



USER'S MANUAL  
Part 2

# 900 MHz Two-Line Cordless Speakerphone 9312

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For Customer Service Or Product  
Information, Visit Our Website At  
[www.telephones.att.com](http://www.telephones.att.com)

Please also read  
**Part 1 — Important  
Product Information**



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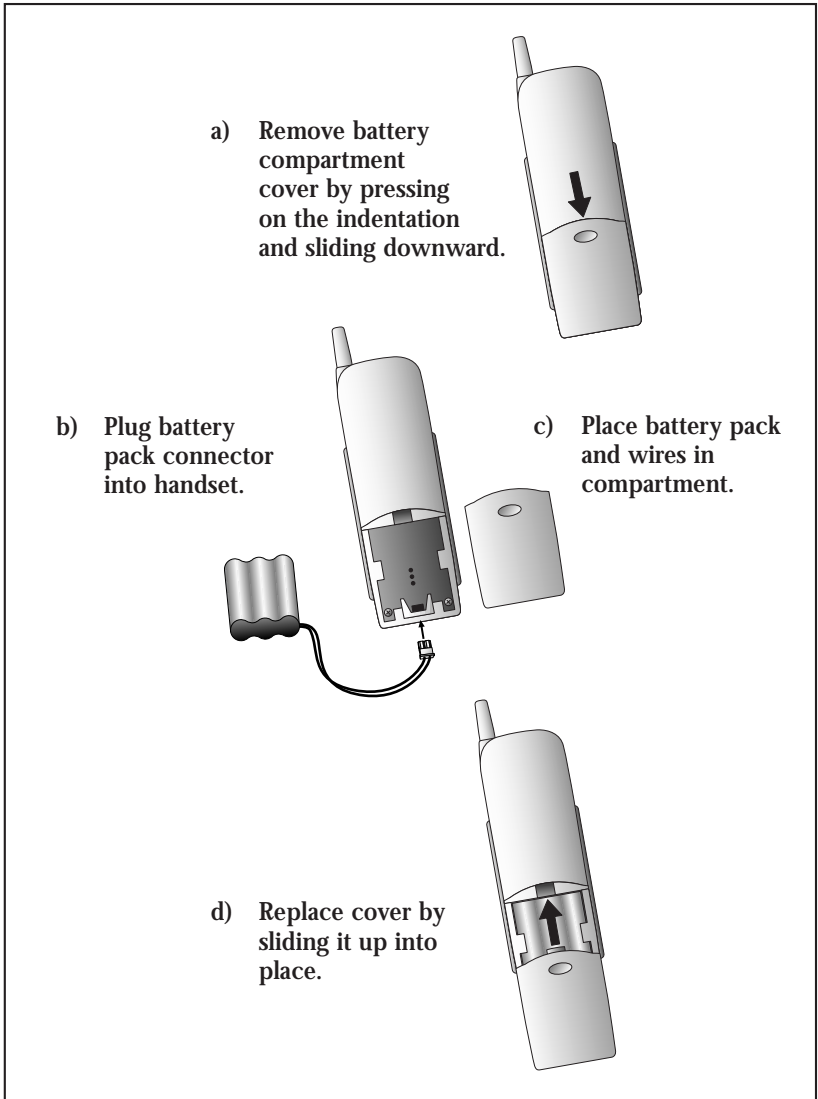
# INSTALLATION

## Before You Install

- 1 Choose a location for the base near an electrical outlet and a telephone jack.**

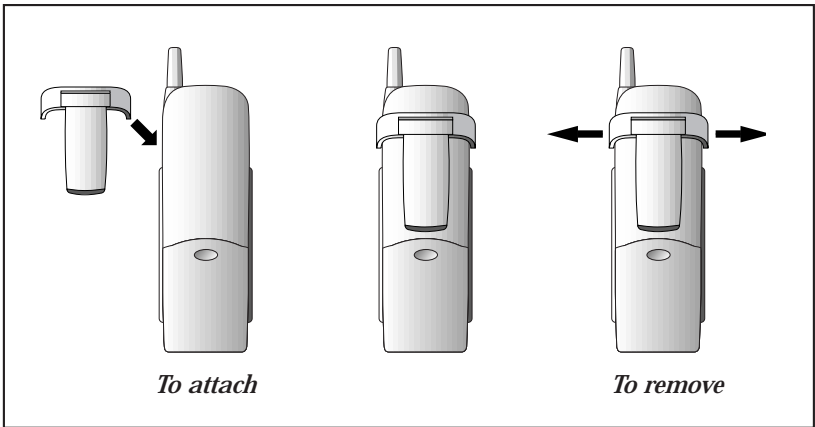
This phone requires a modular telephone jack and a standard electrical outlet (110v AC) not controlled by a wall switch.

- 2 Install the handset battery.**



# INSTALLATION

## 3 Attach the belt clip to the cordless handset (*optional*).



## 4 Set the dial mode.

The dial mode switch on the bottom of the base comes set to TONE. If you have touch tone service, the phone will be ready to use when installation is complete. If you have dial pulse (rotary) service, set the switch to PULSE.

## 5 Select base ringer volume for each line.

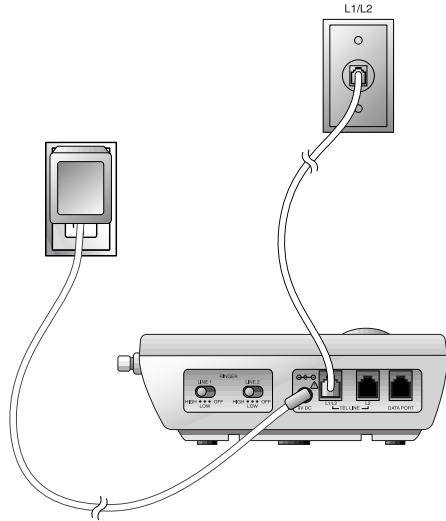
Set the RINGER switches on the back of the base to HIGH, LOW, or OFF.

# INSTALLATION

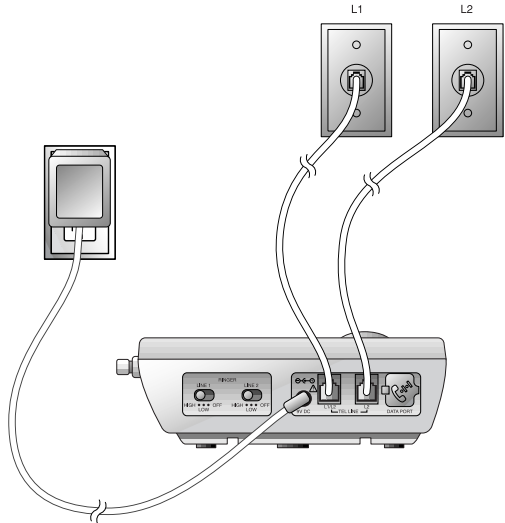
## Table/Desk Installation

### 1 Connect the telephone line cord(s).

*If you have a two-line jack,* use only the line cord with the black plugs. Plug one end into the jack labeled L1/L2 on the back of the base, then plug the other end into the wall jack. Make sure the cord snaps firmly into place.



*If you have two separate jacks,* use both line cords. Plug one end of the line cord with black plugs into the jack labeled L1/L2 on the back of the base, then plug the other end into the wall jack for Line 1. Plug one end of the other line cord into the jack labeled L2 on the back of the base, then plug the other end into the wall jack for Line 2. Make sure the cords snap firmly into place.



### 2 Connect the power cord.



Use only the power cord supplied with this product. If you need a replacement, call 1 800 222-3111.

# INSTALLATION

## 3 Charge the handset battery.

Place the handset in the base. Charge the battery for at least 16 hours the first time. After the first charge, the battery is typically fully charged overnight.

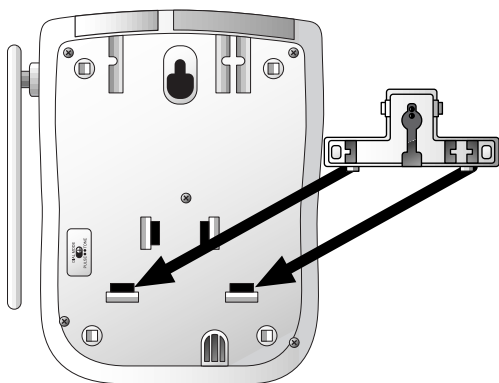
## 4 Check for dial tone.

After the batteries are charged, pick up the handset, press **LINE 1**, and listen for a dial tone. Then press **LINE 2**. If you don't hear a dial tone, see "IN CASE OF DIFFICULTY."

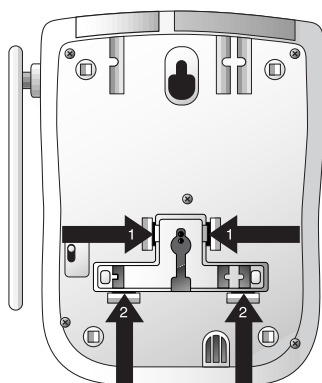
**NOTE:** If you want to connect another device (such as a modem or fax machine) to the wall jack, you can use the jack on the phone labeled **DATA PORT**. This convenience port uses Line 2; a call picked up on Line 2 at this or another extension may interrupt a fax, modem, or message transmission.

## Wall Installation

### 1 Position the wall mount adapter on the base.



Align tabs on wall mount adapter with holes on bottom of base. Snap wall mount adapter firmly into place.

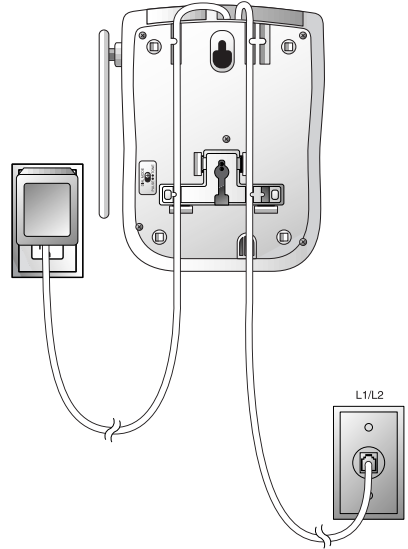




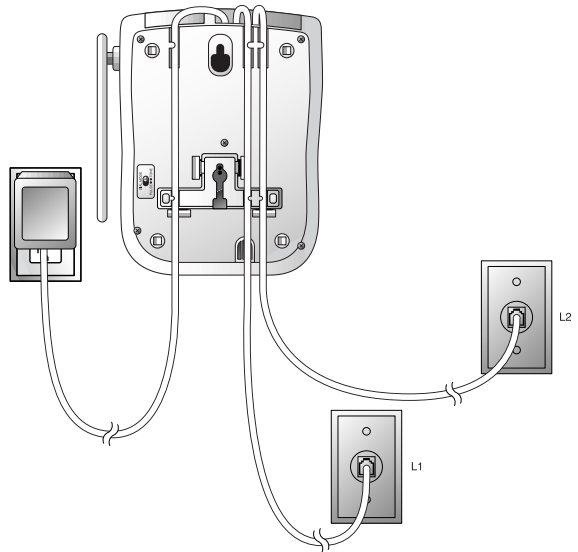
# INSTALLATION

## 2 Connect the telephone line cord(s).

*If you have a two-line jack*, use only the line cord with the black plugs. Plug one end into the jack labeled L1/L2 on the base, then plug the other end into the wall jack. Make sure the cord snaps firmly into place.



*If you have two separate jacks*, use both line cords. Plug one end of the line cord with black plugs into the jack labeled L1/L2 on the back of the base, then plug the other end into the wall jack for Line 1. Plug one end of the other line cord into the jack labeled L2 on the back of the base, then plug the other end into the wall jack for Line 2. Make sure the cords snap firmly into place.



## 3 Connect the power cord.

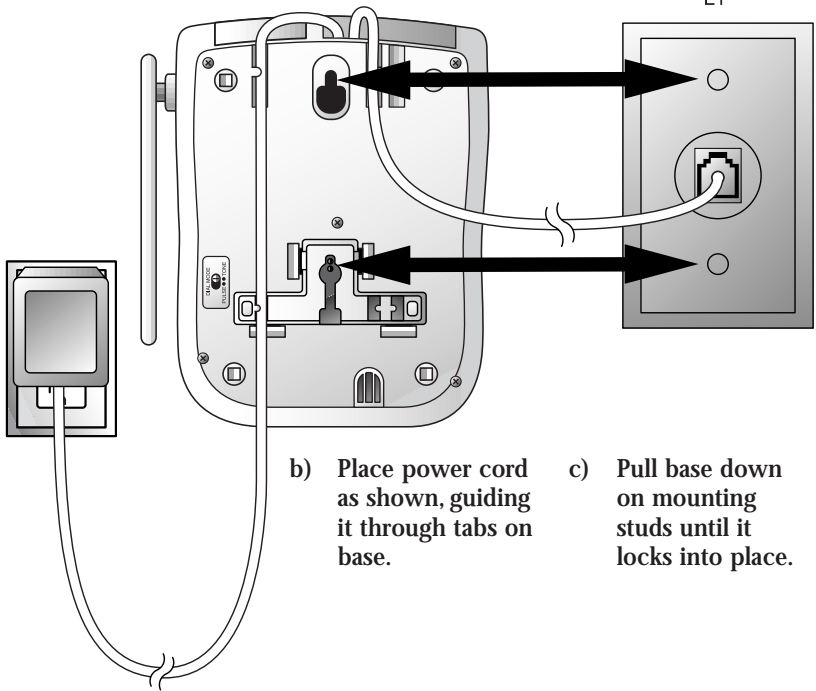


Use only the power cord supplied with this product. If you need a replacement, call 1 800 222-3111.

# INSTALLATION

## 4 Mount the base on the wall.

- a) Align holes on base with mounting studs on wall jack.

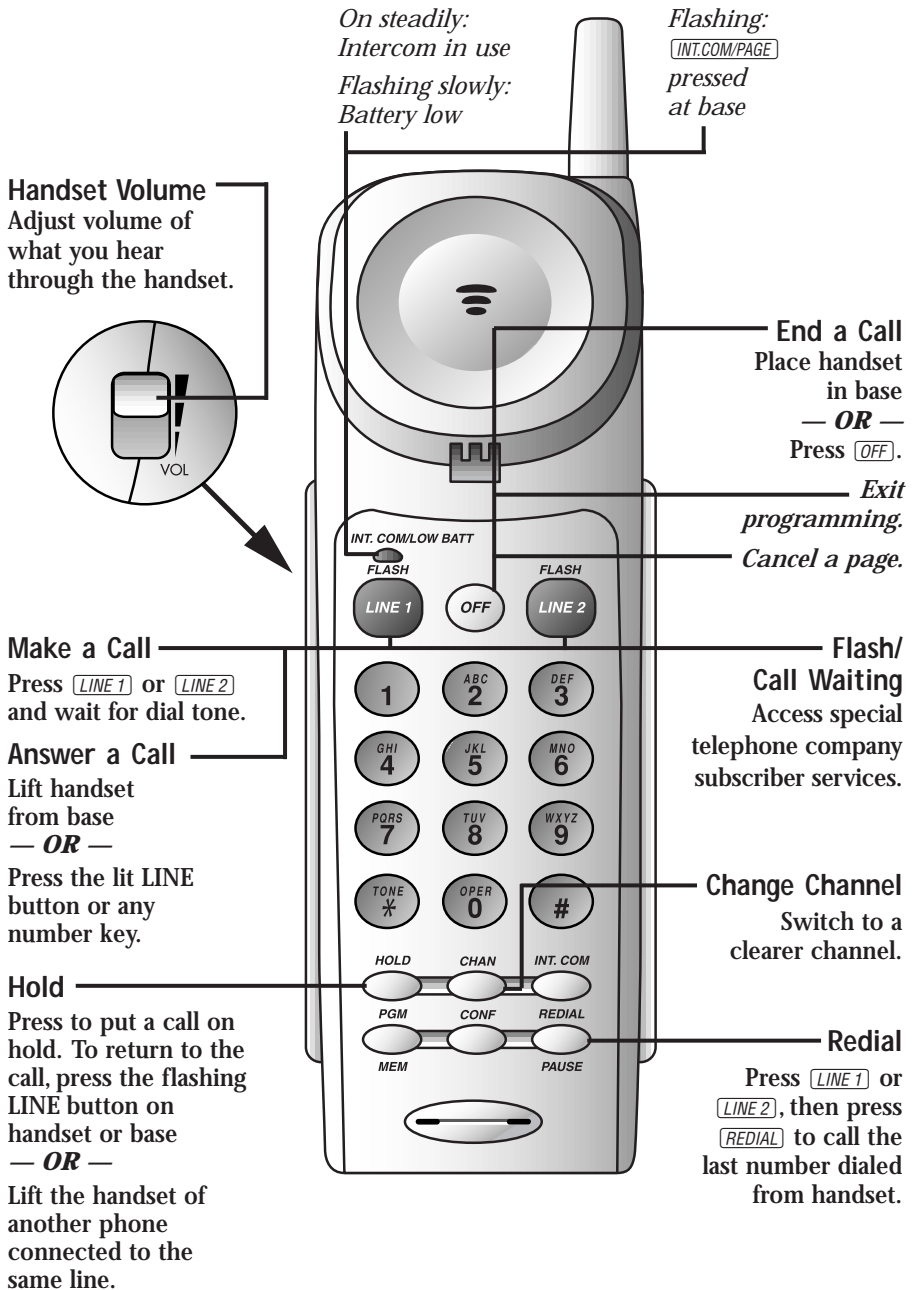


- b) Place power cord as shown, guiding it through tabs on base.

- c) Pull base down on mounting studs until it locks into place.

## 5 Follow Steps 3-4 in Table/Desk Installation.

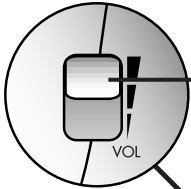
# TELEPHONE OPERATION AT THE HANDSET



*On steadily:*  
Intercom in use  
*Flashing slowly:*  
Battery low

*Flashing:*  
**INT.COM/PAGE**  
pressed  
at base

**Handset Volume**  
Adjust volume of  
what you hear  
through the handset.



**End a Call**  
Place handset  
in base  
— **OR** —  
Press **OFF**.

*Exit  
programming.*  
*Cancel a page.*

**Make a Call**  
Press **LINE 1** or **LINE 2**  
and wait for dial tone.

**Answer a Call**  
Lift handset  
from base  
— **OR** —

Press the lit **LINE**  
button or any  
number key.

**Hold**  
Press to put a call on  
hold. To return to the  
call, press the flashing  
**LINE** button on  
handset or base  
— **OR** —

Lift the handset of  
another phone  
connected to the  
same line.

**Flash/  
Call Waiting**  
Access special  
telephone company  
subscriber services.

**Change Channel**  
Switch to a  
clearer channel.

**Redial**  
Press **LINE 1** or  
**LINE 2**, then press  
**REDIAL** to call the  
last number dialed  
from handset.

# TELEPHONE OPERATION AT THE HANDSET

## Temporary Tone Dialing

If you have dial pulse (rotary) service, you can change from dial pulse to touch tone dialing during a call by pressing **[\*]**. This is useful if you need to send touch tone signals for access to telephone banking or long-distance services.

- 1 Dial the number.
- 2 Press **[\*]**. Buttons pressed after this send touch tone signals.
- 3 After you end the call, the phone automatically returns to dial pulse (rotary) service.

## Handset Ringer Style

Select from four different handset ringer styles for each line.

- 1 Make sure the handset is off.
- 2 Press **[PGM/MEM]**, **[#]**.
- 3 Press **[1]** for Line 1 or **[2]** for Line 2.
- 4 Press **[0]** to check the currently selected ringer style  
— **OR** —  
Press **[1]**, **[2]**, **[3]**, or **[4]** to select a new ringer style. You will hear a sample.
- 5 Press **[OFF]**.

## Ringer Off

Turn off one or both ringers.

- 1 Make sure the handset is off.
- 2 Press **[PGM/MEM]**, **[#]**.
- 3 Press **[1]** for Line 1 or **[2]** for Line 2.
- 4 Press **[5]**.
- 5 Press **[OFF]**.
- 6 To turn the ringer on again, see “Handset Ringer Style.”

# TELEPHONE OPERATION

## AT THE HANDSET

### Intercom Calls

You perform the same steps to make and answer intercom calls.

- 1 Press **INT.COM** on the handset.
- 2 When the person at the base answers, speak into the handset.
- 3 Press **OFF** when finished.

If you make an intercom call when you're already on a phone call, the phone call is automatically placed on hold.

### Intercom Call Signals

The handset beeps once to signal an incoming intercom call when you're on an outside call. The handset rings repeatedly (up to 60 seconds) when you're not on an outside call.

### Conference Calls

You can use both lines at the same time to set up a three-way conference call from the handset.

- 1 Answer or make a call on one line.
- 2 Press the other **LINE** button, and make or answer another call (your first call is automatically put on hold).
- 3 Press **CONF** to connect all parties. Both **LINE** buttons are lit during a conference call.
- 4 Press **OFF** to end the entire conference call.

**NOTE:** *If you want to end the call with just one side of a conference call, press that **LINE** button, press **OFF**, and then press the other **LINE** button to speak with the other party.*

### Four-Way Conference Calls

You can set up a four-way conference call with Line 1, Line 2, the handset, and the base speakerphone.

- 1 Establish a conference call at the handset (see "Conference Calls" above).
- 2 Press **LINE 1** on the base.
- 3 Press **LINE 2** on the base.
- 4 Press **CONF** on the base to connect all parties.

# TELEPHONE OPERATION AT THE HANDSET

## Switching from Handset to Base Speakerphone

- 1 At the handset, make or answer a call on Line 1 or Line 2  
— **OR** —  
Establish a conference call.
- 2 Press **HOLD** on the handset.
- 3 At the base, press the appropriate LINE button  
— **OR** —  
Press **CONF** to pick up a conference call.

## Headset Jack

You can use this telephone hands-free when you install a 2.5 mm headset (AT&T SKU# 24099), purchased separately.

Plug the headset into the jack located on the right side of the handset (under the small rubber flap). Do not force the connection, but make sure the plug fits securely.



# TELEPHONE OPERATION

## AT THE HANDSET

### Operating Range

This cordless telephone operates within the maximum power allowed by the Federal Communications Commission (FCC). Even so, this handset and base can communicate over only a certain distance — which can vary with the locations of the base and handset, the weather, and the construction of your home or office. For best performance, keep the base antenna fully upright.

**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 **[LINE 1]** or **[LINE 2]**. Move closer to the base, then press **[LINE 1]** or **[LINE 2]** to answer.

**If you move out of range during a phone conversation**, you might hear noise or interference. To improve reception, move closer to the base.

**If you move out of range without pressing [OFF]**, your phone will be left “off the hook.” To hang up properly, walk back into range, periodically pressing **[OFF]**.

# TELEPHONE OPERATION AT THE BASE

The base unit of this cordless phone is a full-featured speakerphone.

## Mute

Press to prevent your caller from hearing you (you can hear your caller). Press again to return to the conversation.

*Indicates base is connected to AC power*

## Make or Answer a Call

Press **LINE 1** or **LINE 2** and speak toward the microphone. When calling, use the base keypad to dial or enter a memory location.

## Flash/ Call Waiting

Access subscriber services while on a call.





# TELEPHONE OPERATION

## AT THE BASE

### Base Ringer Volume

Use switches on back of phone to adjust how loudly the phone rings for each line. Set to HIGH or LOW, or turn base ringer OFF.

### Redial

Press to call the last number dialed at the base (up to 24 digits).

### Hold

Press to put a call on hold. To return to the call, press the flashing LINE button — **OR** —

Lift the handset of another phone connected to the same line.

*Indicates handset is charging in base*

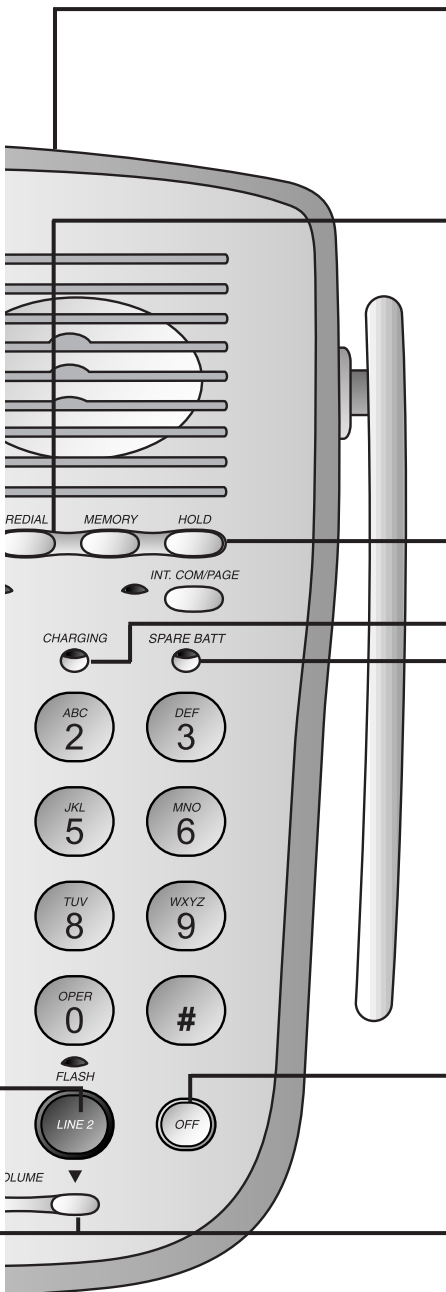
*Indicates spare battery is installed*

### End a Call

End a telephone or intercom call.

### Speakerphone Volume

Adjust the volume of what you hear on a call.



# TELEPHONE OPERATION AT THE BASE

## Intercom Calls

### To make an intercom call to the handset:

- 1 Press **INT.COM/PAGE** on the base  
— **OR** —  
When already on a phone call, press **HOLD**, then **INT.COM/PAGE**.
- 2 When the person at the handset answers, speak toward the base.
- 3 Press **OFF** when finished.

### To answer an intercom call from the handset:

- 1 The base beeps once and the intercom is open.
- 2 Speak toward the base to talk with someone at the handset.
- 3 Press **OFF** when finished.

## Switching from Base Speakerphone to Handset

- 1 While on a call, press **HOLD** on the base.
- 2 Press the appropriate **LINE** button on the handset.

# TELEPHONE MEMORY

This cordless phone can store 10 telephone numbers, each up to 20 digits long. You can dial numbers stored in memory just by pressing **PGM/MEM** and a number button.

## Store Memory Numbers

- 1 Make sure the handset is off.
- 2 Press **PGM/MEM** on the handset.
- 3 Press the number button (0–9) where you want to store the telephone number.
- 4 Dial the telephone number  
— **OR** —  
Press **REDIAL** to store the last number dialed from the handset.
- 5 Press **PGM/MEM**.

## Store a Pause in a Memory Number

Press **REDIAL** (PAUSE) to store a two-second pause in the dialing sequence. Each press adds another two-second pause and counts as one digit.

## Change/Replace a Stored Memory Number

Store a new number in its place.

## Dial Memory Numbers

- 1 Press **LINE 1** or **LINE 2** on the handset or base.
- 2 Press **PGM/MEM** on the handset  
— **OR** —  
Press **MEMORY** on the base.
- 3 Press the number button (0–9) where the memory number is stored.

# BATTERIES

## Charging the Handset Battery Pack

This battery should remain charged up to six days with the ringer turned on and up to 12 days with the ringer off. A fully charged battery provides an average talk time of about six hours.

The battery pack needs charging when:

- A new battery is installed in the handset.
- The phone beeps twice when you press **LINE 1** or **LINE 2**.
- The phone light flashes slowly.

Place the handset in the base so the **CHARGING** light turns on. The battery pack is typically fully charged in eight hours.

You can keep the battery fully charged by returning the handset to the base after each use.

**If you repeatedly get a low battery indicator**, even after eight hours of charging, the battery should be replaced.



**CAUTION:** To reduce the risk of fire or injury to persons or damage to the telephone, read and follow these instructions carefully:

- Use only Replacement Battery #3301 (AT&T SKU# 91076).
- Do not dispose of the battery in a fire. The cell might explode. Check with local codes for special disposal instructions.
- Do not open or mutilate the battery. Released electrolyte is corrosive and may cause damage to the eyes or skin. It may be toxic if swallowed.
- Exercise care in handling batteries in order not to short the battery with conducting materials such as rings, bracelets, and keys. The battery or conductor may overheat and cause harm.
- Charge the battery provided with or identified for use with this product only in accordance with the instructions and limitations specified in this manual.
- Observe proper polarity orientation between the battery and battery charger.

# BATTERIES

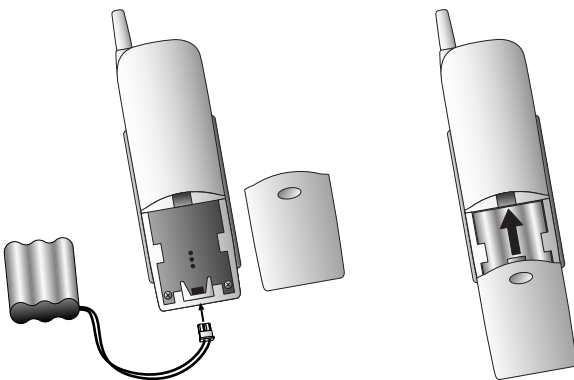


**Nickel-Cadmium Rechargeable Batteries** must be recycled or disposed of properly. Do not dispose of in household garbage. If burned, it could explode. If punctured, it could release caustic material which could injure the skin or eyes. If swallowed, it may be toxic.

The RBRC™ seal means that the manufacturer is voluntarily participating in an industry program to collect and recycle Nickel-Cadmium rechargeable batteries when taken out of service within the United States. These batteries may be taken to a participating local retailer of replacement batteries or recycling center. Or, you may call 1-800-8BATTERY for locations accepting spent Nickel-Cadmium batteries.

## Replacing the Handset Battery Pack

- 1 Remove the battery compartment cover** on the handset by pressing on the indentation and sliding the cover downward.
- 2 Lift out the old battery pack and disconnect.**
- 3 Plug the new battery pack connector into the handset.** Place the battery pack and its wires into the battery compartment.
- 4 Replace the cover** by sliding it up into place.
- 5 The new battery pack must be charged before using the phone.** Place the handset in the base and allow it to charge for at least 16 hours the first charge. The telephone might operate before that, but for best performance, let the battery pack charge fully.



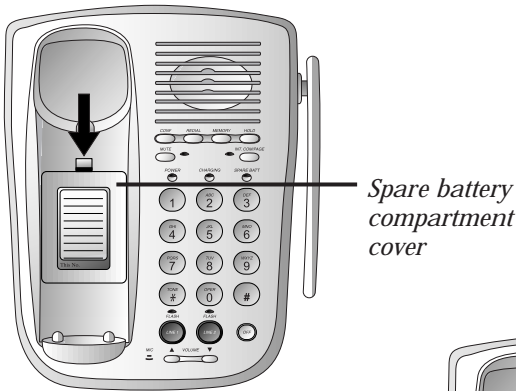
# BATTERIES

## Spare Battery Charger

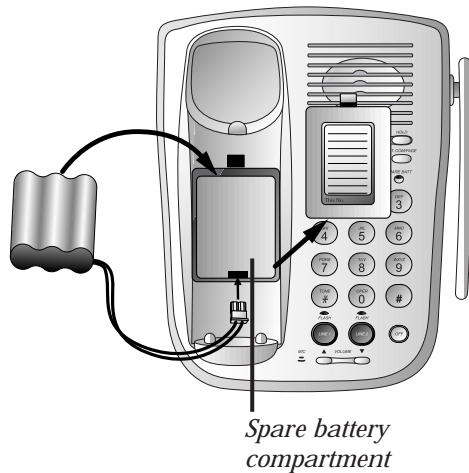
This phone is equipped with a built-in spare battery charger in the base unit. The spare battery charger allows you to always have a charged battery available should the handset battery charge become low.

**To install the spare battery pack** (purchased separately, Replacement Battery #3301, AT&T SKU# 91076):

- 1 Open the base unit spare battery compartment.



- 2 Plug battery pack connector into base. Place the spare battery pack and its wires in the compartment.



- 3 Replace the spare battery compartment cover.
- 4 When the battery is installed properly, the SPARE BATTERY light on the base will be on.
- 5 The spare battery will be fully charged after 16 hours.

# IN CASE OF DIFFICULTY

If you have difficulty operating this phone, try the suggestions below.

For Customer Service, visit our website at [www.telephones.att.com](http://www.telephones.att.com) or call 1 800 222-3111. **Please retain your receipt as your proof of purchase.**

If the phone doesn't work at all, check these items first:

- Make sure the AC adapter is plugged into an outlet not controlled by a wall switch.
- Make sure the telephone line cord is plugged firmly into the base unit and the modular jack.
- Make sure the base antenna is fully upright.
- If the INT.COM/LOW BATTERY light on the handset flashes slowly, the battery might need charging. If the battery pack will not charge, replace it with Replacement Battery #3301, AT&T SKU# 91076.
- Make sure the battery pack is installed correctly.
- If you have dial pulse (rotary) service on your phone line, make sure the dial mode is set to dial pulse (see INSTALLATION).

If the above suggestions don't solve the problem, try re-initializing the handset and base:

- 1 Disconnect the power to the base.
- 2 Remove the handset battery pack.
- 3 Wait a few minutes.
- 4 Connect the power to the base.
- 5 Insert the handset battery pack.
- 6 Put the handset in the base to re-initialize.

If you hear a two-beep signal when you try to use the handset:

- You might be out of range. Move closer to the base and try again.
- If moving closer to the base doesn't help, try following the directions above for re-initializing the handset and base.

If the handset does not ring when you receive a call:

- Make sure the handset ringer is on.
- Make sure the telephone line cord is connected firmly to the base and the telephone jack.
- Make sure the AC adapter is plugged firmly into an outlet not controlled by a wall switch.
- You might be too far from the base; move closer.
- You might have too many extension phones on your telephone line to allow all of them to ring. Try unplugging some of them.

# IN CASE OF DIFFICULTY

**If the base does not ring when you receive a call:**

- Make sure the base RINGER switch is not set to OFF
- Make sure the telephone line cord is connected firmly to the base and the telephone jack.
- Make sure the AC adapter is plugged firmly into an outlet not controlled by a wall switch.
- You might be too far from the base; move closer.
- You might have too many extension phones on your telephone line to allow all of them to ring. Try unplugging some of them.

**If you hear noise or interference when using the phone:**

- Make sure the base antenna is fully upright.
- You may be out of range. Move closer to the base.
- Press and release **CHAN** to change to another of the 30 available channels. If noise is exceptionally loud, move closer to the base before changing channels.
- Household appliances plugged into the same circuit as the base can sometimes cause interference. Try moving the appliance or the base to another outlet.
- The layout of your home or office might be limiting the operating range. Try moving the base to another location, preferably on an upper floor.
- If the buttons don't work, try placing the handset in the base for at least 15 seconds.

**If you hear other calls while using your phone:**

- Press **CHAN** to change to another channel.
- Disconnect the base from the modular jack and plug in a corded telephone. If you still hear other calls, the problem is probably in your wiring or local service. Call your local telephone service company.

**If you lose a call after changing channels:**

You were probably almost out of range. Move closer to the base before changing channels. Before placing another call, set the handset in the base for at least 15 seconds.

**If you are unable to operate special telephone services or other equipment requiring touch tone signals:**

If you have dial pulse (rotary) service, follow the directions under "Temporary Tone Dialing" in the TELEPHONE OPERATION section of this manual.