Quick reference guide - handset

Battery installation

As indicated.

• Plug the tiny end of the adapter jack into a power outlet not controlled by a wall switch. Route the cords through the channel.

• Plug the small end of the telephone base power adapter jack into the telephone base. Route the cord out the back of the telephone base.

• Plug the other end of the power adapter jack into a power outlet not controlled by a wall switch. Make sure it is plugged in firmly.

Caution: Use only the power adapter provided with this product. To obtain a replacement, visit our website at www.telephones.att.com or call 1 (800) 222-3111 in Canada. (1-888-222-3111)

Telephone installation

Install the battery, as shown below. Charge your handset before initial use.

The battery is fully charged after 12 hours of continuous charging.

Step 1

• Plug the battery connector securely into the socket inside the handset battery compartment. Insert the supplied battery with the label THIS SIDE UP facing up, as indicated.

Step 2

• Align the cover flat against the battery compartment, then slide it into place as it clicks into position.

Step 3

• Charge the handset by placing it face down in the charger. The CHARGE light on the top of the handset is on during charging.

Quick start guide C3140/CL3142/CL3422/CL3421/CL3423/CL3432

This quick start guide provides you with basic instructions only. For more complete instructions, refer to your Abridged user’s manual provided in the package, or see the online Complete user’s manual at www.telephones.att.com/manuals.

Charger installation

• Plug one end of the adapter jack into a telephone jack or a jack on the base. Route the cords through the channel.

• Plug the other end of the adapter jack into the telephone jack on the back of the telephone base. Route the cord through the channel. Case matches color of the telephone base.

• Plug the other end of the power adapter jack into a power outlet not controlled by a wall switch. Make sure it is plugged in firmly.

Caution: Use only the power adapter provided with this product. To obtain a replacement, visit our website at www.telephones.att.com or call 1 (800) 222-3111 in Canada. (1-888-222-3111)

Battery installation

Install the battery, as shown below. Charge your handset before initial use.

The battery is fully charged after 12 hours of continuous charging.

Step 1

• Plug the battery connector securely into the socket inside the handset battery compartment. Insert the supplied battery with the label THIS SIDE UP facing up, as indicated.

Step 2

• Align the cover flat against the battery compartment, then slide it into place as it clicks into position.

Step 3

• Charge the handset by placing it face down in the charger. The CHARGE light on the top of the handset is on during charging.

Quick reference guide - telephone base

Large tilt display

Move to the top of the display toward or back from the angle of the screen for maximum visibility.

Initial settings

We recommend you program your telephone system before use. The following are a few examples of common features to set before using the telephone. Refer to the Handset and telephone base settings and Answering system settings in the Abridged user’s manual or the online Complete user’s manual for detailed instructions or setting all telephone features.

Set date/time

Set the date/time before using the answering system. Using a cordless handset or the telephone base:

1. MENU > # > A (or D) > Set date/time > SELECT.
2. Enter the month, day and year using the dialing keys > SELECT.
3. Enter the hour and minute using the dialing keys > SELECT.

If you’d like to change AM or PM > SELECT.

Select language

Your outgoing announcement plays when calls are answered by the answering system. You can use the preset announcement to answer calls, or replace it with your own recorded announcement.

Using a cordless handset or the telephone base:

1. MENU > # > A (or D) > Answering sys > SELECT.
2. SELECT to select Announcement.
3. If you’d like to Record annn > SELECT.
4. After the tone, speak towards the handset or telephone base to record your announcement. Press 5 to end recording.

You can set the answering system to answer an incoming call after two, three, four, five or six rings, or toll save. If you choose toll save, the answering system answers a call after two rings when you have new messages, or after four rings when there are no new messages. This enables you to check for new messages and avoid paying unnecessary long distance charges if you are calling out of your local area.

Using a cordless handset or the telephone base:

1. MENU > # > A (or D) > Answering sys > SELECT.
2. SELECT to select Announcement.
3. If you’d like to Record annn > SELECT.
4. After the tone, speak towards the handset or telephone base to record your announcement. Press 5 to end recording.

You can set the ringing volume to one of the six levels or turn the ringer off.

Using a cordless handset or the telephone base:

1. MENU > # > A (or D) > Ringer > SELECT.
2. SELECT to select Ringer volume.
3. If you’d like to choose the desired level > SELECT.

Select language

If you have accidentally changed the screen display language and want to switch it back to English, follow these steps.

Using a cordless handset or the telephone base:

• MENU in idle mode > enter 364x.

RETURN to English language
Telephone operation

Directory

Adding an entry

1. MENU.
2. If , select Directory —> SELECT.
3. OR if , add contact —> SELECT.
4. Enter a telephone number up to 30 digits —> SELECT.
5. Enter a name up to 15 characters —> SELECT.

Searching/dailing an entry

1. DIR in idle mode.
2. OR the dialing keys (0-9, TONE & #) to start a name search.
3. Press or if a handset or lift the corded handset to call.
4. OR the telephone base, press or lift the corded handset to call.

Answering system

About answering system and voicemail

Your telephone has separate indicators for two different types of voice messages: those left on the built-in answering system and those left at your own telephone service provider’s voicemail. To listen to messages recorded on the built-in answering system, refer to the Message playback section on the next page; to listen to voicemail, contact your telephone service provider for more information.

Message playback

The answering system must be turned on to answer and record messages. Using a cordless handset:

1. MENU.
2. OR if —> Answering sys —> SELECT.
3. OR if —> Answer ON/OFF —> SELECT.
4. Press or to turn the answering system on or off. If the answering system is turned off, it announces, ‘Calls will be unanswered.’ If the answering system is turned on, it announces, ‘Calls will be answered.’

Message alert tone

When this feature is on, and there is at least one new message, the telephone base beeps every 10 seconds.

Using a cordless handset:

1. MENU.
2. OR if —> Answering sys —> SELECT.
3. OR if —> Ans sys setup —> SELECT.
4. OR if —> Magn alert tone —> SELECT.
5. OR if —> On or Off –> SELECT.

Caller ID

This product supports caller ID services offered by most telephone service providers. The telephone stores caller ID information of the last 50 incoming calls in the telephone base. This information is common to all devices.

Missed call indicator

When a handset or the telephone base is in idle mode and has new or missed calls, its screen shows XX Missed calls. You can erase the missed call indicator either by reviewing the call log one by one, or by pressing and holding RECORD on the cordless handset or lift the corded handset to call.

Number and dial a number in the call log

1. If the desired entry is displayed, press or on the cordless handset to call.
2. If the desired entry is displayed, press or on the cordless handset to call.
3. Use CID in idle mode or to scroll through the list.
4. When the desired entry is displayed, press or on the cordless handset to call.

Caller ID announcement

When this feature is on and you have an incoming call, the handset and/or base speaks ‘Call from...’ and the name of the caller based on the directory or caller ID information. You can turn this feature off for the base or for each individual handset, or for all devices.

1. MENU —> if or —> Settings —> SELECT.
2. OR if or —> Caller ID annn —> SELECT.
3. OR if or to choose the desired option, then press Menu/SELECT.

Caller ID announce

When the handset is in idle mode. If there are only new or missed messages, they are played automatically. If there are both old and new messages, press or or —> Play new msgs or Play old msgs —> SELECT.

Using a cordless handset:

Press MENU twice when the handset is in idle mode. If there are only new or only old messages, they are played automatically. If there are both old and new messages, press or or —> Play new msgs or Play old msgs —> SELECT.

Options during playback

1. OR if or —> Caller ID annn —> SELECT.
2. Press or or —> Play new msg —> REPEAT forced —> on a handset to call.
3. Press or or —> X/DELETE on a handset to call.

Message playback

1. MENU —> PHONE or SPEAKER —> Enter the telephone number.
2. Using the telephone base:
   Press or lift the corded handset —> Enter the telephone number.

Using a cordless handset:

1. Press or press or lift the corded handset.

Ending a call

1. Using a cordless handset:
   Press or return the handset to the charger.
2. Using the telephone base:
   Press or hang up the corded handset.

Handset operation

Using a cordless handset:

1. During a call, press or to switch between handsets/spokephone and normal handset use.

Redial

1. Using a cordless handset:
   Press REDIAL to redial the last number dialed.
2. Using the telephone base:
   Press REDIAL to redial the last number dialed.

Volume control

1. On the telephone base, press or to decrease or increase the ringer volume. When the desired volume is reached, press or to end the call.

Message playback

1. Press or PHONE or SPEAKER or on the telephone base to play back all messages.
2. Press or SPEAKER or or lift the corded handset to call.
3. Press or SPEAKER or to browse through the directory, or press the dialing keys (0-9, TONE & #) to start a name search.
4. Press or SPEAKER or or lift the corded handset to call.
5. On the telephone base, press or lift the corded handset to call.

Using the telephone base:

1. Press or PHONE or SPEAKER or or lift the corded handset.

Using a cordless handset:

1. Press or or lift the corded handset.

Pressing and holding TONE or # on the telephone base or or return the handset to the charger.

About telephone operation

Telephone operation

Operation

Steps

Making a call

Using a cordless handset:

Press or PHONE or SPEAKER —> Enter the telephone number.

Using the telephone base:

Press or lift the corded handset —> Enter the telephone number.

Answering a call

Using a cordless handset:

Press or PHONE or SPEAKER, or press any dialing key (0-9, TONE or #) on the telephone base.

Using the telephone base:

Press or SPEAKER or lift the corded handset.

Answering a call

Using a cordless handset:

Press or PHONE or SPEAKER, or press any dialing key (0-9, TONE or #) on the telephone base.

Using the telephone base:

Press or SPEAKER or lift the corded handset.

Ending a call

Using a cordless handset:

Press or return the handset to the charger.

Using the telephone base:

Press or hang up the corded handset.

Handset operation

Using a cordless handset:

1. During a call, press or to switch between handsets/spokephone and normal handset use.

Redial

1. Using a cordless handset:
   Press REDIAL to redial the last number dialed.
2. Using the telephone base:
   Press REDIAL to redial the last number dialed.

Volume control

1. On the telephone base, press VOLUME to decrease or increase the ringer volume. When the desired volume is reached, press or to end the call.

Call waiting

Requires subscription (service provider)

Press FLASH on the handset or FLASH on the telephone base to put current call on hold and to take the new call, press again to switch back and forth between calls.