/SCAN until the correct hour is announced. Then release the button.

6 Press and release CLOCK. The current minutes setting is announced.

7 To change the minutes setting, hold down SKIP/SCAN or REPEAT/SCAN until the correct minutes setting is announced. Then release the button.

8 Press and release CLOCK. The new day and time are announced.

To check the clock, press and release CLOCK.

About Mailboxes

This answering system offers you four voice mailboxes, providing a convenient way to share an answering system with other members of your household or business. Callers using a touch tone phone can select the mailbox in which their messages will be recorded by pressing 1, 2, 3, or 4 after the system answers the call. Those not using a touch tone phone, or those who do not press 1, 2, 3, or 4, can still leave a message, which is automatically recorded in Mailbox 1.

Announcement Options

Before using this answering system, you should record an announcement (up to three minutes long) that callers will hear when the system answers a call. When you record this announcement, make sure you indicate who has been assigned each mailbox, and that callers should press 1, 2, 3, or 4 to access the appropriate mailbox.

For example,

"Hello. You've reached Meadowlark Nursery. To leave a message for Ms. Arbor, press 2. To leave a message for Ms. Brooks, press 3. To leave a message for Mr. Cardinal, press 4. If you don't have a touch-tone phone, wait for the tone."

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ANSWERING SYSTEM OPERATION

You can record up to three different announcements — **A**, **B**, and **AO**. Announcements **A** and **B** are used when you want the system to record callers' messages. Announcement **AO** (Announcement Only) is used when you want to give information to callers. (Some businesses use this announcement to advise callers of their hours of operation.) By setting the **ANNC SELECT** switch to **A**, **B**, or **AO**, you decide which announcement your callers will hear when the system answers a call.

If you choose not to record an announcement for **A** or **B**, the system answers with a prerecorded announcement: "*Hello. Please leave a message after the tone.*" The system does not have a prerecorded announcement for **AO**.

Recording Your Announcement

A total of about 24 minutes of recording time is available for announcements and messages. Each announcement can be up to three minutes long; however, shorter announcements leave more recording time for messages. For best results record your announcement in a quiet environment, without "background" noise.

1.   Move the **ANNC SELECT** switch, located on the back of the system, to the announcement you want to record.
2.   Press and release ⌑CHANGE⌑. The Message Window displays **CH**.
3.   Press and release ⌑ANNC⌑. The system beeps. Speak toward the microphone normally, from about nine inches away. While you are recording, the Message Window displays the elapsed time of your recording.
4.   Press ⌑STOP⌑ when you are finished. The system automatically plays back your announcement.

Reviewing Your Announcement

1.   Set the **ANNC SELECT** switch to **A**, **B**, or **AO**.
2.   Press and release ⌑ANNC⌑.

Turning the System On/Off

Use ⌑ON/OFF⌑ to turn the system on and off. When the system is off, the Message Window is blank.

Volume Control

Use the ⌑VOLUME⌑ button to adjust the volume of the system's speaker. Press the top arrow to increase volume. Press the bottom arrow to decrease volume.

Answering Calls

When **ANNC SELECT** is set to **A** or **B**, and the system answers a call, the caller hears the announcement you recorded, followed by a beep. During the announcement, callers can press 1, 2, 3, or 4 to select a mailbox, or they can wait for the beep to leave a message in Mailbox 1.

After the beep, the system begins recording your caller's message. A caller can leave a message up to three minutes long. If the message is longer than three minutes, or if the caller is silent for more than seven seconds, or if the system runs out of memory, the system beeps once and hangs up.

If **ANNC SELECT** is set to **AO**, callers hear your announcement. If a caller doesn't enter a mailbox number before the announcement ends, the system plays to the end of the announcement, then hangs up.

Ring Select/Toll Saver

Use the **RING SELECT** switch on the back of the system to select how many times the line will ring before the system answers a call. Set to **2** for two rings, set to **4** for four rings, or set to **TS** for Toll Saver. When you set the system to **TS**, the system answers after four rings when you have no new messages, and after two rings when you have new messages.

Message Window

The Message Window displays the number of messages that have been recorded. If the Message Window displays **F**, then the memory is full and you'll need to delete messages before new ones can be recorded. If the Message Window displays **AO**, the system is set to Announcement Only.

Mailbox Lights

There are four MBOX (mailbox) lights that indicate whether you have messages in a particular mailbox. The MBOX light for a mailbox blinks when you have new messages in that mailbox, and remains steady when you have messages that you've already played. The MBOX light is off when there are no messages in the mailbox.

Audible Message Alert

If you want the system to beep once every 15 seconds to notify you that new messages have been received, set the **MSG ALERT** switch, located on the back of the system, to **ON**.

Call Screening/Intercept

Set the system to answer calls, and set the volume control so you can hear the caller's message.

If you decide to take the call, lift the handset of this telephone or any telephone on the same line, or press ⌑SPEAKER⌑. The system stops recording and resets to answer calls.

NOTE: *If the announcement does not stop right away, press and release* ⌑STOP⌑ *or press and release the telephone switchhook, or* ⌑FLASH⌑ *on an extension.*

ANSWERING SYSTEM OPERATION

Listening to Your Messages

As the system plays back messages in a mailbox, the Message Window displays the number of the message playing. Before playing each message, the system announces the day and time the message was received. After playing the last message, the system announces "End of messages."

Play all messages — Press and release the appropriate `MBOX` button. If you have no messages, the system announces "No messages."

Play new messages only — Hold down the appropriate `MBOX` button for about two seconds, until the system begins playing. If you have no new messages, the system announces "No new messages."

Repeat entire message — Press and release `REPEAT/SCAN`.

Repeat part of message — Hold down `REPEAT/SCAN` for a few seconds, then release it to resume playing. The system beeps while the button is held down.

Skip to next message — Press and release `SKIP/SCAN`.

Skip part of a message — Hold down `SKIP/SCAN` for a few seconds, then release it to resume playing. The system beeps while the button is held down.

Stop message playback — Press and release `STOP`.

Previewing Messages

You can use this feature to "preview" the first five seconds of each message in a mailbox.

1   Press `PREVIEW`. The mailbox lights flash and the message window displays **Pr**.

2   Either press and release (to preview all messages) or hold down (to preview new messages only) `MBOX 1`, `MBOX 2`, `MBOX 3` or `MBOX 4`.

3   To listen to an entire message, press `PREVIEW` while the message is playing. The system is now in regular playback mode, and plays all messages completely.

4   You can press `STOP` at any time to exit previewing.

***NOTE:** Day and time are not announced during message previewing.*

Saving Messages

The system saves your messages automatically if you do not delete them. The system can save about 24 minutes of messages, including your announcement, for up to a total of 99 messages. When memory is full, you must delete some or all messages before new messages can be recorded.

Privacy Playback

Instead of hearing your messages through the system's speaker, you can listen to them through the answering system handset.

1   Hold down `STOP` while you lift the handset.

2   Press and release `MBOX` to play all messages
    — **OR** —
    Hold down `MBOX` for about 2 seconds to play new messages only.

3   After pressing `MBOX`, you can follow the directions above to repeat, skip, or stop message playback.

***NOTE:** Privacy Playback will not work if you have answered a call, or if you lift the handset and place a call before pressing `MBOX`.*

Moving a Message to Another Mailbox

You can move a message from one mailbox to another. The message is saved as a new message in the mailbox to which it's been added, and is deleted from the original mailbox.

1   While the message you want to move is playing, press `CHANGE`. The system stops playback, the Message Window displays **CP** (for copy), and the mailbox lights flash.

2   Press the MBOX button where you want to move the message. The system beeps twice and resumes playing messages in the original mailbox.

Deleting Messages

Delete all messages in a mailbox — Press and release `DELETE`, then press the MBOX button of the mailbox you want to clear. The system announces "Messages deleted." If you haven't listened to all of the messages, the system beeps five times, and does not delete messages.

Delete selected messages — Press and release `DELETE` while the message you want to delete is being played. The system beeps once, and continues with the next message. If you want to check a message before you delete it, you can press `REPEAT/SCAN` to replay a message before deleting it.

When the system reaches the end of the last message, the messages not deleted are renumbered, and the Message Window displays the total number of messages remaining in memory.

Recording a Memo

You can record a memo to be stored as an incoming message. The memo can be up to three minutes long, and will be played back with other messages.

1   Press and release [MEMO/2 WAY]. All four mailbox lights blink rapidly. The Message Window should display **1–**. If it displays **2–**, press [MEMO/2 WAY] again.

2   Press an [MBOX] button to select a mailbox for the memo. After the beep, speak toward the microphone.

3   To stop recording, press [STOP].

Recording a Phone Conversation

Using the handset (not the speakerphone), you can record a phone conversation up to three minutes long. You can listen to the recording as you do any other messages.

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 state and federal regulations that concern recording a telephone call, you should start the recording process and then inform the caller that you are recording the call.

1   Press and release [MEMO/2 WAY] at any time during a phone conversation. All four mailbox lights blink rapidly. The Message Window should display **2–**. If it shows **1–**, press and release [MEMO/2 WAY] again.

2   Press an [MBOX] button to select where the conversation will be recorded. The system beeps and begins recording.

3   To stop recording, press [STOP].

Priority Call Signal

When a caller enters the Priority Calling Code from a touch tone phone, the system beeps loudly to alert you that you have a priority call. You'll need to provide select callers with the Priority Calling Code (preset to 999), in order for them to use this feature.

1   *Your caller* dials your telephone number from a touch tone phone.

2   When the announcement begins to play, your caller can enter the Priority Calling Code.

3   The system beeps three times, then pauses. This continues for up to 30 seconds, unless you answer the phone. The beeps are audible on both ends of the call.

4   If you do not answer, your caller can enter a mailbox number (1, 2, 3, or 4), and leave a message in a mailbox.

Changing the Priority Calling Code

The Priority Calling Code is preset to 999. You can use this code, or change it to another three-digit number from 500–999. **DO NOT** pick the same number as that assigned to the Remote Access Code. You can view the current Priority Calling Code by holding down [CODE].

1   Press [CHANGE]. The Message Window displays **CH**.

2   Hold down [CODE] for at least two seconds. The system announces "First digit."

3   Press [SKIP/SCAN] or [REPEAT/SCAN] to change the digit.

4   When the Message Window displays the desired first digit, press [CODE]. The system announces "Second digit."

5   Press [SKIP/SCAN] or [REPEAT/SCAN] to change the digit.

6   When the Message Window displays the desired second digit, press [CODE]. The system announces "Third digit."

7   Press [SKIP/SCAN] or [REPEAT/SCAN] to change the digit.

8   When the Message Window displays the desired third digit, press [CODE]. The system announces the new Priority Calling Code.

When Memory is Full

The system can record approximately 24 minutes of messages (including the time for your announcement), or a maximum of 99 messages. When memory is full, or 99 messages have been recorded, the Message Window flashes **F**. Delete messages to make room for new ones. When memory is full, the system answers calls after 10 rings, and sounds two beeps instead of your announcement.

Changing the Remote Access Code

The Remote Access Code is preset to 500. You can change the Remote Access Code to any three-digit number from 500–999. **DO NOT** pick the same number as that assigned to the Priority Calling Code.

1   Press and release [CHANGE]. The Message Window displays **CH**.

2   Press and release [CODE]. The system announces "First digit."

3   Press [SKIP/SCAN] or [REPEAT/SCAN] to change the first digit.

4   When the Message Window displays the desired first digit, press and release [CODE]. The system announces "Second digit."

5   Press [SKIP/SCAN] or [REPEAT/SCAN] to change the digit.

6   When the Message Window displays the desired second digit, press and release [CODE]. The system announces "Third digit."

7   Press [SKIP/SCAN] or [REPEAT/SCAN] to change the digit.

8   When the Message Window displays the desired third digit, press and release [CODE]. The system announces the new Remote Access Code.

R E M O T E O P E R A T I O N

Remote Access Code

You can use many features of this answering system remotely from a touch tone phone. Most features can be accessed only after you enter a Remote Access Code, preset to 500. You can view the Remote Access Code by tapping CODE.

Connect with the Answering System

1   Dial your telephone number from a touch tone phone.
2   When the system answers, enter your Remote Access Code.
3   The two-beep signal lets you know the system is ready to accept a remote command.

Playing Messages

1   **Connect with the answering system.**
2   After the two beeps, wait four seconds, and the system plays back messages in Mailbox 1
    — OR —
    Press and release 1, then enter a Mailbox number (1, 2, 3, or 4) to play all messages in that mailbox
    — OR —
    Press and release 2, then enter a Mailbox number (1, 2, 3, or 4) to play only new messages in that mailbox. (If there are no new messages, the system announces "No new messages").
3   **To repeat a message** — Press and release 4 while the message is playing.

    To repeat part of a message — Hold down 4. To resume playing, release 4.

    To skip a message — Press and release 6 while the message is playing.

    To skip part of a message — Hold down 6. To resume playing, release 6.

    To stop message playback — Press 5.

    To save messages, hang up.

Deleting Messages

1   **Connect with the answering system.**
2   **To delete selected message** — Press and release 3 while the message is playing.

    To delete all messages in a mailbox — After you have listened to all messages and heard the two beeps, press 3, and then the mailbox number.

Playing Messages in Another Mailbox

After playing messages in one mailbox, the system announces "End of messages," and beeps twice. You can then press 1 (all messages) or 2 (new messages only) and enter the number of another mailbox (1, 2, 3, or 4).

Recording a New Announcement

1   Connect with the answering system.
2   Press 7, ⋇.
3   Speak after the beep, then press 5 to stop recording. The system replays your new announcement.
4   **To review your announcement** — Press 7, 1.

Record a Memo

1   **Connect with the answering system.**
2   Press #, then enter the number of the mailbox where you want the memo recorded, and begin speaking after the beep.
3   Press 5 when you are finished.

Room Monitor with Intercom

You can call the answering system and listen to any activity in the room.
1   **Connect with the answering system.**
2   Press 9, 1 to listen for 30 seconds.
3   If you wish, you can press 1 while the monitor is active to speak to someone in the room (for up to 30 seconds).
4   Press 1 again during intercom operation to return to listening only.
5   Press 5 at any time to exit Room Monitor with Intercom.

Ending Remote Access Call

Press ⋇, 9. The system announces "The machine will now hang up," and disconnects from the line.

R E M O T E   O P E R A T I O N

Changing Your Remote Access Code

1 **Connect with the answering system.**

2 Press and release ⑨, ⑨. The system announces "Enter new code."

3 Enter your new Remote Access Code (any number between 500 and 999 except for the Priority Calling Code).

4 If a valid code is entered, the system announces the new Remote Access Code. If an invalid code is entered, the system beeps five times rapidly, then beeps twice. Repeat Steps 2 and 3.

Turn System Off

1 **Connect with the answering system.**

2 Press ⑧, ⑧, then hang up.

Turn System On

When the system is off, it answers after 10 rings and beeps twice.

1 Press ⓪ to turn the system on.

2 The system beeps twice and is ready to answer calls and record messages. If the system beeps five times, the memory is full.

Memory Full

If the system answers after 10 rings and beeps twice instead of playing your announcement, the system is off, memory is full, or the **AO** announcement is selected but not recorded.

1 Enter your Remote Access Code after the 2-beep signal.

2 Listen to messages, and delete some or all of them.

3 Press ⑦, ① to check your announcement. If you hear no announcement, press ⑦, ⊛ to record a new announcement.

4 Press ⓪ to make sure your system is on before you hang up.

Voice Help Menu

The Voice Help Menu allows you to use several system features from a remote location even when you cannot remember the touch tone commands. All you need to know is your Remote Access Code, and the system will prompt you. As soon as you hear the command you need, press the appropriate buttons.

fold

AT&T

Tapeless Digital Answering System 1825
Remote Commands

To connect with your answering system:
1   Dial your telephone number from a touch tone phone.
2   When the system answers, enter your Remote Access
        Code. The system announces the number of messages
        and beeps twice.
3   Wait four seconds for the system to play back all messages
        — **OR** —
        Enter a remote command from inside this card.

COMMAND	PRESS
Play all messages in a mailbox	1, then enter mailbox number
Play only new messages in a mailbox	2, then enter mailbox number
Repeat message	4 while message is playing
Skip message	6 while message is playing
Delete all messages in a mailbox	3, then enter mailbox number
Delete selected message in a mailbox	3 while message is playing
Record announcement	7, ✳, speak, press 5 to stop
Review announcement	7, 1
Record memo	#, enter mailbox number, speak, press 5 to stop
Room monitor	9, 1
Stop	5, press 1 to resume playing
End remote access call	✳, 9
Change Remote Access Code	9, 9
Turn system off	8, 8 then hang up
Turn system on	0