VTech ATT-CL4940

AT&T CL4940 Corded Speakerphone Instruction Manual

Model: ATT-CL4940

INTRODUCTION

Thank you for choosing the AT&T CL4940 Corded Speakerphone. This manual provides detailed instructions for setting up, operating, and maintaining your new telephone. The CL4940 is designed for ease of use, featuring an extra-large display, large buttons, and an integrated digital answering system to ensure you capture all important messages.
Key features include:

- Extra-large Buttons for easy dialing.
- Extra-loud Ringer to ensure you don't miss calls.
- Backlit Display for clear visibility of caller ID and menu options.
- Audio Assist for enhanced sound clarity.
- Integrated Digital Answering System with 25 minutes of recording time and Message Guard.
- Caller ID/Call Waiting compatibility.
- 25-number directory for quick dialing of frequently used contacts.

PACKAGE CONTENTS

Ensure all items are present in your package:

- AT&T CL4940 Corded Speakerphone Base Unit
- Handset
- Coiled Handset Cord
- Telephone Line Cord
- AC Power Adapter
- User's Manual (this document)
- 4 AA Batteries (for answering system backup)

SETUP

Follow these steps to set up your AT&T CL4940 telephone:

1. **Install Batteries:** Open the battery compartment on the underside of the phone base. Insert 4 AA batteries,

observing the polarity markings (+ and -). These batteries provide backup power for the answering system and caller ID memory during power outages.

2. **Connect Handset:** Plug one end of the coiled handset cord into the jack on the side of the telephone base and the other end into the jack on the handset.

3. **Connect Telephone Line:** Plug one end of the telephone line cord into the TEL LINE jack on the back of the telephone base. Plug the other end into a telephone wall jack.

4. **Connect Power Adapter:** Plug the small end of the AC power adapter into the POWER jack on the back of the telephone base. Plug the large end into a standard electrical outlet.

5. **Initial Setup:** The display will light up. Follow any on-screen prompts to set the date and time, which is essential for accurate caller ID and answering system timestamps.

Figure 1: Front view of the AT&T CL4940 Corded Speakerphone, showing the large display, keypad, and function buttons.

OPERATING INSTRUCTIONS

Making and Answering Calls

- **To Make a Call:** Lift the handset or press the **SPEAKER** button. Wait for a dial tone, then dial the phone number.
- **To Answer a Call:** When the phone rings, lift the handset or press the **SPEAKER** button.
- **To End a Call:** Place the handset back in the cradle or press the **SPEAKER** button again if on speakerphone.
- **Redial:** Press the **REDIAL** button to call the last dialed number.

Using the Speakerphone

The built-in speakerphone allows for hands-free conversations.

- **To Activate:** During a call, press the **SPEAKER** button. You can then place the handset back in the cradle.
- **To Deactivate:** Lift the handset to switch back to handset mode, or press the **SPEAKER** button again to end the call.

Volume Adjustment

Adjust the listening volume during a call using the **VOLUME** buttons located on the side of the phone.

Digital Answering System

Your phone includes a digital answering system to record messages when you are unavailable.

- **Turning On/Off:** Press the **ANSON/OFF** button to activate or deactivate the answering system.
- **Playing Messages:** Press the **PLAY/STOP** button to listen to new messages. The display will show the number of new messages.
- **Skipping Messages:** During playback, press **SKIP** to advance to the next message.
- **Repeating Messages:** During playback, press **REPEAT** to replay the current message. Press it twice quickly to go back to the previous message.
- **Deleting Messages:** During playback, press the **DELETE X** button to erase the current message.
- **Recording Outgoing Announcement (OGM):** Refer to the detailed instructions in the full user manual for customizing your outgoing message.
- **Remote Access:** You can access your messages remotely from another phone. Consult the full user manual for the remote access code and instructions.

Caller ID Features

The phone stores information about incoming calls (requires subscription to Caller ID service from your telephone service provider).

- **Viewing Call Log:** Use the **CID ▼** and **DIR ▲** buttons to scroll through the caller ID log.
- **Dialing from Call Log:** When a desired number is displayed, lift the handset or press **SPEAKER** to dial the number.

Directory / Speed Dial

Store up to 25 frequently called numbers for quick dialing.

- **Storing Numbers:** Press **MENU/SELECT**, navigate to the Directory option, and follow the prompts to add new entries.
- **Dialing from Directory:** Press **DIR ▲** or **CID ▼** to browse the directory. Once the desired entry is displayed, lift the handset or press **SPEAKER** to dial.
- **Speed Dial:** The phone may have dedicated speed dial buttons or allow assigning directory entries to specific keys.

Refer to the full manual for specific speed dial setup.

MAINTENANCE

Proper care ensures the longevity of your AT&T CL4940 telephone.

- **Cleaning:** Clean the telephone with a soft, slightly damp cloth. Do not use harsh cleaning agents or abrasive materials.
- **Avoid Water:** Do not expose the telephone to water or excessive moisture. If it gets wet, disconnect it immediately and allow it to dry completely before reconnecting.
- **Temperature:** Avoid placing the telephone in direct sunlight or in areas with extreme temperatures.
- **Storage:** If storing the phone for an extended period, disconnect it from the power outlet and telephone line. Remove the AA batteries to prevent leakage.

TROUBLESHOOTING

If you experience issues with your telephone, try these common solutions:

Problem	Solution
No dial tone.	Ensure the telephone line cord is securely plugged into both the phone and the wall jack. Check if the AC power adapter is properly connected to the phone and a working electrical outlet. Test the wall jack with another working phone.
Display is blank or dim.	Verify the AC power adapter is connected and receiving power. Adjust the display contrast if available in the phone's menu settings.
Cannot hear caller or caller cannot hear me.	Adjust the volume using the **VOLUME** buttons. Ensure the handset cord is securely connected at both ends. If on speakerphone, ensure you are speaking directly into the microphone area.
Answering system not recording messages.	Ensure the answering system is turned **ON** (check the **ANSON/OFF** button). Check if the memory is full. Delete old messages to free up space. Verify the AA batteries are correctly installed and not depleted.
Difficulty with voicemail from service provider.	This phone has its own digital answering system. If you use your telephone service provider's voicemail, ensure the phone's answering system is turned **OFF** to avoid conflicts. Contact your telephone service provider for specific instructions on accessing and managing their voicemail service.

SPECIFICATIONS

- **Model:** ATT-CL4940
- **Dimensions (L x W x H):** 12 x 10 x 4 inches
- **Item Weight:** 2.4 pounds
- **Color:** White
- **Material:** Plastic

- **Telephone Type:** Corded
- **Power Source:** Corded Electric
- **Answering System Type:** Digital
- **Batteries:** 4 AA batteries required (for backup)
- **Display:** Backlit, Large Tilt Display
- **Answering System Recording Time:** Approximately 25 minutes

WARRANTY AND SUPPORT

Your AT&T CL4940 Corded Speakerphone is manufactured by VTech. For warranty information and technical support, please refer to the warranty card included in your product packaging or visit the official VTech support website.
Customer Service: For further assistance, please contact VTech customer support. Contact details are typically available on the manufacturer's website or in the product documentation.

Related Documents

	VTech CD1153 Speakerphone with Caller ID/Call Waiting User Manual This abridged user manual provides essential information for setting up, operating, and troubleshooting the VTech CD1153 speakerphone with caller ID and call waiting. It covers safety instructions, basic installation, common settings, operations like directory and speed dial, telephone overview, maintenance, technical specifications, FCC compliance, and limited warranty information.
	VTech Analog Classic Corded Series User's Guide Comprehensive user's guide for VTech's Analog Classic Corded Series telephones, including models A1100, A1210-A, CL-A1110, and A1220. Covers safety instructions, installation, setup, operation, troubleshooting, warranty, and technical specifications.
	VTech NG-A3311 1-Line TrimStyle Analog Corded Phone User's Guide Comprehensive user's guide for the VTech NG-A3311 1-Line TrimStyle Analog Corded Phone. Covers important safety instructions, installation, setup, operation, troubleshooting, warranty information, and technical specifications.
	VTech CTM-A2315-SPK 1-Line Trimstyle Corded Analog Phone User's Guide Comprehensive user's guide for the VTech CTM-A2315-SPK 1-Line Trimstyle Corded Analog Phone, covering installation, setup, operation, troubleshooting, warranty, and regulatory information.