



AT3103 & HS303
Cordless Phone

User's manual

1. HS303 EXTRA HANDSET INSTALLATION

Press and hold on the base station for about five seconds, the base station is entered into registration mode → **MENU/OK** → **▲ / ▼** → **REGISTRATION** → **MENU/OK** → Enter PIN (Default PIN: 0000) → Press **MENU/OK**.
If the handset registration is successful, you will hear a confirmation tone and the will stop flashing. The handset will automatically be allocated the next available handset number. This handset number is shown in the handset display in standby mode. If the handset registration is unsuccessful, the will still flash.

2. SET UP THE TELEPHONE

2.1 Package Contents
The package contains the following items:

- AT3103 Single Handset:**
- 1 Handset
 - 1 Base station
 - 1 Power adaptor for base station
 - 1 Telephone line cord
 - 2 AAA NiMH rechargeable batteries
 - User's manual
 - Warranty card

2.2 Connect the Base

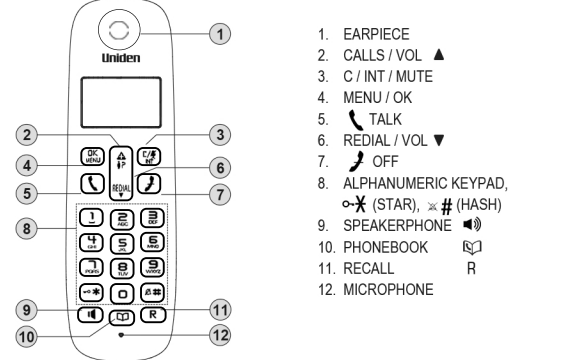
- NOTES**
- : Use only power adaptor provided for the base station / Charger.
 - For PLUGGABLE EQUIPMENT, the socket-outlet (power adaptor) shall be installed near the equipment and shall be easily accessible.
 - Caution: To maintain the compliance with the RF exposure requirement, the Base Unit shall be installed and used such that parts of user's body other than hands are maintained at a distance of 20 cm or more.

2.3 Install and Charge the Handset Battery

- NOTES**
- : Use only AAA, 1.2V, 300mAh, NiMH rechargeable batteries for handset unit.
 - Disconnect the telephone line from the equipment before open the battery door
 - If you do not use the handset for a long time, disconnect and remove the battery to prevent possible leakage.

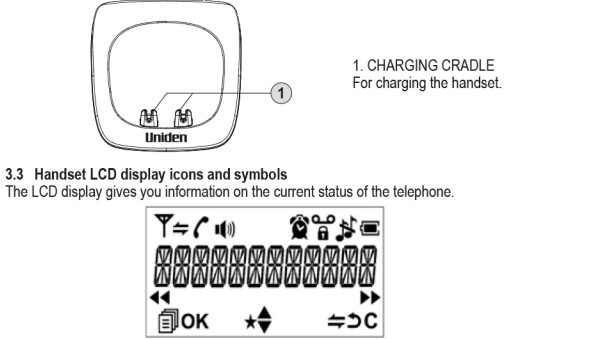
3. GET TO KNOW YOUR PHONE

3.1 Overview of the Handset



1. EARPIECE
2. CALLS / VOL ▲
3. C / INT / MUTE
4. MENU / OK
5. TALK
6. REDIAL / VOL ▼
7. OFF
8. ALPHANUMERIC KEYPAD, (STAR), # (HASH)
9. SPEAKERPHONE
10. PHONEBOOK
11. RECALL
12. MICROPHONE

3.2 Overview of the Base Station



3.3 Handset LCD display icons and symbols
The LCD display gives you information on the current status of the telephone.

Display icons	Icons can be Steadily On (visible), Flashing or Off (not visible)
	Icons can be Steadily On (visible), Flashing or Off (not visible).
	Steadily on when the handset is with reception range. Flashes when out of range or not registered to the base.
	Steadily on when an intercom is in progress. Flashes when there is an incoming intercom call.
	Steadily on when a call is in progress.
	Steadily on when the ringer is switched off.
	Steadily on when an alarm is set. Flashes when the alarm time set before reaches.
	Steadily on when the keypad is locked.
	Steadily on when a message is received at the telephone service provider.
	Steadily on when the battery is fully charged. Whole icon flashes when the battery is charging.
	Flashes when low battery power level is detected and the handset needs charging.
	Steadily on when more characters are existed before the text currently displayed.
	Steadily on when more characters are existed after the text currently displayed.
	Press to select more menu options if applicable.
	Press to confirm the current selection if applicable.
	Press to initial an intercom call when idle.
	Press to go back to previous menu level or cancel the current action if applicable.
	Press to clear a character or stop the alarm if applicable, press to mute / unmute during a call.
	Steadily on when you have received missed calls.
	Steadily on when the speakerphone is turned on.

3.4 Menu Navigation

In idle mode:
Press **MENU/OK** → **▲ / ▼** to scroll to a menu option → Press **MENU/OK** to select.
-OR-
Press **C / INT / MUTE** to return to previous screen.
-OR-
press and hold **C / INT / MUTE** to return to idle mode.

CALL LIST	PHONEBOOK	BS SETTINGS
Review Call List Under a selected Call List entry: ADD TO PB DELETE DELETE ALL DETAILS	Under a selected Phonebook entry: ADD VIEW EDIT DELETE DELETE ALL PB STATUS	DELETE HS DIAL MODE FLASH TIME CHANGE PIN

HS SETTINGS	REGISTRATION	DEFAULT
ALARM RING SETUP TONE SETUP LANGUAGE RENAME HS HS DISPLAY AUTO ANSWER DATE & TIME	PIN?	PIN?

4. USE YOUR PHONE

4.1 Switch On/Off the Handset

- Press and hold to turn on or off.

4.2 Make a Call

- Enter phone number. Press TALK / .
- Preparatory Dialing
Enter the phone number and press or to dial the number. Press **<C>** to clear the entry.
- Direct Dialing
Press or to take the line and enter the phone number.
- Call from the phonebook
Press to access the phonebook and press **▲ / ▼** to select the desired phonebook entry. Press or to dial out to the selected phonebook entry. Alternatively, press **MENU/OK** to access the phonebook to get the desired phonebook entry.
- Call from the Call List
Press **▲** to access the Call List and press **▲ / ▼** to select the desired Call List entry. Press or to dial out to the selected Call List entry. Alternatively, press **MENU/OK** to access the Call List from the main menu.
- Call from the redial list
Press to access the redial list and press **▲ / ▼** to select the desired redial number. Press or to dial out to the selected redial number.
- Call timer
Your handset automatically times the duration of every call. The call timer will display a few seconds after the call has made. It is shown in hours, minutes and seconds format (HH:MM:SS).

4.3 Answer an Incoming Call

- If the handset is not on the charging cradle:
When the phone rings, press or to answer a call.
- If the handset is on the charging cradle or the base station and if AUTO ANSWER is set to ON:
When the phone rings, pick up the handset to answer a call.

4.4 Adjust Listening Volume During a Call

There are 5 levels (VOLUME 1 to VOLUME 5) to choose from for each of earpiece and handsfree volume.

During a call:
Press **▲ / ▼** to select volume 1-5. The current setting is shown. When you end the call, the setting will remain at the last selected level.

4.5 Mute/unmute a Call (Microphone Off/On)

You can talk to someone nearby without letting the caller hear you during a call.
During a call:
Press **C / INT / MUTE** to mute the microphone and "MUTED" will display on the LCD. Your caller cannot hear you. Press **C / INT / MUTE** again to unmute the microphone.

4.6 End a Call

Press / OFF.
-OR-
Place the handset on the base.

4.7 Silent Mode (Turn the Handset Ringer On/Off)

Press and hold .

4.8 Turn the Keypad Lock On/Off

Press and hold **#**.

4.9 Redial

- 4.9.1 Redial a Number from the Redial List
1. In idle mode, press to access the redial list.
Remarks: If redial entry with name, press **#** to view the number.
 2. Press **▲ / ▼** to browse the redial list.
 3. Press or to dial to the selected redial number.
Note: If there are no numbers in the redial list, the display shows "EMPTY".

4.9.2 Store a Redial Number into the Phonebook

1. Follow Steps 1 and 2 in section 4.9.1.
2. Press **MENU/OK** and **▲ / ▼** to select **ADD TO PB**.
3. Press **MENU/OK** to enter the name.
4. Press **MENU/OK** to store the redial number into the phonebook.
5. Press **MENU/OK** to select phonebook melody 1-10.
6. Press **▲ / ▼** to browse the melody list. The respective melody will be played when browsing the melody list.
7. Press **MENU/OK** to confirm.

4.9.3 Delete a Redial Number

1. Follow Steps 1 and 2 in section 4.9.1
2. Press **MENU/OK** and **▲ / ▼** to select **DELETE**.
3. Press **MENU/OK** to confirm.

4.9.4 Delete the Entire Redial List

1. Follow Steps 1 and 2 in section 4.9.1
2. Press **MENU/OK** and **▲ / ▼** to select **DELETE ALL**.
3. Press **MENU/OK** to confirm.
4. Press **MENU/OK** to confirm again.

4.10 Find the Handset (PAGING)

1. Press on the base.
2. Press TALK / MUTE / OFF on handset, or
3. Press on the base to stop paging.

4.11 Make an Internal Call (Only for at least 2 registered handsets)

This feature is only applicable when there are at least two registered handsets. It allows you to make internal calls, transfer external calls from one handset to another handset and make conference calls. If the called handset is not answered within 60 seconds, the called handset will stop ringing and the calling handset will return to standby mode.

4.11.1 Intercom Another Handset

1. In idle mode, press **C / INT / MUTE** and the registered handsets will display except the calling handset.
2. Enter the desired handset number to intercom with.
3. The called handset rings and press or on the called handset to establish the internal call.
Note:
 - If only one handset is registered to the base station, press **C / INT / MUTE** will display "NOT POSSIBLE".
 - If two handsets are registered to the base station, press **C / INT / MUTE** will connect to another handset immediately.

4.11.2 Call All Handsets (for more than 2 registered handsets only)

1. In idle mode, press **C / INT / MUTE** and the registered handsets will display.
2. Press **<KEY 9>** to ring to all registered handsets.

4.11.3 Transfer an External Call to another handset

- During an external call:
1. Press **MENU/OK** and **▲ / ▼** to select **INTERCOM**.
 2. Press **MENU/OK** to select the desired handset to intercom with.
 3. The external call is put on hold automatically and the called handset rings.
 4. Press on the called handset to establish an internal call.
 5. Press / OFF on the calling handset or put the calling handset on the charging cradle to end the current call with the external party.
 6. The external call is transferred to the called handset.

4.12 Make a 3-way Conference Call

The conference call feature allows one external call to be shared with two handsets (in intercom). The three parties can share the conversation and no network subscription is required.
During an external call:

1. Follow Steps 1 to 4 in section 4.11.3.
2. Press and hold key on the calling handset to establish the conference call.

Any handset hangs up during a conference call will leave the other handset still in connection with the external call.

5. PHONEBOOK

Your phone can store up to 20 private phonebook entries with names and numbers. Each phonebook entry can have a maximum of 20 digits for the phone number and 12 characters for the name. You can also select different ringtones for your phonebook entries. Phonebook entries are stored alphabetically by name.

5.1 Store a Number Entry in the Phonebook

→ **MENU/OK** → **▲ / ▼** → **ADD** → **MENU/OK** → Enter name → **MENU/OK** → Enter number → **MENU/OK** → **▲ / ▼** → **MELODY 1 - MELODY 10** → **MENU/OK**.

NOTE: If there is no entry in the list, the display shows "EMPTY".

5.2 Dial an Entry

→ **▲ / ▼** → (a desired entry) → or to dial out.

5.3 Edit a Phonebook Entry

→ **▲ / ▼** → (a desired entry) → **MENU/OK** → **▲ / ▼** → **EDIT** → **MENU/OK** → Enter name → **MENU/OK** → Enter number → **MENU/OK** → **▲ / ▼** → **MELODY 1 - MELODY 10** → **MENU/OK**.

5.4 Delete a Phonebook Entry

→ **▲ / ▼** → (a desired entry) → **MENU/OK** → **▲ / ▼** → **DELETE** → **MENU/OK**.

5.5 Delete All Phonebook Entries

→ **▲ / ▼** → (a desired entry) → **MENU/OK** → **▼ / ▲** → **DELETE ALL** → Press **MENU/OK** twice.

5.6 Check Number of Phonebook Entry Used

You can check how many entries have been occupied in your phone and how many phonebook entries are available for you to store in the phonebook.
 → **MENU/OK** → **▲ / ▼** → **PB STATUS** → **MENU/OK**.

6. PHONE SETTINGS

Your phone comes with a selection of settings that you can change to personalize your phone the way you like it to work.

6.1 Date and Time Settings

You will need to set the correct time and date so that you know when you received answering machine (applicable to model with answering machine) or call list entries.

6.1.1 Set the Date Format

MENU/OK → **▲ / ▼** → **HS SETTINGS** → **MENU/OK** → **▲ / ▼** → **DATE & TIME** → **MENU/OK** → **▲ / ▼** → **DATE FORMAT** → **MENU/OK** → **▲ / ▼** → **DD-MM-YY / MM-DD-YY** → **MENU/OK**.

6.1.2 Set the Time Format

MENU/OK → **▲ / ▼** → **HS SETTINGS** → **MENU/OK** → **▲ / ▼** → **DATE & TIME** → **MENU/OK** → **▲ / ▼** → **TIME FORMAT** → **MENU/OK** → **▲ / ▼** → **12 HR / 24 HR** → **MENU/OK**.

6.1.3 Set the Time

MENU/OK → **▲ / ▼** → **HS SETTINGS** → **MENU/OK** → **▲ / ▼** → **DATE & TIME** → **MENU/OK** → **▲ / ▼** → **SET TIME** → **MENU/OK** → Enter time → **MENU/OK** → **▲ / ▼** → **AM or PM** → **MENU/OK**.

6.1.4 Set the Date

MENU/OK → **▲ / ▼** → **HS SETTINGS** → **MENU/OK** → **▲ / ▼** → **DATE & TIME** → **MENU/OK** → **▲ / ▼** → **SET DATE** → **MENU/OK** → Enter Date → **MENU/OK**.

6.2 Handset Settings

6.2.1 Alarm

MENU/OK → **▲ / ▼** → **HS SETTINGS** → **MENU/OK** → **▲ / ▼** → **ALARM** → **MENU/OK** → **▲ / ▼** → **ON / OFF**.
If ON is selected:
MENU/OK → Enter time → **MENU/OK** → **AM or PM** → **MENU/OK** → You will need to set the snooze function → **▲ / ▼** → **ON / OFF** → **MENU/OK**.

6.2.2 Set the Ringer Melody for External Calls

MENU/OK → **▲ / ▼** → **HS SETTINGS** → **ENU/OK** → **▲ / ▼** → **RING SETUP** → **MENU/OK** → **▲ / ▼** → **EXT. RING** → **MENU/OK** → **▲ / ▼** → **MELODY 1 - MELODY 10** → **MENU/OK**.

6.2.3 Set the Ringer Melody for Internal Calls

MENU/OK → **▲ / ▼** → **HS SETTINGS** → **MENU/OK** → **▲ / ▼** → **RING SETUP** → **MENU/OK** → **▲ / ▼** → **INT. RING** → **MENU/OK** → **▲ / ▼** → **MELODY 1 - MELODY 10** → **MENU/OK**.

6.2.4 Set the Ringer Volume

MENU/OK → **▲ / ▼** → **HS SETTINGS** → **MENU/OK** → **▲ / ▼** → **RING SETUP** → **MENU/OK** → **▲ / ▼** → **RING VOLUME** → **MENU/OK** → **▲ / ▼** → **VOLUME 1 - VOLUME 5**, or **VOLUME OFF** → **MENU/OK**.

6.2.5 Set Alert Tones

A single beep is emitted when you press a key. You can turn on or off the key tone. You can also turn on the alert tones when low battery and out of range are detected. Low battery tone will be emitted while you are talking with the phone to alert you that you need to charge your battery. Out of range tone will be emitted when the handset is out of range from the base.
MENU/OK → **▲ / ▼** → **HS SETTINGS** → **MENU/OK** → **▲ / ▼** → **TONE SETUP** → **MENU/OK** → **▲ / ▼** → **KEY TONE / BATTERY TONE / OUT OF RANGE** → **MENU/OK** → **▲ / ▼** → **ON / OFF** → **MENU/OK**.

6.2.6 Rename the Handset

MENU/OK → **▲ / ▼** → **HS SETTINGS** → **MENU/OK** → **▲ / ▼** → **RENAME HS** → **MENU/OK** → **▲ / ▼** → Enter name → **MENU/OK**.

6.2.7 Set the Handset Language

MENU/OK → **▲ / ▼** → **HS SETTINGS** → **MENU/OK** → **▲ / ▼** → **LANGUAGE** → **MENU/OK** → **▲ / ▼** → (The desired language) → **MENU/OK**.

6.2.8 Set the Handset Display Information

MENU/OK → **▲ / ▼** → **HS SETTINGS** → **MENU/OK** → **▲ / ▼** → **HS DISPLAY** → **MENU/OK** → **▲ / ▼** → **HANDSET NAME / TIME** → **MENU/OK**.

6.2.9 Set the Auto Answer

MENU/OK → **▲ / ▼** → **HS SETTINGS** → **MENU/OK** → **▲ / ▼** → **AUTO ANSWER** → **MENU/OK** → **▲ / ▼** → **ON / OFF** → **MENU/OK**.

6.3 Base Settings

6.3.1 De-register a Handset

You are requested to enter the 4-digit PIN in order to de-register a handset from the base station. The antenna icon on the de-registered handset will blink.
Note: You cannot de-register the handset that you are currently using.
The default system PIN code is 0000.

MENU/OK → **▲ / ▼** → **BS SETTINGS** → **MENU/OK** → **▲ / ▼** → **DELETE HS** → **MENU/OK** → Enter PIN (Default: 0000) → **MENU/OK** → **▲ / ▼** → Select handset you want to de-register → **MENU/OK**.

6.3.2 Set the Dial Mode

The dial mode settings is country dependent. Please contact your local service provider for the correct settings.

MENU/OK → **▲ / ▼** → **BS SETTINGS** → **MENU/OK** → **▲ / ▼** → **DIAL MODE** → **MENU/OK** → **▲ / ▼** → **TONE / PULSE** → **MENU/OK**.

6.3.3 Set the Flash Time

The flash time settings is country dependent. Please contact your local service provider for the correct settings.

MENU/OK → **▲ / ▼** → **BS SETTINGS** → **MENU/OK** → **▲ / ▼** → **FLASH TIME** → **MENU/OK** → **▲ / ▼** → **SHORT / MEDIUM / LONG** → **MENU/OK**.

6.3.4 Change the System PIN Code

The default system PIN code is 0000.

MENU/OK → **▲ / ▼** → **BS SETTINGS** → **MENU/OK** → **▲ / ▼** → **CHANGE PIN** → **MENU/OK** → Enter old PIN (Default: 0000) → **MENU/OK** → Enter new PIN → **MENU/OK** → Enter new PIN again → **MENU/OK**.

6.4 Registration

The default system PIN code is 0000.
Up to five handsets can be registered to a single base station.
You may register your handset according to the following procedure.
Press and hold on the base station for about five seconds, the base station is entered into registration mode → **MENU/OK** → **▲ / ▼** → **REGISTRATION** → **MENU/OK** → Enter PIN (Default: 0000) → Press **MENU/OK**.
If the handset registration is successful, you will hear a confirmation tone and the will stop flashing. The handset will automatically be allocated the next available handset number. This handset number is shown in the handset display in standby mode. If the handset registration is unsuccessful, the will still flash.

6.5 Reset Your Phone

You can reset your phone to the default settings. After reset, all settings and entries (except phonebook) will be deleted.

MENU/OK → **▲ / ▼** → **DEFAULT** → **MENU/OK** → Enter old PIN (Default: 0000) → **MENU/OK** twice.

7. CALLER DISPLAY

7.1 Call List

This feature is available if you have subscribed to the Caller ID service from your local service provider telephone company.

7.2 Store a Call List Number into the Phonebook

CALLS / VOL ▲ → **▲ / ▼** → (a desired entry) → **MENU/OK** → **▲ / ▼** → **ADD TO PB** → **MENU/OK** → Enter name → **MENU/OK** → Edit number → **MENU/OK** → **▲ / ▼** → **MELODY 1 - MELODY 10** → **MENU/OK**.

7.3 Delete an Entry in the Call List

CALLS / VOL ▲ → **▲ / ▼** → (a desired entry) → **MENU/OK** → **▲ / ▼** → **DELETE** → **MENU/OK**.

7.4 Delete All Call List Entries

CALLS / VOL ▲ → **MENU/OK** → **▲ / ▼** → **DELETE ALL** → **MENU/OK** twice.

7.5 View the Details of the Call List Entry

CALLS / VOL ▲ → **MENU/OK** → **▲ / ▼** → **DETAILS** → **MENU/OK**.