at&t | USA OOO ™

Proud Sponsor

Quick reference guide

1070

4-Line small business system with caller ID/ call waiting and speakerphone

This quick reference guide provides basic instructions. For additional installation options and complete instructions that enable you to use all features of this phone, refer to your AT&T 1070 4-Line small business system with caller ID/call waiting and speakerphone user's manual and installation guide.

STOP All DSL lines must have either filters or splitters. See the installation guide for more information.

Telephone overview

REMOVE
While reviewing the call history, directory or redial stack, press to delete an individual entry. While entering or editing a name or number, press to delete a character.

LINE BUTTONS, 1-4
Press to make or answer a call on the desired line.

While on a call, press to release the call privacy feature.

DIR
Press to store or display directory entries.
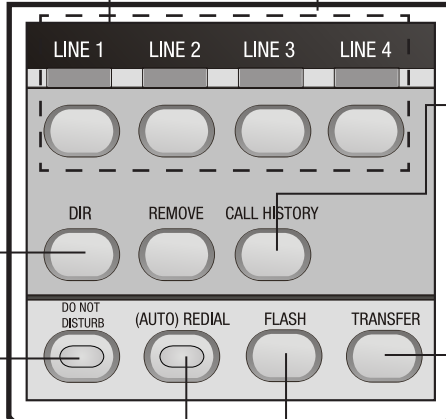
Press again to quit.

CALL HISTORY
Press until you see caller ID information.

Press again to quit.

LINE 1   LINE 2   LINE 3   LINE 4

DIR   REMOVE   CALL HISTORY

DO NOT DISTURB   (AUTO) REDIAL   FLASH   TRANSFER

DO NOT DISTURB
Press twice to turn on the Do Not Disturb feature.

Press again to resume normal use.

TRANSFER
Press to transfer an outside call to another 1070, 1080, or 1040 extension telephone.

HEADSET JACK
(Beneath the small rubber flap) for 2.5mm headset

FLASH
During a call, press to receive an incoming call if you subscribe to call waiting service.

(AUTO) REDIAL
Press to view the redial stack.

Press again to quit.

NOTE: For more information, please refer to the user's manual.

Telephone overview

Navigation keys
Press to scroll up, down, left or right while in the menu.

ENTER
Press until you see the main menu. Once in the menu, press to select an item or save an entry or setting.
Press and hold to exit the menu.

HOLD
Press to place an outside call on hold.

CONFERENCE
Press to create a three-way conversation.

INTERCOM
Press to intercom or page another extension.

◄》 SPEAKER
Press to turn on the speakerphone. Press again to turn off.

One-touch keys
Press to make an intercom call or a one-touch outside call.

VOLUME
While the telephone is not in use, press to adjust the ringer volume.
During a call, press to adjust the listening volume.

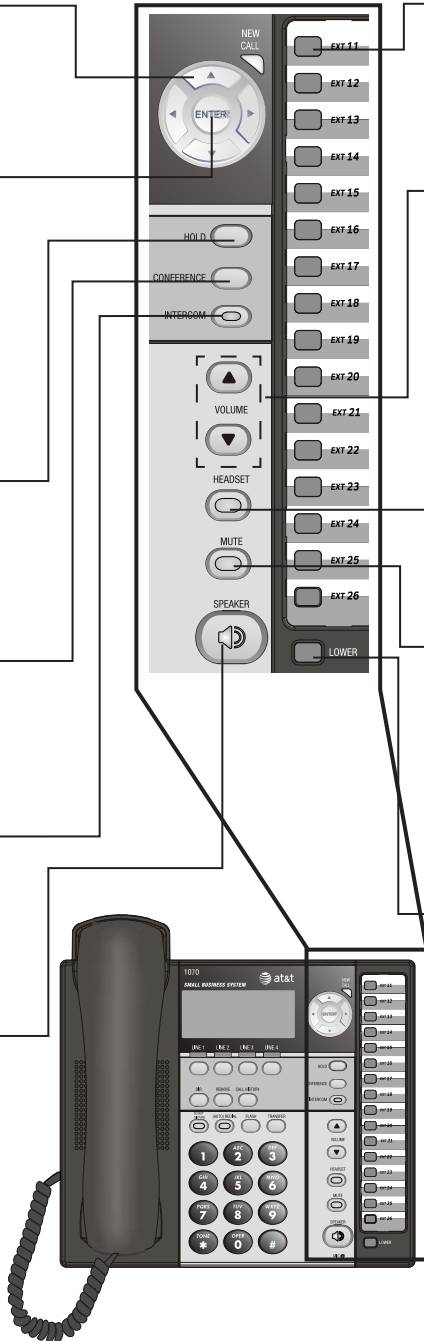**HEADSET**
Press to turn on the headset.

MUTE
Press so that the other party cannot hear you.
Press again to resume the conversation.

LOWER
Press to dial a telephone number stored in the lower location of a one-touch key.

NOTE: For more information, please refer to the user's manual.

Display screen messages

AC FAIL	There is no AC power to the set. If a good battery is installed, basic phone operation (such as making and answering calls on the handset) is supported. Speakerphone, headset and call privacy are not supported. The handset volume will be at the minimum level and only the two lowest levels of the ringer volume will be available.
COVM	The telephone is ready to receive a voice mail signal from your local telephone company.
COVM 1 2 3 4	There are new voice mail messages.
DND	The Do Not Disturb mode is on.
DTAD: XX/YY	Flashes when the mailboxes of the DTAD mailbox 1080 telephone are full or when the auto attendant of the DTAD mailbox 1080 telephone is off. (XX is the total number of new system extension messages recorded for this 1070 telephone. YY is the total number of all system extension messages recorded for this 1070 telephone.)
(EMPTY)	The directory or one-touch location is empty.
EXT XX RING	There is an incoming Centrex call.
FULL!	The directory is full.
INITIALIZING. .	The telephone is warming up after having its power connected.
INTERCOM FROM XX	The telephone is receiving a call from extension XX (XX is the extension number).
(LIST EMPTY)	The redial memory is empty.
LOW BATT	There is no spare battery in the telephone or the battery power is low.
LOWER	The **[LOWER]** key is pressed to access and dial the number stored in the lower section of a one-touch key.

Display screen messages

Continued from previous page

NO ENTRIES FOR "Y"	There are no entries in the directory matching the key pressed.
PAGE FROM XX	The telephone is on a single page call with another system telephone XX (XX is the extension number).
PAGE ALL FROM XX [ENTER]: ANSWER	The telephone is on a system-wide page call with another system telephone XX (XX is the extension number).
SAVED !	The entry was successfully saved to the directory or one-touch location.
TRANSFER FROM XX	There is an incoming call transferred from another system telephone XX (XX is the extension number) or from the auto attendant system.

Indicator lights & tones

Indicator lights
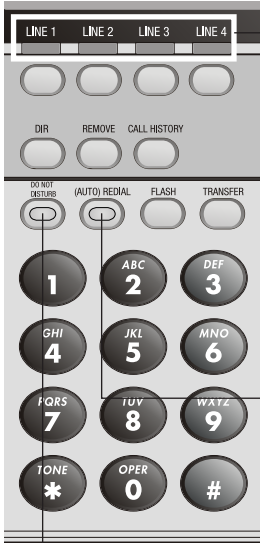
LINE

Green:

- On when the line is in use.

- Flashes slowly when the line is on hold.

- Flashes quickly when there is a transferred call on the line, when there is an incoming call, or when there is an incoming auto attendant transferred call on the line.

Red:

- On when another telephone in the system is using the line.

- Flashes slowly when the line is on hold by another telephone in the system.

(AUTO) REDIAL

When auto-redial is active:

- Flashes when the telephone is dialing the desired number.
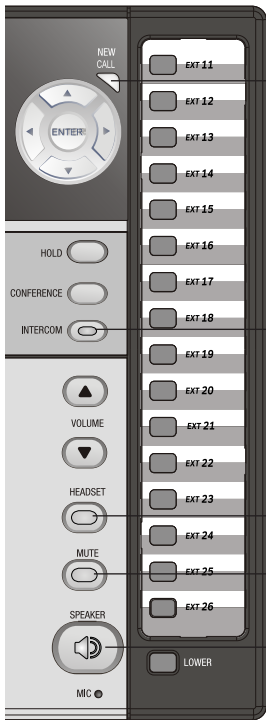
- On between dialing attempts.

DO NOT DISTURB

- On when the **Do Not Disturb** function is on.

Indicator lights & tones

NEW CALL

- On when there are unreviewed calls.
- Flashes when there are new voice mail messages. The screen displays **COVM**, with **1**, **2**, **3**, and/or **4** under **COVM**, depending on which lines have messages waiting.
- Flashes when there are new system extension messages. The screen will display **DTAD: XX/YY** (with **XX** greater than zero).

INTERCOM

- On when the telephone is on an intercom call or a paged call.
- On when the system is busy and the intercom is unavailable.
- Flashes when an incoming intercom call.

HEADSET

- On when the headset is in use.
- Flashes when there is an auto-redial call with the headset.

MUTE

- On when the microphone is muted.

🔊 SPEAKER

- On when the speakerphone is in use.
- Flashes when there is an auto-redial call on the speakerphone.

Alert tones

Confirmation tone	Programming command completed successfully.
One double-beep every 30 seconds	The hold reminder feature is on and there is a line on hold.
A triple-beep	During volume adjustment, the volume level has reached the maximum or minimum.

Making and answering calls

This phone comes programmed to use line 1 (default prime line) for calls when you do not press a line button. To change the prime line, see the **PRIME LINE** section of your installation guide.

When you answer a call, the phone automatically selects the ringing line.

This phone automatically makes and answers calls in the mode (speakerphone or headset) you programmed (see the **AUTOMATIC MODE** section of your installation guide). Follow the directions below to manually choose a mode. If the phone is in use on one line, any other calls made or answered use the same mode already in use.

NOTE:

If **SPEAKERPHONE** is selected in the **AUTOMATIC MODE** menu, pressing any line key selects the line and turns on the speakerphone. If **HEADSET** is selected in the **AUTOMATIC MODE** menu and a headset is connected, pressing any **LINE** key selects the line and turns on the headset.

- **To make a call:**
  1. Lift the handset or press **[◄ SPEAKER]** or **[HEADSET]**.
  2. Dial a number.
     – Dial a phone number using the dial pad.
     – Dial the last number dialed from this extension by pressing **[(AUTO) REDIAL]**.
     – Dial a phone number from the call history by pressing **[CALL HISTORY]**, scrolling to the right number, and pressing **[ENTER]** twice.
     – Dial a phone number from the directory by pressing **[DIR]**, selecting **VIEW ENTRIES**, and then scrolling to the right number, and pressing **[ENTER]** twice.

- **To answer a call,** lift the handset or press **[◄ SPEAKER]** or **[HEADSET]**.

- **To hang up**, if the handset was not on the base, place the handset on the base. If you were using the speakerphone, press **[◄ SPEAKER]**. If you were using the headset, press **[HEADSET]**.

- **To override automatic line selection**, press the **LINE** button for the line you wish to select, then lift the handset or press **[◄ SPEAKER]** or **[HEADSET]**.

Call transfer

Blind transfer

```
10:01AM      11/23
00:30
▌
```

Use this feature to make a blind transfer. While on a call:

1. Press **[TRANSFER]**. The outside call is automatically put on hold. **TRANSFER LINE#Y TO** (with **Y** being the line in use) appears on the third line of the display.

```
10:01AM      11/23
00:30
TRANSFER LINE#1
TO ▌
```

2. Press the one-touch button for the destination extension.
   -OR-
   Dial the destination extension number to which you are transferring the call. The extension number appears on the fourth line of the display.

```
10:01AM      11/23
EXT 11
TRANSFER LINE #1
TO 12
```

3. Hang up.

Your phone reminds you with a double-beep every 30 seconds when a transferred call has not been answered.

🛈 *NOTE*: If you do not dial an extension within 10 seconds, the transfer automatically cancels. The call is still on hold. Press the corresponding **LINE** key to resume the call.

Transfer a call and speak to the receiving party

Use this feature to transfer a call and speak to the receiving party. While on a call:

```
10:01AM      11/23
00:30
▌
```

1. Press **[INTERCOM]**. The outside call is automatically put on hold and **INTERCOM TO** displays and the called extension number.

```
10:01AM      11/23
EXT 11
INTERCOM TO ▌
PAGE                ▲▼
```

2. Press the one-touch button for the extension to which you're transferring the call.
   -OR-
   Dial the extension number to which you are transferring the call. The extension number appears on the third line of the display.

```
10:01AM      11/23
EXT 11
INTERCOM TO 12
```

3. When the other party answers by pressing **[INTERCOM]**, you can announce the call.

4. Press **[TRANSFER]**.

```
10:01AM      11/23
EXT 11
TRANSFER LINE #1
TO 12
```

5. Hang up.

Answer a transferred call

```
10:01AM      11/23
EXT 12
TRANSFER FROM 11
```

When you hear a long transfer ring, pick up the handset or press the **LINE** button of the call to use the speakerphone or headset.
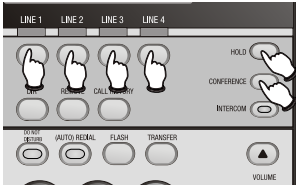
NOTES:

• Occasionally, the far-end parties on a conference call might not hear one another.

• If you are experiencing difficulty in using the conference features on this phone, please consider using AT&T's complete line of teleconference services to find a solution that best meets your needs. AT&T TeleConference Services reduces travel time and expense while increasing productivity wherever people are located, enabling you to host truly virtual meetings and share important information in real time. To sign up for AT&T TeleConference Services, go to: **www.att.com/ orderconference** for details.

Conference calls

Use this feature to set up a three-party call by using two lines at the same time. You can also join an intercom call with a call on an outside line. The outside line call must be established first, because an intercom call cannot be put on hold.

1. Make or answer an outside call.
2. Press and release **[HOLD]**.
3. Call someone on another line, or intercom someone.
4. When this call is answered, press **[CONFERENCE]**. The three-party conference begins immediately.

To talk privately with one party (two-line conference only):

1. Press **[HOLD]** to place both lines on hold.
2. Press a **[LINE]** button to talk privately with the person on that line.
3. Press **[CONFERENCE]** to resume the conference call.

To drop one line:

Press the **[LINE]** button for the party you want to keep. The other line is dropped.

To drop an extension:

Press the **[LINE]** button twice. The other system extension hangs up.

To end a two-line conference call, hang up. All parties disconnect.

To end a two-extension conference call, hang up on both system extensions. All parties disconnect.
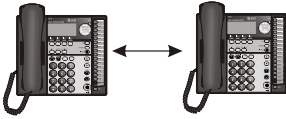
Intercom

Use this feature to make calls between system phones. An intercom call rings at the extension called with a repeating double-ring pattern.

Make an intercom call with the handset

```
10:01AM      11/23
EXT 11
INTERCOM TO ▮
PAGE                    ⬍
```

```
10:01AM      11/23
EXT 11
INTERCOM TO 12
```

1. If the one-touch preference is set to **INTERCOM**, skip to step 2.
   -OR-
   If the one-touch preference is set to **TELEPHONE**, press **[INTERCOM]**.

2. Press the one-touch button for the called party, then lift the handset. The screen displays **INTERCOM TO** and the destination extension number.

Make an intercom call with the speakerphone or headset

Use this feature to make an intercom call. With the handset in the base unit:

```
10:01AM      11/23
EXT 11
INTERCOM TO ▮
PAGE                    ⬍
```

```
10:01AM      11/23
EXT 11
INTERCOM TO 12
```

1. If the one-touch preference is set to **INTERCOM,** skip to step 2.
   -OR-
   If the one-touch preference is set to **TELEPHONE**, press **[INTERCOM]**. The phone automatically turns on the intercom call in the mode (headset or speakerphone) you programmed (see the **AUTOMATIC MODE** section of your installation guide).

2. Press the one-touch button. The screen displays **INTERCOM TO** and the destination extension number.

If the extension you called is idle or set to Do Not Disturb, you hear long beeps. If the other extension is on a call, you hear a busy signal.

🛈 *NOTE:* The intercom call automatically cancels if you do not press a one-touch button within 10 seconds.

Intercom

Answer an intercom call

Use this feature to answer an intercom call. When you receive an intercom call, you hear a repeating double-ring pattern and your screen displays **INTERCOM FROM** with the extension number of the caller. Answer the intercom call by lifting the handset, or by pressing **[INTERCOM]**, **[◄◊ SPEAKER]** or **[HEADSET]** to take the call hands-free.

❸ *NOTE:* If you press **[INTERCOM]** to answer the call, the phone automatically uses the mode (speakerphone or headset) you programmed as the automatic mode (see the **AUTOMATIC MODE** section of your installation guide).

```
10:01AM      11/23
EXT 12
INTERCOM FROM 11
```

End an intercom or page call

Use this feature to end the intercom or page call.

• Press **[INTERCOM]**.

   -OR-

• Hang up or press **[◄◊ SPEAKER]** or **[HEADSET]** again.

One-touch overview

This telephone has 32 one-touch locations (speed dial locations) where you can store the phone numbers you wish to dial using fewer keys than usual. You can store up to 24 digits in each location. The steps used to dial numbers stored in one-touch locations vary according to how you programmed the one-touch preference. See the **PREFERENCE** section and **To dial a one-touch number** section of your user's manual for more details.

You can access the first 16 locations using only the one-touch buttons. To access the remaining 16 locations, press **[LOWER]** and then the one-touch button for the desired location.

You might wish to write the names or telephone numbers of the one-touch entries on the directory card, using the light gray spaces for the first 16 locations and the dark gray spaces for the second 16 locations.

one-touch buttons

16 one-touch locations
(all light gray spaces)

16 lower one-touch locations
(all dark gray spaces)
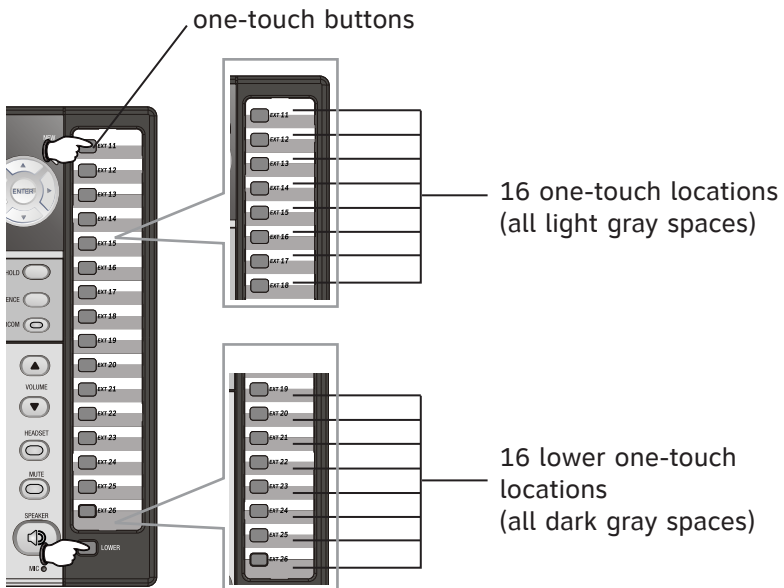
One-touch storage

For more information about using the display screen menus, see the **Menu operation** section of your installation guide.

```
PROGRAM
▮
(ENTER NUMBER)
PAUSE               ⬍
```

Use the following steps to program the one-touch keys.

1. Press **[ENTER]**. The screen displays **ONE TOUCH**.
2. Press **[ENTER]**.
3. Press **[▲]** or **[▼]** repeatedly until you see **PROGRAM**.
4. Press **[ENTER]**. The screen includes (**ENTER NUMBER**).
5. Use the dial pad to enter up to 24 digits.
   • **To copy the most recently dialed number** from redial, press **[(AUTO) REDIAL]**. Only the last number dialed from this extension can be copied to a one-touch location. The other numbers on the redial list cannot be copied to a one-touch location.
   • **To erase the last digit,** press **[▼]** to scroll to **DELETE CHAR**, then press **[ENTER]**.
     -OR-
     Press **[REMOVE].**
   • **To cancel programming**, scroll to **CANCEL** and then press **[ENTER]**.
6. Press the desired one-touch key to store the telephone number in the normal location.
   -OR-
   Press **[LOWER]**, then the desired one-touch key to store the telephone number in the lower location.

To dial a one-touch number

For more information about using the display screen menus, see the **Menu operation** section of your installation guide
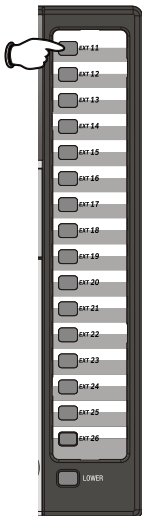
Use this feature to dial a one-touch number. The one-touch preference is preset to **INTERCOM**.

🛈 *NOTE*: To change the one-touch preference, see the **PREFERENCE** section of your installation guide.

If one-touch preference is set to INTERCOM:

1. Lift the handset.
   -OR-
   Press **[◄◐ SPEAKER]**.
   -OR-
   Press **[HEADSET]** and listen for the dial tone.

2. Press the one-touch button.
   -OR-
   Press **[LOWER]**, then press the one-touch button for the number you want to call. The screen displays the number as it is dialed.

If one-touch preference is set to TELEPHONE, you do not need to go off hook and listen for a dial tone before dialing a one-touch number. You can simply:

• Press the one-touch button.

   -OR-

• Press **[LOWER]**, then press the one-touch button for the desired number to call.

The screen displays the number as it is dialed using the speakerphone or headset as programmed for automatic mode. (See the **AUTOMATIC MODE** section of your installation guide.)

Setting up the auto attendant and message recording

If your system has one or more 1080 extensions, these 1080 telephones may be set up to record messages directed to your system extension in your system.

Messages

System extension messages are the messages recorded on a 1080 extension for individual 1070 and 1040 telephones (see the **Forwarding to DTAD mailbox** section of your user's manual.)

Play these messages from your extension.

1. Press **[INTERCOM]**.
2. Dial **[0]**.
3. Enter the three-digit remote access code (ask the person who set up your system for this.)
4. To play all messages, dial **[1]**, **[*]**.
   -OR-
   To play new messages, dial **[1]**.

Proud Sponsor

www.telephones.att.com